

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH CAPITAL AND OPERATING BUDGET MEETING

AGENDA

DATE: Wednesday, January 16, 2019

CLOSED MEETING: 8:30 A.M.

REGULAR MEETING: 9:00 A.M

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. **CLOSED ITEMS** ≠
 - (a) Confidential Verbal Report from Karen Landry, CAO/Clerk regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to OMERS.
4. **COMMUNICATIONS**
 1. Township of Puslinch- Future Satellite Fire Station Site
 - a. Correspondence from S.W. Irvine & Associates dated April 3, 2018.
 2. Fox Run Parkette
 - a. Correspondence from John Arnold.
5. **DELEGATIONS** ≠

9:05p.m.- Art Zymerman and Lorne Wallace from the Puslinch Lake Conservation Association with respect to a grant request for \$25,000 in support of lake dredging
6. **REPORTS**≠

Finance Department

 1. Report FIN-2018-036 - 2019 Proposed Operating Budget (Previously provided at the December 12, 2018 Meeting)
 2. Report FIN-2019-003 - 2019 Grant Application Program
 3. Report FIN-2019-004 - 2019 Capital and Operating Budget Update
7. **NOTICE OF MOTION**
 1. Councillor Sepulis with respect to the paving of Township roads



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 12, 2018 BUDGET MEETING

8. **CONFIRMING BY-LAW** ≠

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

9. **ADJOURNMENT** ≠

Prepared for:

The Township of Puslinch

c/o Karen Landry

Regarding:

Township of Puslinch

Future Satellite Fire Station Site

Prepared by:



Effective Date: April 3, 2018

S.W. IRVINE & ASSOCIATES

REAL ESTATE APPRAISALS & CONSULTING

April 3, 2018

**Karen Landry
Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0**

**RE : Township of Puslinch
Future Satellite Fire Station Site**

Dear Ms. Landry,

In compliance with your request, our firm is providing the enclosed memorandum regarding land values for residential building lots in the Township of Puslinch to assist the Township with its estimate of a reasonable purchase price for a future site of a satellite fire station. This memorandum is prepared by Larry Zions, AACI, P. App., of S.W. Irvine & Associates.

Respectfully,

Larry Zions, AACI, P. App.

S.W. Irvine & Associates

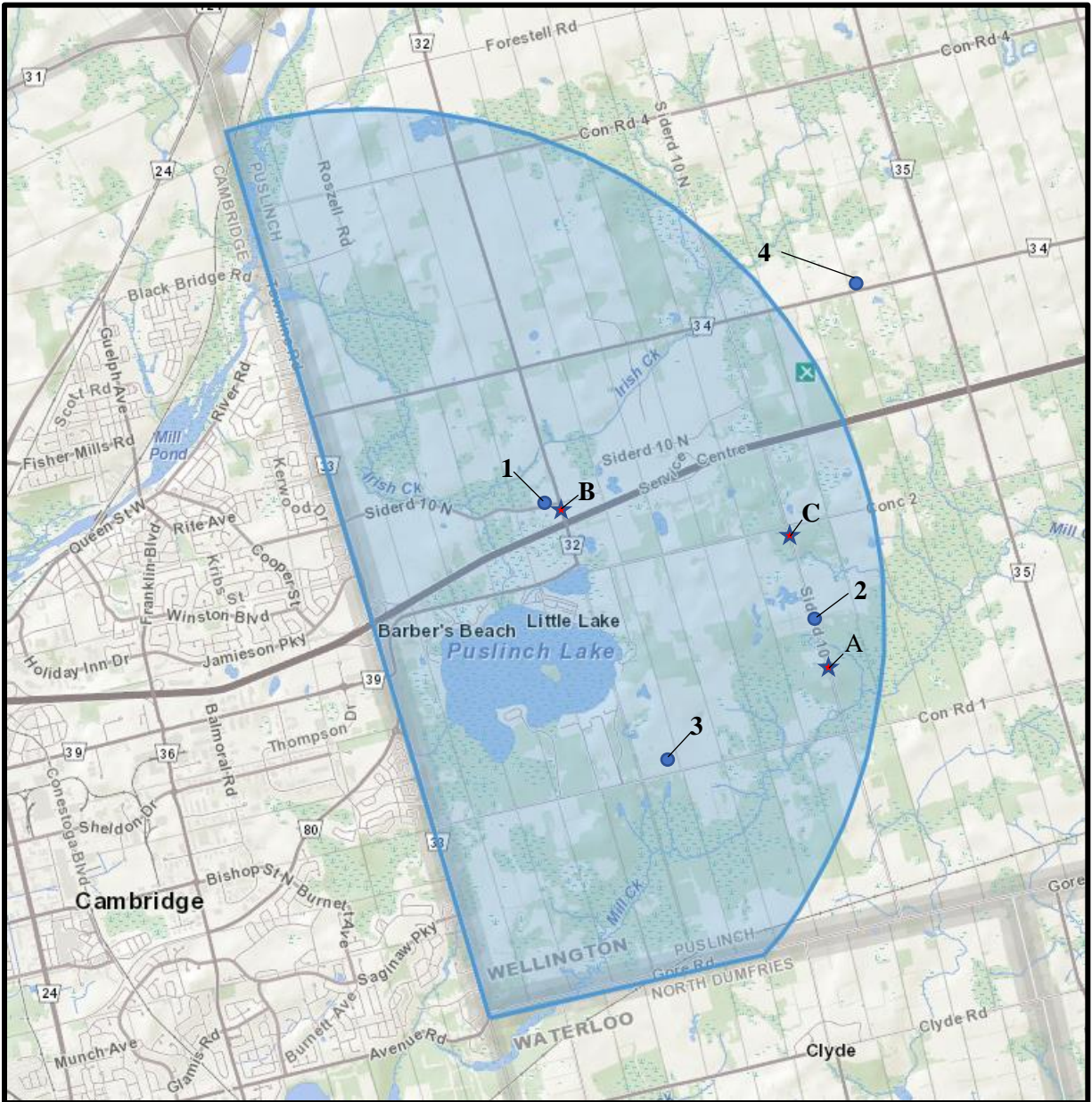
PRIVILEGED AND CONFIDENTIAL
NOT FOR DISTRIBUTION OR EXCHANGE

This memorandum is privileged and confidential and is not intended for distribution or exchange. Our memorandum herein does not constitute an appraisal of a specific property under the Canadian Uniform Standards of Professional Appraisal Practice, but is created to provide general pricing guidelines regarding vacant land values for the Township of Puslinch. Although we are confident of the selling prices and value ranges presented in this memorandum, we recognize that if a formal appraisal of a specific property were to be completed, our estimates may change due to a greater degree of due diligence. Any reliance on this memorandum for valuation purposes is denied.

We note that the information regarding selling prices and value ranges as specified herein is based on our research, due diligence and understanding of the general land sales marketplace and is not a property specific exercise. We note that any particular property may differ in size, location, planning/development, servicing, physical characteristics, or other factors that may cause its specific value to be similar to, lower, or higher than the evidence as outlined herein. As a result, the selling prices and value ranges presented in our memorandum herein are not meant to be applied to any specific property. Rather, we have only provided general evidence based on our research and due diligence of the land sales marketplace.

The Township of Puslinch's criteria for a future satellite fire station includes a 5 km geographical area that surrounds the interchange of Townline Road and Highway 401. Within that defined area, the Township has identified three potential sites for a future satellite fire station. The Township is requesting that our firm complete comparable sales research for vacant residential building lots to assist with the budget requirements for a potential satellite fire station. More specifically, the Township has requested a single-point estimate of a selling price that can be applied to the three potential satellite station sites. In carrying out this task, our firm has completed an extensive sales search within the designated area. The sales were researched through the Ontario Regional Real Estate Board and the Ontario Land Registry Office records via Geowarehouse. The search is narrowed down to the four most relevant sales of vacant residential lots ranging in size from 1.00 acre to 1.97 acres. Please refer to the following pages for the results and analysis of our research.

DEFINED AREA MAP



Potential Satellite Fire Station Site



Comparable Sale Location



Area of Puslinch within 5 km of the Townline Road/Highway 401 interchange

The blue shaded area in the above map outlines the general geographical area being considered for a future satellite fire station. Within that area, three potential sites of interest are identified as provided by the Township of Puslinch. In addition, the locations of the four sale comparables are identified.

SALE COMPARABLE DATA TABLE

#	Location	Official Plan	Zoning	Site Features	Site Size	Sale Date	Sale Price	Time-Adjusted Sale Price (April 2018)
1	Part Lot 5, Con. 2 Part 1 61R20648 Ellis Road Puslinch, ON	Core Greenlands	Agricultural	<i>Topography:</i> Level <i>Cover:</i> Open site <i>Road Frontage:</i> Unobstructed <i>Road Details:</i> Paved road	1.89 acres	July 29, 2016	\$339,995	\$374,000
2	Par Lot 10, Con. 1 Sideroad 10 South Puslinch, ON	Secondary Agricultural	Agricultural	<i>Topography:</i> Level <i>Cover:</i> Open site <i>Road Frontage:</i> Unobstructed <i>Road Details:</i> Gravel road	1.97 acres	April 21, 2016	\$391,000	\$436,000
3	Part Lot 6, Con. 1 Part 1 61R20906 Concession 1 Road Puslinch, ON	Secondary Agricultural	Agricultural	<i>Topography:</i> Level <i>Cover:</i> Open Site <i>Road Frontage:</i> Unobstructed <i>Road Details:</i> Paved road	1.00 acre	July 11, 2016	\$300,000	\$332,000
4	Part Lot 14, Con. 3 Part 2 61R20956 6852B Wellington Road 34 Puslinch, ON	Secondary Agricultural	Agricultural	<i>Topography:</i> Level <i>Cover:</i> Treed site <i>Road Frontage:</i> Unobstructed <i>Road Details:</i> Paved road	1.00 acre	March 20, 2017	\$365,000	\$389,000

CONCLUSION OF VALUE

The table on the preceding page provides details on the four sale comparables that are selected as being the most relevant to the three potential sites identified by the Township of Puslinch for a future satellite fire station. The final column in the table provides an estimated time-adjusted sale price to the effective date of this memorandum (April 3, 2018). The time-adjusted sale price range is **\$332,000 to \$436,000**. More specifically, sale comparables # 3 (\$332,000) and # 4 (\$389,000) are 1.0 acre in size, which is below the minimum 1.5 acre requirement for the satellite site. As such, an appropriate land value for the Township's needs should be superior to the \$332,000 to \$389,000 time-adjusted range of comparables # 3 and # 4. Sale comparables # 1 and # 2, however, are 1.89 acres and 1.97 acres, respectively, which places them within the Township's site size requirement of 1.5 to 2.0 acres. The estimated time-adjusted sale price for comparables # 1 and # 2 are \$374,000 and \$436,000, respectively. Furthermore, comparables # 1 and # 2 are located within very close proximity to the three potential sites for a satellite station (see preceding map). Therefore, based on the strong similarities of sale comparables # 1 and # 2, a reasonable single point selling price for the Township's requirements for a future satellite fire station as at April 3, 2018 is estimated at:

\$400,000

(FOUR HUNDRED THOUSAND DOLLARS)

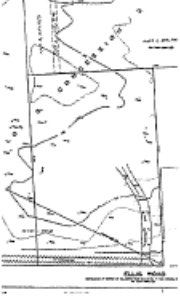
Respectfully,

Larry Zions, AACI, P. App.
S.W. Irvine & Associates Ltd.

April 3, 2018

SALE COMPARABLE DATA

Sale Comparable # 1

Lot 5 (Concession 2) Ellis Road Puslinch, ON N3C 2V4		LAND/Residential Building Lot/Sale		Price: \$350,000 Sold Price: \$339,995 Prev Price: Status: Sold Closed DOM: 182
		MLS®#: 30508138 Alt. MLS®#: Region: Wellington Municipality: 18 - Puslinch Neighbourhood: 73 - Puslinch Lake Settlement Areas Category/Use: / Acreage: 1.890 / 0.50-1.99 Frontage: 233.00 Feet Depth: 353.00 Feet Irregularities: Zoning: RESIDENTIAL Soil Type: Legal Desc: PART LOT 5, CON 2, DESIGNATED AS PART 1, REFERENCE PLAN 61R20648 PUSLINCH BRIAN LIGHT AND SHARILYN LIGHT AND 919598 ONTARIO INC. Sellers: List SP/Brk: ROB PIOMBINI, Broker / HOMELIFE POWER REALTY INC. CrossSt/Dir: Wellington Cnty #32		
Property Details Area Influences: Special Designations: Services: None Wtr Supply Type: Well Capacity: Pin #: 712110163 Roll #: Water: None Well Depth: Assessment: Taxes: Sewers: None Well Testing: Rec Use: HST Applicable: Yes Develop \$ Pd: No Income Pot: No Fronting On				
Public Remarks Building lot in Puslinch. 1.89 Acres with driveway access from Ellis Road. Easy access to 401. Mature trees. Build your dream home now.				
REALTOR® Information Rmks for Special Agreement: Commission Reduced if Listing Agent or Luxe Team brings an offer. Brokerages: Appointments: Call Listing Brokerage Admin 519-885-8810 Commission: 2% Under Contract: Sign: Yes Commence Date: 01/29/2016 Financing: Clear Lockbox: No Expire Date: Holdover Days: 60 Occupant: Vacant Deposit: 10000 SPIS: No/No Possession: Immediate Possess Date: Bkg Trust: NIB Spec Agreement: Yes Contact Exprd: No CDOM: 182 L/BR Phone: (519) 885-8810 L/SP Phone: (519) 885-8810 Salesperson Cell: (519) 885-8810 Brokerage Web: Brokerage Phone: (519) 885-8810 SP Phone: (519) 885-8810 Brokerage Phone: (519) 885-8810 SP Phone: (519) 885-8810 Brokerage Phone: (519) 885-8810 SP Phone: (519) 885-8810				
List Brokerage 1: HOMELIFE POWER REALTY INC. List Salesperson 1: ROB PIOMBINI, Broker Email: robert.piombini@sympatico.ca L/SP Fax: (519) 885-8700 List Brokerage 2: HOMELIFE POWER REALTY INC. List SP 2: DALIBOR RADULOVIC, Salesperson Email: dalibor1@rogers.com List Brokerage 3: HOMELIFE POWER REALTY INC. List SP 3: IGOR IVANISEVIC, Salesperson Email: igor@imteam.ca List Brokerage 4: HOMELIFE POWER REALTY INC. List SP 4: MICO RADULOVIC, Salesperson Email: mico@imteam.ca				
Sold Information Original List Price: \$350,000 LP\$/SQFT: Coop Salesperson 1: Amit Airi, Broker of Record Coop Brokerage 1: WORLD CLASS REALTY POINT, BROKERAGE Sale Date: 07/29/2016 SP/LP: 97.14% Close Date: 10/28/2016 SP\$/SQFT: Sold Price: \$339,995 DOM: 182 C/SP Phone: 519-267-7444 C/BR Phone: 800-410-8516				

Sale Comparable # 2

Pt Lt 10 Concession 1 Road Puslinch, ON N3C 2V4



LAND/Residential Building Lot/Sale		Price:	\$399,000
		Sold Price:	\$391,000
MLS@#:	30513731	Prev Price:	
Alt. MLS@#:		Status:	Sold Closed
Region:	Wellington	DOM:	28
Municipality:	18 - Puslinch		
Neighbourhood:	21 - Rural Puslinch West		
Category/Use:		Lot Shape:	Rectangular
Acreage:	2-4.99	Location:	Rural
Frontage:	196.00 Feet	Fronting On:	
Depth:	437.00 Feet	Chattels:	
Irregularities:		Waterfront:	
Zoning:	Rural Res	Soil Test:	
Soil Type:			
Legal Desc:	Pt Lt 10 Con 1		
Sellers:	Leonard Carl Cook and Carol Anne Cook		
List SP/Brk:	Scott Robinson, Broker / ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE		
CrossSt/Dir:	Con 1		

Property Details

Area Influences:
Special Designations:

Services: **Hydro, Telephone**

Wtr Supply Type:

Water:

None

Sewers:

None

Rec Use:

Well Capacity:

Well Depth:

Well Testing:

HST Applicable: **Yes**

Pin #:

Assessment:

\$/2016

Develop \$ Pd: **No**

Roll #:

0000000000000000

Taxes:

\$/2016

Income Pot: **No**

Fronting On

Public Remarks

Build your country dream retreat with this fine 2 acre lot situated right across the road from beautiful conservation forest - yet only 3 minutes to Cambridge and 5 minutes to Guelph! Property has no fire number but is immediately south of 4284 Sideroad 10. Follow arrow on map on mls listing.

REALTOR® Information

Rmks for

Brokerages:

No Saturday or Sunday offers. Please allow 24 hour irrevocable. Include attached Schedule B with all offers. HST is in addition to, so please use Commercial Offer form which takes care of all HST clauses required.

Appointments:

Through Listing Brokerage

Occupant:

Vacant

Possession: **Immediate**

Commission:

2.5

Deposit:

10000

Possess Date:

Under Contract:

SPIS:

No/No

Bkg Trust: **IB**

Sign:

Lockbox:

Spec Agreement: **No**

Commence Date:

03/24/2016

Expire Date:

Contact Exprd: **No**

Financing:

Clear

Holdover Days:

CDOM: **29**

List Brokerage 1:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

L/BR Phone: **(519) 824-9050**

List Salesperson 1:

Scott Robinson, Broker

L/SP Phone: **(519) 824-9050**

Email:

scottrobinson@royallepage.ca

Salesperson Cell: **(519) 824-9050**

L/SP Fax:

(519) 824-5183

Brokerage Web: **http://www.royalcity.com**

Brokerage Phone: **(519) 824-9050**

List Brokerage 2:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

SP Phone: **(519) 824-9050**

List SP 2:

Maggie Horne, Broker

Brokerage Phone: **(519) 824-9050**

Email:

maggiehorne@royallepage.ca

SP Phone: **(519) 824-9050**

List Brokerage 3:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

SP Phone: **(519) 824-9050**

List SP 3:

Michael Christie, Salesperson

Email:

michaelchristie@royallepage.ca

Sold Information

Original List Price:

\$399,000

Sale Date:

04/21/2016

Close Date:

04/29/2016

Sold Price:

\$391,000

LP\$/SQFT:

SP/LP:

98.00%

SP\$/SQFT:

DOM:

28

Coop Salesperson 1:

Maggie Horne, Broker

C/SP Phone: **(519) 824-9050**

Coop Brokerage 1:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

C/BR Phone: **(519) 824-9050**

Coop SP 2:

Scott Robinson, Broker

C/SP Phone: **(519) 824-9050**

Coop Brokerage 2:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

C/BR Phone: **(519) 824-9050**

Sale Comparable # 3

Pt Lt 6 Concession 1 Road Puslinch, ON N0B 2J0



LAND/Residential Building Lot/Sale

Price: **\$339,000**
 Sold Price: **\$300,000**
 Prev Price:
 Status: **Sold Closed**
 DOM: **89**
 MLS®#: **30515815**
 Alt. MLS®#:
 Region: **Wellington**
 Municipality: **18 - Puslinch**
 Neighbourhood: **73 - Puslinch Lake Settlement Areas**
 Category/Use: /
 Acreage: **1.000 / 0.50-1.99**
 Frontage: **218.00 Feet**
 Depth: **200.00 Feet**
 Irregularities:
 Zoning: **Res**
 Soil Type:
 Legal Desc: **Pt Lt 6 Con 1**
 Sellers: **Todd Noonan; Debbie McIntosh**
 List SP/Brk: **Scott Robinson, Broker / ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE**
 CrossSt/Dir: **Towline Road**

Property Details

Area Influences: **Quiet Area**

Special Designations:

Services:

Wtr Supply Type:

Well Capacity:

Pin #:

Roll #:

Hydro, Telephone

Water: **None**

Well Depth:

None

Sewers: **None**

Well Testing:

Assessment: **\$/2015**

Taxes: **\$/2015**

Rec Use:

HST Applicable: **Yes**

Develop \$ Pd: **No**

Income Pot: **No**

Fronting On: **North**

Public Remarks

6620 Concession 1 Puslinch is the farm this lot is severed from - so Google Map that address and have a nice cruise out to see the site of your future home! Perfect for a walk out basement and, with a beautiful view of the gently rolling green paddocks with horses quietly grazing, this could easily be your little bit of paradise The best part is you don't have to pay for the horse you are enjoying the sight of! And if you are into water sports Puslinch Lake is nearly at your doorstep. Seeing is believing with this beautiful building opportunity.

REALTOR® Information

Rmks for

Brokerages:

Appointments:

Commission:

Under Contract:

Sign:

Commence Date:

Financing:

No Saturday or Sunday offers. Please allow 24 hour irrevocable. Please include attached Schedule

B to all offers. Please use commercial forms to cover HST payable.

Go direct - vacant land

2.5

Lockbox:

Expire Date:

Holdover Days:

Occupant: **Vacant**

Deposit: **5000**

SPIS: **No/No**

Possession: **30 - 59 Days**

Possess Date:

Bkg Trust: **IB**

Spec Agreement: **No**

Contact Exprd: **No**

CDOM: **90**

List Brokerage 1:

List Salesperson 1:

Email:

L/SP Fax:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

Scott Robinson, Broker

scottrobinson@royallepage.ca

(519) 824-5183

Brokerage Web: **http://www.rroyalcity.com**

L/BR Phone: **(519) 824-9050**

L/SP Phone: **(519) 824-9050**

Salesperson Cell: **(519) 824-9050**

Brokerage Phone: **(519) 824-9050**

List Brokerage 2:

List SP 2:

Email:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

Maggie Horne, Broker

maggiehorne@royallepage.ca

Brokerage Phone: **(519) 824-9050**

SP Phone: **(519) 824-9050**

List Brokerage 3:

List SP 3:

Email:

ROYAL LEPAGE ROYAL CITY REALTY BROKERAGE

Michael Christie, Salesperson

michaelchristie@royallepage.ca

Brokerage Phone: **(519) 824-9050**

SP Phone: **(519) 824-9050**

Sold Information

Original List Price:

LP\$/SQFT:

Coop Salesperson 1:

Coop Brokerage 1:

\$339,000

Sale Date: **07/11/2016**

SP/LP: **88.50%**

Close Date: **08/25/2016**

SP\$/SQFT:

Sold Price: **\$300,000**

DOM: **89**


C/SP Phone: **(519) 623-6200**

C/BR Phone: **(519) 623-6200**

Leanne Giles, Salesperson

RE/MAX REAL ESTATE CENTRE INC., BROKERAGE

Comparable # 4

6852B Wellington Rd 34 Puslinch, ON N3C 2V4		LAND/Residential Building Lot/Sale Price: \$375,000 Sold Price: \$365,000 Prev Price: Status: Sold Closed DOM: 70	
		MLS®#: 30552916 Alt. MLS®#: Wellington Region: 18 - Puslinch Municipality: 72 - Crieff/Aikensville/Killeen Neighbourhood: Category/Use: / Acreage: 0.50-1.99 Frontage: 133.00 Feet Depth: 363.00 Feet Irregularities: Zoning: Ag Soil Type: Other Legal Desc: See Schedule A Sellers: Mark Edward Keleher and Vinia Marquez List SP/Brk: Allison Bureau, Broker / TRILLIUMWEST REAL ESTATE BROKERAGE LTD CrossSt/Dir: Located on Wellington Rd 34 between Wellington Rd 35 and Sideroad 10N.	
Property Details Area Influences: Special Designations: Services: None Wtr Supply Type: Water: None Well Capacity: Well Depth: None Pin #: Assessment: \$/2017 Roll #: 0000 0000 0000 0000 Taxes: \$/2017 Rec Use: HST Applicable: Call LBO Develop \$ Pd: Income Pot: Fronting On			
Public Remarks Pretty Puslinch Building Lot! Bring your builder, your plans and your dreams - this 1 acre building lot in Puslinch is ready to go! A nice mix of mature trees and open space this lot offers options for your plans. Located close to amenities and commuter routes in the family friendly community of Puslinch!			
REALTOR® Information Rmks for Please call before walking property. Existing entrance is on lot - new entrance will be created for existing house. Brokerages: 226-314-1600 Appointments: 2.5 Commission: 2.5 Under Contract: Yes Sign: 01/09/2017 Commence Date: Clear Financing: Lockbox: Expire Date: Holdover Days: Occupant: Owner Deposit: \$10,000 SPIS: No/No Possession: 1 - 29 Days Possess Date: Bkg Trust: IB Spec Agreement: No Contact Exprd: No CDOM: 70 L/BR Phone: (226) 314-1600 L/SP Phone: (226) 314-1600 Salesperson Cell: (226) 314-1600 Brokerage Web: http://www.trilliumwest.com			
Sold Information Original List Price: \$375,000 LP\$/SQFT: 97.33% Coop Salesperson 1: Doug Gorgi, Salesperson Coop Brokerage 1: RE/MAX REAL ESTATE CENTRE INC BROKERAGE Sale Date: 03/20/2017 SP/LP: 97.33% Close Date: 04/17/2017 SP\$/SQFT: Sold Price: \$365,000 DOM: 70 C/SP Phone: (519) 835-3698 C/BR Phone: (519) 837-1300			

LARRY ZIONS, AACI, P. App.
S. W. IRVINE & ASSOCIATES
155 Suffolk Street West, 2nd Floor, Guelph, Ontario N1H 2J7
Business: (519) 763-5956 Fax: (519) 763-5162 Email: larry@swiappraisals.com

EMPLOYMENT: Partner at S.W. Irvine & Associates; employed as a real estate appraiser since 2005.

APPRAISAL EXPERIENCE: Specializing in commercial, industrial, multi-residential, development land, agricultural and expropriation properties.

EDUCATION: AACI Program – University of British Columbia
Diploma in Real Property Administration – Seneca College
Bachelor of General Studies - Athabasca University

MEMBERSHIPS: Appraisal Institute of Canada – AACI, P. APP.

CLIENTS: Financial Institutions:

- Royal Bank of Canada
- Bank of Montreal
- TD Canada Trust
- Canadian Imperial Bank of Commerce
- Bank of Nova Scotia
- Meridian Credit Union
- Home Trust Company
- Various other private lending companies

Provincial and Municipal Government Agencies:

- City of Guelph
- County of Wellington
- Township of Guelph/Eramosa
- Township of Puslinch
- Township of Centre Wellington
- Town of Minto
- Wellington Catholic District School Board
- Upper Grand District School Board
- Grand River Conservation Authority
- Ministry of Transportation Ontario

Developers:

- Terra View Custom Homes Ltd.
- Sloot Construction
- Carson Reid Homes
- Prior Construction Corporation
- Vesterra Canada

Other:

- Various mortgage brokers and law firms
- University of Guelph

From: Mary Hasan
To: [Don Creed](#); [Karen Landry](#); [Mike Fowler](#); [Nina Lecic](#)
Subject: FW: Fox Run Parkette
Date: Monday, January 7, 2019 11:25:00 AM

From: John Arnold <j.m.arnold1943@gmail.com>

Sent: Friday, January 04, 2019 3:38 PM

To: Mary Hasan <mhasan@puslinch.ca>

Subject: Re: Fox Run Parkette

Mary - I took a walk around the Parkette today and discovered that there is another swale between the northerly access point and Lot 15. Water appears to be draining from a Big "O" pipe. The outflow travels south and exits again between Lots 46 & 44 so there is even more water entering the road side ditch on the west side of Fox Run Dr.

Regards

John Arnold

On Thu, Jan 3, 2019 at 5:27 PM John Arnold <j.m.arnold1943@gmail.com> wrote:

Thank you for the draft budget Mary. A couple of comments as follows:

1. I find that the cost of the pathway, as described in the draft budget, to be prohibitively expensive.

However, if a pathway is to be constructed it should be surfaced with gravel screenings not asphalt.

Asphalt will be subject to heaving and cracking resulting in potential trip points and hence liability.

Surfacing with gravel screenings should provide a more than adequate path surfacing material and could be inexpensively dressed by a small tractor once a year or so.

The area is gently sloping west to east and a gravel surfaced pathway shouldn't be subject to wash outs in heavy rain if crowned properly. (Don't forget that we are known as the "gravel Township")

I personally would prefer to have a mowed strip as a pathway thus saving a great deal of money and providing a much more natural feel to the area.

All that being said, I think that there are far more urgent expenditures that need to be addressed in the Township other than expending \$125,000 on a pathway which, I suspect, will be little used.

2. An asphalt surfaced path will encourage bicycle and off road vehicular traffic which, I do not think, would be appropriate in that the path would be designed as a footpath.

3. The surrounding area should be left to naturalize. I understand that various Ministries of Province of Ontario and Regional, County and Township administrators throughout the Province are asking that road verges, ditches and unused land be allowed to naturalize to provide habitat and nectar sources for pollinators which are declining at an alarming rate. Bi-weekly cutting of the parkette is costly, reduces the area to a lawn-like appearance leaving no wildflowers available as food sources for pollinators. Consistent mowing also removes cover for wildlife and reduces the area's water absorption capacity which is of some importance during heavy rainstorms.

Additionally, having a publicly accessible naturalized area could be a "talking point" on the Township website.

4. I'm unclear as to what the drainage issues are - there is a minor seasonally wet area at the rear of lots 30, Dr Zellan's lot 40, our lot 42 and Mr. & Mrs. Song's lot 44 with a drainage swale between lots 44 & 46. Other than minor ditching behind these lots, I'm not sure what would be required to change this. The damp area dries up in the summer with some minor water accumulation in the fall and spring. I do not think that major land sculpturing should be undertaken to solve something that is not a major issue (at least from my standpoint - I won't speak for my neighbours). The natural drainage of the parkette is from west to east. Any significant change in the existing topography could result in more flow through the existing swale between lots 44 and 46 with discharge into the roadside ditch running in front of lots 44, 42, 40 and 30, crossing under the road in an easterly direction and thence down the swale between lots 39 and 37.

I'm not sure how fast one would want to move the water out of this existing area which tends to act as a bit of a buffer.

At the present time, during periods of heavy rainfall, the ditches in front of lots 30, 40, 42, 44 fill to over flowing and any increased discharge from the parkette area could result in more volume that the current ditches could handle thus resulting in flooded driveways and even of Fox Run Drive itself. I suspect that the existing ditches and culverts would have to be expanded at considerable cost to accommodate any increase in water volume. This is a cost that I'm sure the Township is not keen on having to absorb.

I would be more than happy to discuss this further with any interested parties at a later date.

Kind regards

John M Arnold
42 Fox Run Dr
Puslinch ON N0B2J0
416 669 2416

On Wed, Jan 2, 2019 at 9:14 AM Mary Hasan <mhasan@puslinch.ca> wrote:

Hi John

Please find attached the Capital Budget Sheets as it relates to Fox Run Park:

- Pages 1 to 2 include the survey and drainage professional consulting fees. The \$12,500 noted on pages 1 and 2 does not include the actual construction costs associated with fixing the drainage issues in the park as the extent of work is not determinable at this time.
- Pages 3 to 5 include the costs associated with the design and construction of an accessible walking trail as well as benches and signage costs.

As Karen indicates in the email below, a Public Open House is to be held regarding the development of the trail in the park.

Thanks,

Mary

From: Karen Landry <KLandry@puslinch.ca>

Sent: Wednesday, December 26, 2018 10:36 AM

To: J.M. Arnold <j.m.arnold1943@gmail.com>

Cc: Mary Hasan <mhasan@puslinch.ca>; Nina Lecic <nlecic@puslinch.ca>; Don Creed <dcreed@puslinch.ca>; Mike Fowler <mfowler@puslinch.ca>

Subject: RE: Fox Run Parkette

Hi John,

I hope you had a nice Christmas!

I apologize for the tardy response. I am just getting caught back up after the election.

By copy of this email, I am going to have Mary Hasan send you the capital budget sheet included in the Council budget package from the December 12, 2018 meeting regarding Fox Run Park. Please note the office reopens on January 2, 2019 so you will receive Mary's email then. After you review the project sheet, please let me know if you have any questions. Please note an open house is to be held regarding the development of the trail in Fox Run Park.

If you would like to formalize and submit your comments below to Council for their consideration during the budget process you can do so by sending your submission directly to Nina Lecic at nlecic@puslinch.ca by January 9, 2019. We will then include it on the Budget agenda for January 16, 2019.

I will be away on vacation and will return to the office on January 14, 2019.

Have a Happy New Year!

Thanks,

Karen

From: John Arnold <j.m.arnold1943@gmail.com>

Sent: Wednesday, December 5, 2018 9:32 PM

To: Karen Landry <KLandry@puslinch.ca>

Subject: Fox Run Parkette

Karen - I think that the Parkette is going to remain more or less as is. Who can I speak to

about allowing it to naturalize? We need wildflowers for our pollinators and cutting everything down won't accomplish that. We are an agricultural township and should be cognizant of the importance of the bees and bugs - I'd be happy to advocate for the Parkette to be allowed to naturalize- perhaps I could even educate the more citified of our residents about the value of a natural area.

Kind regards

--

John M. Arnold
Telephone (cell) -1 416 669 2416

Township of Puslinch
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--

John M. Arnold
Telephone (cell) -1 416 669 2416

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John M. Arnold
Telephone (cell) -1 416 669 2416



REPORT FIN-2018-036

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 12, 2018

SUBJECT: 2019 Proposed Operating Budget
File No. F26 OPE and F05 BUD

RECOMMENDATIONS

That Report FIN-2018-036 regarding the 2019 Proposed Operating Budget be received.

DISCUSSION

Purpose

The purpose of this report is to:

1. Provide Council with information regarding the 2019 Proposed Operating Budget. The 2019 Proposed Operating Budget is included as Schedule A to this report. The 2019 Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.

The 2018 completed capital projects and the estimated balances in discretionary and restricted reserves will be presented at a future Council Meeting.

Township staff will also provide an update on the financial implications associated with the requirement to offer Township employees classified by OMERS as an “other than continuous full-time employee” voluntary enrolment into the OMERS Pension Plan.

Background

Council received Report FIN-2018-035 – 2019 Proposed Capital Budget.

Department heads were provided the budget model to complete their operating budgets in October 2018. Department heads met to discuss the proposed operating budget corporately prior to reporting to Council.

Current Tax Levy Impact

Based on the 2018 returned assessment roll, each additional \$37,500 of taxes levied results in a 1% tax rate increase for the Township portion of taxes.

Outlined below is the proposed 2019 tax levy for capital and operating purposes.

	2018 Approved Budget	2019 Proposed Budget	Difference	Estimated Tax Rate Impact
Total Capital Taxation Levy	\$690,849	\$1,082,656		
Normalize for OMERS	\$232,500	\$0		
Total Adjusted Capital Taxation Levy	\$923,349	\$1,082,656	\$159,307	4.25%
Total Operating Taxation Levy	\$3,054,742	\$2,715,465		
Normalize for OMERS	-\$232,500)	\$0		
Total Adjusted Operating Taxation Levy	\$2,822,242	\$2,715,465	-(\$106,777)	-(2.85%)
Total Municipal Taxation Levy	\$3,745,591	\$3,798,121	\$52,530	1.40%

Please note, further analysis as part of the Asset Management Program – Phase 2 project will be required regarding the recommended capital tax levy for asset replacement purposes.

The estimated 1.40% tax rate increase in the 2019 proposed budget includes the following:

- Tax Levy Decrease - \$121,975 - principal and interest repayment associated with Carroll Pond (debt matured in 2018).
- Tax Levy Decrease - \$17,000 - taxes written off (no longer budgeted for gravel pit write-offs).
- Tax Levy Decrease - \$11,426 - 2018 Election (\$60,000 in total expenses budgeted; \$48,574 election discretionary reserve funded; \$11,426 tax levy funded).
- Tax Levy Increase - \$59,939 - proposed cost of living adjustment of 3.10%.
- \$31,750 budgeted for Community Grants which is comparable to the 2018 grant payments made. A report will be provided at a future budget meeting regarding grant requests under the 2019 Grant Application Program.
- Tax Levy Increase - \$8,670 - 6.10% increase in Manulife benefit premiums.
- Increase in costs associated with Canada Pension Plan (CPP) and Workplace Safety Insurance Board (WSIB) (ie. the maximum annual CPP contribution has increased by \$155 per individual and the maximum annual WSIB contribution has increased by \$27 per individual).
- Tax Levy Increase - \$25,650 - Township's Municipal Insurance Program (includes \$5,000 for cyber insurance coverage).
- The 2017 Federal Budget indicated that effective January 1, 2019, the one-third tax free exemption provided to Members of Council will be eliminated.

- \$14,280 increase in costs associated with the removal of the one-third tax-free exemption provided to Members of Council effective January 1, 2019 in order to maintain the same net pay in accordance with Council Resolution No. 2017-419.
- Tax Levy Increase - \$20,000 – Winter Maintenance as it relates to winter maintenance of Township sidewalks.
- Tax Levy Increase - \$6,000 - OMERS contribution increase related to the requirement to offer Township employees classified by OMERS as an “other than continuous full-time employee” voluntary enrolment into the OMERS Pension Plan.
- Tax Levy Increase - \$10,000 - Planning Contract Services related to utilizing the services of the County of Wellington for the following policy/by-law updates:
 - Community Improvement Plan Update - \$4,500
 - Comprehensive Zoning By-law Housekeeping Amendment - \$2,000
 - Completion of Site Plan Control By-law - \$1,500
 - Telecommunications Tower Policy - \$2,000
- Tax Levy Increase - \$5,300 - Conservation Authorities levy payments based on the Township’s apportionment of the budget.

The estimated 1.40% tax rate increase in the 2019 proposed budget excludes the following:

- Operating Base Budget Increases (attached as Schedule C to this Report).

Discretionary Reserve Contributions - Budget

The table below provides a comparison of the discretionary reserve contributions in the 2019 proposed budget compared to the 2018 approved budget:

Discretionary Reserve	2017 Approved Budget	2018 Approved Budget	2019 Proposed Budget	Comments
Insurance Contingency	\$5,000	\$0	\$25,000	The current balance in this reserve is \$20,667. This reserve was established to account for the unrecoverable portion of insurance claims. It is recommended that the contribution to this reserve be increased in 2019 as the deductible under the Township’s Insurance Program is \$25,000.
Legal Contingency	\$5,000	See below	\$50,000	The December 31, 2017 balance in this reserve was \$75,763 (excludes OMERS). The balance in this reserve will be further decreased in 2018 due to actual legal costs incurred. This reserve was established to fund major unrecoverable/unknown legal matters.

Discretionary Reserve	2017 Approved Budget	2018 Approved Budget	2019 Proposed Budget	Comments
Legal Contingency - OMERS	\$0	\$361,100	0	To set aside funds for the unknown financial implications associated with the requirement to offer Township employees classified by OMERS as an "other than continuous full-time employee" voluntary enrolment into the OMERS Pension Plan. Township staff will report back on this matter at a future budget meeting. Please note, the 2017 surplus of \$404,080 was also contributed to this reserve to address this matter.
Elections	\$12,787	\$0	\$13,750	2018 actual costs - \$55,000/4 years = \$13,750 per year
Capital Discretionary Reserves	\$190,500	\$0	\$232,500	Should there be additional 2019 tax levy funding available, it is recommended that the contributions to capital discretionary reserves be increased to address the recommendations from the draft Asset Management Program.
Total	\$213,287	\$361,100	\$321,250	

Municipal Property Assessment Corporation (MPAC) and Online Property Tax Analysis (OPTA)

At a future budget meeting, Township staff will present the tax impact of the proposed levy on the typical single-family detached dwelling based on the following information:

- Municipal Change Profile data file from MPAC which contains current value assessments from 2018 roll return to 2019 roll return for all Township properties.
- Municipal Tax Impact on Median/Typical Property from OPTA

The practice in the past has been to incorporate the assessment increase for the median/typical single-family detached dwelling in the calculation of the tax rate increase utilizing the proposed tax levy.

The final tax rate for 2019 cannot be set until the County of Wellington finalizes the tax ratios for each property class.

Cost of Living Adjustment

Summarized below are the cost of living adjustments (COLA) being considered or approved by the comparator municipalities used in the Township's 2014 Pay Equity

Study. The County of Wellington and Centre Wellington were not included as comparators in the 2014 Pay Equity Study.

The average approved COLA in these municipalities in comparison to the Township's approved COLA from 2014 to 2018 is summarized below:

	Average Approved COLA – County of Wellington and Centre Wellington	Average Approved COLA – Pay Equity Study Comparators	Township Approved COLA
2014	1.80%	1.35%	1.00%
2015	1.88%	1.94%	2.00%
2016	1.95%	1.50%	1.20%
2017	1.78%	1.54%	1.50%
2018	1.82%	1.71%	1.69%

Staff's recommendation in Report FIN-2015-035 is that COLA be tied to the Consumer Price Index (CPI) for Ontario from August to August. CPI increased 3.10% from August 2017 to August 2018. CPI increased 2.20% from September 2017 to September 2018. CPI increased 2.50% from October 2017 to October 2018.

The following table shows that many municipalities have not approved the COLA for 2019 but it also shows that many use CPI as a benchmark.

Pay Equity Study Comparators

Municipality	2014	2015	2016	2017	2018	2019	Comments
Blandford Blenheim	1.00%	2.00%	1.20%	1.50%	1.50%	3.10%	Proposed - Ontario CPI increase - August to August.
Erin	2.00%	1.50%	1.90%	0.75%	1.70%	1.90%	Proposed – CPI and comparators
Guelph Eramosa	1.00%	2.00%	1.70%	1.50%	1.70%	2.20%	Proposed – based on third quarter CPI
Mapleton	2.50%	2.50%	N/A	2.00%	1.30%	2.90%	Proposed – based on CPI
Minto	0.00%	2.00%	1.00%	1.50%	2.00%	2.00%	Proposed – CPI for the month of October or September
Mono	1.30%	2.00%	1.70%	1.70%	1.70%	2.20%	Proposed – Ontario CPI increase - September
Wellesley	1.50%	2.00%	1.50%	1.75%	1.70%	2.50%	Proposed – non-union - October CPI for Ontario
Wellington North	1.50%	1.50%	1.50%	1.60%	2.10%	2.20%	Proposed - Non-union - April CPI with July 1 st Implementation
Average	1.35%	1.94%	1.50%	1.54%	1.71%	2.38%	
Puslinch	1.00%	2.00%	1.20%	1.50%	1.69%	3.10%	Proposed - Ontario CPI increase from August to August.

Centre Wellington and Wellington County

Municipality	2014	2015	2016	2017	2018	2019	Comments
Centre Wellington	1.60%	1.75%	1.90%	1.55%	1.64%	1.77%	Approved – 4 year agreement effective January 1, 2017.
Wellington County	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	Approved in October 2018.
Average	1.80%	1.88%	1.95%	1.78%	1.82%	1.89%	
Puslinch	1.00%	2.00%	1.20%	1.50%	1.69%	3.10%	Proposed - Ontario CPI increase from August to August.

The tax levy impact of including a COLA of 3.10% is \$59,939 increase or 1.60% tax rate impact.

Animal Control Services

Any base budget increases associated with animal control services are currently not known as the Township recently issued a Request for Proposal for this service which closes on December 17, 2018. Staff will report back on any budget implications at a future budget meeting. It is anticipated that there will be a budgetary impact.

Records Classification

The 2018 Operating Budget included costs of 24,798 funded as follows for the temporary Administrative Support position for two days per week:

- \$7,439 – Salaries and Benefits – Building Surplus Reserve – in order to assist with the classification of Building records
- \$17,358 – Salaries and Benefits – Tax Levy

Staff request that this temporary Administrative Support position continue for a period of one year in order to continue the classification of the Township's records at an amount of \$26,346 for two days per week:

- \$7,904 – Salaries and Benefits – Building Surplus Reserve – in order to assist with the classification of Building records
- \$18,442 – Salaries and Benefits – Tax Levy

The purpose for the 2019 continued funding request is to continue to make progress in order to complete the classification of records in the main file room and the upstairs storage area.

Winter Maintenance

Due to the increased requirements for sidewalk winter maintenance that came into effect in 2018 under the Minimum Maintenance Standards, Ontario Regulation 239/02,

\$20,000 has been included in the base budget to contract the winter maintenance of Township sidewalks out externally. The Township passed By-law No. 01/2012 to adopt Ontario Regulation 239/02 – Minimum Maintenance Standards on December 7, 2011.

2019 Operating Base Budget Increases

The 2019 Operating Base Budget increases are not included in the proposed budget and are summarized below:

Department	Description	Account No.	Amount	One-Time?	Funded by	Estimated Tax Rate Impact
Corporate	Cloud Based Solution	4320	\$16,995	No	Tax Levy - \$11,667 Building - \$5,328	0.31%
Corporate	Voice over Internet Protocol (VOIP)	4320	-\$2,384 Note A	No	Tax Levy Savings	(-0.06%)
Municipal Office	Janitorial Services	4215	\$3,256	No	Tax Levy - \$2,279 Building - \$977	0.06%
Fire & Rescue	Equipment Replacement	4205	\$6,000	No	Tax Levy	0.16%
Fire & Rescue	Blue Card Incident Command Instructors Course	4309	\$4,605	Yes	Tax Levy	0.12%
Heritage Committee	Summer Student	4001	\$8,818	Yes	Tax Levy - \$4,898 Canada Summer Grants - \$3,920	0.13%
Public Works	Calcium Chloride for dust control	4213	\$12,400	No	Tax Levy	0.33%

Note A: Please note, the operating cost savings noted in the table above for VOIP are based on the costs associated with implementing VOIP for all current (ie. 2018) users and does not include the incremental costs for implementing VOIP for Council.

The proposed operating base budget increases are attached as Schedule C to this Report.

Conference, Seminar and Training Budget

Schedule D to this Report includes the conference, seminar or training attendance itemized for each department and position. This itemized budget is in accordance with the Staff Expense Policy.

Please note that Clause 4.3 of the Staff Expense Policy indicates that attendance at conference, seminar and training sessions are limited to a maximum of ten (10) business days per calendar year.

In 2019 only, the following positions are budgeted to exceed the 10 business day limit:

- Building Inspectors – 3 Ontario Building Officials' Association courses for each inspector is budgeted at 15 business days per inspector. It is also recommended that each inspector alternate attendance at the OBOA Annual Meeting & Training Session each year (5 business days).

Memberships and Associations Budget

Attached as Schedule E to this Report is the Memberships and Associations Budget which includes a listing of the positions and departments including the membership and/or association fees paid for by the Township. This itemized budget is in accordance with the Staff Expense Policy.

Please note, the following Memberships and Associations were added as part of the 2019 budget:

- Fire & Rescue – Corporate Membership – Ontario Municipal Fire Prevention Officers' Association - \$150
- Fire & Rescue – Individual Membership – Fire Service Women Ontario - \$40
- Fire & Rescue – Individual Membership – Ontario Fire Chiefs' Administrative Assistants' Association - \$45

Uniform and Special Clothing Budget

Attached as Schedule F to this Report is the Uniform and Special Clothing Budget which includes a listing of the positions and departments including the uniform and special clothing budget amounts. This itemized budget is in accordance with the Staff Expense Policy.

Recurring Capital and Operating Grants

The Township's major known recurring capital and operating grant funding including amounts per year are outlined below:

Year	Gas Tax	OCIF – Formula Based	Ontario Municipal Partnership Fund
2015	\$203,528	\$42,878	\$404,600
2016	\$213,704	\$42,878	\$405,400
2017	\$213,704	\$75,822	\$370,200
2018	\$223,880	\$107,836	\$413,600
2019	\$222,547	\$169,421	Not Known

Year	Gas Tax	OCIF – Formula Based	Ontario Municipal Partnership Fund
2020	\$222,547	\$168,923	Not Known
2021	\$232,662	Not Known	Not Known
2022	\$232,662	Not Known	Not Known
2023	\$242,778	Not Known	Not Known

FINANCIAL IMPLICATIONS

Discussed throughout this report.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A – 2019 Proposed Operating Budget

Schedule B – 2019 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2019 Operating Base Budget Increases

Schedule D – Conference, Seminar and Training Budget

Schedule E – Memberships and Associations Budget

Schedule F – Uniform and Special Clothing Budget

2019 Proposed Operating Budget

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Administration					
Expenditures					
FT Wages	\$220,834	\$231,212	\$191,047	\$246,816	\$258,792
PT Wages	\$19,301	\$32,533	\$24,254	\$15,441	\$16,398
OT Wages	\$0	\$1,371	\$0	\$500	\$500
FT Wage Related Expenses	\$39,114	\$39,982	\$34,094	\$43,316	\$44,945
PT Wage Related Expenses	\$1,656	\$2,791	\$2,339	\$1,424	\$1,528
Manulife Benefits	\$22,290	\$31,664	\$22,212	\$27,824	\$29,129
WSIB	\$5,457	\$6,382	\$6,746	\$6,874	\$7,113
Office Supplies & Equipment	\$1,192	\$1,558	\$679	\$1,500	\$1,200
Water Protection	\$124	\$123	\$0	\$0	\$0
Communication (phone, fax, internet)	\$789	\$1,630	\$1,696	\$1,622	\$1,836
Professional Fees - Legal	\$22,365	\$31,610	\$51,423	\$27,500	\$48,500
Professional Fees - Engineering	\$24,705	\$24,029	\$16,088	\$45,860	\$55,640
Events and Other	\$14,419	\$11,494	\$6,591	\$10,828	\$10,275
Mileage	\$1,024	\$1,984	\$1,524	\$2,350	\$2,000
Professional Development	\$2,528	\$20,680	\$14,320	\$30,330	\$30,843
Membership and Subscription Fees	\$8,960	\$8,925	\$8,729	\$9,591	\$10,191
Employee Travel - Meals	\$0	\$78	\$154	\$200	\$200
Employee Travel - Accom/Parking	\$460	\$2,272	\$704	\$2,300	\$1,200
Employee Travel - Air Fare	\$0	\$303	\$0	\$500	\$500
Insurance	\$35,279	\$61,113	\$59,617	\$45,985	\$64,960
Advertising	\$2,632	\$1,886	\$2,283	\$1,800	\$2,900
Ground Water Monitoring	\$2,573	\$4,416	\$2,828	\$2,500	\$3,500
Contract Services	\$0	\$0	\$0	\$2,500	\$7,000
Expenditures Total	\$425,704	\$518,038	\$447,329	\$527,559	\$599,150
ReserveTransfers					
Transfer from Operating Carryforward	\$0	-\$23,632	\$0	\$0	\$0
Transfer from Legal Contingency	\$0	\$0	\$0	-\$50,000	\$0
Contribution to Legal Contingency	\$5,000	\$5,000	\$361,100	\$361,100	\$50,000
Transfer from Insurance Contingency	\$0	-\$25,000	-\$7,658	-\$10,000	-\$10,000
Contribution to Insurance Contingency	\$5,000	\$5,000	\$0	\$0	\$25,000
ReserveTransfers Total	\$10,000	-\$38,632	\$353,442	\$301,100	\$65,000

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Revenues					
Agreement, Commissioner and FOI fees	-\$725	-\$965	-\$1,077	-\$1,200	-\$1,200
Eng., Env., and Legal Recoveries	-\$12,597	-\$3,660	-\$3,000	-\$2,500	-\$2,500
Recoveries from Staff Events	-\$1,070	-\$1,649	-\$1,403	-\$1,200	-\$1,200
Other recoveries	-\$1,329	-\$516	\$0	-\$500	-\$500
Revenues Total	-\$15,720	-\$6,790	-\$5,481	-\$5,400	-\$5,400

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Building					
Expenditures					
FT Wages	\$191,797	\$117,055	\$117,223	\$209,624	\$211,838
PT Wages	\$537	\$0	\$6,499	\$6,617	\$7,028
OT Wages	\$0	\$1,424	\$0	\$500	\$500
FT Wage Related Expenses	\$34,605	\$21,262	\$18,583	\$37,358	\$37,892
PT Wage Related Expenses	\$39	\$0	\$536	\$610	\$655
Manulife Benefits	\$21,640	\$13,213	\$11,249	\$24,570	\$28,903
WSIB	\$5,566	\$3,597	\$4,488	\$6,736	\$6,705
Computer Software & Hardware	\$0	\$340	\$380	\$250	\$250
Office Supplies	\$4,692	\$9,571	\$3,626	\$5,000	\$5,000
Hydro	\$3,006	\$2,395	\$0	\$0	\$0
Heat	\$1,328	\$1,580	\$0	\$0	\$0
Fuel	\$4,677	\$1,632	\$0	\$1,500	\$0
Water Protection	\$62	\$53	\$0	\$0	\$0
Signage	\$0	\$0	\$0	\$100	\$0
Cleaning, Maint & supplies for Bldg	\$4,082	\$7,001	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$702	\$597	\$0	\$0	\$0
Vehicle Maintenance	\$713	\$94	\$470	\$600	\$600
Outdoor Maintenance of Building	\$227	\$226	\$0	\$0	\$0
Postage	\$3,162	\$3,893	\$2,569	\$4,275	\$3,000
Communication (phone, fax, internet)	\$2,517	\$2,901	\$2,168	\$3,350	\$3,350
Professional Fees - Legal	\$32,370	\$8,559	\$5,510	\$8,450	\$20,000
Professional Fees - Audit	\$7,454	\$6,411	\$5,007	\$6,000	\$6,000
Professional Fees - Engineering	\$4,210	\$117,581	\$203,968	\$130,004	\$244,920
Mileage	\$611	\$440	\$94	\$4,000	\$1,000
Professional Development	\$2,401	\$5,496	\$6,772	\$10,150	\$13,350
Membership and Subscription Fees	\$2,709	\$1,540	\$1,904	\$3,127	\$3,089
Employee Travel - Meals	\$132	\$506	\$125	\$1,500	\$500
Employee Travel - Accomodations	\$1,012	\$1,678	\$0	\$4,000	\$1,500
Insurance	\$18,372	\$17,009	\$18,720	\$18,739	\$19,784
Advertising	\$97	\$1,613	\$3,173	\$1,310	\$1,560
Vehicle Plates	\$305	\$120	\$120	\$120	\$120
Contract Services	\$24,884	\$20,083	\$15,765	\$25,982	\$19,391
Clothing, Safety Allowance	\$294	\$158	\$216	\$630	\$720
Emergency Management	\$1,222	\$1,121	\$1,062	\$1,269	\$1,269

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Bank Service Charges	\$603	\$639	\$1,623	\$10,000	\$5,000
Municipal Office Costs Recovered from Building Department	\$0	\$0	\$0	\$22,103	\$19,721
Expenditures Total	\$376,027	\$369,788	\$431,851	\$548,475	\$663,644
ReserveTransfers					
Contribution to Building Surplus RF	\$82,758	\$220,113	\$0	\$0	\$0
Transfer from Building Surplus RF	\$0	\$0	\$0	-\$162,099	-\$224,774
ReserveTransfers Total	\$82,758	\$220,113	\$0	-\$162,099	-\$224,774
Revenues					
Reproduction of Drawings Fees	-\$350	-\$200	-\$200	-\$150	-\$150
Other recoveries	-\$183	\$0	\$0	-\$500	-\$500
Designated Structures Permit	-\$1,632	-\$2,496	-\$2,912	-\$1,248	-\$2,496
Tent or Marquee Application Fee	-\$459	-\$780	-\$1,820	-\$780	-\$936
Transfer of Permit	-\$459	-\$156	-\$156	-\$156	-\$156
Revision to Approved Plans	-\$5,508	-\$4,244	-\$6,240	-\$2,496	-\$4,992
Alternative Solution Application	-\$1,071	-\$364	\$0	-\$500	-\$500
Residential Building Permits	-\$346,236	-\$472,996	-\$370,903	-\$307,792	-\$330,000
Institutional, Commercial & Industrial Building Permits	-\$28,272	-\$52,532	-\$35,452	-\$36,412	-\$38,000
Farm Building Permits	-\$8,900	-\$5,707	-\$42,111	-\$2,704	-\$7,000
Demolition Permits	-\$1,989	-\$936	-\$2,496	-\$350	-\$1,716
Occupancy Permits	-\$8,415	-\$8,736	-\$6,497	-\$4,992	-\$7,800
Sign Permits	-\$255	-\$1,300	-\$1,040	-\$520	-\$780
Septic System Permit - New	-\$42,228	-\$34,308	-\$30,763	-\$19,968	-\$35,568
Inspection of works not ready	-\$5,113	-\$468	\$0	-\$468	-\$936
Septic System Permit - Alter	-\$3,213	-\$4,680	-\$468	-\$2,340	-\$2,340
Online Service Fee	\$0	\$0	-\$10	-\$5,000	-\$5,000
Revenues Total	-\$454,283	-\$589,901	-\$501,068	-\$386,376	-\$438,870

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
By-law					
Expenditures					
FT Wages	\$25,070	\$0	\$0	\$0	\$0
PT Wages	\$1,170	\$10,071	\$4,876	\$13,699	\$12,764
OT Wages	\$0	\$0	\$0	\$0	\$0
FT Wage Related Expenses	\$4,467	\$9	\$0	\$0	\$0
PT Wage Related Expenses	\$0	\$601	\$274	\$1,079	\$2,210
Manulife Benefits	\$3,310	\$0	\$0	\$0	\$0
WSIB	\$727	\$254	\$122	\$374	\$380
Office Supplies	\$0	\$72	\$0	\$150	\$150
Signage - 911 Signs	\$875	\$1,995	\$712	\$1,300	\$1,300
Professional Fees - Legal	\$29,531	\$43,214	\$63,874	\$97,480	\$20,000
Professional Fees - Engineering	\$7,446	\$6,561	\$2,734	\$10,193	\$17,280
Mileage	\$334	\$634	\$308	\$500	\$150
Professional Development	\$0	\$0	\$0	\$1,200	\$1,200
Employee Travel - Meals	\$0	\$0	\$0	\$50	\$50
Employee Travel - Accomodations	\$0	\$0	\$0	\$250	\$250
Advertising	\$0	\$941	\$506	\$1,500	\$1,500
Dog Tags	\$213	\$224	\$216	\$250	\$250
Contract Services	\$3,673	\$9,361	\$9,494	\$12,360	\$12,360
Livestock Loss	\$575	\$3,741	\$1,766	\$1,500	\$1,500
Expenditures Total	\$77,559	\$77,677	\$84,884	\$141,885	\$71,344
Revenues					
Lottery Licences	-\$678	-\$430	-\$523	-\$500	-\$500
Sign Permits	-\$3,600	\$0	-\$100	-\$100	-\$100
Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
Engineering, Environmental and Legal Fees Recovered	-\$17,499	-\$13,636	-\$4,689	-\$5,000	-\$5,000
Site Alteration Agreement	-\$1,163	\$0	-\$1,905	-\$500	-\$500
Other recoveries	-\$1,845	-\$571	\$0	-\$1,000	-\$500
Ontario Wildlife Damage Compensation	-\$605	-\$3,861	-\$1,546	-\$1,500	-\$1,500
Dog Tags and Kennel Licences	-\$12,348	-\$10,200	-\$9,950	-\$12,500	-\$11,000
Municipal addressing signs and posts	-\$2,100	-\$1,900	-\$1,620	-\$1,960	-\$1,800
Septic Compliance Letter	-\$525	-\$675	-\$900	-\$750	-\$750
Special Occasion Permit Letters	\$0	\$0	\$0	-\$150	-\$150
Swimming Pool Enclosure Permit	-\$4,641	-\$2,520	-\$4,410	-\$3,150	-\$3,655

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Liquor License Letter	\$0	\$0	\$0	-\$156	-\$156
Guelph Humane Society Fees	\$0	-\$1,256	-\$1,093	-\$1,000	-\$1,000
Filming Permit Fee	\$0	\$0	\$0	\$0	-\$500
Revenues Total	-\$45,003	-\$35,049	-\$26,736	-\$28,266	-\$27,111

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Corporate					
Expenditures					
Taxes written off (Twp share only)	\$72,328	\$21,671	\$24,852	\$42,000	\$25,000
Conservation Authorities Levy Payment	\$159,302	\$163,966	\$161,939	\$160,334	\$167,217
Expenditures Total	\$231,630	\$185,637	\$186,791	\$202,334	\$192,217
Revenues					
Supplemental Billings	-\$96,132	-\$101,334	-\$56,668	-\$75,000	-\$60,000
Provincial Aggregate Levy	-\$238,854	-\$275,293	-\$281,367	-\$243,110	-\$228,000
Mun Tax Assistance	-\$15,814	-\$17,531	-\$16,718	-\$19,564	-\$23,654
Host Kilmer (Service Ontario)	-\$25,421	-\$26,205	-\$27,345	-\$27,245	-\$28,388
Ontario Hydro	-\$12,147	-\$12,147	-\$12,147	-\$12,147	-\$12,147
Metrolinx	-\$7,130	-\$15,337	-\$10,422	-\$10,384	-\$10,705
Hydro One	-\$8,070	-\$8,100	\$0	-\$8,100	-\$8,409
Grant Guelph Junction Railway	-\$5,330	-\$5,330	-\$5,330	-\$5,330	-\$5,330
Puslinch Landfill/Wellington County	-\$3,348	-\$4,508	-\$5,575	-\$5,682	-\$7,581
City of Guelph	-\$26,374	-\$29,691	-\$32,396	-\$33,013	-\$35,656
University of Guelph	-\$1,391	-\$289	-\$428	-\$427	-\$567
CN Railway	-\$1,135	-\$1,219	-\$1,316	-\$1,219	-\$1,316
CP Railway	-\$7,854	-\$7,854	-\$7,854	-\$7,854	-\$7,854
OMPF	-\$405,400	-\$370,200	-\$413,600	-\$413,600	-\$413,600
Penalties - Property Taxes	-\$86,758	-\$91,994	-\$94,531	-\$87,475	-\$87,475
Interest - Tax Arrears	-\$84,428	-\$83,278	-\$92,329	-\$87,099	-\$87,099
Interest on General	-\$61,488	-\$67,707	-\$81,866	-\$63,426	-\$70,000
Sale of Flags	\$0	-\$25	-\$88	-\$22	-\$22
Other Revenues	-\$436	-\$322	-\$437	-\$500	-\$500
Revenues Total	-\$1,087,509	-\$1,118,364	#####	-\$1,101,196	-\$1,088,303

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Council					
Expenditures					
PT Wages	\$79,601	\$84,085	\$71,268	\$88,237	\$100,044
PT Wage Related Expenses	\$2,010	\$2,055	\$1,929	\$6,088	\$7,053
Manulife Benefits	\$20,015	\$22,294	\$18,296	\$22,138	\$23,294
Office Supplies & Equipment	\$220	\$131	\$135	\$250	\$250
Mileage	\$1,381	\$773	\$798	\$1,500	\$1,000
Professional Development	\$3,175	\$1,939	\$1,816	\$4,600	\$3,200
Membership Fees & Subscriptions	\$129	\$0	\$0	\$150	\$150
Employee Travel - Meals	\$185	\$94	\$162	\$400	\$300
Employee Travel - Accom/Parking	\$5,480	\$2,166	\$2,188	\$6,000	\$4,000
Employee Travel - Air Fare	\$0	\$408	\$0	\$2,000	\$500
Expenditures Total	\$112,196	\$113,945	\$96,593	\$131,363	\$139,791

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Elections					
Expenditures					
Per Diems	\$0	\$0	\$4,955	\$6,200	\$0
Office Supplies & Equipment	\$104	\$0	\$1,467	\$5,000	\$0
Signage	\$0	\$0	\$0	\$100	\$0
Postage	\$0	\$0	\$2,318	\$2,975	\$0
Communication (phone, fax, internet)	\$0	\$0	\$0	\$150	\$0
Professional Fees - Audit	\$0	\$0	\$0	\$0	\$1,550
Professional Development	\$0	\$0	\$260	\$1,000	\$0
Advertising	\$0	\$80	\$7,929	\$8,500	\$0
Contract Services	\$1,208	\$1,208	\$37,314	\$36,075	\$0
Expenditures Total	\$1,313	\$1,289	\$54,243	\$60,000	\$1,550
ReserveTransfers					
Contribution to Elections	\$12,787	\$12,787	\$0	\$0	\$13,750
Transfer From Elections	\$0	\$0	\$0	-\$48,574	\$0
ReserveTransfers Total	\$12,787	\$12,787	\$0	-\$48,574	\$13,750
Revenues					
Election - Other Recoveries	\$0	\$0	\$0	\$0	\$0
Nomination Fees	\$0	\$0	-\$1,000	\$0	\$0
Revenues Total	\$0	\$0	-\$1,000	\$0	\$0

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Finance					
Expenditures					
Principal Repayment	\$106,000	\$116,000	\$119,000	\$119,000	\$0
FT Wages	\$223,265	\$281,721	\$235,908	\$295,229	\$290,063
PT Wages	\$0	\$0	\$0	\$0	\$0
OT Wages	\$0	\$1,551	\$0	\$500	\$500
FT Wage Related Expenses	\$41,793	\$48,908	\$42,759	\$52,365	\$51,012
PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
Manulife Benefits	\$30,979	\$33,506	\$27,565	\$33,278	\$33,708
WSIB	\$6,460	\$7,990	\$8,402	\$8,910	\$8,576
Computer Software & Hardware Operational Upgrades/Support from	\$483	\$1,244	\$888	\$500	\$500
Office Supplies	\$5,637	\$6,470	\$5,159	\$6,000	\$6,000
Hydro	\$6,977	\$5,629	\$0	\$0	\$0
Heat	\$1,328	\$1,824	\$0	\$0	\$0
Cleaning, Maintenance, Building Supplies	\$15,324	\$16,286	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$1,628	\$1,392	\$0	\$0	\$0
Outdoor Maintenance of Building	\$531	\$528	\$0	\$0	\$0
Postage	\$7,380	\$8,990	\$8,204	\$7,500	\$8,200
Communication (phone, fax, internet)	\$4,964	\$6,479	\$5,301	\$5,000	\$5,360
Professional Fees - Audit	\$17,393	\$14,959	\$12,242	\$14,000	\$14,000
Mileage	\$90	\$580	\$1,484	\$500	\$1,000
Professional Development	\$689	\$3,341	\$7,791	\$5,000	\$6,754
Membership and Subscription Fees	\$3,024	\$2,047	\$1,979	\$2,425	\$2,425
Employee Travel - Meals	\$0	\$20	\$25	\$150	\$150
Employee Travel - Accomodations	\$11	\$25	\$201	\$400	\$400
Advertising	\$3,141	\$2,360	\$9,866	\$2,990	\$7,670
Contract Services	\$52,415	\$43,591	\$33,411	\$41,558	\$36,145
Emergency Management	\$2,852	\$2,617	\$2,477	\$2,073	\$2,650
Environmental Service - Garbage Bags	\$12,339	\$15,130	\$16,230	\$11,500	\$17,500
Bank Service Charges	\$2,564	\$2,684	\$4,079	\$10,000	\$5,000
Other written off (non collectible inv's)	\$11,458	\$5,669	\$20	\$0	\$0
Debt Interest Repayment	\$14,274	\$8,792	\$2,975	\$2,975	\$0
Community Grants	\$32,475	\$32,475	\$31,750	\$31,850	\$31,750
Expenditures Total	\$605,470	\$672,807	\$577,717	\$653,703	\$529,363
Revenues					

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Advertising, Legal, and Realtax Fees Recovered	-\$2,081	\$0	-\$7,153	-\$1,000	-\$7,000
NSF Fees	-\$400	-\$880	-\$680	-\$800	-\$640
Online Service Fee	\$150	\$0	-\$116	-\$5,000	-\$5,000
Tax Certificates	-\$8,880	-\$9,540	-\$7,620	-\$8,244	-\$8,520
Other Recoveries	-\$3,201	-\$5,257	-\$3,603	-\$2,500	-\$2,500
Garbage bags	-\$15,028	-\$17,930	-\$20,865	-\$13,000	-\$17,500
Revenues Total	-\$29,439	-\$33,607	-\$40,037	-\$30,544	-\$41,160

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Fire and Rescue					
Expenditures					
PT Wages	\$410,105	\$418,073	\$333,359	\$400,236	\$405,588
PT Wage Related Expenses	\$30,176	\$30,573	\$50,927	\$31,940	\$32,121
Group Benefits	\$15,224	\$18,429	\$16,097	\$17,231	\$17,231
WSIB	\$10,138	\$11,607	\$11,390	\$12,136	\$12,776
Office Supplies	\$3,190	\$2,880	\$2,852	\$3,000	\$3,000
Hydro	\$8,134	\$6,243	\$0	\$0	\$0
Heat	\$1,328	\$1,397	\$0	\$0	\$0
Fuel	\$11,026	\$14,992	\$0	\$14,400	\$0
Water Protection	\$168	\$175	\$0	\$0	\$0
Equipment Maintenance & Supplies	\$44,205	\$24,525	\$25,541	\$25,800	\$19,000
Oxygen & Medical Supplies	\$4,007	\$3,026	\$1,307	\$3,100	\$3,100
Public Education	\$3,701	\$3,465	\$2,930	\$3,800	\$3,800
Signage	\$0	\$0	\$0	\$0	\$0
Cleaning, Maint & supplies for Bldg	\$6,219	\$8,498	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$700	\$555	\$0	\$0	\$0
Waste Removal	\$244	\$675	\$0	\$0	\$0
Vehicle Maintenance	\$34,999	\$33,577	\$52,584	\$26,000	\$26,000
Communication (phone, fax, internet)	\$8,545	\$11,825	\$8,278	\$8,300	\$8,300
Mileage	\$7,446	\$3,559	\$3,471	\$4,000	\$4,000
Professional Development	\$20,486	\$20,304	\$13,345	\$19,500	\$19,500
Membership and Subscription Fees	\$3,272	\$3,319	\$4,162	\$4,477	\$4,712
Employee Travel - Meals	\$2,062	\$1,135	\$4,695	\$3,000	\$1,000
Employee Travel - Accomodations	\$3,264	\$1,718	\$959	\$2,600	\$2,600
Insurance	\$20,985	\$23,443	\$21,386	\$21,405	\$22,722
Advertising	\$3,373	\$2,021	\$166	\$1,000	\$1,000
Permits	\$521	\$471	\$471	\$485	\$485
Contract Services	\$23,847	\$30,713	\$32,756	\$37,176	\$41,045
Clothing, Safety Allowance	\$20,211	\$25,821	\$17,422	\$16,550	\$16,550
Outdoor Maintenance of Building	\$2,463	\$0	\$0	\$0	\$0
Vehicle Plates	-\$435	\$189	\$265	\$190	\$265
Expenditures Total	\$699,605	\$703,208	\$604,363	\$656,327	\$644,796
ReserveTransfers					
Transfer from Fire Equipment Replacement	\$0	\$0	\$0	-\$6,800	\$0

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
ReserveTransfers Total	\$0	\$0	\$0	-\$6,800	\$0
Revenues					
Tent or Marquee Application Fee	-\$306	-\$520	\$0	-\$416	-\$624
Open Burning Permit and Inspection	-\$14,620	-\$15,150	-\$15,200	-\$15,000	-\$15,000
Burning Permit Violations	-\$1,800	-\$1,350	-\$1,350	-\$1,350	-\$1,396
Fire Extinguisher Training	-\$225	-\$225	-\$720	-\$300	-\$500
Water Tank Locks	-\$107	-\$53	\$0	-\$107	-\$53
Fireworks Permits	-\$300	-\$300	-\$200	-\$300	-\$200
Information/Fire Reports	-\$450	-\$750	-\$375	-\$450	-\$450
Other recoveries	-\$15,472	-\$4,452	-\$467	-\$3,000	-\$3,000
Occupancy Load	\$0	\$0	\$0	\$0	\$0
Fire Safety Plan Review	-\$240	\$0	\$0	-\$360	-\$240
Post Fire Watch	\$0	\$0	\$0	\$0	\$0
Boarding up or Barricading	\$0	\$0	\$0	\$0	\$0
Key Boxes	-\$200	\$0	-\$100	-\$100	-\$100
Inspections	-\$200	\$0	\$0	\$0	\$0
Motor Vehicle Emergency Responses	-\$131,144	-\$114,465	-\$60,414	-\$90,000	-\$90,000
Fire Alarm False Alarm Calls	\$0	\$0	\$0	-\$450	\$0
Revenues Total	-\$165,064	-\$137,266	-\$78,826	-\$111,833	-\$111,564

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Heritage Committee					
Expenditures					
Per Diems	\$2,089	\$1,750	\$0	\$1,865	\$1,865
Heritage Plaques	\$0	\$0	\$0	\$100	\$100
Mileage	\$139	\$668	\$0	\$1,000	\$600
Training	\$1,028	\$824	\$0	\$1,000	\$1,250
Employee Travel - Meals	\$90	\$58	\$0	\$100	\$100
Employee Travel - Accomodations	\$750	\$1,705	\$0	\$2,000	\$1,000
Expenditures Total	\$4,095	\$5,006	\$0	\$6,065	\$4,915

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Library					
Expenditures					
Library Rent for Historical society	\$4,886	\$4,902	\$4,828	\$4,510	\$4,850
Library Water Monitoring	\$1,735	\$1,764	\$1,095	\$1,750	\$1,750
Expenditures Total	\$6,621	\$6,666	\$5,923	\$6,260	\$6,600
Revenues					
Library Costs Recovered from County	-\$3,146	-\$3,060	\$0	-\$3,000	-\$3,000
Revenues Total	-\$3,146	-\$3,060	\$0	-\$3,000	-\$3,000

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Municipal Office					
Expenditures					
Hydro	\$0	\$0	\$14,989	\$31,700	\$20,000
Heat	\$0	\$0	\$10,419	\$7,240	\$12,000
Water Protection	\$0	\$0	\$357	\$420	\$420
Cleaning, Maint & supplies for Bldg	\$0	\$0	\$24,009	\$27,015	\$24,755
Kitchen Supplies and Equipment	\$0	\$0	\$2,838	\$3,400	\$3,400
Waste Removal	\$0	\$0	\$1,459	\$2,600	\$1,600
Outdoor Maintenance of Building	\$0	\$0	\$1,533	\$1,300	\$1,300
Contract Services	\$0	\$0	\$0	\$0	\$2,260
Expenditures Total	\$0	\$0	\$55,603	\$73,675	\$65,735
Revenues					
Municipal Office Costs Recovered from Building Department	\$0	\$0	\$0	-\$22,103	-\$19,721
Revenues Total	\$0	\$0	\$0	-\$22,103	-\$19,721

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
ORC					
Expenditures					
FT Wages	\$57,147	\$57,980	\$47,443	\$58,738	\$60,560
PT Wages	\$26,157	\$21,318	\$19,789	\$28,956	\$29,783
OT Wages	\$2,750	\$1,464	\$762	\$2,000	\$2,000
FT Wage Related Expenses	\$10,209	\$10,196	\$10,937	\$10,742	\$10,948
PT Wage Related Expenses	\$1,598	\$1,158	\$1,039	\$2,670	\$2,775
Manulife Benefits	\$7,430	\$7,779	\$7,451	\$7,725	\$8,280
WSIB	\$2,441	\$2,466	\$2,510	\$2,870	\$2,909
Office Supplies	\$547	\$390	\$128	\$300	\$300
Hydro	\$28,241	\$25,728	\$25,680	\$32,750	\$30,000
Heat	\$4,630	\$5,570	\$5,256	\$4,200	\$5,500
Fuel	\$1,988	\$446	\$0	\$0	\$0
Water Protection	\$742	\$829	\$667	\$700	\$700
Equipment Maintenance & Supplies	\$7,648	\$7,985	\$2,512	\$8,000	\$6,870
Signage	\$0	\$28	\$0	\$100	\$100
Bldg-Cleaning, Maint,Supplies Interior	\$8,465	\$2,846	\$4,271	\$6,000	\$6,000
Drink Machine Supplies	\$100	\$0	\$0	\$500	\$0
Waste Removal	\$701	\$716	\$816	\$600	\$800
Bldg-Cleaning, Maint,Supplies Exterior	\$8,013	\$5,069	\$3,994	\$8,000	\$8,000
Communication (phone, fax, internet)	\$2,393	\$2,368	\$2,187	\$2,500	\$2,860
Professional Fees - Engineering	\$2,938	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$1,048	\$555	\$0	\$1,000	\$1,000
Membership and Subscription Fees	\$0	\$218	\$153	\$220	\$220
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$8,698	\$8,733	\$8,134	\$8,872	\$8,642
Advertising	\$238	\$371	\$525	\$500	\$500
Contract Services	\$556	\$66	\$0	\$350	\$1,480
Clothing Safety Allowance	\$135	\$0	\$107	\$515	\$515
Expenditures Total	\$184,812	\$164,278	\$144,360	\$189,007	\$190,941
Revenues					
Ice Rental - Prime	-\$37,324	-\$13,200	-\$17,064	-\$15,000	-\$18,000
Ice Rental - Non-Prime	-\$489	-\$385	\$0	-\$640	\$0
Arena Summer Rentals	-\$20,048	-\$14,841	-\$13,357	-\$18,000	-\$15,000

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Gymnasium Rental	-\$20,801	-\$20,206	-\$16,466	-\$17,197	-\$17,000
Rink Board and Ball Diamond Advertising	\$0	\$0	\$0	-\$350	-\$350
ORC Drink Machine	-\$961	-\$575	-\$378	-\$500	\$0
Other Recoveries	-\$434	\$0	-\$421	-\$500	-\$500
Revenues Total	-\$80,057	-\$49,208	-\$47,686	-\$52,187	-\$50,850

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Parks					
Expenditures					
FT Wages	\$0	\$0	\$35,318	\$42,197	\$44,133
PT Wages	\$17,381	\$13,228	\$9,828	\$7,151	\$9,607
OT Wages	\$0	\$0	\$1,444	\$0	\$2,000
FT Wage Related Expenses	-\$447	\$0	\$6,313	\$7,688	\$8,271
PT Wage Related Expenses	\$1,308	\$1,138	\$840	\$659	\$895
WSIB	\$513	\$419	\$1,618	\$1,579	\$1,756
Hydro	\$3,419	\$2,552	\$2,280	\$3,400	\$3,400
Fuel	\$1,442	\$1,910	\$0	\$2,200	\$2,200
Water Protection	\$873	\$657	\$646	\$1,000	\$1,000
Equipment Maintenance and Supplies	\$5,130	\$1,118	\$644	\$1,480	\$1,480
Vehicle Maintenance	\$0	\$542	\$244	\$500	\$500
Maintenance Grounds	\$11,876	\$10,393	\$7,963	\$10,000	\$10,000
Mileage	\$228	\$0	\$0	\$0	\$0
Insurance	\$6,316	\$6,346	\$6,575	\$6,442	\$6,986
Advertising	\$0	\$623	\$0	\$500	\$500
Contract Services	\$20,948	\$28,474	\$18,551	\$16,260	\$15,660
Manulife Benefits	\$0	\$0	\$5,967	\$7,370	\$7,614
Expenditures Total	\$68,989	\$67,402	\$98,231	\$108,428	\$116,003
Revenues					
Horse Paddock Rental	\$0	-\$200	-\$200	\$0	-\$200
Picnic Shelter	-\$520	-\$220	-\$220	-\$300	-\$300
Ball Diamond Rentals	-\$3,197	-\$2,606	-\$3,023	-\$3,000	-\$4,000
Sports Facility User Fees	-\$17,821	-\$15,313	-\$920	-\$800	-\$800
Soccer Field Rentals	\$0	\$0	-\$2,321	-\$3,000	-\$3,000
Revenues Total	-\$21,538	-\$18,339	-\$6,684	-\$7,100	-\$8,300

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
PCC					
Expenditures					
FT Wages	\$39,797	\$6,946	\$0	\$0	\$0
PT Wages	\$40,091	\$47,348	\$32,025	\$40,245	\$41,508
OT Wages	\$71	\$853	\$316	\$500	\$500
FT Wage Related Expenses	\$2,233	\$12	\$3	\$0	\$0
PT Wage Related Expenses	\$1,772	\$2,163	\$1,540	\$3,757	\$7,012
Manulife Benefits	\$1,609	\$0	\$0	\$0	\$0
WSIB	\$1,433	\$1,520	\$1,167	\$1,304	\$1,323
Office Supplies	\$88	\$265	\$132	\$150	\$150
Hydro	\$22,647	\$16,043	\$10,591	\$24,400	\$16,500
Heat	\$4,315	\$4,300	\$4,000	\$4,000	\$4,300
Fuel	\$501	\$0	\$0	\$500	\$500
Water Protection	\$5,619	\$4,875	\$3,510	\$5,100	\$5,100
Bldg-Cleaning, Maint,Supplies Interior	\$16,271	\$8,385	\$12,200	\$15,000	\$13,870
Kitchen Supplies and Equipment	\$1,119	\$5,944	\$443	\$1,500	\$1,500
Waste Removal	\$2,802	\$2,864	\$2,370	\$2,500	\$2,500
Outdoor Maintenance of Building	\$829	\$2,618	\$1,414	\$1,200	\$1,200
Communication (phone, fax, internet)	\$2,788	\$2,278	\$2,017	\$2,800	\$2,800
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$0	\$36	\$0	\$0	\$0
Membership and Subscription Fees	\$224	\$0	\$500	\$500	\$500
Employee Travel - Meals	\$0	\$0	\$0	\$150	\$150
Employee Travel - Accomodations	\$0	\$0	\$0	\$450	\$450
Insurance	\$7,158	\$7,110	\$7,537	\$7,301	\$8,008
Advertising	\$430	\$0	\$0	\$2,000	\$2,000
Contract Services	\$1,919	\$1,611	\$1,052	\$2,530	\$3,660
Expenditures Total	\$153,715	\$115,171	\$80,819	\$115,987	\$113,631
Revenues					
Hall - Prime	-\$25,804	-\$25,713	-\$18,788	-\$22,800	-\$22,800
Hall - Non-Prime	-\$16,970	-\$16,971	-\$16,888	-\$16,000	-\$16,000
Meeting Room	-\$7,605	-\$9,324	-\$6,598	-\$8,000	-\$8,000
Licensed Events Using Patio	-\$55	-\$334	-\$336	-\$224	-\$229
Hall - Commercial Rentals	\$0	-\$765	-\$765	-\$765	-\$782
Bartenders	-\$8,810	-\$10,434	-\$7,067	-\$8,500	-\$8,500

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Pop, Glasses, & Ice	-\$2,004	\$0	-\$30	\$0	\$0
Kitchen Facilities - Non-Prime	-\$4,900	-\$3,251	-\$2,033	-\$3,180	-\$3,180
Advertising Sign	-\$411	-\$225	-\$33	-\$324	-\$324
Other Recoveries	-\$909	-\$360	-\$1,851	-\$400	-\$400
Recreation Conditional Grants	-\$5,167	-\$6,253	\$0	-\$5,167	-\$5,167
Donations	\$0	-\$400	-\$7,031	\$0	\$0
Projector and Microphone Rental Fee	\$0	-\$25	-\$100	-\$50	-\$100
Revenues Total	-\$72,635	-\$74,055	-\$61,520	-\$65,410	-\$65,481

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
PDAC					
Expenditures					
Per Diems	\$3,360	\$3,934	\$0	\$4,360	\$4,360
Office Supplies & Equipment	\$13	\$42	\$0	\$50	\$50
Mileage	\$0	\$0	\$0	\$150	\$150
Training	\$0	\$0	\$0	\$1,500	\$1,500
Expenditures Total	\$3,373	\$3,977	\$0	\$6,060	\$6,060

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Planning					
Expenditures					
FT Wages	\$55,952	\$66,557	\$46,341	\$67,682	\$57,469
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$9,929	\$11,617	\$8,545	\$12,084	\$10,223
Manulife Benefits	\$6,602	\$8,117	\$5,120	\$8,060	\$4,393
WSIB	\$1,618	\$2,004	\$1,727	\$2,182	\$1,826
Office Supplies	\$12	\$18	\$627	\$100	\$100
Signage	\$0	\$0	\$0	\$0	\$0
Communication (phone, fax, internet)	\$170	\$136	\$0	\$200	\$200
Professional Fees - Legal	\$13,337	\$5,699	\$11,295	\$25,000	\$27,000
Professional Fees - Engineering	\$91,069	\$61,512	\$58,525	\$56,695	\$57,849
Mileage	\$306	\$0	\$0	\$250	\$250
Professional Development	\$227	\$356	\$0	\$1,244	\$1,401
Membership and Subscription Fees	\$0	\$120	\$280	\$150	\$150
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$0	\$0	\$0	\$350	\$350
Advertising	\$6,142	\$8,158	\$5,840	\$2,000	\$4,000
Professional Fees - Water Monitoring	\$1,962	\$2,150	\$529	\$2,000	\$2,000
Contract Services	\$3,178	\$4,868	\$2,259	\$3,000	\$13,000
CIP Grants	\$0	\$1,487	\$427	\$20,000	\$7,500
Expenditures Total	\$190,505	\$172,798	\$141,517	\$201,597	\$188,310
Revenues					
Engineering, Environmental, Legal, and Advertising Fees Recovered	-\$65,153	-\$58,257	-\$29,622	-\$20,000	-\$20,000
Minor Variance	-\$12,610	-\$11,492	-\$13,110	-\$8,970	-\$9,884
Agreements	\$0	-\$510	-\$765	-\$765	-\$765
Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
Site Plan Control	-\$2,040	-\$8,081	-\$42,300	-\$21,700	-\$21,700
Consent Review and Clearance	-\$3,500	-\$3,840	-\$5,502	-\$1,965	-\$2,010
Zoning By-law Amendment	-\$44,400	-\$7,200	-\$16,500	-\$16,200	-\$16,200
Telecommunication Tower Proposals	-\$1,000	-\$1,520	\$0	-\$1,042	-\$532
Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	\$0	\$0
Zoning Compliance Letter	-\$1,950	-\$2,700	-\$2,325	-\$2,227	-\$2,250
Zoning By-law #19/85	\$0	\$0	\$0	\$0	\$0
Business Retention and Expansion Municipal Implementation Fund	\$0	-\$25,000	\$0	-\$25,000	\$0

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Grading Fee - Dwellings	-\$118,000	-\$30,000	-\$2,000	\$0	\$0
Lifting of Holding Designation Fee (Zoning)	-\$1,100	\$0	-\$1,146	-\$573	-\$586
Revenues Total	-\$249,753	-\$148,600	-\$113,270	-\$98,442	-\$73,927

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Public Works					
Expenditures					
FT Wages	\$336,474	\$337,479	\$292,627	\$348,079	\$382,352
PT Wages	\$40,674	\$45,548	\$32,616	\$37,684	\$19,438
OT Wages	\$26,123	\$34,427	\$31,062	\$32,700	\$30,700
FT Wage Related Expenses	\$61,742	\$60,342	\$53,230	\$64,286	\$69,895
PT Wage Related Expenses	\$4,063	\$4,556	\$37,846	\$3,474	\$3,561
Manulife Benefits	\$45,157	\$39,336	\$32,589	\$38,390	\$44,381
WSIB	\$11,267	\$12,089	\$12,912	\$12,765	\$13,016
Office Supplies	\$1,705	\$1,068	\$97	\$500	\$500
Hydro	\$12,348	\$9,143	\$552	\$0	\$1,000
Heat	\$4,011	\$5,117	\$24	\$0	\$0
Fuel	\$62,571	\$67,350	\$77,613	\$84,295	\$70,000
Equipment Maintenance & Supplies	\$916	\$1,955	\$1,515	\$2,050	\$2,050
Signage	\$9,283	\$9,559	\$7,423	\$10,000	\$10,000
Pavement Markings	\$30,121	\$30,940	\$35,986	\$35,500	\$35,500
Railway Maintenance	\$0	\$0	\$5,102	\$5,000	\$5,000
Maintenance Gravel	\$79,195	\$67,621	\$48,384	\$77,000	\$77,000
Calcium	\$46,082	\$49,044	\$55,840	\$46,400	\$46,400
Winter Maintenance	\$205,047	\$191,710	\$158,879	\$183,000	\$203,000
Waste Removal	\$1,153	\$1,460	\$0	\$1,500	\$1,500
Shop Overhead	\$11,756	\$8,346	\$5,281	\$7,400	\$7,400
Road Maintenance supplies	\$33,258	\$35,796	\$34,631	\$35,400	\$35,400
Vehicle Maintenance	\$42,116	\$41,184	\$38,737	\$46,000	\$46,000
Speed Monitor	\$0	\$0	\$0	\$500	\$500
Sidewalk Repairs	\$422	\$0	\$0	\$5,000	\$5,000
Communication (phone, fax, internet)	\$1,873	\$2,925	\$2,658	\$3,462	\$4,182
Professional Fees - Engineering	\$588	\$0	\$0	\$2,000	\$2,000
Mileage	\$303	\$0	\$36	\$100	\$100
Professional Development	\$1,600	\$415	\$1,232	\$1,420	\$1,420
Membership and Subscription Fees	\$787	\$787	\$598	\$800	\$800
Employee Travel - Meals	\$68	\$0	\$0	\$100	\$100
Insurance	\$70,341	\$73,154	\$71,607	\$71,748	\$76,082
Advertising	\$20	\$1,371	\$342	\$500	\$1,000
Vehicle Plates	\$6,932	\$7,240	\$7,255	\$7,100	\$7,255
Permits	\$1,850	\$505	\$55	\$100	\$100

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Contract Services	\$31,217	\$29,098	\$18,623	\$44,120	\$44,120
Clothing, Safety Allowance	\$763	\$584	\$621	\$1,050	\$1,050
Street Lights: Repairs and Hydro Bills	\$54,969	\$53,350	\$39,904	\$46,350	\$14,850
Cleaning, Maint & supplies for Bldg	\$328	\$1,091	\$0	\$0	\$0
Expenditures Total	\$1,237,120	\$1,224,591	\$1,105,878	\$1,255,774	\$1,262,652
ReserveTransfers					
Transfer from Public Works Replacement and Restoration of Aging In	\$0	\$0	\$0	-\$10,000	-\$10,000
Contribution to Winter Maintenance	\$0	\$0	\$0	\$0	\$0
Contribution from Winter Maintenance	-\$22,047	-\$8,710	\$0	\$0	\$0
ReserveTransfers Total	-\$22,047	-\$8,710	\$0	-\$10,000	-\$10,000
Revenues					
Oversize-Overweight Load Permits	\$0	\$0	-\$300	\$0	\$0
Entrance Permit	-\$5,980	-\$4,139	-\$5,980	-\$4,465	-\$4,465
Roads Other Recoveries	-\$1,832	-\$560	\$0	-\$1,000	-\$1,000
Third Party Cost Recovery	\$0	\$0	\$0	\$0	\$0
Third Party Cost Recovery Administration Fee	\$0	\$0	\$0	\$0	\$0
Revenues Total	-\$7,812	-\$4,699	-\$6,280	-\$5,465	-\$5,465

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Recreation Committee					
Expenditures					
Per Diems	\$3,234	\$2,605	\$1,532	\$4,360	\$4,360
Expenditures Total	\$3,234	\$2,605	\$1,532	\$4,360	\$4,360

Schedule A to Report FIN-2018-036

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Source Water Protection					
Expenditures					
FT Wages/Benefits	\$3,418	\$10,907	\$6,898	\$9,579	\$9,579
Public Education Costs	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$18,122	\$5,474	\$0	\$17,260	\$0
Expenditures Total	\$21,540	\$16,380	\$6,898	\$26,839	\$9,579
ReserveTransfers					
Contribution to Operating Carryforward	\$0	\$0	\$0	\$0	\$0
Transfer from Operating Carryforward	-\$27,447	-\$2,836	\$0	\$0	\$0
ReserveTransfers Total	-\$27,447	-\$2,836	\$0	\$0	\$0
Revenues					
Source Protection Municipal Implementation Fund	\$0	\$0	\$0	-\$17,260	\$0
Revenues Total	\$0	\$0	\$0	-\$17,260	\$0
Grand Total	\$2,227,597	\$2,385,047	\$2,448,965	\$3,054,742	\$2,715,465

2019 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Expenditures					
Administration	\$425,704	\$518,038	\$447,329	\$527,559	\$599,150
Building	\$376,027	\$369,788	\$431,851	\$548,475	\$663,644
By-law	\$77,559	\$77,677	\$84,884	\$141,885	\$71,344
Corporate	\$231,630	\$185,637	\$186,791	\$202,334	\$192,217
Council	\$112,196	\$113,945	\$96,593	\$131,363	\$139,791
Elections	\$1,313	\$1,289	\$54,243	\$60,000	\$1,550
Finance	\$605,470	\$672,807	\$577,717	\$653,703	\$529,363
Fire and Rescue	\$699,605	\$703,208	\$604,363	\$656,327	\$644,796
Heritage Committee	\$4,095	\$5,006	\$0	\$6,065	\$4,915
Library	\$6,621	\$6,666	\$5,923	\$6,260	\$6,600
Municipal Office	\$0	\$0	\$55,603	\$73,675	\$65,735
ORC	\$184,812	\$164,278	\$144,360	\$189,007	\$190,941
Parks	\$68,989	\$67,402	\$98,231	\$108,428	\$116,003
PCC	\$153,715	\$115,171	\$80,819	\$115,987	\$113,631
PDAC	\$3,373	\$3,977	\$0	\$6,060	\$6,060
Planning	\$190,505	\$172,798	\$141,517	\$201,597	\$188,310
Public Works	\$1,237,120	\$1,224,591	\$1,105,878	\$1,255,774	\$1,262,652
Recreation Committee	\$3,234	\$2,605	\$1,532	\$4,360	\$4,360
Source Water Protection	\$21,540	\$16,380	\$6,898	\$26,839	\$9,579
Expenditures Total	\$4,403,508	\$4,421,264	\$4,124,531	\$4,915,695	\$4,810,640
ReserveTransfers					
Administration	\$10,000	-\$38,632	\$353,442	\$301,100	\$65,000
Building	\$82,758	\$220,113	\$0	-\$162,099	-\$224,774
Elections	\$12,787	\$12,787	\$0	-\$48,574	\$13,750
Fire and Rescue	\$0	\$0	\$0	-\$6,800	\$0
Public Works	-\$22,047	-\$8,710	\$0	-\$10,000	-\$10,000
Source Water Protection	-\$27,447	-\$2,836	\$0	\$0	\$0
ReserveTransfers Total	\$56,051	\$182,722	\$353,442	\$73,627	-\$156,024

2019 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Revenues					
Administration	-\$15,720	-\$6,790	-\$5,481	-\$5,400	-\$5,400
Building	-\$454,283	-\$589,901	-\$501,068	-\$386,376	-\$438,870
By-law	-\$45,003	-\$35,049	-\$26,736	-\$28,266	-\$27,111
Corporate	-\$1,087,509	-\$1,118,364	-\$1,140,419	-\$1,101,196	-\$1,088,303
Elections	\$0	\$0	-\$1,000	\$0	\$0
Finance	-\$29,439	-\$33,607	-\$40,037	-\$30,544	-\$41,160
Fire and Rescue	-\$165,064	-\$137,266	-\$78,826	-\$111,833	-\$111,564
Library	-\$3,146	-\$3,060	\$0	-\$3,000	-\$3,000
Municipal Office	\$0	\$0	\$0	-\$22,103	-\$19,721
ORC	-\$80,057	-\$49,208	-\$47,686	-\$52,187	-\$50,850
Parks	-\$21,538	-\$18,339	-\$6,684	-\$7,100	-\$8,300
PCC	-\$72,635	-\$74,055	-\$61,520	-\$65,410	-\$65,481
Planning	-\$249,753	-\$148,600	-\$113,270	-\$98,442	-\$73,927
Public Works	-\$7,812	-\$4,699	-\$6,280	-\$5,465	-\$5,465
Source Water Protection	\$0	\$0	\$0	-\$17,260	\$0
Revenues Total	-\$2,231,961	-\$2,218,940	-\$2,029,008	-\$1,934,581	-\$1,939,152
Operating Tax Levy	\$2,227,597	\$2,385,047	\$2,448,965	\$3,054,742	\$2,715,465

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

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2019 REQUESTED BASE BUDGET INCREASES

Department	Corporate	Priority	1
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1 - Purpose of Expenditure

Server Replacement and Expansion including a Cloud Based Solution

2 - Need

The current server was acquired in 2013 and is due for replacement. The Township obtained several options from Onserve for the replacement of the server as outlined below:

Status Quo - Option 1 - Local with Exchange: In-house server with an in-house e-mail server - \$42,000 initial cost - no ongoing operating costs

Option 2 - Local with 365 - In-house server with the e-mail hosted through a cloud through Microsoft 365 - \$33,000 initial cost - \$290/month for Microsoft 365

Option 3 - Cloud with Exchange - Cloud server including e-mail through HostedBizz - \$10,200 initial cost - \$1,761/month

Option 4 - Cloud with 365 - Cloud server with HostedBizz and the e-mail hosted through a cloud through Microsoft 365 - \$10,200 initial cost - \$1,480/month

3 - Benefit of the Investment

Township staff recommend Option 4. The initial cost of \$10,200 is the Onserve labour costs associated with migrating to a cloud (see 2019 Capital Budget - \$10,200). The benefits of moving to a fully cloud-based solution are outlined below:

- no physical onsite server; therefore, a cloud-based solution would protect the server regardless of physical damage to the building.
- limited hardware failure downtime as the cloud-based solution is located within a protected data centre that is regularly backed up to another protected data centre.
- performance and storage issues are resolved quickly without having to purchase new physical parts for an in-house server.
- limited capital investment - a physical server would be required to be replaced every 5 years. Cloud-based server options will simply require upgrading as technology advances.
- fully integrated with all Township software (ie. Keystone, Firehouse, e-mail, and computer drives).
- no training is required for staff to switch to a cloud-based server. Onserve is a Microsoft and VMware Certified Company who run multiple clients on cloud-based solutions.
- Onserve completes ongoing monitoring of security services with the cloud provider. The connection to the data centre is from an encrypted tunnel. All data remains in Canada and is protected by Canadian law.

4 - Risk Assessment

In the case of a disruption to internet services, the server is not accessible until internet connections are restored. The Township recently upgraded internet services to a faster internet that can accommodate a cloud-based solution. Should the cloud server go down, with Microsoft 365 department heads still have access to emails on their Township cellular phone allowing department heads to respond to urgent inquiries. Furthermore, should there be an internet outage, staff are able to access the cloud server from any other location that does have internet access.

5 - Financial Impact

One-time request for 2019 Budget only?

No

Revenues Earned/Reserves Utilized

	Revenues/ Reserves	Balance in Reserves
Building Surplus Reserve	\$5,328	
Server Warranty	\$765	N/A
Total Revenues/Reserves	\$6,093	\$0

Expenses Incurred

Annual Operating Expense	\$17,760
Total Expenses	\$17,760

Tax Levy Impact

\$11,667

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No

Please note that the Capital Budget and Forecast includes \$10,200 as an initial cost to migrating from an in-house server to a cloud-based server. It is recommended that this amount of \$10,200 be budgeted in 2019 and 2024 (technology changes significantly over 5 years).

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

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2019 REQUESTED BASE BUDGET INCREASES

Department	Corporate	Priority
		1
1 - Purpose of Expenditure		
Upgrade the Township's telephone system to a Voice over Internet Protocol (VOIP) system.		
2 - Need		
The Township's current phone system was purchased in 2009, is outdated and requires updates.		
3 - Benefit of the Investment		
<p>The benefits of VOIP are outlined below:</p> <ul style="list-style-type: none"> -Decrease in operating costs through the utilization of the internet to make and receive calls. The Township currently has several phone lines with Bell Canada. With a VOIP system, the main phone line is ported to the VOIP system and extension numbers for all users are created. This enables utilizing one phone number (ie. 519-763-1226) for stakeholders to call to. -The capability to allow for an auto attendant (answering service) to assist with directing calls. -There will no longer be busy signals or waiting for a line in order to make or receive a call. -Voicemail messages can be retrieved via email or on a cell phone. -There is a softphone (ie. wireless or wired headsets) option. It is recommended that only one option be permitted (ie. a physical phone or a headset, not both). Calls can be directed or transferred using a softphone through the use of the online application. -There is an option to rent a physical phone (ie. 3 year term with reprogramming offered) as opposed to purchasing the physical phones. -For users that prefer a wireless or wired headset (and not a physical telephone), calls can be made from the computer using the online application through an internet connection with the Township's phone number being displayed on caller display. -Call forwarding capabilities (ie. for after hours on-call emergency matters). -Ability to note when a user of the system is on a call, away from their desk, out of the office, etc. -Onserve (Township's IT provider) has a partnership with Ziptel Network (VOIP provider) which allows for effective and quick turnaround support. Onserve is the primary level of support for this service which enables a one stop shop for issues should they arise. The phone system is hosted by Onserve and Ziptel in their datacentre. Onserve is also able to pull statistics on the call quality and call volume through the operations and monitoring reporting. -Programming in the system allows time intervals which define the year's schedule (ie. statutory holidays or after business hours) and the system automatically displays closed greetings that allow the caller to route through the specific department to leave a voicemail. It also allows the caller to dial a specific extension (which is call forwarded to a mobile phone) for after hours emergencies. 		
4 - Risk Assessment		

- The Township's current infrastructure (ie. internet speed, wiring, switch, etc.) are sufficient for the effective implementation of VOIP. The Township recently upgraded internet services to a faster internet that can accomodate a VOIP solution.
- Existing advertised phone numbers (ie. fire department, roads department, ORC, PCC, etc.) can be ported to the VOIP system to enable callers to continue to access the Township even with older phone numbers.
- It will also be required that the Township keep an analog line for emergency purposes (ie. if the internet went down, for fax lines, for security alarms, etc.). There is also the ability to utilize the call forwarding feature (ie. to cell phones) should the internet go down. Also, each municipal building (ie. Municipal Office, Optimist Recreation Centre, Puslinch Community Centre) require one phone with an emergency 911 analog line.
- The VOIP system also has a call answering service that works with 911 to ensure the location is verified.

5 - Financial Impact

One-time request for 2019 Budget only?

No

Initial One-Time Cost:

- labour cost to set-up the system - \$500
- phone purchase cost: \$255 per phone (with a one year warranty). The benefits of the phone rental option are lower up-front costs, phone warranty coverage for more than one year, reprogramming as required, etc.). Township staff have incorporated the phone rental option in the cost analysis below.
- headset (wireless - \$350; wired - \$200) - It is recommended that only one option be permitted (ie. a physical phone or a headset, not both). Calls can be directed or transferred through the use of the online application.

Ongoing Annual Costs:

Physical Phone Options:

- extension cost: \$270 per user
- phone rental cost: \$110 per phone

Softphone Options:

- extension cost: \$270 per user
- online application for incoming/outgoing calls and voicemail access: \$50.00 USD per user.

Council Members:

Currently, Council members do not have Township supplied phones. With the VOIP solution, Council is able to make calls from their laptop at home with internet connection. Should Council wish to be incorporated in the VOIP implementation, the following incremental cost options would be applicable:

Option A: In order to make incoming and outgoing calls using VOIP system

Initial One-Time Cost:

- wired headset - \$200 per Council Member

Ongoing Annual Costs

- online application for incoming/outgoing calls: \$50.00 USD per Council Member
- extension cost: \$270 per Council Member

Option B: No incoming and outgoing calls - only voicemail to email

Ongoing Annual Costs: \$245 per Council Member

Current Costs (2018)

Fax Line	\$1,103
Main Lines * 4	\$4,136
Police	\$1,043
Fire Dispatch Line	\$1,043
Fire Main Line	\$1,267
Line	\$1,403
Optimist Recreation Centre	\$1,103
Puslinch Community Centre	\$998
Emergency Operations * 6 lines	\$3,828

Total Costs **\$15,924**

VOIP Proposed Costs (2019)

Department	Quantity	Extension Cost	Subtotal - Extension Cost	Phone Rental Cost	Subtotal - Phone Rental	Total Cost
Public Works	3.00	\$270	\$810	\$110	\$330	\$1,140
Finance	6.00	\$270	\$1,620	\$110	\$660	\$2,280
Administration	4.00	\$270	\$1,080	\$110	\$440	\$1,520
Building	2.00	\$270	\$540	\$110	\$220	\$760
By-law	1.00	\$270	\$270	\$110	\$110	\$380
Services	7.00	\$270	\$1,890	\$110	\$770	\$2,660
Lunch Room	1.00	\$270	\$270	\$110	\$110	\$380
Ontario Provincial Police						\$1,043
PCC	Analog Line - outgoing 911					\$998
ORC	Analog Line - outgoing 911					\$1,103
Municipal Office	2 Analog Lines - faxes, security, internet outage, outgoing 911, etc.					\$1,276

Total Costs **\$6,480** **\$2,640** **\$13,540**

Initial one-time setup cost of VOIP system \$500

\$14,040

Members of Council - Option A - Ongoing Annual Costs **\$1,600**

Members of Council - Option A - Wired Headset Cost (Initial One-Time Cost) **\$1,000**

Members of Council - Option B (only voicemail to email access) **\$1,225**

Furniture/Fixtures Required for new staff?

No

Computer Required for new staff?

No

Fleet Vehicle Required for new staff?

No

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

[Back to Index](#)

2019 REQUESTED BASE BUDGET INCREASES

Department Municipal Office

Priority **1**

1 - Purpose of Expenditure

To add an additional cleaning session per week (ie. from 2 sessions to 3 sessions).

2 - Need

In order to maintain an appropriate level of cleanliness in the Municipal Office, it is recommended that the Township increase cleaning services from 2 sessions to 3 sessions per week.

3 - Benefit of the Investment

See above

4 - Risk Assessment

No specific risk.

5 - Financial Impact

One-time request for 2019 Budget only?

No

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance
Building Surplus	\$977	N/A	N/A
Total Revenues/Reserves	\$977	\$0	\$0

Expenses Incurred

Increase in Expense	\$3,256
Total Expenses	\$3,256

Tax Levy Impact

\$2,279

Furniture/Fixtures Required for new staff?	
Computer Required for new staff?	
Fleet Vehicle Required for new staff?	

TOWNSHIP OF PUSLINCH

2019 OPERATING BUDGET

2019 REQUESTED BASE BUDGET INCREASES

Department	Fire	Priority	High
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1 - Purpose of Expenditure

Fire Hose immediately required and for future equipment needs

2 - Need

Replacement of fire hose that has failed testing. (2 years of failed hose has not been replaced) Also, this budget line consistently over-budget.

3 - Benefit of the Investment

Safety of our fire fighters and for adequate fire suppression service.

4 - Risk Assessment

Adequate hose inventory is required to perform our services safely and efficiently.

5 - Financial Impact

One-time request for 2019 Budget only? No - Permanent Increase

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
	\$0	N/A	N/A
Total Revenues/Reserves	\$0	\$0	\$0

Expenses Incurred

	\$6,000
Total Expenses	\$6,000

Net Expense/(Revenue) \$6,000

Furniture/Fixtures Required for new staff?	
Computer Required for new staff?	
Fleet Vehicle Required for new staff?	

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

2019 REQUESTED BASE BUDGET INCREASES

Department Fire 01-0040-4309

Priority

High

1 - Purpose of Expenditure

Blue Card Incident Command Instructors Course for a Training Officer

2 - Need

Presently only the Fire Chief has this certification.

3 - Benefit of the Investment

This command system is internationally recognized and used currently by Puslinch and our neighbouring departments.

4 - Risk Assessment

For continuity of training, it is imperative that more than one employee is a certified instructor.

5 - Financial Impact

One-time request for 2019 Budget only?

Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Current Professional Development Budget	\$1,395	N/A	N/A
Total Revenues/Reserves	\$1,395	\$0	\$0

Expenses Incurred

Blue Card Command Instructor Training	\$6,000
Total Expenses	\$6,000

Net Expense/(Revenue)

\$4,605

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH

2019 OPERATING BUDGET

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2019 REQUESTED BASE BUDGET INCREASES

Department

Administration

Priority

1 - Purpose of Expenditure

To have a summer student on a 16 week program through Canada Works to assist the Heritage Advisory Committee to meet its deliverables by: reviewing the Heritage Register for accuracy as it relates assessment roll number, legal description, municipal address, year of listing, year of plaquing, structure, associated criteria and special notes and GIS coordinates. Once the Heritage Register is complete through approval by the Heritage Committee and Council digitize the inventory of plaqued heritage sites, and other sites of heritage significance for the Township website for public access.

2 - Need

This is an important task for the commenting on development applications by the Heritage Committee. The circulation requirements of the Planning Act require staff to provide notice to the Heritage Committee of specific development applications such as zoning and minor variances. Ensuring both staff and the Committee have access to an accurate and up-to-date Heritage Register is integral to providing informed comments. Raising awareness through the website of the Township's rich built heritage and agricultural and village heritage landscapes that are a significant component of the Township identity. Presently this information can only be accessed by consulting the catalogue of binders in the Township Administration Office.

3 - Benefit of the Investment

As the City of Guelph proceeds with intensive urban development plans to the the Puslinch boundary at Maltby Road, and as the proposed Highway 6 by-pass is scheduled to begin in 2019, a publically accessible inventory of the Township's heritage buildings and landscapes will assist residents in positive identification and engagement with their community. There is an economic benefit so far as this inventory with maps and photos will provide visitors and tourists with information on heritage properties in the Township, and will identify those properties that have been adaptively reused for public use as stores, restaurants, etc.

4 - Risk Assessment

Reference is made to information that may not be correct.

5 - Financial Impact

One-time request for 2019 Budget only?

Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Canada Summer	\$3,920	N/A	N/A
Total Revenues/Reserves	\$3,920	\$0	\$0

Expenses Incurred

Wages	\$7,840
Benefits	\$978
Total Expenses	\$8,818
Net Expense/(Revenue)	\$4,898

Schedule C to Report FIN-2018-036

Furniture/Fixtures Required for new staff?	Yes
Computer Required for new staff?	Yes
Fleet Vehicle Required for new staff?	No

TOWNSHIP OF PUSLINCH

2019 OPERATING BUDGET

2019 REQUESTED BASE BUDGET INCREASES

Department	Public Works	Priority	1
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1 - Purpose of Expenditure

Calcium Chloride for dust control

2 - Need

Require 240,000 litres per year for dust control. Unexpected increase of \$0.04 per litre in 2018 and a increase of \$0.01 per litre in 2019

3 - Benefit of the Investment

Maintain status quo for dust control on gravel roads

4 - Risk Assessment

Dust complaints, health issues

5 - Financial Impact

One-time request for 2019 Budget only? No - Permanent Increase

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
	\$0	N/A	N/A
Total Revenues/Reserves	\$0	\$0	\$0

Expenses Incurred

01-0030-4213	Calcium	\$12,400
Total Expenses		\$12,400

Net Expense/(Revenue) **\$12,400**

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No

Conference, Seminar and Training Budget

Schedule D to Report FIN-2018-036

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Administration	CAO/Clerk	3	CAO Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	CAO/Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	CAO/Clerk	4	AMO Conference	Ottawa	\$ 700.00
Administration	Deputy Clerk	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	Deputy Clerk	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Administration	Deputy Clerk	2	AMCTO Courses	Ontario	\$ 700.00
Administration	Deputy Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	Administrative Assistant	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Administration	Administrative Assistant	Online	AMCTO Courses - Municipal Administration Program - Unit 1 and Unit 2	Online	\$ 732.67
Administration	Firehouse Training	3	Firehouse Training	Township Office	\$ 7,000.00
Administration	All Employees - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 5,000.00
Administration	All Employees - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	0	Website Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Records Management Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Microsoft Office Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Keystone Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Management Training	Township Office	\$ -
Building	Building Inspector	15	3 Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	15	3 OBOA Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	5	OBOA Annual Meeting & Training Session (AMTS)	Ontario	\$ 900.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Customer Service Coordinator	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Customer Service Coordinator	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Taxation and Customer Service Supervisor	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Customer Service Coordinator	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Allocation - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 900.00
Building	Allocation - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 1,500.00
Building	Allocation - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 900.00
By-law	By-law Enforcement Officer	5	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting	Niagara Falls	\$ 1,200.00
Finance	Director of Finance/Treasurer	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Finance	Director of Finance/Treasurer	3	MFOA Conference	Niagara Falls	\$ 500.00
Finance	Taxation and Customer Service Supervisor	Online	AMCTO Courses - Municipal Finance & Accounting Program - Unit 1 and Unit 2	Online	\$ 732.67
Finance	Deputy Treasurer	1	Any required training	Ontario	\$ 500.00
Finance	Customer Service Coordinator	Online	Municipal Tax Administration Correspondence through Seneca	Online	\$ 881.65
Fire and Rescue	Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 750.00
Fire and Rescue	Fire Chief	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Fire and Rescue	Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Deputy Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 750.00
Fire and Rescue	Deputy Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Health and Safety Training Officer	See BBI	Blue Card Command Instructors' Course	Ontario	\$ 1,395.00
Fire and Rescue	Chief Training Officer	5	Ontario Fire College Fire Instructor's Seminar	Gravenhurst	\$ 65.00
Fire and Rescue	2 Health and Safety Committee Members		PSHSA H&S Certification Part 1 and Part 2	Ontario	\$ 1,400.00
Fire and Rescue	Volunteer Firefighter	2	Fire Service Women Conference	Sarnia	\$ 350.00
Fire and Rescue	3 New Qualified Acting Captains	5	Blue Card Command - On-line Course - 40 Hours	Online Course	\$ 1,800.00

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Fire and Rescue	Other Firefighters not described above	15	Ontario Fire College Courses	Gravenhurst	\$ 995.00
Fire and Rescue	Resource Materials	N/A	Textbooks, dvds, training props, misc.	N/A	\$ 950.00
Fire and Rescue	Resource Materials	N/A	Blue Card Command Resources and Admin Centre	N/A	\$ 3,730.00
Fire and Rescue	Public Fire and Life Safety Educator	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 350.00
Fire and Rescue	Chief Fire Prevention Officer	3	OMFPOA Training and Educational Symposium	Windsor	\$ 575.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Guelph	\$ 600.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Cambridge	\$ 600.00
Planning	Development and Legislative Coordinator	3	Ontario Association of Committee of Adjustment Conference	Niagara Falls	\$ 530.40
Planning	Development and Legislative Coordinator	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Planning	Development and Legislative Coordinator	Online	AMCTO Courses - Municipal Administration Program - Unit 1	Online	\$ 435.05
Public Works	Public Works and Parks Supervisor	2	Association of Ontario Road Supervisors- PWLDP	TBD	\$ 1,200.00
Public Works	TBD	1	Safety/Equipment Training	TBD	\$ 220.00
ORC	Richard Hoover	3	Ontario Recreation Facilities Association Training	Guelph	\$ 555.00
ORC	TBD	1	Olympia Training	ORC	\$ 445.00

Directly from Expense Policy:

Clause 4.2. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by the CAO/Clerk.

Clause 4.3. Conference, seminar, or training attendance is limited to the following:

- Two (2) job-related conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) job-related off-site training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of each department
- Attendance at conference, seminar, and training sessions are limited to a maximum of ten (10) business days.
- Additional mandatory training requires approval by the CAO/Clerk.

Memberships and Associations Budget

Schedule E to Report FIN-2018-036

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Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Administration	CAO/Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	CAO/Clerk	Ontario Municipal Administrators' Association	N/A	\$ 400.00	\$ 400.00
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Administrative Assistant	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Development & Legislative Coordinator	Institute of Law Clerks of Ontario Certification – <i>only applicable if the employee is a Law Clerk</i>	N/A	\$ 200.00	\$ -
Administration	Corporate Memberships	Municipal World	\$ 60.00	N/A	\$ 60.00
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 2,750.00	N/A	\$ 2,750.00
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 800.00	N/A	\$ 800.00
Administration	Corporate Memberships	Wellington County Clerks and Treasurers Association	\$ 200.00	N/A	\$ 200.00
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 1,750.00	N/A	\$ 1,750.00
Administration	Corporate Memberships	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 40.60
Administration	Corporate Memberships	Human Resources Download Program	\$ 3,700.00	N/A	\$ 2,590.00
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00

Memberships and Associations Budget

Schedule E to Report FIN-2018-036

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -
Building	Corporate Memberships	Ontario Association of Property Standards Officers	\$ 75.00	\$ 75.00	\$ 75.00
Building	Corporate Memberships	Municipal Law Enforcement Officers' Association	\$ 168.00	\$ 110.00	\$ 168.00
Building	Corporate Memberships	Ontario Onsite Waste Water Association	\$ 375.00	\$ 250.00	\$ 375.00
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 600.00	N/A	\$ 180.00
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 90.00
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 3,700.00	N/A	\$ 1,110.00
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 30.00
Building	Corporate Wide Membership Allocation - 30%	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 17.40
ORC	Facility Operator	Ontario Recreation Facilities Association	\$ 700.00	\$ 150.00	\$ 150.00
ORC	Facility Operator	TSSA Class B Refrigeration	N/A	\$ 70.00	\$ 70.00
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ 1,000.00
Finance	Deputy Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ -
Finance	Taxation and Customer Service Supervisor	Ontario Municipal Tax and Revenue Association	\$ 1,650.00	\$ 250.00	\$ -
Finance	Taxation and Customer Service Supervisor	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 325.00	N/A	\$ 325.00

Memberships and Associations Budget

Schedule E to Report FIN-2018-036

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00	
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 210.00	
Finance	Corporate Memberships	Municipal Information Network	\$ 600.00	N/A	\$ 420.00	
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Chief Fire Prevention Officer	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Public Fire and Life Safety Educator	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175.00 USD	N/A	\$ 221.00	
Fire and Rescue	Corporate Memberships	National Fire Codes Subscription Service	\$1,500.00 USD	N/A	\$ 1,897.00	
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50.00	N/A	\$ 50.00	
Fire and Rescue	Corporate Memberships	Ontario Association of Fire Training Officers	\$ 150.00	N/A	\$ 150.00	
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100.00	N/A	\$ 100.00	
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250.00	N/A	\$ 250.00	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Mutual Aid Membership	\$ 1,000.00	N/A	\$ 1,000.00	
Fire and Rescue	Corporate Memberships	Ontario Municipal Fire Prevention Officers Association	\$ 150.00		\$ 150.00	<u>new 2019 request</u>
Fire and Rescue	Individual Membership	Fire Service Women Ontario		\$ 40.00	\$ 40.00	<u>new 2019 request</u>

Memberships and Associations Budget

Schedule E to Report FIN-2018-036

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	
Fire and Rescue	Individual Membership	Ontario Fire Chiefs' Administrative Assistants Association		\$ 45.00	\$ 45.00	<u>new 2019 request</u>
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150.00	N/A	\$ 150.00	
PCC	Corporate Memberships	Parks and Recreation of Ontario	\$ 1,050.00	\$ 250.00	\$ -	
PCC	Corporate Memberships	Taste Real - County of Wellington	\$ 500.00	N/A	\$ 500.00	
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150.00	N/A	\$ 150.00	
Public Works	Director, Public Works and Parks	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Public Works	Director, Public Works and Parks	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Director, Public Works and Parks	County of Wellington Road Supervisors Association	N/A	\$ 200.00	\$ 200.00	
Public Works	Public Works and Parks Supervisor	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Public Works and Parks Supervisor	County of Wellington Road Supervisors Association	N/A	\$ 200.00	\$ 200.00	

Directly from Expense Policy:

Clause 1.1. The Township will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.

Clause 1.2. The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities. Requirements must be included and detailed in the employee's job description. A budget itemizing the memberships and associations paid by the Township for each department shall be included in the annual budget.

Clause 1.3. If the professional membership and association fee is not related to the employee's current position at the Township and not detailed in the job description, the employee is responsible for the full cost.

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Department	Account	Position	Uniform Item	# of items	Cost per Item	Cost
Building		Inspectors (2)	Safety Boots	2	\$ 175.00	\$ 350
Building		Inspectors (2)	Inspection Shirts	Unknown	Unknown	\$ 170
Building		Chief Building Official and Inspectors (2)	Gloves, Hardhat(s)	Unknown	Unknown	\$ 200
Fire and Rescue		All Staff	Sweaters	43	\$ 90.00	\$ 3,870
Fire and Rescue			Firefighting Boots	6	\$ 470.00	\$ 2,820
Fire and Rescue			Dress Uniforms	6	\$ 418.00	\$ 2,508
Fire and Rescue		All Staff	Gear cleaning and inspection	43	\$ 50.00	\$ 2,150
Fire and Rescue			Additional Uniform and Gear items as required			\$ 5,202
Public Works		Director of Public Works	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Director of Public Works	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Supervisor, Public Works and Pa	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Supervisor, Public Works and Pa	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Heavy Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Heavy Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Senior Groundskeeper	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Senior Groundskeeper	Clothing	Clothing/Safety Allowance		\$ 225
ORC		Facility Operator (FT)		Safety Shoe Allowance and Shirts		\$ 260
ORC		Facility Operators (PT) * 3		\$85 per shirt * 3 Employees		\$ 255

Safety requirements

Directly from Expense Policy:

Clause 6.1. The Township will supply employees with distinctive clothing should that be required as part of carrying out their employment duties. The clothing shall incorporate the corporate approved logo. An employee that is supplied with Township clothing must wear this clothing at all times while on duty.

Clause 6.2. The Township will pay for the replacement of clothing on an as needed basis when approved by the Department Head as a result of the clothing being soiled or damaged beyond repair. A budget amount should be separately itemized and included in the annual budget of each department for the replacement of this type of clothing.

Clause 6.3 The following uniform and special clothing items shall be separately itemized and included in the annual budget of each department:

Public Works – Safety work shoes and clothing allowance of up to \$400 annually towards the cost of purchasing CSA certified footwear and other safety clothing for the full-time permanent staff in the Public Works department. These are reimbursable expenses (must be supported by original receipts). Any funds spent for the clothing allowance are treated as a taxable benefit. Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.

Building - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff who perform inspections in the Building department. These are reimbursable expenses (must be supported by original receipts).

Staff who perform inspections are also provided with Township supplied shirts of up to \$85 per employee.

Optimist Recreation Centre - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff in the Optimist Recreation Centre. These are reimbursable expenses (must be supported by original receipts). All permanent full-time and part-time employees are also provided with Township supplied shirts of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.

Fire and Rescue Services (excluding dress uniforms) – Township supplied shirts, pants/shorts, t-shirts, sweaters, baseball cap of up to \$90 annually per employee.

Fire and Rescue Services (dress uniforms) – Township supplied dress uniforms of up to \$418 per employee. One dress uniform is issued after three years of service to each employee in Fire and Rescue Services excluding Auxiliary Firefighters and the Administrative Assistant.



REPORT FIN-2019-003

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: January 16, 2019

SUBJECT: 2019 Grant Application Program

RECOMMENDATIONS

That Council receives Report FIN-2019-003 regarding the 2019 Grant Application Program; and

That Section 7.0 of the Grant Application Policy be amended to include an option to submit completed grant applications electronically on the Township's website; and

That Council approves the grant allocations amounting to **XX as outlined below:**

Organization	2019 Approved Grant Allocation
Aberfoyle Agricultural Society	
Aberfoyle Farmers' Market	
Friends of Mill Creek – Grand River	
Optimist Club of Puslinch	
Puslinch Lake Conservation Association	
Sunrise Therapeutic Riding and Learning Centre	
Wellington Farm and Home Safety Association	
Whistle Stop Cooperative Preschool	

DISCUSSION

Purpose

The purpose of this report is to provide Council a summary of the 2019 Community Grant Requests for Operating Budget deliberations.

Background

Grants Requested

Township staff advertised the 2019 Grant Application Program on the Township's website, the Puslinch Pioneer, and the Wellington Advertiser.

The applications from each community group are attached as Schedules A to I.

Outlined in the table below are the 2018 grant payments processed based on the 2018 approved budget and the 2019 requests received:

Organization	2018 Payments	2019 Request	Comments
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A
Aberfoyle Farmers' Market	\$0	\$2,500	Schedule B
Friends of Mill Creek – Grand River	\$1,250	\$2,500	Schedule C
Mount Carmel Zion United Church	\$0	\$1,350	Note A
Optimist Club of Puslinch	\$0	\$2,636.90	Schedule E
Puslinch Lake Conservation Association	\$25,000	\$25,000	Schedule F
Sunrise Therapeutic Riding and Learning Centre	\$1,500	\$2,000	Schedule G
Wellington Farm and Home Safety Association	\$500	\$500	Schedule H
Whistle Stop Cooperative Preschool	\$500	\$666.50	Schedule I
Total	\$31,750	\$40,153	

Note A: The Mount Carmel Zion United Church has submitted a grant request of \$1,350. Please note, in accordance with the Township's User Fees and Charges By-law, a 90% reduced rate is obtained for renting the hall for the quarterly Seniors' Luncheon events. In 2018, the facility rental fees amounted to \$168.16. The grant application and contract are attached as Schedule D to this Report. Township staff do not recommend approval of this application as organizations of a religious nature are not an eligible organization in accordance with the Grant Application Policy adopted by Council on October 18, 2017.

FINANCIAL IMPLICATIONS

The 2019 Operating Budget as presented includes \$31,750 for Community Grants.

The Grant Application Policy approved by Council sets a dollar threshold as outlined below:

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.

Based on the tax levy of \$3,745,591 approved in the 2018 budget, this would amount to \$18,728 in grant funds to be provided in 2019.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A - Aberfoyle Agricultural Society

Schedule B - Aberfoyle Farmers' Market

Schedule C – Friends of Mill Creek – Grand River

Schedule D – Mount Carmel Zion United Church

Schedule E - Optimist Club of Puslinch

Schedule F - Puslinch Lake Conservation Association

Schedule G - Sunrise Therapeutic Riding and Learning Centre

Schedule H - Wellington Farm and Home Safety Association

Schedule I - Whistle Stop Cooperative Preschool



RECEIVED

SEP 27 2018

Township of Puslinch

Township of Puslinch Grant Application Form

Please review the Grant Application Policy prior to submission

Applicant information

Organization name *

Aberfoyle Agricultural Society

Contact name and position *

Don McKay, Past President

Organization mailing address *

7 Clair Rd West PO Box 27011 RPO Clair Guelph, ON N1L0C1

Website

www.aberfoyleagriculturalsociety.com

Telephone Number *

519-822-2984

Ext.

Email Address *

donmckay@golden.net

Questionnaire

Grant amount applied for *

\$3000.00

Organization's goals and objectives related to the grant request *

The society has as its mandate 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, crafts, pets and equipment". We have a special emphasis on remaining an Agricultural event, and try constantly to live up to our motto as "The Classiest Class 3 Fair." We also assist in 4-H and Junior Garden Club activities.

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

Over two days September 6&7, 2019 the Aberfoyle Agricultural Society for its 179th year will provide a fall fair for the residents of Puslinch and surrounding communities. The fair will be held on the grounds of the Puslinch Community Centre.

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. *

Financing of the fair is from donations, provincial and municipal grants, corporate and private sponsorships and from membership and fair admissions. Township support will help the society to leverage funding from corporate and private individuals by demonstrating that the Township believes in and supports the mission and goals of the Society and sees the benefits to the community of holding an annual fall fair.

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

If the Society does not receive a grant from the Township the fair will still go ahead. However it will make it harder to leverage funds from corporate and private supporters. As well it would send a message to Puslinch residents that the Township is not supportive of an organization that has existed in the Township for 179 years.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Please provide a copy of the most current financial statements (mandatory) *

ATTACHED

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

ATTACHED

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of 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

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the Grant Application Policy prior to submitting a grant application.

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 the Township 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/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

27 September 2018

Schedule A to Report FIN-2019-003

Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Don McKay, Past President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *



Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

Aberfoyle Agricultural Society

Budget

January 1 to December 31, 2018

Jan 1 - Dec 31, 18

Ordinary Income/Expense

Income

Donations

Donations - 4-H Activities	\$	450.00
Donations - General	\$	2,045.00
Donations - Junior Garden Club	\$	665.00
Total Donations	\$	3,160.00

Fair Revenue

Fair - ATV	\$	1,980.00
Fair Gate Admissions	\$	12,000.00
Fair Other Revenue	\$	90.00
Food Vendors	\$	150.00
Pony Club	\$	980.00
Tractor Pull	\$	690.00
Vendor Tent	\$	540.00
Wrist Bands	\$	2,470.00
Total Fair Revenue	\$	18,900.00

Fundraising Activities

Chicken BBQ - Revenue

Chicken BBQ-Silent Auction	\$	647.00
Chicken BBQ Expenses	\$	(3,100.00)
Chicken BBQ - Revenue - Other	\$	6,300.00
Total Chicken BBQ - Revenue	\$	3,847.00
Total Fundraising Activities	\$	3,847.00

Government & Municipal Grants

Govt & Municipal Grants-Guelph	\$	200.00
Govt & Municipal Grants-Omafra	\$	2,705.00
Govt & Municipal Grants-Puslinc	\$	3,000.00
Govt & Municipal Grants-Welling	\$	500.00
Grand River Grant	\$	3,000.00
Total Government & Municipal Grants	\$	9,405.00

Miscellaneous Income	\$	225.00
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Quilt Raffle	\$	300.00
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Sponsorships

Corporate Donations/Sponsorship	\$	5,000.00
Total Sponsorships	\$	5,000.00

Total Income	\$	40,837.00
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Expense

Bank Service Charges	\$	120.00
Donation	\$	500.00

Aberfoyle Agricultural Society

Budget

January 1 to December 31, 2018

Jan 1 - Dec 31, 18

Dues/Conventions	\$ 500.00
Fall Fair Expenses	
4H	\$ 235.00
Advertising	\$ 1,178.00
ATV Pull	\$ 800.00
Entertainment	\$ 7,500.00
Fair Supplies/Repairs	\$ 770.00
Insurance - Fair	\$ 2,000.00
Judges Fees	\$ 875.00
P.A. Systems	\$ 2,100.00
Permits	\$ 275.00
Pony Club Horse Show Expenses	\$ 400.00
Printing	\$ 2,500.00
Prize Money	
Games	\$ 610.00
Prize Money - Other	\$ 3,200.00
Total Prize Money	\$ 3,810.00
Ribbons/Awards	\$ 1,000.00
Tent Rentals	\$ 7,500.00
Tractor Pull Expenses	\$ 1,175.00
Total Fall Fair Expenses	\$ 32,118.00
Jr. Garden Club	\$ 629.00
Supplies	
Office	\$ 100.00
Supplies - Other	\$ 100.00
Total Supplies	\$ 200.00
Wages/Honorarium	\$ 3,500.00
Total Expense	\$ 37,567.00
Net Ordinary Income	\$ 3,270.00
Net Income	\$ 3,270.00

Aberfoyle Agricultural Society

Profit & Loss

January 1 through September 26, 2018

Jan 1 - Sep 26, 18

Ordinary Income/Expense

Income

Donations

Donations - 4-H Activities	\$ 450.00
Donations - Bill Crow	\$ 5,400.00
Donations - General	\$ 2,045.00
Donations - Junior Garden Club	\$ 665.00

Total Donations	\$ 8,560.00
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Fair Revenue

Corn Donation	\$ 64.00
Fair - ATV	\$ 1,980.00
Fair BBQ	\$ 1,756.01
Fair Gate Admissions	\$ 11,842.95
Fair Other Revenue	\$ 90.00
Food Vendors	\$ 150.00
Pony Club	\$ 980.00
Tractor Pull	\$ 690.00
Vendor Tent	\$ 540.00
Wrist Bands	\$ 2,470.00

Total Fair Revenue	\$ 20,562.96
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Fundraising Activities

Chicken BBQ - Revenue

Chicken BBQ-Silent Auction	\$ 647.00
Chicken BBQ Expenses	\$ (3,064.93)
Chicken BBQ - Revenue - Other	\$ 6,296.78

Total Chicken BBQ - Revenue	\$ 3,878.85
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Total Fundraising Activities	\$ 3,878.85
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Government & Municipal Grants

Govt & Municipal Grants-Guelph	\$ 200.00
Govt & Municipal Grants-Omafra	\$ 2,705.05
Govt & Municipal Grants-Pusline	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 500.00
Grand River Grant	\$ 3,000.00

Total Government & Municipal Grants	\$ 9,405.05
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Miscellaneous Income	\$ 225.00
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Quilt Raffle	\$ 200.00
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Sponsorships

Corporate Donations/Sponsorship	\$ 4,850.00
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Total Sponsorships	\$ 4,850.00
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Total Income	\$ 47,681.86
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Expense

Bank Service Charges	\$ 89.24
Donation	\$ 500.00
Dues/Conventions	\$ 1,080.36

Fall Fair Expenses	
---------------------------	--

Aberfoyle Agricultural Society**Profit & Loss****January 1 through September 26, 2018**

	<u>Jan 1 - Sep 26, 18</u>
4H	\$ 235.00
Advertising	\$ 1,178.00
ATV Pull	\$ 800.00
Entertainment	\$ 12,003.09
Fair Supplies/Repairs	\$ 768.35
Insurance - Fair	\$ 1,933.20
Judges Fees	\$ 875.00
P.A. Systems	\$ 2,152.00
Permits	\$ 272.00
Pony Club Horse Show Expenses	\$ 400.00
Printing	\$ 3,499.68
Prize Money	
Games	\$ 608.54
Prize Money - Other	\$ 3,272.00
Total Prize Money	\$ 3,880.54
Ribbons/Awards	\$ 978.19
Tent Rentals	\$ 7,752.00
Tractor Pull Expenses	\$ 1,175.00
Total Fall Fair Expenses	\$ 37,902.05
HST Expense	\$ 1,539.45
Jr. Garden Club	\$ 629.00
Supplies	
Office	\$ 103.82
Supplies - Other	\$ 95.58
Total Supplies	\$ 199.40
Wages/Honorarium	\$ 1,750.00
Total Expense	\$ 43,689.50
Net Ordinary Income	\$ 3,992.36
Net Income	\$ 3,992.36

8:58 AM
09/26/18
Accrual Basis

Schedule A to Report FIN-2019-003
Aberfoyle Agricultural Society

Balance Sheet

As of September 26, 2018

Sep 26, 18

ASSETS

Current Assets

Chequing/Savings

TDCanada Trust - 25002-0308002 \$ 8,526.67

Total Chequing/Savings \$ 8,526.67

Other Current Assets

Change Fund/Floats \$ 598.25

Fair/Office Supplies \$ 1,610.00

HST Receivable \$ 2,483.67

Total Other Current Assets \$ 4,691.92

Total Current Assets \$ 13,218.59

Fixed Assets

Banners/Signage

Accum Dep'n-Banners/Signage \$ (2,204.50)

Banners/Signage - Other \$ 2,204.50

Total Banners/Signage \$ -

Homecraft/Juniors/Hall Equipmen

Accum Dep'n-Homecraft/Juniors/H \$ (1,794.85)

Homecraft/Juniors/Hall Equipmen - Other \$ 2,662.85

Total Homecraft/Juniors/Hall Equipmen \$ 868.00

Mobile/Horse Equipment

Accum Dep'n-Mobile/Horse Equipm \$ (1,332.45)

Mobile/Horse Equipment - Other \$ 6,072.45

Total Mobile/Horse Equipment \$ 4,740.00

Office Equipment

Accum Dep't-Office Equipment \$ (463.33)

Office Equipment - Other \$ 1,453.33

Total Office Equipment \$ 990.00

Pens/Gates/Fencing/Seating

Accum Dep'n-Pens/Gates/Fencing/ \$ (1,538.16)

Pens/Gates/Fencing/Seating - Other \$ 1,538.16

Total Pens/Gates/Fencing/Seating \$ -

Speaker/Sound System

Accum Dep'n-Speaker/Sound Syste \$ (606.63)

Speaker/Sound System - Other \$ 606.63

Total Speaker/Sound System \$ -

Total Fixed Assets \$ 6,598.00

TOTAL ASSETS \$ 19,816.59

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

HST Payable \$ (5.72)

Total Other Current Liabilities \$ (5.72)

Total Current Liabilities \$ (5.72)

8:58 AM
09/26/18
Accrual Basis

Schedule A to Report FIN-2019-003

Aberfoyle Agricultural Society

Balance Sheet

As of September 26, 2018

	<u>Sep 26, 18</u>
Total Liabilities	\$ (5.72)
Equity	
Opening Bal Equity	\$ 141.50
Retained Earnings	\$ 15,668.45
Net Income	\$ 4,012.36
Total Equity	\$ 19,822.31
TOTAL LIABILITIES & EQUITY	\$ 19,816.59



Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Aberfoyle Farmers' Market

Contact name and position *

Cathy Smith, Secretatry

Organization mailing address *

4370 Victoria Road SOuth, Puslinch, Ontario, N0B 2J0

Website

www.aberfoylemarket.ca

Telephone Number *

519-766-3425

Ext.

Email Address *

yourmarket@afma.ca

Questionnaire

Grant amount applied for *

2500

Organization's goals and objectives related to the grant request.* **Schedule B to Report FIN-2019-003**

A frequent comment the we hear from new customers visiting the Aberfoyle Farmers' Market (AFM) is "We didn't even know you were here". We believe that the AFM is an important part of our community and our objective is to use the sponsorship grant to increase the visibility of the AFM to attract and retain more customers and vendors to the market. Our ultimate goal is, and always will be, to maintain a sustainable community space for all to share, while supporting local producers, businesses and crafters through customer sales at the market.

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

The AFM is requesting sponsorship funding so that we can increase our marketing budget for calendar year 2019. We are considering a number of potential projects, including: Sponsored Market Bucks (coupons), mobile marketing, busker incentives and on-site guest chef events. All of these activities will be designed to increase the visibility of the market and attract more customers and vendors. The AFM would be happy to discuss and formalize a project specifically for a Township grant, if approved for a grant.

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. *

The AFM is a non-profit organization that derives it's funding from vendor stall rental fees, donations and from the support of local businesses. Having an additional funding source, such as a sponsorship grant from the Township, would allow the AFM to increase the visibility of the market, which in turn supports our local vendors and provides value to our customers and the greater community.

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

Schedule B to Report FIN-2019-003

We've all heard the famous saying ... "Build it and they will come". The dedicated volunteers of the AFM have successfully done this, without a doubt. However, we need growth to survive, just being here is not enough. If the AFM is unsuccessful in receiving a Township sponsorship grant, our growth will continue to be a struggle. Our dedicated volunteers will ensure the market is open for business and that we put forth the best market experience possible. However, surviving another year without growth is not our goal. The AFM wants to make 2019 a year of growth which will strengthen our sustainability for the future. We want to partner with the Township to help grow our market and our community.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



AFM Additional Documents.docx

11.6 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



AFM Additional Documents.docx

11.6 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Schedule B to Report FIN-2019-003

Please provide a copy of 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

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

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 the Township 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/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

9/28/2018

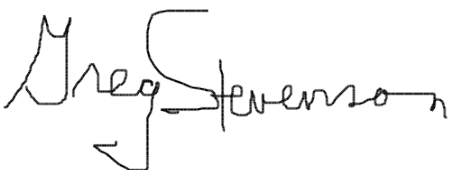


Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Greg Stevenson, Acting AFM President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of
Organization *

A handwritten signature in black ink, reading "Greg Stevenson". The signature is written in a cursive style with a large "G" and "S".

Signature of Applicant on behalf of
Organization
Schedule B to Report FIN-2019-003

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

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Thank You

Aberfoyle Farmers' Market
Profit & Loss Budget Performance
January through September 2018

Schedule B to Report FIN-2019-003

	<u>Jan - Sep 18</u>	<u>YTD Budget</u>	<u>%</u>	<u>Annual Budget</u>	<u>%</u>
Income					
4000 · Revenue					
4010 · Stall rentals	14,770.76	16,052.00	92	16,084.00	92
4090 · Vendor registration fees	1,609.11	1,755.00	92	1,833.00	88
4200 · ATM fees	1,052.50	1,235.00	85	1,495.00	70
Total 4000 · Revenue	<u>17,432.37</u>	<u>19,042.00</u>	<u>92</u>	<u>19,412.00</u>	<u>90</u>
4030 · Donations & Contributions					
4060 · Donations	100.00				
Total 4030 · Donations & Contributions	<u>100.00</u>	<u></u>	<u></u>	<u></u>	<u></u>
Total Income	<u>17,532.37</u>	<u>19,042.00</u>	<u>92</u>	<u>19,412.00</u>	<u>90</u>
Expense					
Insurance					
6425 · Liability Insurance	975.00	1,100.00	89	1,100.00	89
Total Insurance	<u>975.00</u>	<u>1,100.00</u>	<u>89</u>	<u>1,100.00</u>	<u>89</u>
5005 · Bank fees					
5010 · Bank Fees BMO	-7.00	58.00	-12	72.00	-10
5015 · Bank Fees ATM	45.14				
5005 · Bank fees - Other	7.00				
Total 5005 · Bank fees	<u>45.14</u>	<u>58.00</u>	<u>78</u>	<u>72.00</u>	<u>63</u>
5020 · Mileage	513.56	480.00	107	480.00	107
6000 · Advertizing					
*6021 · Facebook ads	336.81	680.39	50	850.39	40
6024 · Bookshelf Ads	1,578.00	900.00	175	900.00	175
6036 · Curious	185.00	185.00	100	185.00	100
6040 · WEB Site	0.00	160.00	0	160.00	0
6045 · Pioneer	245.00	245.00	100	245.00	100
6047 · South Guelph	1,614.04	1,380.05	117	1,380.05	117
6048 · Event flyers	499.45				
6060 · Other advertising	325.01	325.01	100	325.01	100
6000 · Advertizing - Other	0.00	1,649.55	0	2,064.55	0
Total 6000 · Advertizing	<u>4,783.31</u>	<u>5,525.00</u>	<u>87</u>	<u>6,110.00</u>	<u>78</u>
6195 · Contract Labour					
6196 · Market Manager	4,685.50	8,909.20	53	10,268.00	46
6198 · Assistant	0.00				
Total 6195 · Contract Labour	<u>4,685.50</u>	<u>8,909.20</u>	<u>53</u>	<u>10,268.00</u>	<u>46</u>
6200 · Gifts	230.00	100.00	230	100.00	230
6400 · Manage My Market	564.00	720.00	78	720.00	78
6426 · Membership Fees	300.00	485.00	62	485.00	62
6570 · ATM operating expenses	0.00	400.00	0	490.00	0
6670 · Program Expense	523.00	1,100.00	48	1,150.00	45
6770 · Supplies					
6775 · Facility	393.63	160.00	246	175.00	225
6780 · Marketing	0.00	250.00	0	250.00	0
6785 · Office	56.50	85.00	66	95.00	59

Aberfoyle Farmers' Market
Profit & Loss Budget Performance
January through September 2018

Schedule B to Report FIN-2019-003

	<u>Jan - Sep 18</u>	<u>YTD Budget</u>	<u>%</u>	<u>Annual Budget</u>	<u>%</u>
Total 6770 · Supplies	450.13	495.00	91	520.00	87
6800 · Rent					
6801 · Facility rental	3,066.43	2,880.00	106	2,880.00	106
6802 · Other rental	41.07	50.00	82	50.00	82
Total 6800 · Rent	3,107.50	2,930.00	106	2,930.00	106
6900 · Conferences	0.00	300.00	0	300.00	0
Total Expense	16,177.14	22,602.20	72	24,725.00	65
Net Income	<u>1,355.23</u>	<u>-3,560.20</u>	-38	<u>-5,313.00</u>	-26

Table 1

Amended 2018 AFM Budget															
														2018	2017
Description	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Budget	Budget	Actual
# Market Days	0	0	0	0	1	5	4	5	4	4	0	0	23	23	
Revenues															
Grants/Donation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	620
Miscellaneous													0	0	162
ATM Fees	0	0	0	0	65	325	260	325	260	260	0	0	1495	1553	1538
Vendor Fees															
Cancellation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Electricity	0	0	0	0	8	32	40	32	40	32	0	0	184	184	0
Membership	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Events	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Registration	78	78	78	78	\$1131.00	78	78	78	78	78	0	0	1833	1560	1858
Stalls	0	0	0	0	\$7,800	0	\$4,600	0	\$3,500	0	0	0	15900	14361	16976
Total Revenue	78	78	78	78	9005	440	4982	440	3882	374	0	0	19412	17658	21153
Expenses															
Accountant													0	0	
Advertising	150	150	0	495	1640	585	785	785	935	585	0	0	6110	7279	6301
ATM Connection	5	5	5	5	40	40	40	40	40	40	5	5	270	258	280

Amended 2018 AFM Budget															
													2018	2017	2017
Description	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Budget	Budget	Actual
ATM Replacement					20	40	40	40	40	40	0	0	220	0	214
Bank Fees	2	2	2	2	10	10	10	10	10	10	2	2	72	72	3
Continuing Ed.	0	300	0	0	0	0	0	0	0	0	0	0	300	300	112
Gifts	0	0	0	0	0	100	0	0	0	0	0	0	100	150	363
Insurance	0	0	0	0	0	1100	0	0	0	0	0	0	1100	1100	1026
Man. My Market	0	0	720	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	0	720		
Management	567.6	1071.6	567.6	699.6	567.6	1358.8	1358.8	1358.8	1358.8	1358.8	0	0	10268	8295	6953
Membership	0	360	125	0	0	0	0	0	0	0	0	0	485	700	473
Mileage	0	60	60	60	60	60	60	60	60	0	0	0	480	630	437
Postage	0	0	0	25	0	0	0	0	0	0	0	0	25	25	
Programs															
Events	0	0	0	0	50	400	0	50	150	50	0	0	700	900	718
Soccer Snack	0	0	0	0	30	150	120	150	0	0	0	0	450	420	35
Rent facility	1440	0	0	0	0	0	0	1440	0	0	0	0	2880	4060	3734
Rent other			0		50								50	0	108
Supplies															
Facility	0	0	0	0	100	15	15	15	15	15	0	0	175	200	190
Marketing	0	0	0	250	0	0	0	0	0	0	0	0	250	570	
Office	0	0	0	10	10	10	10	10	10	10	0	0	70	140	79
Web Services	0	0	0	160	0	0	0	0	0	0	0	0	160	160	0
Total Expenses	2165	1949	1480	1707	2578	3869	2439	3959	2619	2109	7	7	24885	25259	21027

Amended 2018 AFM Budget															
Description	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2018	2017	2017
													Budget	Budget	Actual
Total Revenue	78	78	78	78	9005	440	4982	440	3882	374	0	0	19412	17658	21153
Net	-2087	-1871	-1402	-1629	6427	-3429	2543	-3519	1263	-1735	-7	-7	-5473	-7601	126
2018 Cash Flow	Based on projected 2018 revenues and expenses														
Opening Balance	13700														
Bank Balance	11613	9743	8341	6713	13140	9711	12254	8736	9999	8264	8257	8250			
For ATM					3500	3500	3500	3500	4000	3500					
Min Balance					9640	6211	8754	5236	5999	4764					
2019 Cash Flow	Based on same revenues and expenses as 2018														
Opening Balance	8250														
Bank Balance	6163	4293	2891	1263	7690	4261	6804	3286	4549	2814	2807	2800			
For ATM					3500	3500	3500	3500	4000	3500					
Min Balance					4190	761	3304	-214	549	-686					
2020 Cash Flow	Based on same revenues and expenses as 2018														
Opening Balance	2800														
Bank Balance	713	1157	2559	4187	2240	1189	1354	2164	901	2636	2643	2650			
For ATM					3500	3500	3500	3500	4000	3500					
Min Balance					-1260	-4689	-2146	-5664	-4901	-6136					



RECEIVED

SEP 28 2018

Township of Puslinch

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Friends of Mill Creek (FOMC)

Contact name and position *

Ron Van Ooteghem

Organization mailing address *

c/o Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON, N0B 2J0

Website

www.friendsofmillcreek.org

Telephone Number *

416-524-0027

Ext.

Email Address *

ron.vanooteghem@ca.crh.com

Questionnaire

Grant amount applied for *

\$2,500

Organization's goals and objectives related to the grant request *

Our mission is to develop, promote and implement projects in the watershed that maintain and enhance Mill Creek as a cold water stream. This is done primarily through the FOMC Stewardship Ranger Program that has been on-going since 2003. This grant, in part, will provide funding to ensure that the Ranger Program can continue successfully in 2019.

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

The Ranger Crew is an environmental stewardship work team comprised of four local grade 11 and 12 students and a crew leader. In-stream projects are completed over a period of eight weeks during July and August under the direction of the FOMC technical committee and the GRCA. As part of the work plan, restoration was completed in and around the creek near the Puslinch Community Center in 2018. To name a few, past projects in the township include work at the Bond Tract and at the Lake, MacKinnon and Wozniak properties.

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. *

The primary focus of the FOMC and the Ranger Program is to enhance the health of Mill Creek, a valuable natural resource in the Township of Puslinch. In addition, this program continues to inspire and support local youth to pursue careers in environmental studies.

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

The FOMC is very proud of what the Ranger Program has achieved. Without on-going funding from the Township of Puslinch and other community partners, continuation of the Ranger Program and the benefits of this work to Mill Creek would be at risk. There has been a significant amount of work completed in the creek by the hard working Ranger crews over the past 15 years and a lot of work still needs to be done. Also, the opportunity for the Ranger Program to develop future environmental leaders by providing valuable hands-on skills and education would be equally at risk.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Please provide a copy of the most current financial statements (mandatory) *

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of 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

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the Grant Application Policy prior to submitting a grant application.

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 the Township 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/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

September 27, 2018

Schedule C to Report FIN-2019-003

Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Don McKay, President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Dave Rodgers, Vice President

Signature of Applicant on behalf of Organization *



Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

Thank You

MILL CREEK RANGERS PROGRAM FUND

Statement of Operations

For the eight months ending 31 August 2018 with comparative figures for full year 2017

	2018 YTD Actual	2018 Budget	2017 Actual
	\$	\$	\$
Revenue			
Grants (Gov't)			
City of Cambridge	1,200.00	1,500.00	1,500.00
Township of Puslinch	1,250.00	2,500.00	1,250.00
Wellington County	500.00	1,000.00	500.00
Dept. of Fisheries and Oceans (Fed.)	12,232.24	12,232.24	0.00
Donations	18,503.50	17,767.76	18,198.75
Total revenue	33,685.74	35,000.00	21,448.75
Expenditures			
Salaries & benefits - Crew Leader/ Rangers	21,997.53	25,500.00	23,948.27
H & S Equipment	407.80	200.00	180.16
Equipment & materials - Ranger Crew	508.76	2,000.00	918.23
Vehicle rental - Crew Leader/ Rangers	3,089.90	4,000.00	2,617.68
Donor plaques	0.00	400.00	0.00
Website Maintenance	0.00	300.00	0.00
Liability Insurance	1,244.16	2,100.00	1,225.80
GRC Foundation Admin. Fees (- Interest)	0.00	500.00	0.00
Total expenditures	27,248.15	35,000.00	28,890.14
Net income (loss) from operations	6,437.59	0.00	-7,441.39

Note:

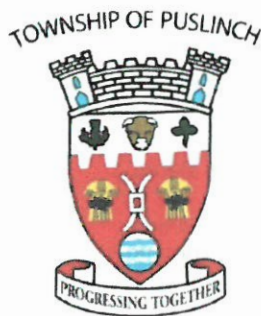
Some invoices for the 2018 Stewardship Ranger Program have not yet been posted to GRCF accounts. The above expenditures will be updated and re-submitted when data is available.

MILL CREEK RANGERS PROGRAM FUND

Statement of Financial Position

For the eight months ending 31 August 2018 with comparative figures for full year 2017

	2018 YTD Actual	2018 Budget	2017 Actual
	\$	\$	\$
Assets			
Restricted funds held in Trust	50,073.38	43,635.79	43,635.79
Total assets			43,635.79
Liabilities & reserve balances			
Student Ranger reserve fund	43,635.79	43,635.79	51,077.18
Accumulated net revenue	6,437.59	0.00	-7,441.39
Total liabilities & reserve balances	50,073.38	43,635.79	43,635.79



Schedule D to Report FIN-2019-003
Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Mount Carmel Zion United Church

Contact name and position *

Debbie Huether, Chair, Mission and Outreach Committee

Organization mailing address *

22 Victoria Street, Morriston, Ontario N0B 2C0

Website

<http://www.morristonuc.com>

Telephone Number *

519-822-8610

Ext.

Email Address *

huether@execulink.com

Questionnaire

Grant amount applied for *

Schedule 2: \$1350.00

Organization's goals and objectives related to the grant request *

- to provide a Seniors' ministry to the community and beyond
- to provide Seniors' socialization, a meal, and entertainment and/or information
- provide an Outreach Ministry at no cost to the Seniors' attending to give back and honour the years of work they have provided within this their home community

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

-Seniors' Luncheon Outreach Ministry provided annually 4 times per year (usually first Wednesday of the months stated): April; June; October and December
-provides Seniors' with socialization, activity and entertainment with others within their community and around the areas
-there is no fee charged for this Outreach Ministry provided by all volunteers within the community including Mission and Outreach Committee members and additional church volunteers

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. *

The Mission and Outreach Committee could continue providing the Seniors' Ministry at no additional cost to those attending these 4 luncheons. All of the work is done by volunteers including additional church members and The Mission and Outreach Committee members. Food can continue to be supplied and donated by those attending as well as all of the volunteers. The Mission and Outreach Committee believes that we should not charge for this Ministry. This ministry has grown over the past 20+ years and the reason we have had to move to the bigger location: Puslinch Community Centre. Many of the Seniors' attending these luncheons have also put in many years of volunteering within this community when they were able to do so and some continue to do so as well.

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

The funds would have to be paid by the few remaining parishioners of Mount Carmel Zion United Church. Many of the same persons already do the volunteer work and provide food as well for this ministry. They also see the value and the need for this ministry to continue and provide for our Seniors'. We do not feel it is appropriate to be charging a fee to attend an Outreach Ministry.

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Please provide a copy of the most current financial statements (mandatory) **Schedule D to Report FIN-2019-003**

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of 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

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

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 the Township 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/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

August 29, 2018

Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Debbie Huether, Mission and Outreach Committee
(Morriston, Ontario)

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

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Schedule "A"

Service Community Groups and Clubs

User Group	Event	Facility Used	Details	Revenues
Optimist Club	Euchre	Community Centre Archie MacRobbie	Oct-May 1 st Friday of Month 8 days (8 x 470)	\$3,760
	Regular Meetings	Community Centre Archie MacRobbie	Sept-June 4 th Tuesday Use large hall, pay small hall rate 10 days 10 x 210 = 2,100 lrg 10 x 55 = <u>55 sm</u> 1,500 diff	\$1,500
	Santa Clause Parade	ORC – Rink Pad	1 day Nov – yearly 4 hours x 77	\$308
	Cribbage Tournament	Sign Rental	One week \$32.00 for 2 lines	\$32
Senior's Community Event	Euchre	Alf Hales Community Centre	Oct-April 2 nd and 4 th Tuesday of Month 14 days x 55.00	\$770
Mill Creek	Meeting	Alf Hales Community Centre	Monthly 3 rd Thursday 12 days x 55.00	\$660
Friends of Mill Creek	Meetings	Fire hall	3 rd Wednesday Monthly (except August) 11 x \$40.00	\$440
	BBQ	Archie MacRobbie	2-5 p.m. ½ day rental	\$210
COPS	Meeting	Township Lunch Room	n/a	n/a
Morrison United Church	Senior Luncheon	Archie MacRobbie	4 times per year April, June, Oct, Dec 4 X 365.00	\$1,460
Junior Garden Club	Registration	Foyer/ Alf Hales	1 st Wed, April 6:30pm to 8:30 pm ½ day rental – 55.00	\$55
	Banquet	Archie MacRobbie	4 th Wed, Sept 1 x 365.00	\$365
Agriculture Society	Chicken BBQ	Archie MacRobbie	2 nd Thurs, June 1 x 365.00	\$365

Facility Rental Contract

Contract # 0000001687

Date DEC 29, 2017

The Township of Puslinch hereby grants MOUNT CARMEL ZION UNITED CHURCH, represented by MOUNT CARMEL ZION UNITED CHURCH, permission to use the facilities as outlined below, subject to the Terms and Conditions of this contract attached hereto.

MOUNT CARMEL ZION UNITED CHURCH
MARY BETH SUTTON
22 VICTORIA ST.,
MORRISTON, ON N0B 2C0

Customer Number 0000001184
Customer Phone (519) 822-6211
Customer Email

- i) Conditions of Use (attached)
ii) Dates and Times of Use

Facility	Services	Day	Start Date/Time	End Date/Time	Qty	Unit Chg	Fee
Archie MacRobbie Hall	Rec - Non-Prime M-Th	Wednesday	APR 4, 2018 08:00 AM	APR 4, 2018 03:00 PM	1.00	\$37.20	\$37.20
Archie MacRobbie Hall	Rec - Non-Prime M-Th	Wednesday	JUN 6, 2018 08:00 AM	JUN 6, 2018 03:00 PM	1.00	\$37.20	\$37.20
Archie MacRobbie Hall	Rec - Non-Prime M-Th	Wednesday	OCT 3, 2018 08:00 AM	OCT 3, 2018 03:00 PM	1.00	\$37.20	\$37.20
Archie MacRobbie Hall	Rec - Non-Prime M-Th	Wednesday	DEC 12, 2018 08:00 AM	DEC 12, 2018 03:00 PM	1.00	\$37.20	\$37.20
Total Fee							\$148.80
Total Taxes							\$19.36
Grand Total							\$168.16

- iii) Payment Method Payment Schedule

Payment Due Date	Amount
January-11-18	\$168.16
	\$168.16

- iv) Other Information
04/04/2018 -

The undersigned has read and agrees to rent the facility on the date(s) and time(s) listed above for the intended purpose as listed above. The undersigned has agreed to pay the rental fee in full and ensure the compliance of the terms and conditions attached hereto.

X 
PLEASE SIGN AND RETURN ONE COPY

MOUNT CARMEL ZION UNITED CHURCH
MARY BETH SUTTON
22 VICTORIA ST.,
MORRISTON, ON N0B 2C0

Date Jan. 11, 2018

X 

TOWNSHIP OF PUSLINCH
7404 WELLINGTON ROAD 34
PUSLINCH ON N0B 2J0

Date Jan 11/18

Mary Hasan

From: Mary Hasan
Sent: Wednesday, October 24, 2018 4:17 PM
To: 'melinda newark'
Cc: Debbie Huether
Subject: RE: Morriston Church Application Revised
Attachments: Grant Application Policy.pdf

Good afternoon,

According to Section 2.0 – Organization Eligibility in the Grant Application Policy (see attachment), groups or organizations of a religious nature are not eligible for funding.

Council will be made aware that an application was submitted from Mount Carmel Zion United Church during budget deliberations in January 2019.

Thanks,

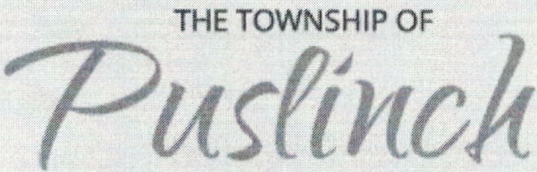
Mary

From: melinda newark <melindajane79@icloud.com>
Sent: Friday, September 28, 2018 7:17 PM
To: Mary Hasan <mhasan@puslinch.ca>
Cc: Debbie Huether <huether@execulink.com>
Subject: Morriston Church Application Revised

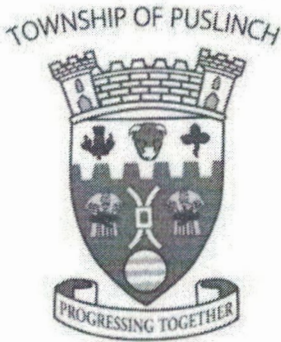
Hello,

Please see attached the updated version of the application for Mount Carmel Zion united church in Morriston. If you have any questions, please email Debbie Huether cc'd above.

Thanks,
Melinda Newark



Living Here	Explore Us	Visit Us	Doing Business	Our Government
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Township of Puslinch

Grant Application Form

Please review the Grant Application Policy (<http://www.puslinch.ca/en/resourcesGeneral/Grant-Application-Policy.pdf>) prior to submission

*For the printable PDF form, please follow the link
(https://icreate5.esolutionsgroup.ca/231108_Puslinch/en/resourcesGeneral/Grant-Application-NEW-PDF.pdf)

Applicant information

Organization name *

Optimist Club of Puslinch

Contact name and position *

Ken Williams Pres

Schedule E to Report FIN-2019-003**Organization mailing address ***

7404 Wellington Rd 34 Puslinch On N0B 2J0

Website

Optimistclubofpuslinch.com

Telephone Number *

519-763-0309

Ext.

-

Email Address *

kwilliams@wilfiveholdings.ca

Questionnaire

Grant amount applied for *

\$3067.67

Organization's goals and objectives related to the grant request *

All of the funds raised by our Club are used here in this community to improve the lives of the people living in the community. Our focus is on helping young people but we goal is to help people of all ages. We would like to reduce our cost of renting facilities for events so we can use the dollars saved to maintain and even increase the number of dollars we turn back to the people of the community through the programs we are presently running and programs we may start in the future.

512 remaining

Schedule E to Report FIN-2019-003

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

The requested reduction in rental costs will help us to fund the community Projects and financial assistance community groupsthait are listed in the Budget Listing for donations and community activities and perhaps give us the opportunity to increase our contribution to these groups and functions.

701 remaining

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. *

Our Club spends a good portion of every year fundraising to earn the funds required support community groups, and activities, some of which are listed in this application. Any reduction in cost realized from this request will assist us in providing the service and support we have in the past and may permit us to raise our contributions these groups and activities all of which support this community.

598 remaining

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

If we are unsuccessful in attaining the requested reduction in rental cost all or at least some of the activities we support in the Township will be reduced or possibly eliminated. We will also be forced to find other facilities for use of our events, other then Township facilities in order to reduce costs.


Please note the required documents for this application will be emailed to: admin@puslinch.ca

597 remaining

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☒ Category 3: Project funder (funds requested - greater than \$3000)

Schedule E to Report FIN-2019-003**Please provide a copy of the most current budget (mandatory) ***




File Name	
 (/ _Document/Download/2b81464c-8589-4904-a02f-a94b01781dc9) Optimist Club Of Puslinch Budget Document.docx (/ _Document/Download/2b81464c-8589-4904-a02f-a94b01781dc9) 72.9 KB	 (/ _Document/Download/2b81464c-8589-4904-a02f-a94b01781dc9) 

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide a copy of the most current financial statements (mandatory) *

File Name	
 (/ _Document/Download/324aaf43-a2d0-4961-aced-a94b017c48bf) Opt Club Financials .xlsx (/ _Document/Download/324aaf43-a2d0-4961-aced-a94b017c48bf) 245.0 KB	 (/ _Document/Download/324aaf43-a2d0-4961-aced-a94b017c48bf) 

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Browse...




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Schedule E to Report FIN-2019-003

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

File Name	
<div><div></div><div>(/_Document/Download/18a36070-1d11-40e3-bdf1-a94b017cb15b) Certificate of Incorporation.pdf (/_Document/Download/18a36070-1d11-40e3-bdf1-a94b017cb15b) 17.6 KB</div></div>	<div><div></div><div>(/_Document/Download/18a36070-1d11-40e3-bdf1-a94b017cb15b)</div><div><div></div></div></div>

Browse...

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Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif


Please provide a copy of 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

Browse...

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Schedule E to Report FIN-2019-003**Please provide a copy of mandate, constitution and by-laws, as applicable**

File Name	
 (/_Document/Download/d5a81ed1-6ecc-451b-b291-a94b017d4dfc) Opt Constitution 2012.docx (/_Document/Download/d5a81ed1-6ecc-451b-b291-a94b017d4dfc) 43.3 KB	 (/_Document/Download/d5a81ed1-6ecc-451b-b291-a94b017d4dfc) 

Browse...

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Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please check if applicable:☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the Grant Application Policy (<http://www.puslinch.ca/en/resourcesGeneral/Grant-Application-Policy.pdf>) prior to submitting a grant application.

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 the Township 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/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy (<http://www.puslinch.ca/en/resourcesGeneral/Grant-Application-Policy.pdf>). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

8/29/2018



Schedule E to Report FIN-2019-003**Name and Office/Position: I/We have authority to bind the Corporation/Organization ***

Ken Williams Pres

Name and Office/Position: I/We have authority to bind the Corporation/Organization**Signature of Applicant on behalf of Organization ***

Clear

Signature of Applicant on behalf of Organization

Clear

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

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Township of Puslinch,
7404 Wellington Road 34,
Puslinch, ON N0B 2J0,
Tel: (519) 763-1226,
Fax: (519) 763-5846,
admin@puslinch.ca

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[Accessibility](#) [Privacy](#) [Contact](#) [Sitemap](#)

Designed by eSolutions

Optimist Club Of Puslinch Budget Document

Donations

Leadership Conference	\$1000
Badenoch 4H	\$500
Oratorical Contest	\$1000
OPP Abuse& violence avoidance	\$500
Puslinch 4H Sheep Club	\$1000
Childrens Foundation	\$500
In Memorial	\$500
Scholarships	\$3000
Puslinch Agric Youth	\$500
Aberfoyle Agric Society	\$2000
Challenge Day	\$2500
Junior Garden Club	\$500
Guelph Spec Needs Hockey	\$250
Empowerment Day	\$500
Childhood Cancer	\$2000
Special Olympics	\$2500
Puslinch Youth Group	\$500
Gateway To Success	\$500
Sunrise Therapeutic	\$3000
Juvenile Diabetes	\$500
Aberfoyle Public Sch lunch boxes	\$1000
Parrish Nurse	\$1500
Puslinch Fire Dept	\$2500
Friends of Mill Creek	\$1000
Kids Ability	\$3000
Veterans Dinner	\$1000

Total Donations	\$33500
-----------------	---------

Community Activities

Aberfoyle Sch Barbeque	\$2500
Santa Parade	\$4000
Remembrance Day	\$500
Volunteer Thank you Dinner	\$3000
Christmas Dinner w/Spouses	\$2500
Family Day Weekend	\$4000
Canada Day	\$5000
Township Cleanup	\$1000
Total Community Activities	\$23500

Operating Expenses

Ie Insurance,Maintenance.etc.	\$5000
Total Operating Budget	\$61850

Calculation of Grant Request
Opt. Club Of Puslinch

The Optimist Club of Puslinch would like to request the reduction of the cost of the following rentals as per the grant request as described on the Township of Puslinch Website.

Rental of the Archie Mac Robbie Room for 10 Monthly Dinner meetings of 5 hrs each rental and one complete day for the Annual Fish Fry May 10 2019.

10 Dinner meetings Regular price @ 5hrs @\$61.87=\$309.35 x10=\$3093.50	
Minus 10 Dinners @ reduced rate @ 5hrs @\$15.47=\$77.35 x 10 = \$773.50	
Amount of grant request is	\$2320.00

1 Complete Day rental of Archie Mac Robbie for our Annual Fish Fry May 10, 19.	
1 Regular charge for complete day	\$420.36
Minus 1 complete Day reduced Rent	\$105.09
Amount of Grant request	\$315.27

10 Rentals of the Alf Hales room for Monthly General Meetings	
10x\$28.82x2hrs@ \$576.40	
10x\$7.20x2hrs@ \$144.00	
Amt. of Grant request	\$432.40

Total grant request	\$3067.67
---------------------	-----------

Optimist Club of Puslinch - Township Recalculation of Grant Request Based on 75% Reduced Rate

Event	Grant Application Request		75% Reduced Rate	NOTES
10 Dinner Meetings	2,320.00	Used Non prime per hour - discount per hour incl. HST	958.30	Hall - Non-Prime - Per Hour - \$13.69 per hour * 7 hours * 10 dinner meetings. 2018 contract included 8 dinner meetings.
Fish Fry	315.27	Used Full day NP - discount	156.80	Hall - Non - Prime - Full Day Rental - \$93 Meeting Room - \$6.38 per hour * 10 hours
10 Monthly Meetings	432.40	Used Full rate - discount instead of discount rate	114.84	Meeting Room - \$6.38 per hour * 2 hours * 9 meetings 1 complimentary Annual General Meeting two hour meeting not included
Total (net of HST)	3,067.67		1,229.94	
HST	see above		159.89	
Grandtotal	3,067.67		1,389.83	

Personnel costs including bartending costs are not eligible under the Grant Application Program.

Event not included in the Grant Request - Prime Time - No Reduced Rate

Hall - Prime - Full Day Rental - \$488 * 2 steak nights per year
Meeting Room - \$6.38 per hour * 10 hours * 2 steak nights per year

Steak Night Costs (net of HST) 1,103.60
HST 143.468
Grandtotal 1,247.07

Optimist Events Exempt from Rental Fees

Family Day
Canada Day
Remembrance Day
Santa Claus Parade Day

Mary Hasan

From: Ken Williams <kwilliams@wilfiveholdings.ca>
Sent: Wednesday, January 09, 2019 4:54 PM
To: Mary Hasan
Subject: Re: Optimist Club - Calculation of Grant Request for Reduced Rental Rates

Mary I have received your email dated Nov. 22 2018 re our grant application for rental rate reduction. I apologize for the delay getting back to you. I agree with your recalculation of our rental rates at \$2636.90. We would also like to have the two steak nights included in our request. Sorry but I find this whole process to be confusing. It is also difficult to understand why such a confusing process is necessary. Thank you for your patience. Enjoy the rest of your day.
Ken Williams, President Optimist Club of Puslinch

On Nov 22, 2018, at 4:47 PM, Mary Hasan <mhasan@puslinch.ca> wrote:

Hi Ken

Further to our telephone conversation earlier today, please find attached a spreadsheet which compares the Grant Application Request amount of \$3,067.67 to the amount that was recalculated by the Township.

The application that was submitted included the following events and their associated facility rental costs:

Event	Optimist Club Grant Application Request	Township Recalculation – 75% Reduced Rate
10 dinner meetings	\$2,320	\$958.30
Fish fry	\$315.27	\$156.80
10 monthly meetings	\$432.40	\$114.84
Total (net of HST)	\$3,067.67	\$1,229.94
HST	Included above	\$159.89
Grand total	\$3,067.67	\$1,389.83

Can you please advise whether the two steak night events that take place on Fridays during prime-time should be included in the grant request? Please note, there are no reduced rates (ie. 75% reduction) for prime-time rentals. The rental costs associated with the two steak night events amount to \$1,247.07 (inclusive of HST).

If the rental costs associated with the two steak night events should be included, the total amount of the grant request as calculated based on 2018 rates (see the attached by-law) amounts to \$2,636.90 (ie. \$1,389.83 plus \$1,247.07).

Please note that only rental costs were incorporated in the amounts above. Personnel costs including bartending costs are not eligible under the Grant Application Program.

Can you please advise whether the two steak night events should be included in the grant amount requested? Please provide me with the Optimist Club's revised grant request amount by November 30, 2018 in order to appropriately present to Council as part of the Budget Process.

Thanks,

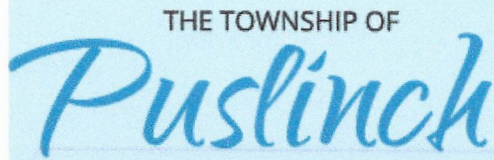
Mary

Mary Hasan
Director of Finance/Treasurer

Township of Puslinch
7404 Wellington Rd 34, Puslinch, ON N0B 2J0
P 519 763-1226 F 519-763-5846
www.puslinch.ca

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<Recalculation of grant request.xlsx><BL2017-075- User Fees and Charges By-law and to repeal 073-2017.pdf>



Living Here

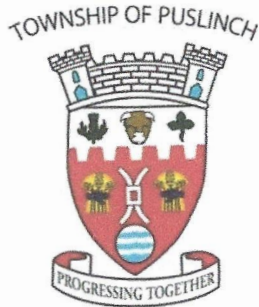
Explore Us

Visit Us

Doing Business

Our

Government



Township of Puslinch

Grant Application Form

Please review the Grant Application Policy
(<http://www.puslinch.ca/en/resourcesGeneral/Grant-Application-Policy.pdf>) prior to submission

*For the printable PDF form, please follow the link
(https://icreate5.esolutionsgroup.ca/231108_Puslinch/en/resourcesGeneral/Grant-Application-NEW-PDF.pdf)

Applicant information

Please review the following errors

- Your answer is not valid
- Please provide a copy of the most current budget (mandatory)
- Please provide a copy of the most current financial statements (mandatory)

Organization name *

Puslinch Lake Conservation Association

Contact name and position *

Art Zymerman

Organization mailing address *

28 Lakeside Dr Puslinch

Website

myplcaca.com

Telephone Number *

519-221-5768

Ext.

Email Address *

myplca.ca@gmail.com

Questionnaire

Grant amount applied for *

25;000

Organization's goals and objectives related to the grant request *

Restoration and rehabilitation of Puslinch Lake and dredging program. Dredging project creates deep holes to improve water quality, recreation use and habitat for wildlife.

831 remaining

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

Support is critical for the funding of the dredging program. resources are used to sublimit our fundraising projects and donations from residents to complete our final year of this project.

810 remaining

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. *

Our association makes every attempt to raise funds in support of this project through the hard work of the board members and our community. This grant is an integral part of our program.

814 remaining

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

We have fought very hard to overcome the challenges of this project over several decades now to restore our Lake. These funds comprise about 20 percent of our annual budget. This grant is instrumental in completing the final deep hole of dredging project and we are all excited to see this phase completed. We need your support to ensure this can be done.

Thank you

635 remaining

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☒ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide a copy of the most current financial statements (mandatory) *

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Browse...

Upload

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Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Schedule F to Report FIN-2019-003

Please provide a copy of 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

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please provide a copy of mandate, constitution and by-laws, as applicable

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

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Dated this day: *

10/2/2018



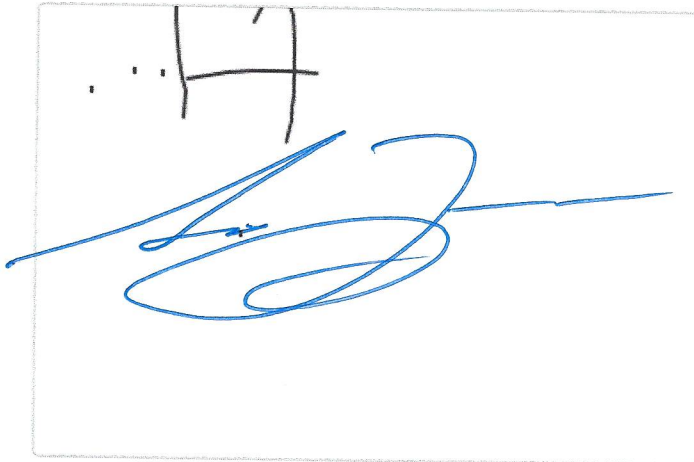
Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Art Zymerman

Name and Office/Position: I/We have authority to bind the Corporation/Organization

President

Signature of Applicant on behalf of Organization *



Clear

Signature of Applicant on behalf of Organization



Clear

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

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Submit



Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON N0B 2J0, Tel: (519) 763-1226, Fax: (519) 763-5846, admin@puslinch.ca

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Designed by eSolutions

Puslinch Lake Conservation Association

Year to date Financial Report - Aug. 31, 2018

Income

Donations	\$ 67,958.35
Home Tour	\$ 20,451.00
Hoe-Down	\$ 225.00
X-mas show	\$ -
Tuck shop	\$ 4,688.50
Grants	\$ 25,000.00
Boat Tours	\$ 2,100.00
Memberships	\$ 2,321.60
Newsletter	\$ 1,125.00
OMR Box	\$ 356.15
OMR Trains	\$ 500.00
Misc.	\$ 1,679.55
	<u>\$ 126,405.15</u>

Expenses

Amortization	\$ -
Bank Charges	\$ 786.30
Dredging	\$ 90,250.00
Event - Home Tour	\$ 1,687.75
Event - Hoe Down	\$ 72.39
Event - Xmas show	\$ -
Event - Tuck shop	\$ 1,201.86
HST non-reimb.	\$ -
Insurance	\$ 1,532.52
Newsletter	\$ 179.09
Trucking/Pit	\$ 13,798.76
Visa fees	\$ 371.11
Misc.	\$ 1,085.17
	<u>\$ 110,964.95</u>

Surplus

\$ 15,440.20 9/12/2018

Assets

Royal Bank	\$ 8,994.81
Royal Bank - Savings	\$ 0.00
Cash clearing	\$ 371.00
A/R	\$ -
Inventories	\$ -
Prepaid expenses	\$ 464.00
Equipment	\$ 310,272.63
Acc.Dep. - Equip.	\$ (258,560.55)
	<u>\$ 61,541.89</u>

Liabilities

A/P	\$ -
Accruals	\$ -
HST Collected	\$ 624.00
HST Paid	\$ (36,621.84)
	<u>\$ (35,997.84)</u>

Surplus

Surplus start of year	\$ 82,099.53
YTD Income/(Loss)	\$ 15,440.20
	<u>\$ 97,539.73</u>
	<u>\$ 61,541.89</u>

Confidential

Puslinch Lake Conservation Association

Schedule F to Report FIN-2019-003

Budget - 2018

2018 Budget		2017 Actual	2016 Actual	2015 Actual	2014 Actual
----------------	--	----------------	----------------	----------------	----------------

Revenue

Donations	\$ 160,000	69.2%	\$ 158,159	\$ 93,468	\$ 109,328	\$ 152,028
Events	\$ 34,000	14.7%	\$ 36,753	\$ 31,447	\$ 22,999	\$ 20,980
Grants	\$ 25,000	10.8%	\$ 25,000	\$ 25,000	\$ 25,000	\$ 26,934
Memberships	\$ 2,225	1.0%	\$ 1,225	\$ 2,305	\$ 3,250	\$ 1,250
Newsletter	\$ 1,005	0.4%	\$ 1,005	\$ 1,005	\$ 1,190	\$ 1,346
OMR Box	\$ 435	0.2%	\$ 435	\$ -		\$ 360
OMR Trains	\$ 2,500	1.1%	\$ 3,550	\$ -	\$ 1,550	\$ 3,150
Misc. raising	\$ 6,000	2.6%	\$ 5,907	\$ 3,516	\$ -	\$ 1,500
	<u>\$ 231,165</u>		<u>\$ 232,034</u>	<u>\$ 156,741</u>	<u>\$ 163,317</u>	<u>\$ 207,548</u>

Expenditure

Amortization	\$ 51,712		\$ 51,712	\$ 51,712	\$ 51,712	\$ 51,712
Bank Charges	\$ 3,353		\$ 2,939	\$ 1,892	\$ 2,335	\$ 1,624
Dredging	\$ 160,000		\$ 225,250	\$ 148,968	\$ 179,372	\$ 177,421
Events	\$ 3,000		\$ 2,332	\$ 2,180	\$ 5,130	\$ 4,780
HST non-reimb.	\$ 8,000		\$ 9,994	\$ 10,643	\$ -	\$ -
Insurance	\$ 1,900		\$ 1,844	\$ 1,796	\$ 1,665	\$ 1,771
Newsletter Printing	\$ 1,200		\$ 1,305	\$ 1,277	\$ 964	\$ 965
Misc.	\$ 2,000		\$ 17,576	\$ 1,377	\$ -	\$ -
	<u>\$ 231,165</u>		<u>\$ 312,952</u>	<u>\$ 219,845</u>	<u>\$ 241,178</u>	<u>\$ 238,273</u>
	<u>\$ -</u>		<u>\$ (80,918)</u>	<u>\$ (63,104)</u>	<u>\$ (77,861)</u>	<u>\$ (30,725)</u>



Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Sunrise Therapeutic Riding & Learning Centre

Contact name and position *

Jennifer Fraser, Fundraising Coordinator

Organization mailing address *

6920 Concession 1, RR#2

Website

www.sunrise-therapeutic.ca

Telephone Number *

519-837-0558

Ext.

32

Email Address *

jennifer@sunrise-therapeutic.ca

Questionnaire

Grant amount applied for *

\$2000

Sunrise programs aim to empower individuals aged 3 to adult with a wide range and physical, cognitive and psychological special needs, to develop confidence and acquire new skills while in a safe, accepting and accessible environment. Our clients benefit from fun and effective alternatives to traditional forms of physical, occupational and mental health therapies, opportunities for barrier-free sport & recreation, improved physical well-being for those with special needs, and opportunities for positive social engagement for those with special needs (who are often isolated socially). Our programs also provide volunteer opportunities for 260+ local citizens. This grant will specifically benefit our community by enabling clients with special needs, greater access to a dynamic and empowering therapy and recreation program through our Sunrise Cares Program. Sunrise Cares offers 3 support options that aim to reduce financial barriers experienced by those with special needs in our community.

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

Sunrise Cares offers 3 support options to our clients.

Amy Turner Memorial Scholarship Fund
Balancing the needs of a special needs individual, with the other challenges and responsibilities of family life, can be very difficult situation for many of our families to negotiate. Families needing support pay what they can afford while the Amy Turner Memorial Scholarship Fund covers the balance of their fees.

Universal Subsidy Program
Sunrise aims to keep fees affordable by applying a subsidy across all programs benefiting all clients.

Equine Empowerment Program
This program subsidizes lessons (50%) for 100 local elementary/high school students with special needs, enabling them to participate in 4 therapeutic riding lessons, plus one in-class visit with a riding instructor. Class sizes range from 6-12 students (10 on average). This subsidy ensures lessons are financially accessible within the school budget and provides an environment where students feel valued and respected.

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. *

The total cost to fund Sunrise Cares, November 2018 – October 2019, is \$18,000, impacting up to 200 clients each year.

A grant of \$2,000, from the Township of Puslinch, will benefit 26 clients in the following ways:

- \$500 will provide support to, on average, 2 families through the Amy Turner Memorial Scholarship Fund
- \$1000 will benefit approximately 18 riders through our Universal Subsidy Program
- \$500 will enable approximately 6 students to take part in our Equine Empowerment Program

Schedule G to Report FIN-2019-003
If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? *

The program is funded by solicited and unsolicited funds from individuals, foundations, corporations, service clubs and community organizations. Sunrise will continue to pursue funding for Sunrise Cares through these various avenues

Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



[Copy of Budget Sheet 2017-2018 - portrait sized.pdf](#)

78.2 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



[Financial Statements ending Oct 31 2017.pdf](#)

301.6 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Please provide a copy of 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

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Dated this day: *

8/23/2018



Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Lynne O'Brien, Executive Director

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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Thank You

Sunrise Therapeutic Riding & Learning Centre

Comparative Income Statement

	Actual 16/17	Budget 16/17	Percent	Budget 17/18
REVENUE				
General Donations				
Donations	128,988.94	120,580.00	6.97	130,000
In Kind Donations	0.00	0.00	0.00	
Service Donations	0.00	0.00	0.00	
Foundations	0.00	0.00	0.00	
Trust for Sarah Byars	0.00	0.00	0.00	
Memorials	0.00	0.00	0.00	
In Honour	0.00	0.00	0.00	
Mortgage Challenge	0.00	0.00	0.00	
Total General Donations	<u>128,988.94</u>	<u>120,580.00</u>	6.97	<u>130,000</u>
Property Revenues				
House Rent	0.00	0.00	0.00	
Rental- Agricultural Land	1,200.00	1,200.00	0.00	1,200.00
Rental-Arena/Trailer	0.00	0.00	0.00	
Sponsors-Arena/Paddocks/Stall	0.00	0.00	0.00	
Total Property Revenue	<u>1,200.00</u>	<u>1,200.00</u>	0.00	<u>1,200.00</u>
Fundraising Revenues				
Grants/Foundations	75,296.45	108,600.00	-30.67	100,000
Third Party Fundraisers	64,633.99	40,000.00	61.58	90,000
Golf Tournament	0.00	0.00	0.00	
Sunrise Events	105,988.62	97,500.00	8.71	105,000
Training Clinics	1,570.00	0.00	0.00	
Metal Recycling	2,052.35	1,000.00	105.24	2,000
Horse Maintenance	0.00	0.00	0.00	
Bracelet	0.00	0.00	0.00	
Hoofbeat Challenge	0.00	0.00	0.00	
Merchandise	4,615.55	4,000.00	15.39	4,500
Conference/Workshop	35,155.00	0.00	0.00	5,000
Little Breeches Club	0.00	0.00	0.00	
Abitibi	0.00	0.00	0.00	
Intern Program	0.00	0.00	0.00	
Barn Dance	0.00	0.00	0.00	
Total Fundraising Revenue	<u>289,311.96</u>	<u>251,100.00</u>	15.22	<u>306,500</u>
Camp Revenue				
Employment Grants	4,614.00	17,500.00	-73.63	12,000
LIT	0.00	0.00	0.00	
Summer Camp	83,465.76	88,000.00	-5.15	90,000
Scholarships	0.00	0.00	0.00	
Bus	0.00	0.00	0.00	
Swimming Lessons	0.00	0.00	0.00	
Camp Refunds	-1,639.00	500.00	-427.80	
Total Camp Revenue	<u>86,440.76</u>	<u>106,000.00</u>	-18.45	<u>102,000</u>

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Program Revenue

Lesson Fees	124,455.66	130,152.00	-4.38	125,000
Day Program Revenue	34,877.00	28,110.00	24.07	35,000
Scholarships	0.00	0.00	0.00	
Horse Shows	264.00	0.00	0.00	
Membership Fees	2,880.00	3,300.00	-12.73	2,500
Christmas Party	920.00	0.00	0.00	
Horse Sponsorships	0.00	0.00	0.00	
Program Refunds	-2,335.00	1,000.00	-333.50	2,000
Payroll return	0.00	0.00	0.00	
Other Program Revenue	6,846.78	10,000.00	-31.53	7,000
Total Program Revenue	<u>167,908.44</u>	<u>172,562.00</u>	<u>-2.70</u>	<u>171500</u>

Administrative/Misc Revenue

Meridian- AFTChgs	0.00	0.00	0.00	
Hiring Credit	0.00	0.00	0.00	
Sales Tax / HST Recovery	0.00	4,000.00	-100.00	4,000
Overhead Recovery from POO	0.00	0.00	0.00	
Overhead Recovery -Capital Campaign	0.00	0.00	0.00	
Misc. Revenue	27.31	0.00	0.00	
Total Administrative/Misc Revenue	<u>27.31</u>	<u>4,000.00</u>	<u>-99.32</u>	<u>4000</u>

Horse Donations

Horse Donations	0.00	0.00	0.00	
Total	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>

Capital Income

Service Club Donations	0.00	0.00	0.00	
Individual Donations	0.00	0.00	0.00	
Corporate Donations	0.00	0.00	0.00	
Foundations	0.00	0.00	0.00	
Interest Earned	114.62	0.00	0.00	
Pledges Receivable	0.00	0.00	0.00	
Bank Posting Errors	-1,113.05	0.00	0.00	
Total Capital Income	<u>-998.43</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>

TOTAL REVENUE

	<u>672,878.98</u>	<u>655,442.00</u>	<u>2.66</u>	<u>715,200</u>
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EXPENSE

Property Expense

Property Rent	0.00	20,000.00	-100.00	20,000
Property Tax	6,229.42	5,000.00	24.59	6,300
Utilities	10,171.70	14,000.00	-27.35	12,000
Utiilities - Propane / Fuel	12,868.61	10,000.00	28.69	13,000
Maintenance-Bldg,Prop,Arena	0.00	0.00	0.00	
Insurance (Property)	7,468.20	7,200.00	3.73	7,500
Depreciation Expense	0.00	0.00	0.00	
Maintenance - Property	4,799.23	22,000.00	-78.19	5,000
Maintenance - Barn/Arena	933.14	0.00	0.00	1,000
Maintenace - Pool/Pond	3,708.89	0.00	0.00	3,700
Maintenance - House	4,511.39	0.00	0.00	2,000
Mortgage Interest	0.00	0.00	0.00	
Equipment Maintenance	2,924.24	0.00	0.00	3,000
Supply Expense - Ann Caine	0.00	0.00	0.00	
Total Property Expense	<u>53,614.82</u>	<u>78,200.00</u>	<u>-31.44</u>	<u>73500</u>

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Administrative Expense

Office Supplies/AFT Costs	2,697.39	3,000.00	-10.09	3,000
Office Equip&Water Lease/Maintenan	7,655.37	6,500.00	17.77	7,600
Postage	1,310.27	1,500.00	-12.65	1,500
Computer Software/licences	1,460.14	2,500.00	-41.59	2,500
Communications	8,851.16	7,000.00	26.45	8,500
General Supplies	4,486.28	3,000.00	49.54	4,000
Audit Fees	5,112.00	5,000.00	2.24	5,200
Advertising	4,010.74	4,000.00	0.27	4,000
Mileage Costs	374.47	1,000.00	-62.55	1,000
Bookkeeping Fees	0.00	0.00	0.00	
Line of Credit Interest	0.00	0.00	0.00	
VISA & MasterCard Costs	3,902.95	5,500.00	-29.04	4,200
Bank Service Charges	1,527.31	2,000.00	-23.63	2,000
Finance Charges	190.60	500.00	-61.88	250
Meeting Expense	89.37	0.00	0.00	
Legal Expense	0.00	0.00	0.00	
Computer Repairs & Maintenance	0.00	1,500.00	-100.00	1,500
Gain/Loss on Exchange	544.52	0.00	0.00	
Interest - 932005 Ont Inc Loan	0.00	0.00	0.00	
Interest - Demand Loan 2 MeridianCU	0.00	0.00	0.00	
Interest on related party loans	334.78	3,000.00	-88.84	0
Total Administrative Expense	<u>42,547.35</u>	<u>46,000.00</u>	-7.51	<u>45250</u>

Program/Wage Expense

Wages	366,766.50	345,000.00	6.31	434,450
Ceridian Expense	2,006.21	2,128.00	-5.72	2,100
Sub-contract wages	890.00	1,500.00	-40.67	1,000
CPP	15,372.08	12,769.00	20.39	15,500
E I	8,618.81	8,726.00	-1.23	8,800
Group Benefits	9,287.53	9,000.00	3.19	9,500
WSIB	8,234.04	7,250.00	13.57	8,500
Total Benefits	0.00	0.00	0.00	
Christmas Party Expense	603.42	500.00	20.68	500
Education / Board Training	6,250.63	4,000.00	56.27	4,000
EFW	2,350.00	2,000.00	17.50	2,500
Intern Program	0.00	0.00	0.00	
Day Program Expenses	2,877.58	800.00	259.70	1,000
Lesson Expenses	168.71	0.00	0.00	
Horse Shows	905.83	1,300.00	-30.32	1,000
Insurance(Cantra)	3,472.08	3,300.00	5.21	3,500
Other Program Expenses	508.63	3,000.00	-83.05	500
Total Program/Wage Expense	<u>428,312.05</u>	<u>401,273.00</u>	6.74	<u>492850</u>

Horse Expense

Horse Maintenance	16,350.98	13,000.00	25.78	16,000
Horse & Program Equipment	4,290.60	6,000.00	-28.49	4,500
Horse Herd Amortization	0.00	0.00	0.00	
Horse Rental	500.00	0.00	0.00	
Horse vet care	9,269.41	15,000.00	-38.20	10,000
Hay expense	25,816.27	18,000.00	43.42	25,000
Total Horse Expense	<u>56,227.26</u>	<u>52,000.00</u>	8.13	<u>55500</u>

Schedule G to Report FIN-2019-003**Other Donation Expense**

Donor Recognition/Gifts	562.06	1,000.00	-43.79	1,000
Volunteer Recognition	553.23	1,500.00	-63.12	1,000
Membership Fees & Dues	2,767.32	3,600.00	-23.13	3,000
Investment Commisions	30,000.00	0.00	0.00	
Public Relations/Marketing	1,565.81	5,000.00	-68.68	2,000
Merchandise-General	5,689.02	3,000.00	89.63	3,000
Golf Tournament Expenses	0.00	0.00	0.00	
Galloping Gourmets Event	0.00	0.00	0.00	
Bracelet	0.00	0.00	0.00	
Celebrate Sunrise!	10,163.16	12,000.00	-15.31	10,000
Third Party Events Expense	464.42	0.00	0.00	
Little Breeches Club	0.00	0.00	0.00	
Training Clinics Student Instructor	10,473.26	1,800.00	481.85	5,000
Conference/Workshop	29,086.27	18,337.00	58.62	2,500
Hoofbeat Challenge	2,971.86	1,500.00	98.12	3,000
Service Charge - Meridian	0.00	0.00	0.00	
Gain/Loss on Capital Assets	0.00	0.00	0.00	
Total Other Donation Expense	<u>94,296.41</u>	<u>47,737.00</u>	97.53	<u>30500</u>

Camp Expense

Wages	0.00	0.00	0.00	
Benefits	0.00	0.00	0.00	
LIT	0.00	0.00	0.00	
Summer Camp	5,100.00	4,000.00	27.50	4,000
Summer Camp Busing	0.00	0.00	0.00	
Total Camp Expense	<u>5,100.00</u>	<u>4,000.00</u>	27.50	<u>4000</u>

Capital Expense

Public Relation & Marketing Supplie	0.00	0.00	0.00	
Administration Expense	0.00	0.00	0.00	
Meeting Expense	0.00	0.00	0.00	
Celebration Events Expense	1,181.99	0.00	0.00	
Capital Construction	0.00	0.00	0.00	
Total Capital Expense	<u>1,181.99</u>	<u>0.00</u>	0.00	<u>0</u>

TOTAL EXPENSE	<u>681,279.88</u>	<u>629,210.00</u>	8.28	<u>701600</u>
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NET INCOME	<u>-8,400.90</u>	<u>26,232.00</u>	-132.03	<u>13,600</u>
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SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Financial Statements

Year Ended October 31, 2017

Index to Financial Statements

Year Ended October 31, 2017

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INDEPENDENT AUDITOR'S REPORT

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 statements of financial position as at October 31, 2017 and October 31, 2016 and the statements of revenues and expenditures, changes in net assets and cash flow for the years ended October 31, 2017 and October 31, 2016, 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 audits. We conducted our audits 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 in our audits is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Sunrise Therapeutic Riding & Learning Centre as at October 31, 2017 and October 31, 2016 and the results of its operations and its cash flow for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Guelph, Ontario
March 19, 2018

CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

Statement of Financial Position

October 31, 2017

	2017	2016
ASSETS		
CURRENT		
Cash	\$ 92,579	\$ 47,682
Investments (Note 3)	295,320	214,680
Accounts receivable	-	79,614
Inventory	5,719	1,700
Government remittances recoverable	5,293	3,346
Prepaid expenses	9,420	9,060
	408,331	356,082
PROPERTY, PLANT AND EQUIPMENT (Note 2)	118,559	121,995
HORSE HERD	32,652	25,174
	\$ 559,542	\$ 503,251
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities (Note 7)	\$ 9,944	\$ 9,943
Deferred revenue (Note 4)	28,512	28,512
Due to related parties (Note 5)	40,000	45,500
	78,456	83,955
DEFERRED GRANT REVENUE (Note 4)	71,614	74,731
	150,070	158,686
NET ASSETS	409,472	344,565
	\$ 559,542	\$ 503,251

ON BEHALF OF THE BOARD

Director_____
Director

See notes to financial statements

Statement of Revenues and Expenditures

Year Ended October 31, 2017

	2017	2016
REVENUES		
Fundraising	\$ 207,536	\$ 149,136
Lessons, scholarships and memberships fees	132,616	140,072
Donations	222,491	184,794
Camp fees	113,959	112,218
Grants and foundations	78,574	95,915
Rental and other	2,194	8,699
Employment grants	-	21,987
	<u>757,370</u>	<u>712,821</u>
EXPENDITURES		
Wages and benefits	411,683	390,874
Farm	72,840	72,464
Fundraising	70,902	28,142
Rent	24,000	24,000
Utilities	22,715	22,141
Office	15,026	14,464
Insurance	10,940	10,389
Telephone and communications	8,735	8,011
Equipment lease, repairs and maintenance	7,655	8,602
Education	6,251	2,099
Property taxes	6,229	4,801
Advertising and public relations	5,577	4,560
Professional fees	5,112	5,040
Credit card merchant charges	3,903	5,116
Interest and finance charges	3,322	1,963
Recovery of GST/HST	1,074	3,538
Recognition	562	484
Vehicle and travel	303	942
	<u>676,829</u>	<u>607,630</u>
EXCESS OF REVENUES OVER EXPENDITURES FROM OPERATIONS	<u>80,541</u>	<u>105,191</u>
OTHER INCOME		
Amortization	(14,362)	(18,689)
Changes in horse herd	(1,272)	(2,515)
	<u>(15,634)</u>	<u>(21,204)</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>\$ 64,907</u>	<u>\$ 83,987</u>

Statement of Changes in Net Assets

Year Ended October 31, 2017

	2017	2016
NET ASSETS - BEGINNING OF YEAR	\$ 344,565	\$ 260,578
Excess of revenues over expenditures	<u>64,907</u>	<u>83,987</u>
NET ASSETS - END OF YEAR	<u>\$ 409,472</u>	<u>\$ 344,565</u>

Statement of Cash Flow
Year Ended October 31, 2017

	2017	2016
OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ 64,907	\$ 83,987
Items not affecting cash:		
Amortization of property, plant and equipment	14,362	18,689
Changes in horse herd	(7,478)	5,577
	<u>71,791</u>	<u>108,253</u>
Changes in non-cash working capital:		
Accounts receivable	79,614	(9,114)
Government remittances recoverable	(1,947)	(8)
Inventory	(4,019)	4,451
Accounts payable and accrued liabilities	2	(15,127)
Deferred revenue	-	1,218
Prepaid expenses	(360)	899
Deferred grant revenue	(3,117)	(6,616)
	<u>70,173</u>	<u>(24,297)</u>
Cash flow from operating activities	<u>141,964</u>	<u>83,956</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(10,927)	(6,456)
Purchase of FOSL shares	(80,640)	11,250
Cash flow from (used by) investing activities	<u>(91,567)</u>	<u>4,794</u>
FINANCING ACTIVITY		
Advances to related parties	(5,500)	(59,018)
INCREASE IN CASH FLOW	<u>44,897</u>	<u>29,732</u>
Cash - beginning of year	<u>47,682</u>	<u>17,950</u>
CASH - END OF YEAR	<u>\$ 92,579</u>	<u>\$ 47,682</u>
CASH CONSISTS OF:		
Cash	<u>\$ 92,579</u>	<u>\$ 47,682</u>

Notes to Financial Statements

Year Ended October 31, 2017

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 (ASNFPO). 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. It also includes a one year GIC of \$30,000 with an interest rate of 1.35% and a maturity date of May 31, 2018.

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 expenditures 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.

Callable debt

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

(continues)

Notes to Financial Statements

Year Ended October 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*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	20%	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
Drainage	20 years	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.

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2017 Net book value	2016 Net book value
Buildings	\$ 73,187	\$ 43,054	\$ 30,133	\$ 31,389
Horse equipment	25,832	23,036	2,796	3,495
Equipment and tack	9,451	7,518	1,933	2,416
Computer equipment	16,705	16,587	118	214
Furniture and fixtures	70,987	57,762	13,225	13,535
Leasehold improvements	44,438	14,240	30,198	27,925
Drainage	9,425	1,178	8,247	8,718
Water system	21,723	2,769	18,954	18,663
Playground equipment	90,278	82,141	8,137	9,617
Sound system	23,175	18,801	4,374	5,468
Wagon	10,105	9,661	444	555
	\$ 395,306	\$ 276,747	\$ 118,559	\$ 121,995

Notes to Financial Statements

Year Ended October 31, 2017

3. INVESTMENTS

	2017	2016
Friends of Sunrise Limited, Class A Special Shares	\$ 290,000	\$ 210,000
Friends of Sunrise Limited, Class A Common Shares	2,320	1,680
Friends of Sunrise Limited, Class B Common Shares	3,000	3,000
	<u>\$ 295,320</u>	<u>\$ 214,680</u>
Market value	<u>\$ 295,320</u>	<u>\$ 214,680</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.

4. 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	
	2017	2016	2017	2016
Balance, beginning of year	\$ 74,731	\$ 81,348	\$ 28,251	\$ 27,294
Less amount recognized as revenue in the year	(3,117)	(6,617)	(28,251)	(27,294)
Plus amount received for the subsequent year	-	-	28,512	28,251
Balance, end of year	<u>\$ 71,614</u>	<u>\$ 74,731</u>	<u>\$ 28,512</u>	<u>\$ 28,251</u>

5. RELATED PARTY LOANS

A senior manager has advanced funds to the organization bearing interest at 3.5%. There are no fixed terms of repayment and the loan is unsecured. The organization also has a demand loan in the amount of \$40,000 with 932005 Ontario Inc. which 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. The loan to the senior manager was repaid in full during the year.

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.

Notes to Financial Statements

Year Ended October 31, 2017

6. RELATED PARTY TRANSACTIONS

The following is a summary of the organization's related party transactions:

	<u>2017</u>	<u>2016</u>
Friends of Sunrise Limited (<i>Sunrise is a shareholder</i>)		
Redemption of shares in lieu of rent	\$ 20,160	\$ 20,160
In-kind donation in lieu of rent	<u>3,840</u>	<u>3,840</u>
	<u>\$ 24,000</u>	<u>\$ 24,000</u>
Maria Melo (<i>Board member</i>)		
Purchase of FOSL shares from Maria	<u>\$ (10,080)</u>	<u>\$ (8,910)</u>

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

7. GOVERNMENT REMITTANCES PAYABLE OTHER THAN INCOME TAX

Government remittances include, for example, federal sales taxes, payroll taxes, health taxes, and workers' safety insurance premiums. The following government remittances were payable at year end:

	<u>2017</u>
Workers' safety insurance	<u>\$ 831</u>

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 February 1, 2013 and ends January 31, 2018. The tenant has the option for an additional five years. The lease commitment is as follows:

	<u>Commitments</u>
2018	<u>\$ 6,000</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 its completion if Sunrise has not defaulted on the lease.

9. LOANED HORSES

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 months notice is required.

Notes to Financial Statements

Year Ended October 31, 2017

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, 2017.

(a) 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. The organization has a significant number of customers which minimizes concentration of credit risk.

(b) 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.

(c) 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.

(d) 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 floating interest rate bank indebtedness and credit facilities.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

11. ACCOUNTING ERROR

Over the years, Sunrise has made accounting errors in the recording of the purchases and redemptions of FOSL shares and rent paid to FOSL. Below is a summary of the financial areas impacted by prior year errors:

	2017	2016
Opening balance impact		
Investments	\$ 11,590	\$ 1,450
Net assets	34,430	22,840
	-	-
Income statement impact		
In-kind donations	-	3,840
Rent	-	15,090



Schedule H to Report FIN-2019-003

Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Wellington County Farm and Home Safety
Association

Contact name and position *

Walter Grose

Organization mailing address *

7440 Wellington Road 17, Alma, ON

Website

Telephone Number *

Ext.

519-846-5329

Email Address *

walter@huskyfarm.ca

Questionnaire

Grant amount applied for *

\$500.00

Organization's goals and objectives related to the grant request.*

Schedule H to Report FIN-2019-003

Farm and Home Safety in Wellington County
3300 Children and Adults each year learn about safety
Reduce accidents in Wellington County

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

Farm Safety Day supplies for Children to learn from
Pancake Breakfast, Display materials

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. *

Wellington County Farm Safety impacts many people throughout the year. Even though we have a small percentage of the population it is an important message to get out to save lives. We need this grant to continue to fund our supplies.

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

Schedule H to Report FIN-2019-003

We will continue with our projects and continue to teach children safety

Choose one category of funds requested *

- ☒ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name



2018 Annual Meeting Program.pdf

456.4 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name



2017 Financial Statement.pdf

188.6 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Schedule H to Report FIN-2019-003

Please provide a copy of 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

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

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 the Township 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/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

9/20/2018



Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Walter Grose

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Walter Grose

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

Thank You

Wellington County Farm and Home Safety Association

2017 Financial Statement

2018 Budget

Opening Balance	\$4,333.00	\$5,056.72
<u>Income</u>		
Donations	\$377.00	
Township of Mapleton	\$500.00	
Grain Farmers	\$500.00	
Centre Wellington	\$500.00	
County Of Wellington	\$500.00	
Wellington North	\$500.00	
Town of Erin	\$500.00	
Township of Puslinsh	\$125.00	
Guelph Eramosa	\$500.00	
Minto		
Heartland Mutual Ins.	\$500.00	
	\$4,502.00	\$2,500.00
Workplace Prevention Services		\$600.00
January Annual Meeting		
Safety Day Donations		
Christmas Meeting	\$340.00	
Misc	\$163.69	
Bank		
Total	\$5,005.69	\$3,100.00
<u>Expenses</u>		
Bank	\$5.15	\$20.00
Advertising	\$182.22	\$800.00
January Annual Meeting		
First Aid Kits to Hand out		\$350.00
Fair Posters	\$129.00	\$40.00
Farm Safety Day	\$892.57	\$600.00
Farm Show	\$285.00	\$285.00
Premier Farm Equipment		
Promotional Material	\$893.11	\$800.00
Pancake Breakfast	\$561.24	\$560.00
Radio ads		\$2,500.00
Christmas Meeting	\$583.68	\$350.00
Convention		
Per Diem	\$750.00	\$750.00
Total	\$4,281.97	\$7,055.00
Net Income	\$723.72	-\$3,955.00
Closing Balance	\$5,056.72	\$1,101.72

Wellington County Farm and Home Safety Association

Annual Meeting Agenda

Tuesday, January 30th, 2017
Husky Farm Equipment, Alma ON
7:30 pm

Registration

Welcome

Introduction Roll Call,

What week & year did Harry S. Truman declare National Farm Safety Week?

What other Day was named the same year?

Minutes: January 24, 2017

Treasurer's Report Dec 31, 2017

President's Report

No Election of Officers for 2018-2019

Report from Sandy Miller - WSPS

Discussion:

Pancake breakfast,

WSPS

Farm Safety Day

Drayton Farm Show

Closing Remarks

Adjournment



Wellington Farm Safty

Balance 2017		\$4333.00
Income		
Grain farmers	\$500.00	
Wellington North	\$500.00	
county of Wellington	\$500.00	
Centre wellington	\$500.00	
Puslinch	\$125.00	
Town of Erin	\$500.00	
Guelph Eramosa	\$500.00	
Township of Mapleton	\$500.00	
Heartland	\$500.00	
donations	\$377.00	
Christmas meeting	\$340.00	
returned cheque	\$163.69	
Total Income	\$5005.69	\$9338.69
Expences		
Advertising	\$137.22	
Pancake breakfast	\$561.24	
Farm safty day	\$892.57	
Plowmens	\$ 45.00	
Bank	\$ 5.15	
Fair boards	\$129.00	
Orayton farm show	\$285.00	
Christmas meeting	\$583.68	
per diem	\$750.00	
Marlene Otten		
wristbands	\$530.40	
bookmarks	\$249.72	
name tags	\$112.99	
Total Expences	\$4281.97	
Bank Balance Dec 31 2017		\$5056.72

submitted by Evelyn Near Treasurer

Wellington County Farm and Home Safety Association

Annual Meeting Minutes January 24th, 2017

At Husky Farm Equipment, Alma @ 7:30 PM

- The Annual General Meeting for Wellington County Farm and Home Safety Association was held on Tuesday, January 24, 2017, at Husky Farm Equipment, Alma, ON, at 7:30 pm. 11 people were in attendance. President David Wolk, Secretary Walter Grose, Treasurer Evelyne Near, Sharon Anderson, Pat Horrigan, Stephen Kitras, John McGovern, Marlene Ottens, Bill Stickney, Arnie Van Ankum, Henry Vervoort. REGRETS:, Laura Ferrier, Don McKay, Steve McCabe, Sandy Miller WSPS,
- President David Wolk welcomed everyone, to the meeting. They introduced themselves when answering the roll call,” How many dollars of pizza did Pizza Hut sell Super Bowl 2016”, 12 Million
- David Wolk called the meeting to order
- Minutes of the January 26, 2016 Annual Meeting were read by Walter Grose. Motion to approve minutes by Henry Vervoort and second by Bill Stickney. CARRIED. These will be emailed for review before the year’s out.
- Treasurer’s report for December 31, 2016 was given by Evelyne Near. Motion to approve financial report by Arnie Van Ankum and second by Bill Stickney. CARRIED.
- Motion to pay the outstanding bills moved by Bill Stickney, Seconded by Marlene Ottens CARRIED.
- President’s report was given by David Wolk, and he highlighted our activities for the year.
- Election of officers was conducted by John McGovern as a non-interested party. John declared all positions open.
 - Past President: David Wolk
 - President: Marlene Ottens Nominated by Henry, seconded by Arnie, Carried
 - Vice President: Stephen Kitras Nominated by Arnie, seconded by Henry, Carried
 - Motion to appoint Evelyne Near as Treasurer and Walter Grose as Secretary by Henry Vervoort and second by Sharon Anderson. CARRIED
- Discussion was held on the Pancake Breakfast, Slip Trips and Falls: Sharon, OPP snowmobile and ATV: Lucas Weiler, Lectric Larry North Waterloo Hydro, Grain Safety: Stephen, New Farm Hazards Box: Marlene, Fire prevention Mapleton, Puslinch remote Hydrant “Pluggy”, Crime Stoppers, Safe Communities: Christine, Chemical Safety, Gun Safety: Nick, St. Johns First aid, Proper Guarding: David, PTO, Tractor, Snow blower Safety: Arnie and Bill. We can ask Laura about Passports. Door Prizes, Jolley’s and Sharon. Place two ads for the pancake breakfast in the wellington Advertiser
- We will attend the Drayton Farm Show March 29, 30, Walter Call the Kinsman, use the Farm Hazards Box
- We could have a Farm Safety Day in September, Roberts in Mt Forest, or ESM in Wallenstein
- Marlene closing Remarks

Motion to adjourn the meeting by Henry Vervoort, seconded by Bill Stickney

Wellington County Farm and Home Safety Association						
2017 Volunteer Activities Summary						
Date Name Location of Event		# of Children	# of Adults	Volunteers	Hrs	Total
January Annual Meeting				11	3	33
February Meeting				9	2	18
Pancake Breakfast Feb 25		125	125	20	4	80
March Meeting				9	2	18
March Drayton Farm Show		50	200	4	4	16
April 26 Meeting				8	2	16
May 18 Mapleton Safe Kids Day		175	25	2	6	12
May 17 Women's Institute			50	1	8	8
May 24 Meeting				3	8	24
Breakfast on The Farm June 24		150	100	1	4	4
June 11 Waterloo Rural Womens Safety Day		145	80	1	8	8
Poster Contests		50		1	5	5
August Meeting				8	2	16
Fergus Fair		100	30	1	3	3
Aberfoyle Fall Fair		0	0	0	3	0
Sept 17 Youth Outdoors Day		200	80	1	8	8
Arthur Fair		100	40	1	5	5
Safe Communities Day Guelph Oct 5		430	30	1	6	6
September Meeting				9	2	18
October Meeting				10	2	20
November Supper Meeting				25	2	50
		1525	760	Total		368
		Total Audience	2285	Hours		368



Schedule I to Report FIN-2019-003
Township of Puslinch

Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

Applicant information

Organization name *

Whistle Stop Cooperative Preschool

Contact name and position *

Nicole Skrt, President

Organization mailing address *

23 Brock Rd S

Website

www.whistlestoppreschool.com

Telephone Number *

226-821-4364

Ext.

Email Address *

president@whistlestoppreschool.com

Questionnaire

Grant amount applied for *

666.50

Organization's goals and objectives related to the grant request* **Schedule I to Report FIN-2019-003**

Whistle Stop is requesting this grant in the hopes of reducing expenditures associated with organizing our annual fundraising dance. The proceeds of this fundraiser make up a significant portion of the annual income for the preschool and the Community Center rental is the largest dance expense that we incur. In previous years, the Township has been gracious enough to grant our request for reduced fees and it has aided our preschool substantially. A grant for this use would greatly benefit the preschool children as the money saved could then be used to further enhance their educations.

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

The grant requested is to cover the full rental costs for the hall and meeting room. Bartender fees and insurance costs were not included in the requested amount. Aside from the bartenders, the event is run entirely by preschool parents and teachers. It includes a dance, late night dinner, raffle and silent auction. The event has become a community staple and local residents look forward to it every year to liven up their dull February.

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. *

As Puslinch's only licenced preschool provider, Whistle Stop provides a very necessary role within the community. Fundraising makes up a full third of the preschool's annual budget. This set up allows us to keep tuition costs affordable for all families in the community. Approval of this grant will help ensure the ability of Whistle Stop to continue to support the community through reasonably priced childcare, but also through a monetary donation. Every year that the preschool has been profitable we have given back a portion of our dance revenue to the Township to aid with upcoming community projects.

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


Schedule I to Report FIN-2019-003

If Whistle Stop is unsuccessful in obtaining a grant for the Community Center rental it will put a significant strain on our ability to be profitable this year. This event is our foremost fundraiser for the preschool and we depend on the proceeds in order to meet our expenses.


Choose one category of funds requested *

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

Please provide a copy of the most current budget (mandatory) *

File Name	
	Estimated Budget 2018-2019.xlsx 10.8 KB

Please provide a copy of the most current financial statements (mandatory) *

File Name	
	Bank Statement - Sept 27 2018.pdf 107.4 KB

Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)

Submission of the following three items is required for the initial application only:

Please provide a copy of letters patent or articles of incorporation, if applicable

Schedule I to Report FIN-2019-003

Please provide a copy of 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

Please provide a copy of mandate, constitution and by-laws, as applicable

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

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 the Township 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/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: *

9/27/2018



Name and Office/Position: I/We have authority to bind the Corporation/Organization *

Nicole Skrt, President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization *

Nicole Skrt

Signature of Applicant on behalf of Organization

The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.

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 the 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.

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Thank You

Estimated Budget	
Whistle Stop Preschool	
September 2018 - August 2019	
Expenses	
Accounting	2,400
Administration *	476
Advertising *	100
Dance cost *	2000
Donations *	1200
Fundraising*	1240
Graduation *	100
Insurance	1,681
Interest & Service Charges *	15
Licensing, Fees & Courses	500
Supplies & Toys *	350
Wages	22,876
Total Expenses	32,938
Income	
Dance*	10,212
Fundraising*	1795
Grants*	2000
Toy cleaning*	315
Tuition	18,255
Total Income	32,577
Net Income	-361

* Amount based on average from previous 2 years. Estimate only



REPORT FIN-2019-004

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: January 16, 2019

SUBJECT: 2019 Capital and Operating Budget Update
File No. F05 BUD, F26 OPE, F26 CAP

RECOMMENDATIONS

That Report FIN-2019-004 regarding the 2019 Capital and Operating Budget Update be received; and

That should Council wish to reallocate the amount of \$3,458 of the Mayor's salary and benefits, that this amount be transferred to the Parks Infrastructure Enhancement Discretionary Reserve; and

That should Council wish to phase in the costs associated with the Cambridge Fire Services Contract, that \$34,450 be incorporated in the 2019 Operating Budget and future budgets over a four-year period; and

That Council approves a cost of living adjustment of XXX.

DISCUSSION

Purpose

The purpose of this report is to:

1. Provide Council an update on the items that were discussed at the December 12, 2018 budget meeting; and
2. Present Operating and Capital Budget changes that have occurred due to more current information being available to staff.

Background

On December 12, 2018, Council received the following budget reports:

- Report FIN-2018-035 - 2019 Proposed Capital Budget
- Report FIN-2018-036 – 2019 Proposed Operating Budget

The following table was presented to Council to summarize the proposed Capital and Operating Budget.

	2018 Approved Budget	2019 Proposed Budget	Difference	Estimated Tax Rate Impact
Total Capital Taxation Levy	\$690,849	\$1,082,656		
Normalize for OMERS	\$232,500	\$0		
Total Adjusted Capital	\$923,349	\$1,082,656	\$159,307	4.25%
Total Operating Taxation Levy	\$3,054,742	\$2,715,465		
Normalize for OMERS	-\$232,500	\$0		
Total Adjusted Operating	\$2,822,242	\$2,715,465	-\$106,777	-(2.85%)
Total Municipal Taxation Levy	\$3,745,591	\$3,798,121	\$52,530	1.40%

Operating Budget Updates – Excluding Building Department

Outlined below are updates to the proposed operating budget. The Building Department is reported on separately as there are no tax levy impacts associated with changes to the Building Department budget.

1. The budget presented on December 12, 2018 excluded a budget amount for Fire & Rescue Services Fuel.

Staff Update:

It is recommended that \$14,400 be included in Fire & Rescue Services Account No. 01-0040-4203 – Fuel.

Budget Impact:

\$14,400 tax levy increase.

2. The budget presented on December 12, 2018 excluded the increase to Public Works – Gravel Maintenance.

Staff Update:

Township staff received an Environmental Fee Increase Notification Letter from CBM Aggregates dated November 28, 2018 that indicated that the amount charged for the environmental fee for aggregate invoices will increase from \$1.00

per tonne to \$1.50 per tonne. This results in a \$3,000 increase to Public Works Account No. 01-0030-4212 based on 6,000 tonnes of gravel purchased per year.

Budget Impact:

\$3,000 tax levy increase.

3. The budget presented on December 12, 2018 excluded costs as it relates to the Health & Safety initiatives described in Report ADM-2018-030 – Health and Safety Audit.

Staff Update:

It is recommended that \$500 be included in Administration Account No. 01-0010-4307 – Events and Other.

Budget Impact:

\$500 tax levy increase.

4. The budget presented on December 12, 2018 included a budget amount equal to 2018 Budget as it relates to Full-Time Wages in Source Water Protection for the Shared Risk Management Inspector.

Staff Update:

An estimate was recently received from the Risk Management Official which is shared by the lower tier municipalities resulting in a minimal increase of \$71 in Source Water Protection Account No. 01-0160-4000.

Budget Impact:

\$71 tax levy increase.

5. The budget presented on December 12, 2018 included a budget amount equal to the 2018 Budget as it relates to the Township's Ontario Municipal Partnership Fund (OMPF) allocation.

Staff Update:

Based on recent correspondence received from the Ministry of Finance dated December 21, 2018, it is recommended that the budget amount be decreased to 2017 levels of OMPF funding. In 2017, the Township's OMPF allocation amounted to \$370,200. In 2018, this amount was increased to \$413,600.

Based on discussions with the Association of Municipalities of Ontario (AMO), it is not clear at this time what the amount of the reduction will be and that the 2019 allocation will likely be announced as part of the Ontario budget process.

Budget Impact:

Decreasing the OMPF allocation from \$413,600 to \$370,200 results in a \$43,400 tax levy increase.

6. Council Resolution No. 2018-384 regarding the Committee Governance Review resulted in a change to the Recreation Committee meeting schedule from monthly to quarterly.

Staff Update:

This results in a decrease in Recreation Committee – Per Diems – Account No. 01-0075-4001 to an amount of \$1,455.

Budget Impact:

\$2,905 tax levy decrease.

7. Funds of \$500 have been included in 01-0015-1155 regarding the Nestle Agreement entered into in 2018.

Staff Update:

This results in an increase in recoveries in Administration – Nestle Agreement – Account No. 01-0015-1155.

Budget Impact:

\$500 tax levy decrease.

8. Council at its meeting held on December 12, 2018 directed staff to bring forward for Council's consideration a phased in approach for the Township to assume the costs of the Cambridge Fire Services Contract.

Staff Update:

Should Council wish to phase in the costs associated with the Cambridge Fire Services Contract, it is recommended that one quarter of the cost be phased into 2019 as part of the Fire & Rescue Services Operating Budget Account No. 01-0040-4320.

Budget Impact:

\$34,450 tax levy increase.

9. Council at its meeting held on December 12, 2018 directed staff to provide the tax levy impact of foregoing the following:
 - Adjusting gross pay to maintain the same net pay as previous to January 1, 2019 due to the elimination of the one-third tax free exemption; or
 - Proposed 3.10% cost of living adjustment

Staff Update:

The tax levy impact is outlined below:

- Adjusting gross pay to maintain the same net pay as previous to January 1, 2019 due to the elimination of the one-third tax free exemption
 - Councillors – \$6,212
 - Mayor - \$2,587
- Proposed 3.10% cost of living adjustment
 - Councillors – \$2,349
 - Mayor - \$871

Please note, the Township recently received correspondence from the Municipal Finance Officers' Association of Ontario (MFOA) regarding a request being filed to the Canada Revenue Agency (CRA) for a CRA ruling on the elimination of the one-third tax free exemption for municipal elected officials. The MFOA is awaiting the CRA's response on the technical ruling. The MFOA has advised that Council members should keep track of expenses in 2019 that are not reimbursed and "office in the home" expenses in the event that they can deduct these expenses from their Council income.

Mayor Seeley has indicated that he would like to forego the adjustment of gross pay to maintain the same net pay as previous to January 1, 2019 due to the elimination of the one-third tax free exemption and the proposed 3.10% Cost of Living Adjustment with the amounts being transferred to the Parks Infrastructure Enhancement Discretionary Reserve. Therefore, should Council approve the reallocation, it is recommended that the amount of \$3,458 be reallocated from the Mayor's salary and benefits and be transferred to the Parks Infrastructure Enhancement Discretionary Reserve.

Budget Impact:

No impact at this time.

10. Council at its meeting held on December 19, 2018 directed staff to consider the following items during budget deliberations:

- Report ADM-2018-040 – Committee Governance Review – financial implications of providing remuneration to the designated Recreation Committee member responsible for preparing the monthly Puslinch Community Newsletter; and
- Recommendations from the “Building a Brand for the Township of Puslinch” presentation by Aubs & Mugg Inc.
 - There were several recommendations in this presentation as it related to social media and tourism. The Township would require additional resources to effectively implement and maintain a social media and tourism strategy.

Staff Update:

Should Council wish to allocate resources towards a social media and tourism strategy, it is recommended that direction be given to staff to report back on the resources required based on a defined scope of work for the effective implementation of a social media and/or tourism program.

Budget Impact:

No impact at this time.

11. Council at its meeting held on July 18, 2018 directed staff to report back on additional revenue and marketing potentials for the Optimist Recreation Centre Ice Pad.

Staff Update:

Staff for the 2018/2019 ice season implemented a consistent schedule with the following:

- Consistent weekly free skate and shinny opportunities; and
- Consistent times totalling five hours per week for single/individual bookings; and
- League bookings for a minimum of an eight week period.

The consistent schedule is posted on the Township website and at the Optimist Recreation Centre.

Budget Impact:

No impact at this time.

12. The budget presented on December 12, 2018 included a Base Budget form for Voice over Internet Protocol (VOIP). Council directed staff to proceed with the upgrade of the Township's telephone system to a VOIP system.

Staff Update:

The base budget form included the following information for Council Members:

Currently, Council members do not have Township supplied phones. With the VOIP solution, Council is able to make calls from their laptop at home with internet connection. Should Council wish to be incorporated in the VOIP implementation, the following incremental cost options would be applicable:

Option A: In order to make incoming and outgoing calls using VOIP system

Initial One-Time Cost:

- *wired headset - \$1,000*

Ongoing Annual Costs:

- *online application for incoming/outgoing calls and extension cost: \$1,600*

Option B: No incoming and outgoing calls - only voicemail to email

Ongoing Annual Costs:

- *\$1,225*

Budget Impact:

No impact at this time.

13. Cost of living adjustment in accordance with the information noted in Report FIN-2018-036 requires Council approval.

Operating Tax Levy Impacts – Excluding Building Department

Outlined below is a reconciliation of the operating tax levy reported on December 12, 2018 to the proposed operating tax levy as a result of the changes outlined in the items discussed above. The Building Department is reported on separately as there are no tax levy impacts associated with changes to the Building Department budget.

Description	Amount	Comments
Operating Tax Levy	\$2,715,465	December 12, 2018 –FIN-2018-036
Fire & Rescue – Fuel	\$14,400	Item 1 above
Public Works – Gravel Maintenance	\$3,000	Item 2 above
Administration – Events and Other	\$500	Item 3 above
Source Water Protection – Full-Time Wages	\$71	Item 4 above
OMPF	\$43,400	Item 5 above
Description	Amount	Comments
Recreation Committee – Per Diems	-\$ (2,905)	Item 6 above
Administration – Nestle Agreement	-\$ (500)	Item 7 above
Cambridge Fire Services Contract	\$34,450	Item 8 above
Proposed Operating Tax Levy	\$2,807,881	

Updates to Building Department Proposed Budget – No Tax Levy Impact

Outlined below are updates to the building department proposed budget. Please note, any changes to the Building Department budget do not result in a tax levy increase or decrease.

1. The budget presented on December 12, 2018 excluded a budget amount for Building Fuel.

Staff Update:

It is recommended that \$1,500 be included in Building Account No. 01-0020-4203 – Fuel.

Budget Impact:

\$1,500 increase in expenditures in the Building Department Budget with no tax levy impact.

2. The Customer Service Coordinator will be taking a maternity leave in May 2019. Staff recommends that a replacement for a Contract Customer Service Coordinator be retained as soon as possible to provide sufficient time to facilitate training, awareness of job related requirements, expectations, etc. Please note, staff are currently in the process of recruiting a permanent Customer Service Coordinator to fill a current vacant position (due to the recent transfer of a Customer Service Coordinator to the Building Department).

Staff Update:

It is recommended that \$14,488 be budgeted in Building - Salaries and Benefits to cover a three-month overlap. It is proposed that the individual would be primarily

trained in the building processes (ie. Building permit intake and booking of building inspections) during this overlap period.

Budget Impact:

\$14,488 increase in expenditures in the Building Department Budget with no tax levy impact.

Building Department Impacts - No Tax Levy Impact

Outlined below is a reconciliation of the building department operating budget reported on December 12, 2018 to the proposed building department operating budget as a result of the changes outlined in the items discussed above.

Description	Amount	Comments
Total Expenses	\$663,644	December 12, 2018 – FIN-2018-036
Fuel	\$1,500	Item 1 above
Salaries and Benefits	\$14,488	Item 2 above
Adjusted Building Expenses	\$679,632	
Total Revenues	-(\$438,870)	No Change
Total Reserve Transfers	-(\$240,762)	Expenses less Revenues (Building revenues must equal Building expenses)

Capital Budget Updates

1. The budget presented on December 12, 2018 included funds of \$10,200 for labour as it relates to the installation of a Cloud-Based Server funded as follows:

Corporate Information Technology Software Discretionary Reserve - \$7,140
Building Surplus Reserve - \$3,060

Staff Update:

Council at its meeting held on December 12, 2018 directed staff to proceed with Option # 1 – Status Quo, with respect to the server replacement.

Budget Impact:

\$22,260 tax levy increase.

2. Council at its meeting held on December 12, 2018 directed staff to defer the costs associated with the Satellite Station as follows:
 - Land acquisition costs be deferred to 2020; and
 - Building and equipment costs be deferred to 2021

Council also directed staff to obtain a cost estimate for an engineering firm to undertake the full design and construction of a fully serviced station (including water, septic and hydro costs) to be incorporated in the 2019 Capital Budget.

Staff Update:

The budget presented on December 12, 2018 included funds of \$400,000 in 2019 for the Satellite Station Building – Land Acquisition Cost to be funded as follows:

- Levy - \$80,000
- Fire Services Development Charges - \$320,000

The costs above have been deferred to 2020.

Funds of \$741,750 funded by tax levy were included in 2020 for the Satellite Station Building and Equipment. These costs have been deferred to 2021.

An estimate of \$10,000 has been included in 2019 for an engineering firm to undertake the full design and construction of a fully serviced station (including water, septic and hydro costs). Township staff are in the process of obtaining a refined estimate from GM BluePlan.

Budget Impact:

- \$80,000 tax levy decrease in 2019 due to the deferral of the land acquisition costs.
 - \$10,000 tax levy increase in 2019 for an engineering firm to undertake the full design and construction of a fully serviced station.
3. Staff obtained further information regarding the County of Wellington's reconstruction of Brock Road through Aberfoyle. It was determined that these works would be completed in 2019 and 2020. The Township is responsible for the maintenance of sidewalks along Brock Road.

Staff Update:

An amount of \$25,000 has been added in 2019 to address the sidewalks along Brock Road – Asset No. 304. The sidewalk from 61 Brock Road to 49 Brock Road (approximately 170 metres) is scheduled for replacement in 2019. The sidewalk from 49 Brock Road to Wellington Road 34 (approximately 575 metres) is scheduled for replacement for 2020. The sidewalks are to be replaced with 2 metre wide sidewalks along Brock Road in Aberfoyle.

The previous budget presented included funds of \$100,000 in 2020 for the sidewalk replacements.

Budget Impact:

\$25,000 tax levy increase in 2019. \$10,000 tax levy increase in 2020.

4. Council at its meeting held on December 12, 2018 directed staff to fund Phase 1 and Phase 2 of the Parks Master Plan through parkland dedication fees with no tax levy funding.

Staff Update:

Phase 1 and Phase 2 of the Parks Master Plan in 2021 and 2022 in the Capital Forecast no longer incorporate any tax levy funding.

Budget Impact:

No tax levy impact for 2019. Staff will provide the balances in discretionary and restricted reserves based on the proposed budget at a future Council budget meeting.

5. Council at its meeting held on December 12, 2018 directed staff to move the Traffic Calming-Streetscaping Morriston project from 2023 to 2028 to allow for the completion of the Morriston By-pass.

Staff Update:

This project has been moved from 2023 to 2028.

Budget Impact:

No tax levy impact for 2019.

6. Council at its meeting held on December 12, 2018 directed staff to include funds for a website redesign every five years.

Staff Update:

The Township completed a website redesign in 2014 costing approximately \$50K (a portion of the project was funded by the Rural Economic Development grant). This cost included the consultant costs (eSolutions), hiring of a Communications Associate to be responsible for developing all of the content on the website for a period of four months, training, etc.

The 2019 Capital Budget includes \$17,000 of website upgrades for the new logo and brand to ensure a consistent website experience from desktop to mobile.

Budget Impact:

No tax levy impact for 2019. Additional funds of \$40,000 have been incorporated in 2024 for a complete website redesign.

7. Council at its meeting held on December 12, 2018 directed staff that the scope of the Building Condition Assessment for the Municipal Office be expanded to analyze several options such as whether the Office should be moved, leasing options, lease to own options, etc.

Staff Update:

The budget presented on December 12, 2018 included funds of \$5,000 in 2020 for a Building Condition Assessment report for the Municipal Office. This amount has been increased to \$15,000 to address the increase in the scope of work as directed by Council.

Budget Impact:

No tax levy impact for 2019. Additional funds of \$10,000 have been incorporated in 2020 for the Building Condition Assessment for the Municipal Office.

Capital Tax Levy Impacts

Outlined below is a reconciliation from the capital tax levy reported on December 12, 2018 to the proposed capital tax levy as a result of the changes outlined in the items discussed above.

Description	Amount	Comments
Capital Tax Levy	\$1,082,656	December 12, 2018 – FIN-2018-035
Replacement of Server – Option 1 – Status Quo	\$22,260	Item 1 above
Deferral of Land Acquisition Costs – Fire Station	-\$ (80,000)	Item 2 above
Design of a Fully Serviced Station	\$10,000	Item 2 above
Aberfoyle Sidewalks	\$25,000	Item 3 above
Proposed Capital Tax Levy	\$1,059,916	

FINANCIAL IMPLICATIONS

Current Proposed Tax Levy Impact

Outlined in the table below is the current proposed tax levy impact based on the items discussed in this Report:

	2018 Approved Budget	2019 Proposed Budget	Difference
Total Capital Taxation Levy	\$690,849	\$1,059,916	
Normalize for OMERS	\$232,500	\$0	
Total Adjusted Capital	\$923,349	\$1,059,916	\$136,567
Total Operating Taxation Levy	\$3,054,742	\$2,807,881	
Normalize for OMERS	-\$232,500)	\$0	
Total Adjusted Operating	\$2,822,242	\$2,807,881	-\$14,361)
Total Municipal Taxation Levy	\$3,745,591	\$3,867,797	\$122,206

Municipal Property Assessment Corporation (MPAC)

Township staff obtained the Municipal Change Profile data file from MPAC which contains current value assessments for 2018 and 2019 for all Township properties. From this file, Township staff calculated the assessment change for the median/typical single family detached dwelling and compared it to Online Property Tax Analysis's calculation.

The practice in the past has been to incorporate the assessment increase for the median/typical single family detached dwelling in the calculation of the tax rate increase utilizing the proposed tax levy.

The final tax rate for 2019 cannot be set until the County of Wellington finalizes the tax ratios for each property class. However, assuming the ratios do not change, the following table shows that the Township portion of property taxes on the median/typical single family detached dwelling in the Township will increase by 0.54%, or \$5.16 per year based on a tax levy of \$3,867,797.

Description	2018	2019	\$ Change from 2018	% Change from 2018
Median Assessment	\$578,500	\$593,250	\$14,750	2.55%
Township Tax Rate	0.00166587	0.00163315		
Yearly Township Taxes	\$963.71	\$968.87	\$5.16	0.54%
Yearly Township Taxes per \$100,000 of Assessment	\$162.45	\$163.32	\$0.87	0.54%

An analysis has been provided in the table below to show how the tax rate increase changes for the median/typical single family detached dwelling based on increasing the tax levy over and above the \$3,867,797 noted above.

Additional Tax Levy	\$ Change from 2018	% Change from 2018
\$56,500	\$19.31	2.00%
\$75,500	\$24.07	2.50%
\$95,000	\$28.96	3.00%

It is recommended that the additional tax levy amount approved by Council be distributed to the Township's capital discretionary reserves to address the Asset Management recommendations.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A – 2019 Proposed Operating Budget

Schedule B – 2019 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2019 Operating Base Budget Increases

Schedule D – Conference, Seminar and Training Budget

Schedule E – Memberships and Associations Budget

Schedule F – Uniforms and Special Clothing Budget

Schedule G – 2015 to 2028 Capital Plan Summaries including 2019 Capital Budget Sheets

Schedule H – Capital Projects by Year – 2015 to 2028

Schedule I – Equipment Replacement Schedule

Schedule J – Capital Summary – Funding Source by Year – Chart

Schedule K – Capital Summary – Funding Sources by Year - Graph

Schedule L – 2019 Proposed Capital Budget Compared to the 2018 and 2017 Approved Capital Budget Funding Comparisons

Schedule M – 2019 Proposed Ten Year Plan Compared to the 2018 and 2017 Ten Year Plans

2019 Proposed Operating Budget

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Administration					
Expenditures					
FT Wages	\$220,834	\$231,212	\$191,047	\$246,816	\$258,792
PT Wages	\$19,301	\$32,533	\$24,254	\$15,441	\$16,398
OT Wages	\$0	\$1,371	\$0	\$500	\$500
FT Wage Related Expenses	\$39,114	\$39,982	\$34,094	\$43,316	\$44,945
PT Wage Related Expenses	\$1,656	\$2,791	\$2,339	\$1,424	\$1,528
Manulife Benefits	\$22,290	\$31,664	\$22,212	\$27,824	\$29,129
WSIB	\$5,457	\$6,382	\$6,746	\$6,874	\$7,113
Office Supplies & Equipment	\$1,192	\$1,558	\$679	\$1,500	\$1,200
Water Protection	\$124	\$123	\$0	\$0	\$0
Communication (phone, fax, internet)	\$789	\$1,630	\$1,696	\$1,622	\$1,836
Professional Fees - Legal	\$22,365	\$31,610	\$51,423	\$27,500	\$48,500
Professional Fees - Engineering	\$24,705	\$24,029	\$16,088	\$45,860	\$55,640
Events and Other	\$14,419	\$11,494	\$6,591	\$10,828	\$10,775
Mileage	\$1,024	\$1,984	\$1,524	\$2,350	\$2,000
Professional Development	\$2,528	\$20,680	\$14,320	\$30,330	\$30,843
Membership and Subscription Fees	\$8,960	\$8,925	\$8,729	\$9,591	\$10,191
Employee Travel - Meals	\$0	\$78	\$154	\$200	\$200
Employee Travel - Accom/Parking	\$460	\$2,272	\$704	\$2,300	\$1,200
Employee Travel - Air Fare	\$0	\$303	\$0	\$500	\$500
Insurance	\$35,279	\$61,113	\$59,617	\$45,985	\$64,960
Advertising	\$2,632	\$1,886	\$2,283	\$1,800	\$2,900
Ground Water Monitoring	\$2,573	\$4,416	\$2,828	\$2,500	\$3,500
Contract Services	\$0	\$0	\$0	\$2,500	\$7,000
Expenditures Total	\$425,704	\$518,038	\$447,329	\$527,559	\$599,650
ReserveTransfers					
Transfer from Operating Carryforward	\$0	-\$23,632	\$0	\$0	\$0
Transfer from Legal Contingency	\$0	\$0	\$0	-\$50,000	\$0
Contribution to Legal Contingency	\$5,000	\$5,000	\$361,100	\$361,100	\$50,000
Transfer from Insurance Contingency	\$0	-\$25,000	-\$7,658	-\$10,000	-\$10,000
Contribution to Insurance Contingency	\$5,000	\$5,000	\$0	\$0	\$25,000
ReserveTransfers Total	\$10,000	-\$38,632	\$353,442	\$301,100	\$65,000

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Revenues					
Agreement, Commissioner and FOI fees	-\$725	-\$965	-\$1,077	-\$1,200	-\$1,200
Eng., Env., and Legal Recoveries	-\$12,597	-\$3,660	-\$3,000	-\$2,500	-\$2,500
Recoveries from Staff Events	-\$1,070	-\$1,649	-\$1,403	-\$1,200	-\$1,200
Other recoveries	-\$1,329	-\$516	\$0	-\$500	-\$500
Nestle Agreement	\$0	\$0	\$0	\$0	-\$500
Revenues Total	-\$15,720	-\$6,790	-\$5,481	-\$5,400	-\$5,900

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Building					
Expenditures					
FT Wages	\$191,797	\$117,055	\$117,223	\$209,624	\$224,719
PT Wages	\$537	\$0	\$6,499	\$6,617	\$7,028
OT Wages	\$0	\$1,424	\$0	\$500	\$500
FT Wage Related Expenses	\$34,605	\$21,262	\$18,583	\$37,358	\$39,092
PT Wage Related Expenses	\$39	\$0	\$536	\$610	\$655
Manulife Benefits	\$21,640	\$13,213	\$11,249	\$24,570	\$28,903
WSIB	\$5,566	\$3,597	\$4,488	\$6,736	\$7,111
Computer Software & Hardware	\$0	\$340	\$380	\$250	\$250
Office Supplies	\$4,692	\$9,571	\$3,626	\$5,000	\$5,000
Hydro	\$3,006	\$2,395	\$0	\$0	\$0
Heat	\$1,328	\$1,580	\$0	\$0	\$0
Fuel	\$4,677	\$1,632	\$0	\$1,500	\$1,500
Water Protection	\$62	\$53	\$0	\$0	\$0
Signage	\$0	\$0	\$0	\$100	\$0
Cleaning, Maint & supplies for Bldg	\$4,082	\$7,001	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$702	\$597	\$0	\$0	\$0
Vehicle Maintenance	\$713	\$94	\$470	\$600	\$600
Outdoor Maintenance of Building	\$227	\$226	\$0	\$0	\$0
Postage	\$3,162	\$3,893	\$2,569	\$4,275	\$3,000
Communication (phone, fax, internet)	\$2,517	\$2,901	\$2,168	\$3,350	\$3,350
Professional Fees - Legal	\$32,370	\$8,559	\$5,510	\$8,450	\$20,000
Professional Fees - Audit	\$7,454	\$6,411	\$5,007	\$6,000	\$6,000
Professional Fees - Engineering	\$4,210	\$117,581	\$203,968	\$130,004	\$244,920
Mileage	\$611	\$440	\$94	\$4,000	\$1,000
Professional Development	\$2,401	\$5,496	\$6,772	\$10,150	\$13,350
Membership and Subscription Fees	\$2,709	\$1,540	\$1,904	\$3,127	\$3,089
Employee Travel - Meals	\$132	\$506	\$125	\$1,500	\$500
Employee Travel - Accomodations	\$1,012	\$1,678	\$0	\$4,000	\$1,500
Insurance	\$18,372	\$17,009	\$18,720	\$18,739	\$19,784
Advertising	\$97	\$1,613	\$3,173	\$1,310	\$1,560
Vehicle Plates	\$305	\$120	\$120	\$120	\$120
Contract Services	\$24,884	\$20,083	\$15,765	\$25,982	\$19,391
Clothing, Safety Allowance	\$294	\$158	\$216	\$630	\$720
Emergency Management	\$1,222	\$1,121	\$1,062	\$1,269	\$1,269

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Bank Service Charges	\$603	\$639	\$1,623	\$10,000	\$5,000
Municipal Office Costs Recovered from Building Department	\$0	\$0	\$0	\$22,103	\$19,721
Expenditures Total	\$376,027	\$369,788	\$431,851	\$548,475	\$679,632
ReserveTransfers					
Contribution to Building Surplus RF	\$82,758	\$220,113	\$0	\$0	\$0
Transfer from Building Surplus RF	\$0	\$0	\$0	-\$162,099	-\$240,762
ReserveTransfers Total	\$82,758	\$220,113	\$0	-\$162,099	-\$240,762
Revenues					
Reproduction of Drawings Fees	-\$350	-\$200	-\$200	-\$150	-\$150
Other recoveries	-\$183	\$0	\$0	-\$500	-\$500
Designated Structures Permit	-\$1,632	-\$2,496	-\$2,912	-\$1,248	-\$2,496
Tent or Marquee Application Fee	-\$459	-\$780	-\$1,820	-\$780	-\$936
Transfer of Permit	-\$459	-\$156	-\$156	-\$156	-\$156
Revision to Approved Plans	-\$5,508	-\$4,244	-\$6,240	-\$2,496	-\$4,992
Alternative Solution Application	-\$1,071	-\$364	\$0	-\$500	-\$500
Residential Building Permits	-\$346,236	-\$472,996	-\$370,903	-\$307,792	-\$330,000
Institutional, Commercial & Industrial Building Permits	-\$28,272	-\$52,532	-\$35,452	-\$36,412	-\$38,000
Farm Building Permits	-\$8,900	-\$5,707	-\$42,111	-\$2,704	-\$7,000
Demolition Permits	-\$1,989	-\$936	-\$2,496	-\$350	-\$1,716
Occupancy Permits	-\$8,415	-\$8,736	-\$6,497	-\$4,992	-\$7,800
Sign Permits	-\$255	-\$1,300	-\$1,040	-\$520	-\$780
Septic System Permit - New	-\$42,228	-\$34,308	-\$30,763	-\$19,968	-\$35,568
Inspection of works not ready	-\$5,113	-\$468	\$0	-\$468	-\$936
Septic System Permit - Alter	-\$3,213	-\$4,680	-\$468	-\$2,340	-\$2,340
Online Service Fee	\$0	\$0	-\$10	-\$5,000	-\$5,000
Revenues Total	-\$454,283	-\$589,901	-\$501,068	-\$386,376	-\$438,870

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
By-law					
Expenditures					
FT Wages	\$25,070	\$0	\$0	\$0	\$0
PT Wages	\$1,170	\$10,071	\$4,876	\$13,699	\$12,764
OT Wages	\$0	\$0	\$0	\$0	\$0
FT Wage Related Expenses	\$4,467	\$9	\$0	\$0	\$0
PT Wage Related Expenses	\$0	\$601	\$274	\$1,079	\$2,210
Manulife Benefits	\$3,310	\$0	\$0	\$0	\$0
WSIB	\$727	\$254	\$122	\$374	\$380
Office Supplies	\$0	\$72	\$0	\$150	\$150
Signage - 911 Signs	\$875	\$1,995	\$712	\$1,300	\$1,300
Professional Fees - Legal	\$29,531	\$43,214	\$63,874	\$97,480	\$20,000
Professional Fees - Engineering	\$7,446	\$6,561	\$2,734	\$10,193	\$17,280
Mileage	\$334	\$634	\$308	\$500	\$150
Membership and Subscription Fees	\$168	\$0	\$0	\$0	\$0
Employee Travel - Meals	\$0	\$0	\$0	\$50	\$50
Employee Travel - Accomodations	\$0	\$0	\$0	\$250	\$250
Advertising	\$0	\$941	\$506	\$1,500	\$1,500
Dog Tags	\$213	\$224	\$216	\$250	\$250
Contract Services	\$3,673	\$9,361	\$9,494	\$12,360	\$12,360
Livestock Loss	\$575	\$3,741	\$1,766	\$1,500	\$1,500
Expenditures Total	\$77,559	\$77,677	\$84,884	\$141,885	\$71,344
Revenues					
Lottery Licences	-\$678	-\$430	-\$523	-\$500	-\$500
Sign Permits	-\$3,600	\$0	-\$100	-\$100	-\$100
Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
Engineering, Environmental and Legal Fees Recovered	-\$17,499	-\$13,636	-\$4,689	-\$5,000	-\$5,000
Site Alteration Agreement	-\$1,163	\$0	-\$1,905	-\$500	-\$500
Other recoveries	-\$1,845	-\$571	\$0	-\$1,000	-\$500
Ontario Wildlife Damage Compensation	-\$605	-\$3,861	-\$1,546	-\$1,500	-\$1,500
Dog Tags and Kennel Licences	-\$12,348	-\$10,200	-\$9,950	-\$12,500	-\$11,000
Municipal addressing signs and posts	-\$2,100	-\$1,900	-\$1,620	-\$1,960	-\$1,800
Septic Compliance Letter	-\$525	-\$675	-\$900	-\$750	-\$750
Special Occasion Permit Letters	\$0	\$0	\$0	-\$150	-\$150
Swimming Pool Enclosure Permit	-\$4,641	-\$2,520	-\$4,410	-\$3,150	-\$3,655

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Liquor License Letter	\$0	\$0	\$0	-\$156	-\$156
Guelph Humane Society Fees	\$0	-\$1,256	-\$1,093	-\$1,000	-\$1,000
Filming Permit Fee	\$0	\$0	\$0	\$0	-\$500
Revenues Total	-\$45,003	-\$35,049	-\$26,736	-\$28,266	-\$27,111

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Corporate					
Expenditures					
Taxes written off (Twp share only)	\$72,328	\$21,671	\$24,852	\$42,000	\$25,000
Conservation Authorities Levy Payment	\$159,302	\$163,966	\$161,939	\$160,334	\$167,217
Expenditures Total	\$231,630	\$185,637	\$186,791	\$202,334	\$192,217
Revenues					
Supplemental Billings	-\$96,132	-\$101,334	-\$56,668	-\$75,000	-\$60,000
Provincial Aggregate Levy	-\$238,854	-\$275,293	-\$281,367	-\$243,110	-\$228,000
Mun Tax Assistance	-\$15,814	-\$17,531	-\$16,718	-\$19,564	-\$23,654
Host Kilmer (Service Ontario)	-\$25,421	-\$26,205	-\$27,345	-\$27,245	-\$28,388
Ontario Hydro	-\$12,147	-\$12,147	-\$12,147	-\$12,147	-\$12,147
Metrolinx	-\$7,130	-\$15,337	-\$10,422	-\$10,384	-\$10,705
Hydro One	-\$8,070	-\$8,100	\$0	-\$8,100	-\$8,409
Grant Guelph Junction Railway	-\$5,330	-\$5,330	-\$5,330	-\$5,330	-\$5,330
Puslinch Landfill/Wellington County	-\$3,348	-\$4,508	-\$5,575	-\$5,682	-\$7,581
City of Guelph	-\$26,374	-\$29,691	-\$32,396	-\$33,013	-\$35,656
University of Guelph	-\$1,391	-\$289	-\$428	-\$427	-\$567
CN Railway	-\$1,135	-\$1,219	-\$1,316	-\$1,219	-\$1,316
CP Railway	-\$7,854	-\$7,854	-\$7,854	-\$7,854	-\$7,854
OMPF	-\$405,400	-\$370,200	-\$413,600	-\$413,600	-\$370,200
Penalties - Property Taxes	-\$86,758	-\$91,994	-\$94,531	-\$87,475	-\$87,475
Interest - Tax Arrears	-\$84,428	-\$83,278	-\$92,329	-\$87,099	-\$87,099
Interest on General	-\$61,488	-\$67,707	-\$81,866	-\$63,426	-\$70,000
Sale of Flags	\$0	-\$25	-\$88	-\$22	-\$22
Other Revenues	-\$436	-\$322	-\$437	-\$500	-\$500
Revenues Total	-\$1,087,509	-\$1,118,364	-\$1,140,419	-\$1,101,196	-\$1,044,903

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Council					
Expenditures					
PT Wages	\$79,601	\$84,085	\$71,268	\$88,237	\$100,044
PT Wage Related Expenses	\$2,010	\$2,055	\$1,929	\$6,088	\$7,053
Manulife Benefits	\$20,015	\$22,294	\$18,296	\$22,138	\$23,294
Office Supplies & Equipment	\$220	\$131	\$135	\$250	\$250
Mileage	\$1,381	\$773	\$798	\$1,500	\$1,000
Professional Development	\$3,175	\$1,939	\$1,816	\$4,600	\$3,200
Membership Fees & Subscriptions	\$129	\$0	\$0	\$150	\$150
Employee Travel - Meals	\$185	\$94	\$162	\$400	\$300
Employee Travel - Accom/Parking	\$5,480	\$2,166	\$2,188	\$6,000	\$4,000
Employee Travel - Air Fare	\$0	\$408	\$0	\$2,000	\$500
Expenditures Total	\$112,196	\$113,945	\$96,593	\$131,363	\$139,791

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Elections					
Expenditures					
Per Diems	\$0	\$0	\$4,955	\$6,200	\$0
Office Supplies & Equipment	\$104	\$0	\$1,467	\$5,000	\$0
Signage	\$0	\$0	\$0	\$100	\$0
Postage	\$0	\$0	\$2,318	\$2,975	\$0
Communication (phone, fax, internet)	\$0	\$0	\$0	\$150	\$0
Professional Fees - Audit	\$0	\$0	\$0	\$0	\$1,550
Professional Development	\$0	\$0	\$260	\$1,000	\$0
Advertising	\$0	\$80	\$7,929	\$8,500	\$0
Contract Services	\$1,208	\$1,208	\$37,314	\$36,075	\$0
Expenditures Total	\$1,313	\$1,289	\$54,243	\$60,000	\$1,550
ReserveTransfers					
Contribution to Elections	\$12,787	\$12,787	\$0	\$0	\$13,750
Transfer From Elections	\$0	\$0	\$0	-\$48,574	\$0
ReserveTransfers Total	\$12,787	\$12,787	\$0	-\$48,574	\$13,750
Revenues					
Election - Other Recoveries	\$0	\$0	\$0	\$0	\$0
Nomination Fees	\$0	\$0	-\$1,000	\$0	\$0
Revenues Total	\$0	\$0	-\$1,000	\$0	\$0

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Finance					
Expenditures					
Principal Repayment	\$106,000	\$116,000	\$119,000	\$119,000	\$0
FT Wages	\$223,265	\$281,721	\$235,908	\$295,229	\$290,063
PT Wages	\$0	\$0	\$0	\$0	\$0
OT Wages	\$0	\$1,551	\$0	\$500	\$500
FT Wage Related Expenses	\$41,793	\$48,908	\$42,759	\$52,365	\$51,012
PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
Manulife Benefits	\$30,979	\$33,506	\$27,565	\$33,278	\$33,708
WSIB	\$6,460	\$7,990	\$8,402	\$8,910	\$8,576
Computer Software & Hardware Operational Upgrades/Support from	\$483	\$1,244	\$888	\$500	\$500
Office Supplies	\$5,637	\$6,470	\$5,159	\$6,000	\$6,000
Hydro	\$6,977	\$5,629	\$0	\$0	\$0
Heat	\$1,328	\$1,824	\$0	\$0	\$0
Cleaning, Maintenance, Building Supplies	\$15,324	\$16,286	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$1,628	\$1,392	\$0	\$0	\$0
Outdoor Maintenance of Building	\$531	\$528	\$0	\$0	\$0
Postage	\$7,380	\$8,990	\$8,204	\$7,500	\$8,200
Communication (phone, fax, internet)	\$4,964	\$6,479	\$5,301	\$5,000	\$5,360
Professional Fees - Audit	\$17,393	\$14,959	\$12,242	\$14,000	\$14,000
Mileage	\$90	\$580	\$1,484	\$500	\$1,000
Professional Development	\$689	\$3,341	\$7,791	\$5,000	\$6,754
Membership and Subscription Fees	\$3,024	\$2,047	\$1,979	\$2,425	\$2,425
Employee Travel - Meals	\$0	\$20	\$25	\$150	\$150
Employee Travel - Accomodations	\$11	\$25	\$201	\$400	\$400
Advertising	\$3,141	\$2,360	\$9,866	\$2,990	\$7,670
Contract Services	\$52,415	\$43,591	\$33,411	\$41,558	\$36,145
Emergency Management	\$2,852	\$2,617	\$2,477	\$2,073	\$2,650
Environmental Service - Garbage Bags	\$12,339	\$15,130	\$16,230	\$11,500	\$17,500
Bank Service Charges	\$2,564	\$2,684	\$4,079	\$10,000	\$5,000
Other written off (non collectible inv's)	\$11,458	\$5,669	\$20	\$0	\$0
Debt Interest Repayment	\$14,274	\$8,792	\$2,975	\$2,975	\$0
Community Grants	\$32,475	\$32,475	\$31,750	\$31,850	\$31,750
Expenditures Total	\$605,470	\$672,807	\$577,717	\$653,703	\$529,363
Revenues					

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Advertising, Legal, and Realtax Fees Recovered	-\$2,081	\$0	-\$7,153	-\$1,000	-\$7,000
NSF Fees	-\$400	-\$880	-\$680	-\$800	-\$640
Online Service Fee	\$150	\$0	-\$116	-\$5,000	-\$5,000
Tax Certificates	-\$8,880	-\$9,540	-\$7,620	-\$8,244	-\$8,520
Other Recoveries	-\$3,201	-\$5,257	-\$3,603	-\$2,500	-\$2,500
Garbage bags	-\$15,028	-\$17,930	-\$20,865	-\$13,000	-\$17,500
Revenues Total	-\$29,439	-\$33,607	-\$40,037	-\$30,544	-\$41,160

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Fire and Rescue					
Expenditures					
PT Wages	\$410,105	\$418,073	\$333,359	\$400,236	\$405,588
PT Wage Related Expenses	\$30,176	\$30,573	\$50,927	\$31,940	\$32,121
Group Benefits	\$15,224	\$18,429	\$16,097	\$17,231	\$17,231
WSIB	\$10,138	\$11,607	\$11,390	\$12,136	\$12,776
Office Supplies	\$3,190	\$2,880	\$2,852	\$3,000	\$3,000
Hydro	\$8,134	\$6,243	\$0	\$0	\$0
Heat	\$1,328	\$1,397	\$0	\$0	\$0
Fuel	\$11,026	\$14,992	\$0	\$14,400	\$14,400
Water Protection	\$168	\$175	\$0	\$0	\$0
Equipment Maintenance & Supplies	\$44,205	\$24,525	\$25,541	\$25,800	\$19,000
Oxygen & Medical Supplies	\$4,007	\$3,026	\$1,307	\$3,100	\$3,100
Public Education	\$3,701	\$3,465	\$2,930	\$3,800	\$3,800
Signage	\$0	\$0	\$0	\$0	\$0
Cleaning, Maint & supplies for Bldg	\$6,219	\$8,498	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$700	\$555	\$0	\$0	\$0
Waste Removal	\$244	\$675	\$0	\$0	\$0
Vehicle Maintenance	\$34,999	\$33,577	\$52,584	\$26,000	\$26,000
Communication (phone, fax, internet)	\$8,545	\$11,825	\$8,278	\$8,300	\$8,300
Mileage	\$7,446	\$3,559	\$3,471	\$4,000	\$4,000
Professional Development	\$20,486	\$20,304	\$13,345	\$19,500	\$19,500
Membership and Subscription Fees	\$3,272	\$3,319	\$4,162	\$4,477	\$4,712
Employee Travel - Meals	\$2,062	\$1,135	\$4,695	\$3,000	\$1,000
Employee Travel - Accomodations	\$3,264	\$1,718	\$959	\$2,600	\$2,600
Insurance	\$20,985	\$23,443	\$21,386	\$21,405	\$22,722
Advertising	\$3,373	\$2,021	\$166	\$1,000	\$1,000
Permits	\$521	\$471	\$471	\$485	\$485
Contract Services	\$23,847	\$30,713	\$32,756	\$37,176	\$75,495
Clothing, Safety Allowance	\$20,211	\$25,821	\$17,422	\$16,550	\$16,550
Outdoor Maintenance of Building	\$2,463	\$0	\$0	\$0	\$0
Vehicle Plates	-\$435	\$189	\$265	\$190	\$265
Expenditures Total	\$699,605	\$703,208	\$604,363	\$656,327	\$693,646
ReserveTransfers					
Transfer from Fire Equipment Replacement	\$0	\$0	\$0	-\$6,800	\$0

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
ReserveTransfers Total	\$0	\$0	\$0	-\$6,800	\$0
Revenues					
Tent or Marquee Application Fee	-\$306	-\$520	\$0	-\$416	-\$624
Open Burning Permit and Inspection	-\$14,620	-\$15,150	-\$15,200	-\$15,000	-\$15,000
Burning Permit Violations	-\$1,800	-\$1,350	-\$1,350	-\$1,350	-\$1,396
Fire Extinguisher Training	-\$225	-\$225	-\$720	-\$300	-\$500
Water Tank Locks	-\$107	-\$53	\$0	-\$107	-\$53
Fireworks Permits	-\$300	-\$300	-\$200	-\$300	-\$200
Information/Fire Reports	-\$450	-\$750	-\$375	-\$450	-\$450
Other recoveries	-\$15,472	-\$4,452	-\$467	-\$3,000	-\$3,000
Occupancy Load	\$0	\$0	\$0	\$0	\$0
Fire Safety Plan Review	-\$240	\$0	\$0	-\$360	-\$240
Post Fire Watch	\$0	\$0	\$0	\$0	\$0
Boarding up or Barricading	\$0	\$0	\$0	\$0	\$0
Key Boxes	-\$200	\$0	-\$100	-\$100	-\$100
Inspections	-\$200	\$0	\$0	\$0	\$0
Motor Vehicle Emergency Responses	-\$131,144	-\$114,465	-\$60,414	-\$90,000	-\$90,000
Fire Alarm False Alarm Calls	\$0	\$0	\$0	-\$450	\$0
Revenues Total	-\$165,064	-\$137,266	-\$78,826	-\$111,833	-\$111,564

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Heritage Committee					
Expenditures					
Per Diems	\$2,089	\$1,750	\$0	\$1,865	\$1,865
Heritage Plaques	\$0	\$0	\$0	\$100	\$100
Mileage	\$139	\$668	\$0	\$1,000	\$600
Training	\$1,028	\$824	\$0	\$1,000	\$1,250
Employee Travel - Meals	\$90	\$58	\$0	\$100	\$100
Employee Travel - Accomodations	\$750	\$1,705	\$0	\$2,000	\$1,000
Expenditures Total	\$4,095	\$5,006	\$0	\$6,065	\$4,915

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Library					
Expenditures					
Library Rent for Historical society	\$4,886	\$4,902	\$4,828	\$4,510	\$4,850
Library Water Monitoring	\$1,735	\$1,764	\$1,095	\$1,750	\$1,750
Expenditures Total	\$6,621	\$6,666	\$5,923	\$6,260	\$6,600
Revenues					
Library Costs Recovered from County	-\$3,146	-\$3,060	\$0	-\$3,000	-\$3,000
Revenues Total	-\$3,146	-\$3,060	\$0	-\$3,000	-\$3,000

Schedule A to Report FIN-2019-004

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Municipal Office					
Expenditures					
Hydro	\$0	\$0	\$14,989	\$31,700	\$20,000
Heat	\$0	\$0	\$10,419	\$7,240	\$12,000
Water Protection	\$0	\$0	\$357	\$420	\$420
Cleaning, Maint & supplies for Bldg	\$0	\$0	\$24,009	\$27,015	\$24,755
Kitchen Supplies and Equipment	\$0	\$0	\$2,838	\$3,400	\$3,400
Waste Removal	\$0	\$0	\$1,459	\$2,600	\$1,600
Outdoor Maintenance of Building	\$0	\$0	\$1,533	\$1,300	\$1,300
Contract Services	\$0	\$0	\$0	\$0	\$2,260
Expenditures Total	\$0	\$0	\$55,603	\$73,675	\$65,735
Revenues					
Municipal Office Costs Recovered from Building Department	\$0	\$0	\$0	-\$22,103	-\$19,721
Revenues Total	\$0	\$0	\$0	-\$22,103	-\$19,721

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
ORC					
Expenditures					
FT Wages	\$57,147	\$57,980	\$47,443	\$58,738	\$60,560
PT Wages	\$26,157	\$21,318	\$19,789	\$28,956	\$29,783
OT Wages	\$2,750	\$1,464	\$762	\$2,000	\$2,000
FT Wage Related Expenses	\$10,209	\$10,196	\$10,937	\$10,742	\$10,948
PT Wage Related Expenses	\$1,598	\$1,158	\$1,039	\$2,670	\$2,775
Manulife Benefits	\$7,430	\$7,779	\$7,451	\$7,725	\$8,280
WSIB	\$2,441	\$2,466	\$2,510	\$2,870	\$2,909
Office Supplies	\$547	\$390	\$128	\$300	\$300
Hydro	\$28,241	\$25,728	\$25,680	\$32,750	\$30,000
Heat	\$4,630	\$5,570	\$5,256	\$4,200	\$5,500
Fuel	\$1,988	\$446	\$0	\$0	\$0
Water Protection	\$742	\$829	\$667	\$700	\$700
Equipment Maintenance & Supplies	\$7,648	\$7,985	\$2,512	\$8,000	\$6,870
Signage	\$0	\$28	\$0	\$100	\$100
Bldg-Cleaning, Maint,Supplies Interior	\$8,465	\$2,846	\$4,271	\$6,000	\$6,000
Drink Machine Supplies	\$100	\$0	\$0	\$500	\$0
Waste Removal	\$701	\$716	\$816	\$600	\$800
Bldg-Cleaning, Maint,Supplies Exterior	\$8,013	\$5,069	\$3,994	\$8,000	\$8,000
Communication (phone, fax, internet)	\$2,393	\$2,368	\$2,187	\$2,500	\$2,860
Professional Fees - Engineering	\$2,938	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$1,048	\$555	\$0	\$1,000	\$1,000
Membership and Subscription Fees	\$0	\$218	\$153	\$220	\$220
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$8,698	\$8,733	\$8,134	\$8,872	\$8,642
Advertising	\$238	\$371	\$525	\$500	\$500
Contract Services	\$556	\$66	\$0	\$350	\$1,480
Clothing Safety Allowance	\$135	\$0	\$107	\$515	\$515
Expenditures Total	\$184,812	\$164,278	\$144,360	\$189,007	\$190,941
Revenues					
Ice Rental - Prime	-\$37,324	-\$13,200	-\$17,064	-\$15,000	-\$18,000
Ice Rental - Non-Prime	-\$489	-\$385	\$0	-\$640	\$0
Arena Summer Rentals	-\$20,048	-\$14,841	-\$13,357	-\$18,000	-\$15,000

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Gymnasium Rental	-\$20,801	-\$20,206	-\$16,466	-\$17,197	-\$17,000
Rink Board and Ball Diamond Advertising	\$0	\$0	\$0	-\$350	-\$350
ORC Drink Machine	-\$961	-\$575	-\$378	-\$500	\$0
Other Recoveries	-\$434	\$0	-\$421	-\$500	-\$500
Revenues Total	-\$80,057	-\$49,208	-\$47,686	-\$52,187	-\$50,850

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Parks					
Expenditures					
FT Wages	\$0	\$0	\$35,318	\$42,197	\$44,133
PT Wages	\$17,381	\$13,228	\$9,828	\$7,151	\$9,607
OT Wages	\$0	\$0	\$1,444	\$0	\$2,000
FT Wage Related Expenses	-\$447	\$0	\$6,313	\$7,688	\$8,271
PT Wage Related Expenses	\$1,308	\$1,138	\$840	\$659	\$895
WSIB	\$513	\$419	\$1,618	\$1,579	\$1,756
Hydro	\$3,419	\$2,552	\$2,280	\$3,400	\$3,400
Fuel	\$1,442	\$1,910	\$0	\$2,200	\$2,200
Water Protection	\$873	\$657	\$646	\$1,000	\$1,000
Equipment Maintenance and Supplies	\$5,130	\$1,118	\$644	\$1,480	\$1,480
Vehicle Maintenance	\$0	\$542	\$244	\$500	\$500
Maintenance Grounds	\$11,876	\$10,393	\$7,963	\$10,000	\$10,000
Mileage	\$228	\$0	\$0	\$0	\$0
Insurance	\$6,316	\$6,346	\$6,575	\$6,442	\$6,986
Advertising	\$0	\$623	\$0	\$500	\$500
Contract Services	\$20,948	\$28,474	\$18,551	\$16,260	\$15,660
Manulife Benefits	\$0	\$0	\$5,967	\$7,370	\$7,614
Expenditures Total	\$68,989	\$67,402	\$98,231	\$108,428	\$116,003
Revenues					
Horse Paddock Rental	\$0	-\$200	-\$200	\$0	-\$200
Picnic Shelter	-\$520	-\$220	-\$220	-\$300	-\$300
Ball Diamond Rentals	-\$3,197	-\$2,606	-\$3,023	-\$3,000	-\$4,000
Sports Facility User Fees	-\$17,821	-\$15,313	-\$920	-\$800	-\$800
Soccer Field Rentals	\$0	\$0	-\$2,321	-\$3,000	-\$3,000
Revenues Total	-\$21,538	-\$18,339	-\$6,684	-\$7,100	-\$8,300

Schedule A to Report FIN-2019-004

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
PCC					
Expenditures					
FT Wages	\$39,797	\$6,946	\$0	\$0	\$0
PT Wages	\$40,091	\$47,348	\$32,025	\$40,245	\$41,508
OT Wages	\$71	\$853	\$316	\$500	\$500
FT Wage Related Expenses	\$2,233	\$12	\$3	\$0	\$0
PT Wage Related Expenses	\$1,772	\$2,163	\$1,540	\$3,757	\$7,012
Manulife Benefits	\$1,609	\$0	\$0	\$0	\$0
WSIB	\$1,433	\$1,520	\$1,167	\$1,304	\$1,323
Office Supplies	\$88	\$265	\$132	\$150	\$150
Hydro	\$22,647	\$16,043	\$10,591	\$24,400	\$16,500
Heat	\$4,315	\$4,300	\$4,000	\$4,000	\$4,300
Fuel	\$501	\$0	\$0	\$500	\$500
Water Protection	\$5,619	\$4,875	\$3,510	\$5,100	\$5,100
Bldg-Cleaning, Maint,Supplies Interior	\$16,271	\$8,385	\$12,200	\$15,000	\$13,870
Kitchen Supplies and Equipment	\$1,119	\$5,944	\$443	\$1,500	\$1,500
Waste Removal	\$2,802	\$2,864	\$2,370	\$2,500	\$2,500
Outdoor Maintenance of Building	\$829	\$2,618	\$1,414	\$1,200	\$1,200
Communication (phone, fax, internet)	\$2,788	\$2,278	\$2,017	\$2,800	\$2,800
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$0	\$36	\$0	\$0	\$0
Membership and Subscription Fees	\$224	\$0	\$500	\$500	\$500
Employee Travel - Meals	\$0	\$0	\$0	\$150	\$150
Employee Travel - Accomodations	\$0	\$0	\$0	\$450	\$450
Insurance	\$7,158	\$7,110	\$7,537	\$7,301	\$8,008
Advertising	\$430	\$0	\$0	\$2,000	\$2,000
Contract Services	\$1,919	\$1,611	\$1,052	\$2,530	\$3,660
Expenditures Total	\$153,715	\$115,171	\$80,819	\$115,987	\$113,631
Revenues					
Hall - Prime	-\$25,804	-\$25,713	-\$18,788	-\$22,800	-\$22,800
Hall - Non-Prime	-\$16,970	-\$16,971	-\$16,888	-\$16,000	-\$16,000
Meeting Room	-\$7,605	-\$9,324	-\$6,598	-\$8,000	-\$8,000
Licensed Events Using Patio	-\$55	-\$334	-\$336	-\$224	-\$229
Hall - Commercial Rentals	\$0	-\$765	-\$765	-\$765	-\$782
Bartenders	-\$8,810	-\$10,434	-\$7,067	-\$8,500	-\$8,500

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Pop, Glasses, & Ice	-\$2,004	\$0	-\$30	\$0	\$0
Kitchen Facilities - Non-Prime	-\$4,900	-\$3,251	-\$2,033	-\$3,180	-\$3,180
Advertising Sign	-\$411	-\$225	-\$33	-\$324	-\$324
Other Recoveries	-\$909	-\$360	-\$1,851	-\$400	-\$400
Recreation Conditional Grants	-\$5,167	-\$6,253	\$0	-\$5,167	-\$5,167
Donations	\$0	-\$400	-\$7,031	\$0	\$0
Projector and Microphone Rental Fee	\$0	-\$25	-\$100	-\$50	-\$100
Revenues Total	-\$72,635	-\$74,055	-\$61,520	-\$65,410	-\$65,481

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
PDAC					
Expenditures					
Per Diems	\$3,360	\$3,934	\$0	\$4,360	\$4,360
Office Supplies & Equipment	\$13	\$42	\$0	\$50	\$50
Mileage	\$0	\$0	\$0	\$150	\$150
Training	\$0	\$0	\$0	\$1,500	\$1,500
Expenditures Total	\$3,373	\$3,977	\$0	\$6,060	\$6,060

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	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Planning					
Expenditures					
FT Wages	\$55,952	\$66,557	\$46,341	\$67,682	\$57,469
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$9,929	\$11,617	\$8,545	\$12,084	\$10,223
Manulife Benefits	\$6,602	\$8,117	\$5,120	\$8,060	\$4,393
WSIB	\$1,618	\$2,004	\$1,727	\$2,182	\$1,826
Office Supplies	\$12	\$18	\$627	\$100	\$100
Signage	\$0	\$0	\$0	\$0	\$0
Communication (phone, fax, internet)	\$170	\$136	\$0	\$200	\$200
Professional Fees - Legal	\$13,337	\$5,699	\$11,295	\$25,000	\$27,000
Professional Fees - Engineering	\$91,069	\$61,512	\$58,525	\$56,695	\$57,849
Mileage	\$306	\$0	\$0	\$250	\$250
Professional Development	\$227	\$356	\$0	\$1,244	\$1,401
Membership and Subscription Fees	\$0	\$120	\$280	\$150	\$150
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$0	\$0	\$0	\$350	\$350
Advertising	\$6,142	\$8,158	\$5,840	\$2,000	\$4,000
Professional Fees - Water Monitoring	\$1,962	\$2,150	\$529	\$2,000	\$2,000
Contract Services	\$3,178	\$4,868	\$2,259	\$3,000	\$13,000
CIP Grants	\$0	\$1,487	\$427	\$20,000	\$7,500
Expenditures Total	\$190,505	\$172,798	\$141,517	\$201,597	\$188,310
Revenues					
Engineering, Environmental, Legal, and Advertising Fees Recovered	-\$65,153	-\$58,257	-\$29,622	-\$20,000	-\$20,000
Minor Variance	-\$12,610	-\$11,492	-\$13,110	-\$8,970	-\$9,884
Agreements	\$0	-\$510	-\$765	-\$765	-\$765
Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
Site Plan Control	-\$2,040	-\$8,081	-\$42,300	-\$21,700	-\$21,700
Consent Review and Clearance	-\$3,500	-\$3,840	-\$5,502	-\$1,965	-\$2,010
Zoning By-law Amendment	-\$44,400	-\$7,200	-\$16,500	-\$16,200	-\$16,200
Telecommunication Tower Proposals	-\$1,000	-\$1,520	\$0	-\$1,042	-\$532
Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	\$0	\$0
Zoning Compliance Letter	-\$1,950	-\$2,700	-\$2,325	-\$2,227	-\$2,250
Zoning By-law #19/85	\$0	\$0	\$0	\$0	\$0
Business Retention and Expansion Municipal Implementation Fund	\$0	-\$25,000	\$0	-\$25,000	\$0

Schedule A to Report FIN-2019-004

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Grading Fee - Dwellings	-\$118,000	-\$30,000	-\$2,000	\$0	\$0
Lifting of Holding Designation Fee (Zoning)	-\$1,100	\$0	-\$1,146	-\$573	-\$586
Revenues Total	-\$249,753	-\$148,600	-\$113,270	-\$98,442	-\$73,927

Schedule A to Report FIN-2019-004

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Public Works					
Expenditures					
FT Wages	\$336,474	\$337,479	\$292,627	\$348,079	\$382,352
PT Wages	\$40,674	\$45,548	\$32,616	\$37,684	\$19,438
OT Wages	\$26,123	\$34,427	\$31,062	\$32,700	\$30,700
FT Wage Related Expenses	\$61,742	\$60,342	\$53,230	\$64,286	\$69,895
PT Wage Related Expenses	\$4,063	\$4,556	\$37,846	\$3,474	\$3,561
Manulife Benefits	\$45,157	\$39,336	\$32,589	\$38,390	\$44,381
WSIB	\$11,267	\$12,089	\$12,912	\$12,765	\$13,016
Office Supplies	\$1,705	\$1,068	\$97	\$500	\$500
Hydro	\$12,348	\$9,143	\$552	\$0	\$1,000
Heat	\$4,011	\$5,117	\$24	\$0	\$0
Fuel	\$62,571	\$67,350	\$77,613	\$84,295	\$70,000
Equipment Maintenance & Supplies	\$916	\$1,955	\$1,515	\$2,050	\$2,050
Signage	\$9,283	\$9,559	\$7,423	\$10,000	\$10,000
Pavement Markings	\$30,121	\$30,940	\$35,986	\$35,500	\$35,500
Railway Maintenance	\$0	\$0	\$5,102	\$5,000	\$5,000
Maintenance Gravel	\$79,195	\$67,621	\$48,384	\$77,000	\$80,000
Calcium	\$46,082	\$49,044	\$55,840	\$46,400	\$46,400
Winter Maintenance	\$205,047	\$191,710	\$158,879	\$183,000	\$203,000
Waste Removal	\$1,153	\$1,460	\$0	\$1,500	\$1,500
Shop Overhead	\$11,756	\$8,346	\$5,281	\$7,400	\$7,400
Road Maintenance supplies	\$33,258	\$35,796	\$34,631	\$35,400	\$35,400
Vehicle Maintenance	\$42,116	\$41,184	\$38,737	\$46,000	\$46,000
Speed Monitor	\$0	\$0	\$0	\$500	\$500
Sidewalk Repairs	\$422	\$0	\$0	\$5,000	\$5,000
Communication (phone, fax, internet)	\$1,873	\$2,925	\$2,658	\$3,462	\$4,182
Professional Fees - Engineering	\$588	\$0	\$0	\$2,000	\$2,000
Mileage	\$303	\$0	\$36	\$100	\$100
Professional Development	\$1,600	\$415	\$1,232	\$1,420	\$1,420
Membership and Subscription Fees	\$787	\$787	\$598	\$800	\$800
Employee Travel - Meals	\$68	\$0	\$0	\$100	\$100
Insurance	\$70,341	\$73,154	\$71,607	\$71,748	\$76,082
Advertising	\$20	\$1,371	\$342	\$500	\$1,000
Vehicle Plates	\$6,932	\$7,240	\$7,255	\$7,100	\$7,255
Permits	\$1,850	\$505	\$55	\$100	\$100

Schedule A to Report FIN-2019-004

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Contract Services	\$31,217	\$29,098	\$18,623	\$44,120	\$44,120
Clothing, Safety Allowance	\$763	\$584	\$621	\$1,050	\$1,050
Street Lights: Repairs and Hydro Bills	\$54,969	\$53,350	\$39,904	\$46,350	\$14,850
Cleaning, Maint & supplies for Bldg	\$328	\$1,091	\$0	\$0	\$0
Expenditures Total	\$1,237,120	\$1,224,591	\$1,105,878	\$1,255,774	\$1,265,652
ReserveTransfers					
Transfer from Public Works Replacement and Restoration of Aging In	\$0	\$0	\$0	-\$10,000	-\$10,000
Contribution to Winter Maintenance	\$0	\$0	\$0	\$0	\$0
Contribution from Winter Maintenance	-\$22,047	-\$8,710	\$0	\$0	\$0
ReserveTransfers Total	-\$22,047	-\$8,710	\$0	-\$10,000	-\$10,000
Revenues					
Oversize-Overweight Load Permits	\$0	\$0	-\$300	\$0	\$0
Entrance Permit	-\$5,980	-\$4,139	-\$5,980	-\$4,465	-\$4,465
Roads Other Recoveries	-\$1,832	-\$560	\$0	-\$1,000	-\$1,000
Third Party Cost Recovery	\$0	\$0	\$0	\$0	\$0
Third Party Cost Recovery Administration Fee	\$0	\$0	\$0	\$0	\$0
Revenues Total	-\$7,812	-\$4,699	-\$6,280	-\$5,465	-\$5,465

Schedule A to Report FIN-2019-004

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Recreation Committee					
Expenditures					
Per Diems	\$3,234	\$2,605	\$1,532	\$4,360	\$1,455
Expenditures Total	\$3,234	\$2,605	\$1,532	\$4,360	\$1,455

Schedule A to Report FIN-2019-004

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Source Water Protection					
Expenditures					
FT Wages/Benefits	\$3,418	\$10,907	\$6,898	\$9,579	\$9,650
Public Education Costs	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$18,122	\$5,474	\$0	\$17,260	\$0
Expenditures Total	\$21,540	\$16,380	\$6,898	\$26,839	\$9,650
ReserveTransfers					
Contribution to Operating Carryforward	\$0	\$0	\$0	\$0	\$0
Transfer from Operating Carryforward	-\$27,447	-\$2,836	\$0	\$0	\$0
ReserveTransfers Total	-\$27,447	-\$2,836	\$0	\$0	\$0
Revenues					
Source Protection Municipal Implementation Fund	\$0	\$0	\$0	-\$17,260	\$0
Revenues Total	\$0	\$0	\$0	-\$17,260	\$0
Grand Total	\$2,227,597	\$2,385,047	\$2,448,965	\$3,054,742	\$2,807,881

2019 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Expenditures					
Administration	\$425,704	\$518,038	\$447,329	\$527,559	\$599,650
Building	\$376,027	\$369,788	\$431,851	\$548,475	\$679,632
By-law	\$77,559	\$77,677	\$84,884	\$141,885	\$71,344
Corporate	\$231,630	\$185,637	\$186,791	\$202,334	\$192,217
Council	\$112,196	\$113,945	\$96,593	\$131,363	\$139,791
Elections	\$1,313	\$1,289	\$54,243	\$60,000	\$1,550
Finance	\$605,470	\$672,807	\$577,717	\$653,703	\$529,363
Fire and Rescue	\$699,605	\$703,208	\$604,363	\$656,327	\$693,646
Heritage Committee	\$4,095	\$5,006	\$0	\$6,065	\$4,915
Library	\$6,621	\$6,666	\$5,923	\$6,260	\$6,600
Municipal Office	\$0	\$0	\$55,603	\$73,675	\$65,735
ORC	\$184,812	\$164,278	\$144,360	\$189,007	\$190,941
Parks	\$68,989	\$67,402	\$98,231	\$108,428	\$116,003
PCC	\$153,715	\$115,171	\$80,819	\$115,987	\$113,631
PDAC	\$3,373	\$3,977	\$0	\$6,060	\$6,060
Planning	\$190,505	\$172,798	\$141,517	\$201,597	\$188,310
Public Works	\$1,237,120	\$1,224,591	\$1,105,878	\$1,255,774	\$1,265,652
Recreation Committee	\$3,234	\$2,605	\$1,532	\$4,360	\$1,455
Source Water Protection	\$21,540	\$16,380	\$6,898	\$26,839	\$9,650
Expenditures Total	\$4,403,508	\$4,421,264	\$4,124,531	\$4,915,695	\$4,876,145
ReserveTransfers					
Administration	\$10,000	-\$38,632	\$353,442	\$301,100	\$65,000
Building	\$82,758	\$220,113	\$0	-\$162,099	-\$240,762
Elections	\$12,787	\$12,787	\$0	-\$48,574	\$13,750
Fire and Rescue	\$0	\$0	\$0	-\$6,800	\$0
Public Works	-\$22,047	-\$8,710	\$0	-\$10,000	-\$10,000
Source Water Protection	-\$27,447	-\$2,836	\$0	\$0	\$0
ReserveTransfers Total	\$56,051	\$182,722	\$353,442	\$73,627	-\$172,012

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2019 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2016 Actuals	2017 Actuals	2018 YTD	2018 Budget	2019 Budget
Revenues					
Administration	-\$15,720	-\$6,790	-\$5,481	-\$5,400	-\$5,900
Building	-\$454,283	-\$589,901	-\$501,068	-\$386,376	-\$438,870
By-law	-\$45,003	-\$35,049	-\$26,736	-\$28,266	-\$27,111
Corporate	-\$1,087,509	-\$1,118,364	-\$1,140,419	-\$1,101,196	-\$1,044,903
Elections	\$0	\$0	-\$1,000	\$0	\$0
Finance	-\$29,439	-\$33,607	-\$40,037	-\$30,544	-\$41,160
Fire and Rescue	-\$165,064	-\$137,266	-\$78,826	-\$111,833	-\$111,564
Library	-\$3,146	-\$3,060	\$0	-\$3,000	-\$3,000
Municipal Office	\$0	\$0	\$0	-\$22,103	-\$19,721
ORC	-\$80,057	-\$49,208	-\$47,686	-\$52,187	-\$50,850
Parks	-\$21,538	-\$18,339	-\$6,684	-\$7,100	-\$8,300
PCC	-\$72,635	-\$74,055	-\$61,520	-\$65,410	-\$65,481
Planning	-\$249,753	-\$148,600	-\$113,270	-\$98,442	-\$73,927
Public Works	-\$7,812	-\$4,699	-\$6,280	-\$5,465	-\$5,465
Source Water Protection	\$0	\$0	\$0	-\$17,260	\$0
Revenues Total	-\$2,231,961	-\$2,218,940	-\$2,029,008	-\$1,934,581	-\$1,896,252
Operating Tax Levy	\$2,227,597	\$2,385,047	\$2,448,965	\$3,054,742	\$2,807,881

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

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2019 REQUESTED BASE BUDGET INCREASES

Department	Corporate	Priority	1
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1 - Purpose of Expenditure

Server Replacement and Expansion including a Cloud Based Solution

2 - Need

The current server was acquired in 2013 and is due for replacement. The Township obtained several options from Onserve for the replacement of the server as outlined below:

Status Quo - Option 1 - Local with Exchange: In-house server with an in-house e-mail server - \$42,000 initial cost - no ongoing operating costs

Option 2 - Local with 365 - In-house server with the e-mail hosted through a cloud through Microsoft 365 - \$33,000 initial cost - \$290/month for Microsoft 365

Option 3 - Cloud with Exchange - Cloud server including e-mail through HostedBizz - \$10,200 initial cost - \$1,761/month

Option 4 - Cloud with 365 - Cloud server with HostedBizz and the e-mail hosted through a cloud through Microsoft 365 - \$10,200 initial cost - \$1,480/month

3 - Benefit of the Investment

Township staff recommend Option 4. The initial cost of \$10,200 is the Onserve labour costs associated with migrating to a cloud (see 2019 Capital Budget - \$10,200). The benefits of moving to a fully cloud-based solution are outlined below:

- no physical onsite server; therefore, a cloud-based solution would protect the server regardless of physical damage to the building.
- limited hardware failure downtime as the cloud-based solution is located within a protected data centre that is regularly backed up to another protected data centre.
- performance and storage issues are resolved quickly without having to purchase new physical parts for an in-house server.
- limited capital investment - a physical server would be required to be replaced every 5 years. Cloud-based server options will simply require upgrading as technology advances.
- fully integrated with all Township software (ie. Keystone, Firehouse, e-mail, and computer drives).
- no training is required for staff to switch to a cloud-based server. Onserve is a Microsoft and VMware Certified Company who run multiple clients on cloud-based solutions.
- Onserve completes ongoing monitoring of security services with the cloud provider. The connection to the data centre is from an encrypted tunnel. All data remains in Canada and is protected by Canadian law.

4 - Risk Assessment

In the case of a disruption to internet services, the server is not accessible until internet connections are restored. The Township recently upgraded internet services to a faster internet that can accommodate a cloud-based solution. Should the cloud server go down, with Microsoft 365 department heads still have access to emails on their Township cellular phone allowing department heads to respond to urgent inquiries. Furthermore, should there be an internet outage, staff are able to access the cloud server from any other location that does have internet access.

5 - Financial Impact

One-time request for 2019 Budget only?

No

Revenues Earned/Reserves Utilized

	Revenues/ Reserves	Balance in Reserves
Building Surplus Reserve	\$5,328	
Server Warranty	\$765	N/A
Total Revenues/Reserves	\$6,093	\$0

Expenses Incurred

Annual Operating Expense	\$17,760
Total Expenses	\$17,760

Tax Levy Impact

\$11,667

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No

Please note that the Capital Budget and Forecast includes \$10,200 as an initial cost to migrating from an in-house server to a cloud-based server. It is recommended that this amount of \$10,200 be budgeted in 2019 and 2024 (technology changes significantly over 5 years).

TOWNSHIP OF PUSLINCH

2019 OPERATING BUDGET

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2019 REQUESTED BASE BUDGET INCREASES

Department	Corporate	Priority
1 - Purpose of Expenditure		
Upgrade the Township's telephone system to a Voice over Internet Protocol (VOIP) system.		
2 - Need		
The Township's current phone system was purchased in 2009, is outdated and requires updates.		
3 - Benefit of the Investment		
<p>The benefits of VOIP are outlined below:</p> <ul style="list-style-type: none"> -Decrease in operating costs through the utilization of the internet to make and receive calls. The Township currently has several phone lines with Bell Canada. With a VOIP system, the main phone line is ported to the VOIP system and extension numbers for all users are created. This enables utilizing one phone number (ie. 519-763-1226) for stakeholders to call to. -The capability to allow for an auto attendant (answering service) to assist with directing calls. -There will no longer be busy signals or waiting for a line in order to make or receive a call. -Voicemail messages can be retrieved via email or on a cell phone. -There is a softphone (ie. wireless or wired headsets) option. It is recommended that only one option be permitted (ie. a physical phone or a headset, not both). Calls can be directed or transferred using a softphone through the use of the online application. -There is an option to rent a physical phone (ie. 3 year term with reprogramming offered) as opposed to purchasing the physical phones. -For users that prefer a wireless or wired headset (and not a physical telephone), calls can be made from the computer using the online application through an internet connection with the Township's phone number being displayed on caller display. -Call forwarding capabilities (ie. for after hours on-call emergency matters). -Ability to note when a user of the system is on a call, away from their desk, out of the office, etc. -Onserve (Township's IT provider) has a partnership with Ziptel Network (VOIP provider) which allows for effective and quick turnaround support. Onserve is the primary level of support for this service which enables a one stop shop for issues should they arise. The phone system is hosted by Onserve and Ziptel in their datacentre. Onserve is also able to pull statistics on the call quality and call volume through the operations and monitoring reporting. -Programming in the system allows time intervals which define the year's schedule (ie. statutory holidays or after business hours) and the system automatically displays closed greetings that allow the caller to route through the specific department to leave a voicemail. It also allows the caller to dial a specific extension (which is call forwarded to a mobile phone) for after hours emergencies. 		
4 - Risk Assessment		

- The Township's current infrastructure (ie. internet speed, wiring, switch, etc.) are sufficient for the effective implementation of VOIP. The Township recently upgraded internet services to a faster internet that can accomodate a VOIP solution.
 - Existing advertised phone numbers (ie. fire department, roads department, ORC, PCC, etc.) can be ported to the VOIP system to enable callers to continue to access the Township even with older phone numbers.
 - It will also be required that the Township keep an analog line for emergency purposes (ie. if the internet went down, for fax lines, for security alarms, etc.). There is also the ability to utilize the call forwarding feature (ie. to cell phones) should the internet go down. Also, each municipal building (ie. Municipal Office, Optimist Recreation Centre, Puslinch Community Centre) require one phone with an emergency 911 analog line.
 - The VOIP system also has a call answering service that works with 911 to ensure the location is verified.
-

5 - Financial Impact

One-time request for 2019 Budget only?

No

Initial One-Time Cost:

- labour cost to set-up the system - \$500
- phone purchase cost: \$255 per phone (with a one year warranty). The benefits of the phone rental option are lower up-front costs, phone warranty coverage for more than one year, reprogramming as required, etc.). Township staff have incorporated the phone rental option in the cost analysis below.
- headset (wireless - \$350; wired - \$200) - It is recommended that only one option be permitted (ie. a physical phone or a headset, not both). Calls can be directed or transferred through the use of the online application.

Ongoing Annual Costs:

Physical Phone Options:

- extension cost: \$270 per user
- phone rental cost: \$110 per phone

Softphone Options:

- extension cost: \$270 per user
- online application for incoming/outgoing calls and voicemail access: \$50.00 USD per user.

Council Members:

Currently, Council members do not have Township supplied phones. With the VOIP solution, Council is able to make calls from their laptop at home with internet connection. Should Council wish to be incorporated in the VOIP implementation, the following incremental cost options would be applicable:

Option A: In order to make incoming and outgoing calls using VOIP system

Initial One-Time Cost:

- wired headset - \$200 per Council Member

Ongoing Annual Costs

- online application for incoming/outgoing calls: \$50.00 USD per Council Member
- extension cost: \$270 per Council Member

Option B: No incoming and outgoing calls - only voicemail to email

Ongoing Annual Costs: \$245 per Council Member

Current Costs (2018)

Fax Line	\$1,103
Main Lines * 4	\$4,136
Police	\$1,043
Fire Dispatch Line	\$1,043
Fire Main Line	\$1,267
Line	\$1,403
Optimist Recreation Centre	\$1,103
Puslinch Community Centre	\$998
Emergency Operations * 6 lines	\$3,828

Total Costs **\$15,924**

VOIP Proposed Costs (2019)

Department	Quantity	Extension Cost	Subtotal - Extension Cost	Phone Rental Cost	Subtotal - Phone Rental	Total Cost
Public Works	3.00	\$270	\$810	\$110	\$330	\$1,140
Finance	6.00	\$270	\$1,620	\$110	\$660	\$2,280
Administration	4.00	\$270	\$1,080	\$110	\$440	\$1,520
Building	2.00	\$270	\$540	\$110	\$220	\$760
By-law	1.00	\$270	\$270	\$110	\$110	\$380
Services	7.00	\$270	\$1,890	\$110	\$770	\$2,660
Lunch Room	1.00	\$270	\$270	\$110	\$110	\$380
Ontario Provincial Police						\$1,043
PCC	Analog Line - outgoing 911					\$998
ORC	Analog Line - outgoing 911					\$1,103
Municipal Office	2 Analog Lines - faxes, security, internet outage, outgoing 911, etc.					\$1,276

Total Costs **\$6,480** **\$2,640** **\$13,540**

Initial one-time setup cost of VOIP system \$500

\$14,040

Members of Council - Option A - Ongoing Annual Costs **\$1,600**

Members of Council - Option A - Wired Headset Cost (Initial One-Time Cost) **\$1,000**

Members of Council - Option B (only voicemail to email access) **\$1,225**

Furniture/Fixtures Required for new staff?

No

Computer Required for new staff?

No

Fleet Vehicle Required for new staff?

No

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

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2019 REQUESTED BASE BUDGET INCREASES

Department Municipal Office

Priority **1**

1 - Purpose of Expenditure

To add an additional cleaning session per week (ie. from 2 sessions to 3 sessions).

2 - Need

In order to maintain an appropriate level of cleanliness in the Municipal Office, it is recommended that the Township increase cleaning services from 2 sessions to 3 sessions per week.

3 - Benefit of the Investment

See above

4 - Risk Assessment

No specific risk.

5 - Financial Impact

One-time request for 2019 Budget only?

No

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance
Building Surplus	\$977	N/A	N/A
Total Revenues/Reserves	\$977	\$0	\$0

Expenses Incurred

Increase in Expense	\$3,256
Total Expenses	\$3,256

Tax Levy Impact

\$2,279

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

2019 REQUESTED BASE BUDGET INCREASES

Department Fire Priority

High

1 - Purpose of Expenditure

Fire Hose immediately required and for future equipment needs

2 - Need

Replacement of fire hose that has failed testing. (2 years of failed hose has not been replaced) Also, this budget line consistently over-budget.

3 - Benefit of the Investment

Safety of our fire fighters and for adequate fire suppression service.

4 - Risk Assessment

Adequate hose inventory is required to perform our services safely and efficiently.

5 - Financial Impact

One-time request for 2019 Budget only? No - Permanent Increase

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
	\$0	N/A	N/A
Total Revenues/Reserves	\$0	\$0	\$0

Expenses Incurred

	\$6,000
Total Expenses	\$6,000

Net Expense/(Revenue) **\$6,000**

Furniture/Fixtures Required for new staff?	
Computer Required for new staff?	
Fleet Vehicle Required for new staff?	

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

2019 REQUESTED BASE BUDGET INCREASES

Department Fire 01-0040-4309

Priority

High

1 - Purpose of Expenditure

Blue Card Incident Command Instructors Course for a Training Officer

2 - Need

Presently only the Fire Chief has this certification.

3 - Benefit of the Investment

This command system is internationally recognized and used currently by Puslinch and our neighbouring departments.

4 - Risk Assessment

For continuity of training, it is imperative that more than one employee is a certified instructor.

5 - Financial Impact

One-time request for 2019 Budget only?

Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Current Professional Development Budget	\$1,395	N/A	N/A
Total Revenues/Reserves	\$1,395	\$0	\$0

Expenses Incurred

Blue Card Command Instructor Training	\$6,000
Total Expenses	\$6,000

Net Expense/(Revenue)

\$4,605

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH

2019 OPERATING BUDGET

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2019 REQUESTED BASE BUDGET INCREASES

Department

Administration

Priority

1 - Purpose of Expenditure

To have a summer student on a 16 week program through Canada Works to assist the Heritage Advisory Committee to meet its deliverables by: reviewing the Heritage Register for accuracy as it relates assessment roll number, legal description, municipal address, year of listing, year of plaquing, structure, associated criteria and special notes and GIS coordinates. Once the Heritage Register is complete through approval by the Heritage Committee and Council digitize the inventory of plaqued heritage sites, and other sites of heritage significance for the Township website for public access.

2 - Need

This is an important task for the commenting on development applications by the Heritage Committee. The circulation requirements of the Planning Act require staff to provide notice to the Heritage Committee of specific development applications such as zoning and minor variances. Ensuring both staff and the Committee have access to an accurate and up-to-date Heritage Register is integral to providing informed comments. Raising awareness through the website of the Township's rich built heritage and agricultural and village heritage landscapes that are a significant component of the Township identity. Presently this information can only be accessed by consulting the catalogue of binders in the Township Administration Office.

3 - Benefit of the Investment

As the City of Guelph proceeds with intensive urban development plans to the the Puslinch boundary at Maltby Road, and as the proposed Highway 6 by-pass is scheduled to begin in 2019, a publically accessible inventory of the Township's heritage buildings and landscapes will assist residents in positive identification and engagement with their community. There is an economic benefit so far as this inventory with maps and photos will provide visitors and tourists with information on heritage properties in the Township, and will identify those properties that have been adaptively reused for public use as stores, restaurants, etc.

4 - Risk Assessment

Reference is made to information that may not be correct.

5 - Financial Impact

One-time request for 2019 Budget only?

Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Canada Summer	\$3,920	N/A	N/A
Total Revenues/Reserves	\$3,920	\$0	\$0

Expenses Incurred

Wages	\$7,840
Benefits	\$978
Total Expenses	\$8,818
Net Expense/(Revenue)	\$4,898

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Furniture/Fixtures Required for new staff?	Yes
Computer Required for new staff?	Yes
Fleet Vehicle Required for new staff?	No

TOWNSHIP OF PUSLINCH 2019 OPERATING BUDGET

2019 REQUESTED BASE BUDGET INCREASES

Department	<u>Public Works</u>	Priority	<div>1</div>
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1 - Purpose of Expenditure

Calcium Chloride for dust control

2 - Need

Require 240,000 litres per year for dust control. Unexpected increase of \$0.04 per litre in 2018 and a increase of \$0.01 per litre in 2019

3 - Benefit of the Investment

Maintain status quo for dust control on gravel roads

4 - Risk Assessment

Dust complaints, health issues

5 - Financial Impact

One-time request for 2019 Budget only? No - Permanent Increase

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
	\$0	N/A	N/A
Total Revenues/Reserves	\$0	\$0	\$0

Expenses Incurred

01-0030-4213	Calcium	\$12,400
Total Expenses		\$12,400

Net Expense/(Revenue) **\$12,400**

Furniture/Fixtures Required for new staff?	No
Computer Required for new staff?	No
Fleet Vehicle Required for new staff?	No

Conference, Seminar and Training Budget

Schedule D to Report FIN-2019-004

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Administration	CAO/Clerk	3	CAO Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	CAO/Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	CAO/Clerk	4	AMO Conference	Ottawa	\$ 700.00
Administration	Deputy Clerk	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	Deputy Clerk	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Administration	Deputy Clerk	2	AMCTO Courses	Ontario	\$ 700.00
Administration	Deputy Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	Administrative Assistant	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Administration	Administrative Assistant	Online	AMCTO Courses - Municipal Administration Program - Unit 1 and Unit 2	Online	\$ 732.67
Administration	Firehouse Training	3	Firehouse Training	Township Office	\$ 7,000.00
Administration	All Employees - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 5,000.00
Administration	All Employees - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	0	Website Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Records Management Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Microsoft Office Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Keystone Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Management Training	Township Office	\$ -
Building	Building Inspector	15	3 Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	15	3 OBOA Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	5	OBOA Annual Meeting & Training Session (AMTS)	Ontario	\$ 900.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Customer Service Coordinator	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Customer Service Coordinator	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Taxation and Customer Service Supervisor	5	OBOA General Legal - 2012	Ontario	\$ 700.00
Building	Customer Service Coordinator	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Allocation - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 900.00
Building	Allocation - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 1,500.00
Building	Allocation - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 900.00
By-law	By-law Enforcement Officer	5	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting	Niagara Falls	\$ 1,200.00
Finance	Director of Finance/Treasurer	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Finance	Director of Finance/Treasurer	3	MFOA Conference	Niagara Falls	\$ 500.00
Finance	Taxation and Customer Service Supervisor	Online	AMCTO Courses - Municipal Finance & Accounting Program - Unit 1 and Unit 2	Online	\$ 732.67
Finance	Deputy Treasurer	1	Any required training	Ontario	\$ 500.00
Finance	Customer Service Coordinator	Online	Municipal Tax Administration Correspondence through Seneca	Online	\$ 881.65
Fire and Rescue	Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 750.00
Fire and Rescue	Fire Chief	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Fire and Rescue	Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Deputy Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	750
Fire and Rescue	Deputy Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Health and Safety Training Officer	See BBI	Blue Card Command Instructors' Course	Ontario	\$ 1,395.00
Fire and Rescue	Chief Training Officer	5	Ontario Fire College Fire Instructor's Seminar	Gravenhurst	\$ 65.00
Fire and Rescue	2 Health and Safety Committee Members		PSHSA H&S Certification Part 1 and Part 2	Ontario	\$ 1,400.00
Fire and Rescue	Volunteer Firefighter	2	Fire Service Women Conference	Sarnia	\$ 350.00
Fire and Rescue	3 New Qualified Acting Captains	5	Blue Card Command - On-line Course - 40 Hours	Online Course	\$ 1,800.00

Conference, Seminar and Training Budget

Schedule to Report FIN-2019-004

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Fire and Rescue	Other Firefighters not described above	15	Ontario Fire College Courses	Gravenhurst	\$ 995.00
Fire and Rescue	Resource Materials	N/A	Textbooks, dvds, training props, misc.	N/A	\$ 950.00
Fire and Rescue	Resource Materials	N/A	Blue Card Command Resources and Admin Centre	N/A	\$ 3,730.00
Fire and Rescue	Public Fire and Life Safety Educator	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 350.00
Fire and Rescue	Chief Fire Prevention Officer	3	OMFPOA Training and Educational Symposium	Windsor	\$ 575.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Guelph	\$ 600.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Cambridge	\$ 600.00
Planning	Development and Legislative Coordinator	3	Ontario Association of Committee of Adjustment Conference	Niagara Falls	\$ 530.40
Planning	Development and Legislative Coordinator	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Planning	Development and Legislative Coordinator	Online	AMCTO Courses - Municipal Administration Program - Unit 1	Online	\$ 435.05
Public Works	Public Works and Parks Supervisor	2	Association of Ontario Road Supervisors- PWLDP	TBD	\$ 1,200.00
Public Works	TBD	1	Safety/Equipment Training	TBD	\$ 220.00
ORC	Richard Hoover	3	Ontario Recreation Facilities Association Training	Guelph	\$ 555.00
ORC	TBD	1	Olympia Training	ORC	\$ 445.00

Directly from Expense Policy:

Clause 4.2. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by the CAO/Clerk.

Clause 4.3. Conference, seminar, or training attendance is limited to the following:

Two (2) job-related conferences per year in Ontario or one (1) outside of Ontario.

Two (2) job-related off-site training sessions per year in Ontario or one (1) outside of Ontario.

Conference, seminar, and training sessions must be itemized in the annual budget of each department

Attendance at conference, seminar, and training sessions are limited to a maximum of ten (10) business days.

Additional mandatory training requires approval by the CAO/Clerk.

Memberships and Associations Budget

Schedule E to Report FIN-2019-004

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Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Administration	CAO/Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	CAO/Clerk	Ontario Municipal Administrators' Association	N/A	\$ 400.00	\$ 400.00
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Administrative Assistant	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Administration	Development & Legislative Coordinator	Institute of Law Clerks of Ontario Certification – <i>only applicable if the employee is a Law Clerk</i>	N/A	\$ 200.00	\$ -
Administration	Corporate Memberships	Municipal World	\$ 60.00	N/A	\$ 60.00
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 2,750.00	N/A	\$ 2,750.00
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 800.00	N/A	\$ 800.00
Administration	Corporate Memberships	Wellington County Clerks and Treasurers Association	\$ 200.00	N/A	\$ 200.00
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 1,750.00	N/A	\$ 1,750.00
Administration	Corporate Memberships	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 40.60
Administration	Corporate Memberships	Human Resources Download Program	\$ 3,700.00	N/A	\$ 2,590.00
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00

Memberships and Associations Budget

Schedule E to Report FIN-2019-004

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -
Building	Corporate Memberships	Ontario Association of Property Standards Officers	\$ 75.00	\$ 75.00	\$ 75.00
Building	Corporate Memberships	Municipal Law Enforcement Officers' Association	\$ 168.00	\$ 110.00	\$ 168.00
Building	Corporate Memberships	Ontario Onsite Waste Water Association	\$ 375.00	\$ 250.00	\$ 375.00
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 600.00	N/A	\$ 180.00
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 90.00
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 3,700.00	N/A	\$ 1,110.00
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 30.00
Building	Corporate Wide Membership Allocation - 30%	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 17.40
ORC	Facility Operator	Ontario Recreation Facilities Association	\$ 700.00	\$ 150.00	\$ 150.00
ORC	Facility Operator	TSSA Class B Refrigeration	N/A	\$ 70.00	\$ 70.00
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ 1,000.00
Finance	Deputy Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ -
Finance	Taxation and Customer Service Supervisor	Ontario Municipal Tax and Revenue Association	\$ 1,650.00	\$ 250.00	\$ -
Finance	Taxation and Customer Service Supervisor	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 325.00	N/A	\$ 325.00

Memberships and Associations Budget

Schedule E to Report FIN-2019-004

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 210.00
Finance	Corporate Memberships	Municipal Information Network	\$ 600.00	N/A	\$ 420.00
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00
Fire and Rescue	Chief Fire Prevention Officer	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58
Fire and Rescue	Public Fire and Life Safety Educator	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175.00 USD	N/A	\$ 221.00
Fire and Rescue	Corporate Memberships	National Fire Codes Subscription Service	\$1,500.00 USD	N/A	\$ 1,897.00
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50.00	N/A	\$ 50.00
Fire and Rescue	Corporate Memberships	Ontario Association of Fire Training Officers	\$ 150.00	N/A	\$ 150.00
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100.00	N/A	\$ 100.00
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250.00	N/A	\$ 250.00
Fire and Rescue	Corporate Memberships	Wellington Dufferin Mutual Aid Membership	\$ 1,000.00	N/A	\$ 1,000.00
Fire and Rescue	Corporate Memberships	Ontario Municipal Fire Prevention Officers Association	\$ 150.00		\$ 150.00
Fire and Rescue	Individual Membership	Fire Service Women Ontario		\$ 40.00	\$ 40.00

new 2019 request

new 2019 request

Memberships and Associations Budget

Schedule E to Report FIN-2019-004

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	
Fire and Rescue	Individual Membership	Ontario Fire Chiefs' Administrative Assistants Association		\$ 45.00	\$ 45.00	<u>new 2019 request</u>
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150.00	N/A	\$ 150.00	
PCC	Corporate Memberships	Parks and Recreation of Ontario	\$ 1,050.00	\$ 250.00	\$ -	
PCC	Corporate Memberships	Taste Real - County of Wellington	\$ 500.00	N/A	\$ 500.00	
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150.00	N/A	\$ 150.00	
Public Works	Director, Public Works and Parks	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Public Works	Director, Public Works and Parks	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Director, Public Works and Parks	County of Wellington Road Supervisors Association	N/A	\$ 200.00	\$ 200.00	
Public Works	Public Works and Parks Supervisor	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Public Works and Parks Supervisor	County of Wellington Road Supervisors Association	N/A	\$ 200.00	\$ 200.00	

Directly from Expense Policy:

Clause 1.1. The Township will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.

Clause 1.2. The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities. Requirements must be included and detailed in the employee's job description. A budget itemizing the memberships and associations paid by the Township for each department shall be included in the annual budget.

Clause 1.3. If the professional membership and association fee is not related to the employee's current position at the Township and not detailed in the job description, the employee is responsible for the full cost.

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Department	Account	Position	Uniform Item	# of items	Cost per Item	Cost
Building		Inspectors (2)	Safety Boots	2	\$ 175.00	\$ 350
Building		Inspectors (2)	Inspection Shirts	Unknown	Unknown	\$ 170
Building		Chief Building Official and Inspectors (2)	Gloves, Hardhat(s)	Unknown	Unknown	\$ 200
Fire and Rescue		All Staff	Sweaters	43	\$ 90.00	\$ 3,870
Fire and Rescue			Firefighting Boots	6	\$ 470.00	\$ 2,820
Fire and Rescue			Dress Uniforms	6	\$ 418.00	\$ 2,508
Fire and Rescue		All Staff	Gear cleaning and inspection	43	\$ 50.00	\$ 2,150
Fire and Rescue			Additional Uniform and Gear items as required			\$ 5,202
Public Works		Director of Public Works	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Director of Public Works	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Supervisor, Public Works and Pa	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Supervisor, Public Works and Pa	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Heavy Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Heavy Equipment Operator	Clothing	Clothing/Safety Allowance		\$ 225
Public Works		Senior Groundskeeper	Safety Boots	Clothing/Safety Allowance		\$ 175
Taxable Benefit	01-0030-4000	Senior Groundskeeper	Clothing	Clothing/Safety Allowance		\$ 225
ORC		Facility Operator (FT)		Safety Shoe Allowance and Shirts		\$ 260
ORC		Facility Operators (PT) * 3		\$85 per shirt * 3 Employees		\$ 255

Safety requirements

Directly from Expense Policy:

Clause 6.1. The Township will supply employees with distinctive clothing should that be required as part of carrying out their employment duties. The clothing shall incorporate the corporate approved logo. An employee that is supplied with Township clothing must wear this clothing at all times while on duty.

Clause 6.2. The Township will pay for the replacement of clothing on an as needed basis when approved by the Department Head as a result of the clothing being soiled or damaged beyond repair. A budget amount should be separately itemized and included in the annual budget of each department for the replacement of this type of clothing.

Clause 6.3 The following uniform and special clothing items shall be separately itemized and included in the annual budget of each department:

Public Works – Safety work shoes and clothing allowance of up to \$400 annually towards the cost of purchasing CSA certified footwear and other safety clothing for the full-time permanent staff in the Public Works department. These are reimbursable expenses (must be supported by original receipts). Any funds spent for the clothing allowance are treated as a taxable benefit. Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.

Building - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff who perform inspections in the Building department. These are reimbursable expenses (must be supported by original receipts).

Staff who perform inspections are also provided with Township supplied shirts of up to \$85 per employee.

Optimist Recreation Centre - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff in the Optimist Recreation Centre. These are reimbursable expenses (must be supported by original receipts). All permanent full-time and part-time employees are also provided with Township supplied shirts of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.

Fire and Rescue Services (excluding dress uniforms) – Township supplied shirts, pants/shorts, t-shirts, sweaters, baseball cap of up to \$90 annually per employee.

Fire and Rescue Services (dress uniforms) – Township supplied dress uniforms of up to \$418 per employee. One dress uniform is issued after three years of service to each employee in Fire and Rescue Services excluding Auxiliary Firefighters and the Administrative Assistant.

2015 Capital Plan Summary

Project Cost				Funding Type	Grand Total
Service	Department	Capital Project	Reserve Contribution	Discretionary_Reserves	
Planning					
	Planning				
		Municipal Servicing Standards	No		
Grand Total					

2018 Capital Plan Summary

Project Cost				Funding Type			
Service	Department	Capital Project	Reserve Contribution	Grant	Discretionary_Reserve	Restricted_Reserves	Grand Total
Building							
	Building						
		Tablet	No		\$9,000		\$9,000
General Government							
	Corporate						
		Municipal Class Environmental Assessment - M	No	\$262,500	\$87,500		\$350,000
		Municipal Drinking Water Well System - Feasibi	No	\$25,000	\$4,083		\$29,083
Finance							
		Asset Management Plan Revamp	No	\$50,000	\$8,000		\$58,000
Municipal Office							
		Meeting Room and New Flooring	No		\$10,000		\$10,000
Parks and Recreation							
	Parks						
		Puslinch Community Centre Park - Back Soccer	No			\$70,000	\$70,000
Public Works							
	Public Works						
		Bridge and Culvert Inspections - 2019	No		\$7,500		\$7,500
Grand Total				\$337,500	\$126,083	\$70,000	\$533,583

2019 Capital Plan

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserve	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Pump 31 Body Work and Paint Job	No			\$8,857		\$8,857
		SCBA Cylinders	No			\$0		\$0
		Structural Firefighter Ensemble	No		\$15,105			\$15,105
		Thermal Imaging Camera	No			\$5,980		\$5,980
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
		Carbon Monoxide Pulse Oximeter - Masimo Rad 57	No		\$4,679			\$4,679
		Apparatus Tire Replacement - Various Trucks	No			\$14,806		\$14,806
		Design of a Fully Serviced Station	No		\$10,000			\$10,000
General Government								
	Corporate							
		Computer Equipment	No		\$3,083	\$1,567		\$4,650
		Pay Equity Study	No		\$20,000	\$5,000		\$25,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
		Marketing and Branding Implementation	No	\$73,535	\$6,250			\$79,785
		GIS Integration of Zoning By-law	No			\$5,000		\$5,000
		Server Replacement	No		\$22,260	\$19,740		\$42,000
	Finance							
		2019 Development Charges Background Study	No		\$2,100		\$18,900	\$21,000
	Municipal Office							
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
		New Flooring - Council Chambers and Clerks Areas	No			\$10,000		\$10,000
		Security Enhancements	No		\$6,020	\$2,580		\$8,600
Parks and Recreation								

2019 Capital Plan

Project Cost				Funding Type	Levy	Discretionary_Reserve	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
	ORC							
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Puslinch Community Centre Park - Back Soccer Fields	No	\$584,255				\$584,255
		Fox Run Park - Survey and Drainage	No				\$12,500	\$12,500
		Fox Run Park - Accessible Walking Path and Benches	No	\$10,000			\$115,000	\$125,000
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Aberfoyle Sidewalks	No		\$25,000			\$25,000
		Concession 4- 35 to Sideroad 10	No		\$280,000			\$280,000
		Victoria Rd (Aberfoyle Pit 2 to County Road 36)	No	\$169,421	\$41,019		\$299,560	\$510,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Bridge and Culvert Inspections - 2019	No		\$7,500			\$7,500
		Concession 11 railway crossing - 34 to Sideroad 17	No		\$50,000			\$50,000
		Concession 1 -35 to Sideroad 20 South	No		\$303,000			\$303,000
		Concession 2- Sideroad 10 South to 32	No		\$5,400	\$228,000		\$233,400
		Gravel Packer - New Equipment for Grader	No		\$26,000			\$26,000
Grand Total				\$837,212	\$1,059,916	\$301,530	\$445,960	\$2,644,618

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - GIS Integration - Online Version of Comprehensive Zoning By-law - Permitted Uses and Special Provisions for each Property
Project Type - Technological and Customer Service Enhancement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Comprehensive zoning by-law was passed in 2018. The interactive online version of the by-law would link to the Geocortex system and allow customers and internal staff including the Building Department staff involved in the building permit intake process to click on a property to determine the permitted uses and special provisions for the property. It is recommended that 50% of the cost be Building Reserve funded as zoning is applicable law under the Building Code Act.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Not applicable

4 - Project Description

See purpose above.

5 - Capital Funding for 2019 Expenditures

Tax Levy		Additional information related to DC's	
Cash in Lieu of Parkland			
Building Surplus Reserve	2,500	Project # and Description in DC	
Corporate IT Software	2,500		
Discretionary Reserve			
Development Charges <small>Note A</small>			
Other (grants)		Year in DC Study	
		% of DC Funding allowed in DC	
Total Funding	5,000	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases <small>Note B</small>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
County of Wellington Services				5,000	5,000				
					-				
					-				
					-				
Total Cost	-	-	-	5,000	5,000	-	-	-	-
<small>Note B:</small> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Pay Equity Study

Project Type - Study

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Compensation review to ensure that salary levels for Township positions remain competitive with external market, that internal equity has been maintained and that pay equity maintenance obligations in the Pay Equity Act are met.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Not applicable

4 - Project Description

The last pay equity study was completed in 2014. It was recommended by McDowall Associates that job evaluation, weighting/banding and salary structure be reviewed every 5 to 7 years to ensure that these key elements of the compensation program are able to support organizational requirements.

5 - Capital Funding for 2019 Expenditures

Tax Levy	20,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax			
Aggregate Levy			
Cash in Lieu of Parkland			
Building Surplus	5,000		
Development Charges Note A			
Capital Carry-forward			
Other (grants)			
Total Funding	25,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Consulting Services				25,000	25,000				
					-				
					-				
					-				
Total Cost	-	-	-	25,000	25,000	-	-	-	-
^{Note B:} The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Marketing and Branding Implementation

Project Type - Destination Marketing/Branding

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Several recent reports recommended that the Township undertake destination marketing/branding initiatives. The Township's Business Retention and Expansion Report indicates that a barrier Township businesses identified was the lack of signage/awareness of amenities. Recommendation number 41 in the Recreation and Parks Master Plan indicates establishing a consistent signage design template and install at all parks, recreation facilities, and trail heads. The Township's Community Improvement Plan recommended undertaking the development of branding and marketing materials. The Township's Community Based Strategic Plan recommended that the Township "Create a Puslinch Identity" through destination marketing/branding. The County of Wellington developed a Signage Plan in February 2016 to complement and unify member municipality signage. The Township's Logo and Brand Strategy project recommended the following logo/brand implementation initiatives:

- 1.) Master Planning Exercise to identify key areas within the Township most appropriate for signage (ie. replaceable lamp post banners, signage at main Township entries, Township flags available to residents, etc.) - \$3,500
- 2.) Develop signage assets for identified areas (ie. signage identifying Township facilities, parks, trails, wayfinding signage, urban centre identification signage, etc.) - \$22,500
- 3.) Add livery to government vehicles and equipment - \$2,500 per vehicle/equipment * 23 (equipment replacement schedule) = \$57,500
- 4A.) Website upgrades including new logo and brand and to ensure consistent website experience from desktop to mobile - \$17,000 (eSolutions quote)
- 4B.) Audit and edit of key content to include brand attributes - \$2,800
- 5.) Business materials (ie. business cards, letterhead, envelopes, etc.) - \$1,500
- 6.) Mark government building main entrances with new identity - \$1,000
- 7.) Update Township uniforms and clothing with new identity - as required

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Throughout the Township

4 - Project Description

It is recommended that this be a two phase project that extends to 2020 in order to enable utilizing funds from the County's Business Retention and Expansion Implementation Fund grant funding again in 2020 (annual application). The Township applied to the Rural Economic Development (RED) Program with the Ontario Ministry of Agriculture, Food and Rural Affairs. Grant applicants will be notified of approval by January 2019. The costs for external signs and decorative flags are not eligible under the RED program. The following eligible costs under the RED application are noted below:

- signage design costs - \$3,800
- website upgrades - \$3,500
- business materials - \$1,500

It is recommended that the Ontario Main Street Revitalization Initiative (OMSRI) funds of \$44,135.34 (in accordance with Council Resolution No. 2018-159) be utilized to fund the actual signage costs and the installation of the signage within the main street areas, as defined in the Township's existing Community Improvement Plan. This includes wayfinding/directional and gateway signage within the CIP project area (ie. Aberfoyle and Morriston urban centres), and consistent signage installed at the Puslinch Community Centre grounds and facilities (2 signs), Millenium Garden, Historic Corner Block (Church and Queen Street). Eligible costs under the OMSRI can only be incurred up until March 31, 2020.

5 - Capital Funding for 2019 Expenditures

Tax Levy	6,250	Additional information related to DC's	
Cash in Lieu of Parkland			
Discretionary Reserve			
Development Charges Note A			
County of Wellington BR+E Fund	25,000		
Rural Economic Development Program	4,400	Project # and Description in DC	
Ontario's Main Street Revitalization Initiative	44,135	Year in DC Study	
Total Funding	79,785	% of DC Funding allowed in DC	
		Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Marketing and Branding Implementation				79,785	79,785	25,000			
					-				
					-				
					-				
Total Cost	-	-	-	79,785	79,785	25,000	-	-	-
^{Note B:} The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

[Back to Index](#)

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Computer Equipment

Type - Replacement of Laptops and Desktops

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

5 year replacement cycle for laptops and desktops.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Township Office

4 - Project Description

1 laptop is being replaced in the fire department and 2 desktops are being replaced in the Customer Service front desk. All of the replacements are at least 5 years of age.

1 laptop - \$1,500

1 docking station - \$250

2 desktops - \$1,000 each - \$2,000

Onserve setup - \$270 times 3 = \$810

Total cost - \$4,560 + nonrefundable portion of HST = \$4,650

5 - Capital Funding for 2018 Expenditures

Tax Levy	3,083	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
In Lieu of Parkland			
Building Reserve	1,567		
DC Reserve Fund <small>Note A</small>			
Other (grants)			
Total Funding	4,650		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2018								
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Replacement of laptops/desktops		4,650			4,650	10,000	10,000	10,000	10,000
					-				
					-				
					-				
Total Cost	-		-	-	4,650	10,000	10,000	10,000	10,000
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./ (Rev.)	-	-	

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Finance

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Development Charges Study

Project Type - Study

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

New study has commenced in 2018 in order to meet the legislative deadline to pass the by-law by September 2019 (required to be updated every 5 years).

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Not applicable

4 - Project Description

Unless it expires or is repealed earlier, a development charge by-law expires five years after the day it comes into force. By-Law No. 2014-054 expires on September 3, 2019.

5 - Capital Funding for 2019 Expenditures

Tax Levy	2,100	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Cash in Lieu of Parkland			
Building Surplus			
Development Charges Note A	18,900		
Capital Carry-forward			
Total Funding	21,000		
		6 - Development Charges Study	
		2019	
		90%	
		Administration Studies	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Consulting Services				21,000	21,000				
Total Cost	-	-	-	21,000	21,000	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

Incremental Revenues	2019	Annualized	# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Thermal Imaging Camera

Type - Replacement Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Thermal imaging originally purchased in 2009 is a method of improving visibility of objects in a dark environment by detecting the objects' infrared radiation and creating an image based on that information. Thermal imaging camera are primarily used in fire events, hazardous material leaks and missing persons (dark environment). This tool is vital in locating fires, firefighters and/or victims within a structure. The recommended lifecycle is 10 years as per manufacturer's recommendation. The current camera is outdated and requires replacement.

Thermal Imaging Cameras are used for search and rescue activities both in structures and for use outdoors. Thermal Imaging Cameras are also used for fire attack, inspecting for fire extention, overhaul activities, hazardous materials calls, arson investigation and motor vehicle accidents. In smoke filled enviroments it assists with visibility. It also will identify and sense temperature differentials. Thermal Imaging Cameras are also sensitive enough to find heat traces, such as foot prints.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Station - Aerial 33

4 - Project Description

Thermal Imaging Cameras are tools essential to the fire service and assist in the safety of our fire fighters. Previously budgeted for \$10, 300. We have sourced a Thermal Imaging Camera that will suit our needs at this lower cost.

5 - Capital Funding for 2019 Expenditures

Tax Levy

Gas Tax

Aggregate Levy

Cash in Lieu of Parkland

Equipment Replacement

Discretionary Reserve

Development Charges Note A

5,980

Additional information related to DC's

Project # and Description in DC

Year in DC Study

Other (grants)		% of DC Funding allowed in DC	
Total Funding	5,980	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Thermal Imaging Camera		4,935			4,935				
Truck Mount/Charger		1,045			1,045				
					-				
Total Cost	-	5,980	-	-	5,980	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2019	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Paint Pumper 31 Truck Body

Type - Paint Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

To remove rust and old paint that is flaking off the truck body of Pumper 31. Pump 31 is not due for replacement until 2025.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Station - Pumper 31 - Asset Number 5031

4 - Project Description

Remove and replace all equipment, roll-up doors, lights, e.t.c. located on Pumper 31 truck body. Soda blast corrosion, body work, prep, prime and paint. (\$7356.80) Replace decals (\$1500).

Staff reviewed the option of wrapping the vehicle with vinyl, however this was not a recommended option by Fleet Image.

5 - Capital Funding for 2019 Expenditures

Tax Levy

Gas Tax

Aggregate Levy

Cash in Lieu of Parkland

Vehicle Replacement

Discretionary Reserve

Development Charges Note A

Other (grants)

Total Funding

8,857

8,857

Additional information related to DC's

Project # and Description in DC

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Materials and Labour		8,857			8,857				
					-				
					-				
Total Cost	-	8,857	-	-	8,857	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Carbon Monoxide Pulse Oximeter - Masimo Rad 57

Project Type - New Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Carbon Monoxide (CO) is an odorless, colorless gas that can cause sudden illness and death. CO is produced from a variety of sources such as vehicles, gasoline engines, camp stoves, lanterns, burning charcoal and wood, heating systems, poorly vented chimneys and natural gas/propane burning appliances. Structural fires are another common source of CO exposure for both victims and firefighters. Using a CO Pulse Oximeter provides firefighters with a patient's pulse, oxygen saturation and carbon monoxide level in the patient's blood. Firefighters are always at risk of CO poisoning and should be evaluated while in rehab during firefighting operations. Using a Pulse CO-oximeter is simple, accurate and very fast. The signs and symptoms of CO poisoning often are similar to other illnesses, which may lead to a misdiagnosis by medical providers. Prehospital providers need to be aware of these symptoms and how they may be present with patients experiencing elevated levels of carboxyhemoglobin. The only way to truly diagnosis Carbon Monoxide poisoning in the field is through the use of a CO Pulse Oximeter.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire station - Rescue 35 equipment inventory

4 - Project Description

A CO pulse oximeter would aid in the diagnosis of CO poisoning and in turn expedite the treatment for CO poisoning. It is also used to provide a patient's pulse and oxygen saturation.

5 - Capital Funding for 2019 Expenditures

Tax Levy	4,679	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Cash in Lieu of Parkland			
Equipment Replacement			
Discretionary Reserve			
Development Charges Note A			
Other (grants)			
Total Funding	-		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Materials and Labour		4,679			4,679				
					-				
					-				
Total Cost	-	4,679	-	-	4,679	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Apparatus Tires

Type - Replacement of Original Tires

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Currently tires have not had a replacement schedule. It was realized that due to the wear and the deterioration of the tire composition, that replacement is required and had not been previously budgeted in the Capital Budget and Forecast. The Township's recent Asset Management Program - Phase 2 project identifies the need to establish a replacement schedule for vehicle tires as a component of the entire asset (the lifecycle of tires is lower than the lifecycle of the vehicle).

NFPA® 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles 2017 Edition indicates:

8.3.6* Tires shall be replaced at least every 7 years or more frequently when the tread wear exceeds state or federal standards as determined by measuring with a tread depth gauge. [See 6.3.1(4). * Tires have a tread depth of less than 4/32 in. (3.2 mm) on any steering axle or 2/32 in. (1.6 mm) on any nonsteering axle at any two adjacent major tread grooves anywhere on the tire.

The NFPA 1911 Standard is a guideline. It is recommended that the Township's policy for tire replacement be 10 years (for vehicles with a 20 year lifecycle) and 8 years (for vehicles with a 25 year lifecycle).

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire & Rescue vehicles:

Pump 31 - Asset No. 5031

Tanker 37 - Asset No. 7006

Tanker 38 - Asset No. 5038

Car 1 (Pick-up truck) - Asset No. 7005A

4 - Project Description

A tire replacement schedule has been provided to Urban Environmental Management as part of the Township's Asset Management Program - Phase 2 project. The safety of fire fighters when operating vehicles rests on apparatus tires. Some of the busy days for suppression crews are when there is inclement weather and poor driving conditions. Puslinch Fire and Rescue vehicles and personnel must safely arrive at their destination and in a timely manner. By ensuring our rubber stays on the road, we are also possibly preventing a vehicle collision.

5 - Capital Funding for 2019 Expenditures

Tax Levy		Additional information related to DC's		
Gas Tax				
Aggregate Levy				
Cash in Lieu of Parkland Vehicle Replacement Discretionary Reserve	14,806			
Development Charges Note A				
Other (grants)		Project # and Description in DC		
Total Funding	14,806	Year in DC Study		
		% of DC Funding allowed in DC Service Area in DC		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases Note B				
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023	2024
Pump 31 (all 6 tires)	4,884				4,884					
Tanker 37 (8 of 10 tires)	6,984				6,984					
Tanker 37 (2 front tires)	-				-					1,746
Tanker 38 (2 front tires)	1,746				1,746					
Car 1 (all season - 4 tires)	1,192				1,192					
Aerial 33 (all 6 tires)					-		5,238			
Pump 32 (all 6 tires)					-			4,404		
Rescue 35 (replace vehicle - 2020)								-		
Total Cost	14,806	-	-	-	14,806	-	5,238	4,404	-	1,746

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Structural Firefighting Ensembles

Type - Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Structural firefighting ensembles have a 10-year life cycle from the date of manufacturer as per National Fire Protection Association 1851 "Standard on Selection, Care, Maintenance of Protective Ensembles for Structural Firefighting".

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

This product is required by each fire and rescue firefighter staff member

4 - Project Description

Structural firefighting ensembles (pants and jacket) is a three-component ensemble intended to protect the fire fighter from radiant and thermal exposure, unexpected flashover conditions, and puncture and abrasion hazards while still maintaining an adequate level of dexterity and comfort. Five (5) firefighter ensembles required in 2019 at a cost of \$2731 per unit. Five (5) helmets required in 2019 at a cost of \$290 per unit.

Please note that structural firefighter ensemble is custom fitted to each firefighter. However, there have been instances where firefighter gear of resigned firefighters are re-used for the newly recruited firefighters (ie. firefighters who are the exact same size).

Unused structural firefighter ensemble (ie. after the ensemble reaches its 10 year useful life) is sent to "Firefighters without borders" and the "Northern Protection Association" as donations for communities that cannot support their own fire service. This gear is still suitable for defensive firefighting and these communities do not conduct aggressive interior firefighting, just defensive/exterior operations.

Prior to the purchase of the structural firefighting gear, staff will look for cost saving opportunities through cooperative purchasing opportunities with neighboring municipalities.

5 - Capital Funding for 2019 Expenditures

Tax Levy

15,105

Gas Tax

Aggregate Levy

Cash in Lieu of Parkland		Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Discretionary Reserve			
Development Charges ^{Note A}			
Other (grants)			
Total Funding	15,105		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Structural firefighting ensembles		15,105			15,105	9,063	6,042	-	12,084
					-				
					-				
					-				
Total Cost	-	15,105	-	-	15,105	9,063	6,042	-	12,084

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2019	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Municipal Office

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - New Flooring

Project Type - Facility Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Continue upgrading flooring for a consistent and improved aesthetic appeal in the Municipal Office.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Municipal Office

4 - Project Description

It is recommended that the flooring be upgraded for the Clerks area and Council Chambers.

5 - Capital Funding for 2019 Expenditures

Tax Levy	7,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax			
Aggregate Levy			
Cash in Lieu of Parkland			
Building Surplus Reserve	3,000		
Development Charges <small>Note A</small>			
Other (grants)			
Total Funding	10,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
New Flooring				10,000	10,000				
					-				
					-				
					-				
Total Cost	-	-	-	10,000	10,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET

Department

Municipal Office

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Security Enhancements

Project Type - New Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Security enhancements to the Municipal Office.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Municipal Office

4 - Project Description

Installation and labour for security enhancement features for the Municipal Office including Public Works and Fire.

5 - Capital Funding for 2019 Expenditures

Tax Levy	6,020	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Cash in Lieu of Parkland			
Building Surplus Reserve	2,580		
Development Charges Note A			
Other (grants)			
Total Funding	8,600		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Materials and Labour				8,600	8,600				
Total Cost	-	-	-	8,600	8,600	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

Incremental Revenues	2019	Annualized	# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs	244			
Total Incr. Exp./(Rev.)	244	-		

24 hour monitoring by a ULC Listed Alarm Service Provider is \$19.99 + tax per month with a provided customer analog phone line.

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Fox Run Park - Survey and Drainage

Project Type - Parks Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

At the September 19, 2018 Council Meeting, Council directed staff through Council Resolution No. 2018-283 to include funds in the 2019 budget for consideration to maintain the park to the current standard, address the drainage issues of the park, and complete other enhancements as discussed in the next Capital Budget Sheet titled "Fox Run Park - Accessible Walking Path and Benches."

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fox Run Park

4 - Project Description

1.) Completion of a survey to note the boundaries of the property and any encroachments on Block 55, Plan 795 - \$4,000

GM BluePlan Costs:

2.) Comparing the current drainage with what was approved as part of the original subdivision for Fox Run Phase 1 which includes completion of a topographic survey, preparing base plan and comparing to approved plan - \$3,300

3.) Fixing drainage issues including preparation of drainage design and drawing, preparation of quotation package, obtaining quotes, and overseeing construction - \$5,200

Please note, item number 3 above does not include the actual construction costs associated with fixing the drainage issues as the extent of work required is not determinable until such time as item number 2 above is completed.

5 - Capital Funding for 2019 Expenditures

Cash in Lieu of Parkland	12,500	Additional information related to DC's	
Discretionary Reserve		Project # and Description in DC	
Development Charges Note A		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	12,500	Service Area in DC	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Consulting Fees	12,500				12,500				
Drainage Construction Costs	not known				-				
Total Cost	12,500	-	-	-	12,500	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

In 2018, Fox Run Park was cut bi-weekly by an outside contractor. Therefore, the non-incremental costs associated with maintaining the park to its current standard are budgeted in Contract Services - 01-0110-4320 as part of the Operating Budget at an amount of \$3,240.

TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Fox Run Park - Accessible Walking Path and Benches
Project Type - Parks Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

This Capital Budget Sheet is in addition to the Capital Budget Sheet titled "Fox Run Park - Survey and Drainage".

At the September 19, 2018 Council Meeting, Council directed staff through Council Resolution No. 2018-283 to include funds in the 2019 budget for consideration to maintain the park to the current standard, identify the park with signage upon completion of the Township's logo and branding project, proceed with the installation of an accessible walking path and benches to be completed in 2019, and report back on the feasibility of the completion of the above without the use of a consultant.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fox Run Park

4 - Project Description**GM BluePlan Costs:**

1.) Facilitating an accessible walking trail from one side of the park to the other side of the park including preparation of design drawing package, preparation of quotation package, obtaining quotes, and overseeing construction - \$6,000.

Prior to finalization of the design of the accessible walking trail, staff recommend that a Public Open House be held to obtain feedback from the community.

Other Costs:

2.) Benches are estimated at two at \$2,000 each - \$4,000

3.) Signage - costs are included in the Capital Budget and Forecast in 2019 and 2020 titled "Marketing and Branding Implementation" for all signage identifying Township facilities, parks, trails, and vehicles.

Township staff have not determined the costs associated with other alternatives for designing the accessible asphalt walking trail (ie. University of Guelph).

The estimated cost (obtained from GM BluePlan) for the construction of a 2.5 metre width accessible asphalt walking trail from each side of the road is \$230/metre. The length of Fox Run Park from one side of the road to the other is approximately 400 metres. The 400 metres is recommended to be multiplied by 1.25 times in order to account for the winding of the accessible walking trail. Based on this analysis, the approximate cost for constructing an accessible asphalt walking trail is \$115,000 (calculated as 400 metres * 1.25 times * \$230/metre).

5 - Capital Funding for 2019 Expenditures

Tax Levy	
Wellington County	10,000
Accessibility Funding	
Cash in Lieu of Parkland	65,000
Discretionary Reserve	
Development Charges Note A	50,000
Other (grants)	
Total Funding	125,000

Additional information related to DC's

Project # and Description in DC	3 - Provision for Trail Development
Year in DC Study	2015
% of DC Funding allowed in DC	90%
Service Area in DC	Parks and Recreation Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Consulting Fees		6,000			6,000				
Benches			4,000		4,000				
Construction Costs				115,000	115,000				
Total Cost	-	6,000	4,000	115,000	125,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

In 2018, Fox Run Park was cut bi-weekly by an outside contractor. Therefore, the non-incremental costs associated with maintaining the park to its current standard are budgeted in Contract Services - 01-0110-4320 as part of the Operating Budget at an amount of \$3,240.

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Additional Equipment for Grader (Asset No. 8002)

Project Type - New Equipment - Gravel Packer

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Improve driving surface after grading, reduce gravel loss and improve surface drainage.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A

4 - Project Description

Packing loose gravel simultaneously while grading gravel roads. This will eliminate the need for additional time for packing the loose gravel surface after grading. Equipment is transferable when the grader is replaced.

5 - Capital Funding for 2019 Expenditures

Tax Levy	26,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Cash in Lieu of Parkland			
Discretionary Reserve			
Development Charges <small>Note A</small>			
Other (grants)			
Total Funding	26,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Construction				26,000	26,000				
Grader Replacement					-			350,000	
Total Cost	-	-	-	26,000	26,000	-	-	350,000	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Drainage and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset No. 144 - Guelph Junction Railway requires completion of a major upgrade to the railway crossing on Concession 11. The amount budgeted is 50% of the total costs.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Concession 11- railway crossing between Wellington Road 34 and Sideroad 17

4 - Project Description

Upgrade the road crossing with new asphalt, replacement of culverts and cleaning of ditches in the area

5 - Capital Funding for 2019 Expenditures

Tax Levy	50,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax			
Aggregate Levy			
Cash in Lieu of Parkland			
Discretionary Reserve			
Development Charges			
Note A			
Other (grants)			
Total Funding	50,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Construction				50,000	50,000				
					-				
					-				
					-				
Total Cost	-	-	-	50,000	50,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

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Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Drainage, Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 57 - Class 4 Road - PCI of 63 estimated for 2019

Asset Number 58 - Class 4 Road - PCI of 62 estimated for 2019

Repaving of 2.1 kms of roadway

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Concession 4 between Wellington Road 35 and Sideroad 10N.

4 - Project Description

Traffic control, replace 1 culvert located at 6767 Concession 4, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection. Increase in amount budgeted from 2018 to 2019 relates to the drainage works (replacement of culvert).

5 - Capital Funding for 2019 Expenditures

Tax Levy	280,000	Additional information related to DC's	
Aggregate Levy			
Gas Tax			
Discretionary Reserve			
Development Charges <small>Note A</small>			
Other (grants)		Project # and Description in DC	26 - Provision for Future Road Projects (p. 5-6)
Total Funding	280,000	Year in DC Study	2019-2023
		% of DC Funding allowed in DC	15.6%
		Service Area in DC	Roads and Related Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Construction				280,000	280,000				
Total Cost	-	-	-	280,000	280,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

Incremental Revenues	2019	Annualized	# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET

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Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 124 - Class 3 Road - PCI of 60 estimated for 2019

Asset Number 125A - Class 3 Road - PCI of 60 estimated for 2019

Repaving of 3.5 kms of roadway

Drainage and sub-base repairs were completed in 2018 and full paving in 2019.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Victoria Road between Wellington Road 36 and Aberfoyle Pit #2.

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 75mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection. Increase in amount budgeted from 2018 to 2019 relates to the increase in amount of HL4 asphalt (60mm (2018 budget) to 75mm (2019 budget)).

5 - Capital Funding for 2019 Expenditures

Tax Levy	41,019	Additional information related to DC's Project # and Description in DC 26 - Provision for Future Road Projects (p. 5-6) Year in DC Study 2019-2023 % of DC Funding allowed in DC 15.6% Service Area in DC Roads and Related Services	
Gas Tax	220,000		
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve			
Development Charges <small>Note</small>	79,560		
Other (grants)	169,421		
Total Funding	510,000		

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Construction				510,000	510,000				
					-				
					-				
					-				
Total Cost	-	-	-	510,000	510,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET**

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Drainage, Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 15_Surface - Class 4 Road - PCI of 65 estimated for 2019

Repaving of 2.1 kms of roadway

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Concession 1 between Wellington Road 35 and Sideroad 20 South.

4 - Project Description

Traffic control, replace 1 culvert located at 6895 Concession 1, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection. Increase in amount budgeted from 2018 to 2019 relates to the drainage works (replacement of culvert).

5 - Capital Funding for 2019 Expenditures

Tax Levy	303,000	Additional information related to DC's Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund <small>Note A</small>		26 - Provision for Future Road Projects (p. 5-6)	
Other (grants)		2019-2023	
Total Funding	303,000	15.6%	
		Roads and Related Services	

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Construction				303,000	303,000				
					-				
					-				
					-				
Total Cost	-	-	-	303,000	303,000	-	-	-	-
Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET

Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction

Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 32 - Class 4 Road - PCI of 72 estimated for 2019

Repaving of 2.1 kms of roadway

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Concession 2 between Wellington Road 32 and Sideroad 10 South.

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2019 Expenditures

Tax Levy	5,400
Gas Tax Reserve Fund	
Aggregate Levy	228,000
In Lieu of Parkland	
Working Reserve	
DC Reserve Fund ^{Note A}	
Other (grants)	
Total Funding	233,400

Additional information related to DC's

Project # and Description in DC	26 - Provision for Future Road Projects (p. 5-6)
Year in DC Study	2019-2023
% of DC Funding allowed in DC	15.6%
Service Area in DC	Roads and Related Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2019					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Construction				233,400	233,400				
					-				
					-				
					-				
Total Cost	-	-	-	233,400	233,400	-	-	-	-
^{Note B:} The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH
2019 CAPITAL BUDGET

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Department	Parks
1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)	
Project Title - Puslinch Community Centre Park - Back Soccer Fields Upgrade	
Project Type - Parks Improvement	
2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)	

2014 and 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 were identified at the end of each subsection or topic area. The Master Plan contained 49 recommendations which have been divided into three (3) categories including:

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

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

On May 20, 2015, Council passed Resolution No. 2015-213, stating that Council:

....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.

On October 2015, Phase 1 of the Park Master Plan was launched (recommendation No. 32 in the 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 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.

2016

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 the Puslinch Community Centre Park Master Plan (Phase 1).

On July 21, 2016, Council directed staff to have the consultants prepare, for their consideration, a Concept Plan and costing that:

- Includes a Lit Ball Diamond
- The addition of a 9x9 soccer field
- The addition of a 11x11 soccer field
- Accessible playground area
- Removal of the Horseshoe Pits
- Removal of the cement block building (booth)
- No splash pad
- Tennis courts remaining where they are currently located
- Horse paddock and pull track remaining where they are currently located
- Consideration for the Fall Fair requirements

2017

The new concept plan and costing was presented to Council by the Director of Public Works and Parks on February 24, 2017. By Council Resolution 2017-057: Council received the presentation from the Director of Public Works and Parks and directed staff to have the consultants prepare, for their consideration, a Phasing and Implementation Plan including all associated costs. The phasing and implementation plan including all associated costs was presented to Council at its meeting held on June 28, 2017. By Council Resolution No. 2017-234: Council received Report REC-2017-009

regarding Service Levels and Recreation and Parks Master Phasing and Implementation Plan and Costing and directed staff to report back on the funding options during the 2018 Capital Budget. The funding options for Phase 1 and Phase 2 of the Parks Master Plan was presented to Council at its 2018 Capital Budget meeting held on September 27, 2017 through Report FIN-2017-029. The funding strategy noted in the 2018 Capital Budget and Forecast included 65% of the funds required for the completion of Phase 1 and Phase 2 of the Parks Master Plan to be funded from provincial and/or federal grants and community fundraising efforts. At the September 27, 2017 Council Meeting, Council directed staff to hold the Public Meeting regarding the Parks Master Plan in 2019 and to report back during the 2019 budget deliberations on the costs to upgrade the back fields to a soccer pitch. Council at its Council Workshop held on June 26, 2018 received Report REC-2018-002 regarding the Puslinch Community Centre - Back Soccer Fields and authorized through Council Resolution No. 2018-218 the single source retainer of Landscape Planning Limited to coordinate the OLS Survey, Geotechnical Investigation, and other design works related to the soccer field including:

- A Category 5 - School Yard Soccer Field - With Lights (lights were authorized by Council Resolution No. 2018-238 on July 18, 2018 after confirmation was received by the Grand River Conservation Authority)
- Granular Parking Lot Upgrades Without Lights
- Drainage Culvert Works at Maple Leaf Lane
- Completion of all Underground Services
- Completion of Landscaping and Grading Works for the Soccer Field
- Separate Costing for the Supply and Installation of Player's Benches and Bleachers
- Asphalt Walkway Connections - (contingent on receiving Wellington County Trail Funding as identified in Council Resolution No. 2018-238 on July 18, 2018)

Council at its Council Meeting held on July 18, 2018 received Report REC-2018-005 regarding the Puslinch Community Centre Park - Back Soccer Fields - Update and authorized through Council Resolution No. 2018-238 to apply to the Canada Infrastructure Program - Phase 2 Grant Funding Program and the Ontario Trillium Fund - Capital Grants Program.

Township staff have applied to the Ontario Trillium Fund - Capital Grants Program for \$150,000 grant. Funding decisions will be made in January 2019. Township staff have obtained confirmation from the County of Wellington that the Wellington County Trail Funding program will extend to November 30, 2019 (amount of funding remaining for the Township is \$43,403.91). Based on discussions with the Association of Municipalities of Ontario, the program details and application for the Canada Infrastructure Program - Phase 2 project will be available before the end of 2018. The Puslinch Minor Soccer Club has established a "Field Development Fund" and have contributed \$5,000 to this fund.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Puslinch Community Centre Park

4 - Project Description

The tender documentation will include a clause that the awarding of the project is contingent on receiving funding from third party sources. The construction cost estimate obtained from Landscape Planning Limited as of August 15, 2018 associated with this project is outlined below:

Description	Amount	Subtotal	Comments
A: Division 1 Requirements			
Bonding	\$ 6,000		
Mobilization/Demolition	\$ 5,000		
Site Preparations	\$ 10,000	\$ 21,000	
B: Site Servicing			
Storm Drainage Systems			
CBs/MHs/Culverts/LID	\$ 20,000		
Electrical Site Servicing			
Electrical Service, Conductors and Connections	\$ 45,000		Tender to include separate costing.
Supply & Install Empty Electrical Conduit	\$ 20,000	\$ 85,000	
C: Grading Works			
Rough Grade/Topsoil (Replace, Spread and Fine Grade)	\$ 50,000	\$ 50,000	

D: Paving/Hard Surfacing

Granular Parking Lot	\$	76,875	
150 mm h.t. Concrete Curb (parking lot ends)	\$	25,875	
Concrete Bumper Blocks (parking lot)	\$	5,100	
Asphalt Walkway Connections	\$	23,460	
Concrete Bleacher Pads	\$	13,000	\$ 144,310 Tender to include separate costing.

E: Sports Facilities Items/Fencing

Senior Soccer Field with Lights	\$	150,000	Tender to include separate costing for lights.
Portable Bleachers (soccer field only)	\$	17,800	Tender to include separate costing.
Players Benches (21'-0") (soccer field only)	\$	2,400	\$ 170,200 Tender to include separate costing.

F: Soft Landscape

Edge Management Planting (naturalization)	\$	15,000
Sod	\$	40,000

Description	Amount	Subtotal
Seed	\$ 25,000	\$ 80,000
Estimated Construction Cost		\$ 550,510
Permit & Testing Allowance		\$ 7,500
8% Contingency		\$ 44,041

Total Estimated Construction Cost **\$ 602,051**

Consulting Fees

Landscape Architectural - Civil and Electrical (7% of Cost Estimate excl. site furnishings)	\$	40,730	Council Resolution No.'s 2018-218 and 238
OLS Surveying Fees	\$	5,300	Council Resolution No.'s 2018-218 and 238
Geotechnical Investigation Fees	\$	6,175	Council Resolution No.'s 2018-218 and 238
		\$ 52,205	

Grandtotal - Construction Cost and Consulting Fees **\$ 654,255**

5 - Capital Funding for 2019 Expenditures

Tax Levy			
Capital Carryforward	70,000	Council Resolution No.'s 2018-218 and 238	
Ontario Trillium Fund - Capital Grants	150,000	Funding announcement in January 2019	
Wellington County Trail Funding	43,404	Required to be spent by November 30, 2019	
Canada Infrastructure Program - Phase 2	301,025	Funding application available in late 2018	
Donations	89,826	Additional information related to DC's	
Discretionary Reserve		Project # and Description in DC	1. Provision for Parkland Development
Gas Tax		Year in DC Study	2014-2023
Development Charges Note A		% of DC Funding allowed in DC	90%
Total Funding	654,255	Service Area in DC	Parks and Recreation Services

Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

	2019					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2019	2020	2021	2022	2023
Consulting Fees	52,205				52,205				
Construction Costs			301,025	301,025	602,051				
Total Cost	52,205	-	301,025	301,025	654,255	-	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2019	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs	4,375			

Total Incr. Exp./ (Rev.)

4,375

-

Non-Incremental Operating Costs

Description	Hours/Week	No. of Weeks	Rate/Hour	Cost/Season
Equipment - Truck, Trailer, Mower	2	24	\$50	\$2,400
Labour & Benefits	2	24	\$31.72	\$1,523
Non-Incremental Costs				\$3,923

The above costs are considered non-incremental as the Township is currently completing these services (ie. lawn mowing) for the back soccer fields.

Incremental Operating Costs

Description	Hours/Week	No. of Weeks	Rate/Hour	Cost/Season
Hydro				\$2,000
Portable Toilets				\$2,000
Rolling				\$125
Fertilizing				\$250
Incremental Costs				\$4,375

**2020 Capital
Plan Summary**

Project Cost Service	Department	Capital Project	Reserve Contribution	Funding Type Grant	Levy	Discretionary_Reserve	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		Rescue 35 Truck	No			\$520,000		\$520,000
		SCBA Cylinders	No			\$6,000		\$6,000
		Structural Firefighter Ensemble	No		\$9,063			\$9,063
		Extrication Equipment	No			\$52,500		\$52,500
		Watercraft	No			\$6,000		\$6,000
		Self Contained Breathing Apparatus	No			\$144,550		\$144,550
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
		Satellite Station Building - Land Acquisition Cost	No		\$80,000		\$320,000	\$400,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
		Marketing and Branding Implementation	No	\$25,000				\$25,000
		Software System Enhancements or Replacement - Asset Management, Time Recording - Payroll, Records Management, Keystone, Financial Budget	No			\$100,000		\$100,000
	Municipal Office							
		Arc Flash Study	No			\$7,500		\$7,500

**2020 Capital
Plan Summary**

Project Cost Service	Department	Capital Project	Reserve Contribution	Funding Type Grant	Levy	Discretionary_Reserve	Restricted_Reserves	Grand Total
		Replacement of John Wood Electric 48 USG Hot Water Tank	No			\$5,000		\$5,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
		Infra-red Scanning of Equipment	No			\$3,000		\$3,000
		Replacement of condenser units - Fire area	No			\$7,000		\$7,000
		Building Condition Assessment	No			\$15,000		\$15,000
Parks and Recreation								
	ORC							
		Arc Flash Study	No			\$5,000		\$5,000
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
		Infra-red Scanning of Equipment	No			\$2,000		\$2,000
		Building Condition Assessment	No			\$5,000		\$5,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Pickup Truck - Trsfr from Public Works	No			\$0		\$0
	PCC							
		Arc Flash Study	No			\$5,000		\$5,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
		Infra-red Scanning of Equipment	No			\$2,000		\$2,000
		Building Condition Assessment	No			\$5,000		\$5,000
Public Works								
	Public Works							
		Aberfoyle Sidewalks	No	\$10,000	\$100,000			\$110,000
		Backhoe	No			\$125,000		\$125,000
		Tandem Dump Truck- 302	No			\$250,000		\$250,000

**2020 Capital
Plan Summary**

Project Cost Service	Department	Capital Project	Reserve Contribu tion	Funding Type Grant	Levy	Discretionary_Reserve s	Restricted_ Reserves	Grand Total
		Traffic Count Study	No		\$10,000		\$15,000	\$25,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$350,000			\$350,000
		Dump Truck - 1 Ton - 305	No			\$100,000		\$100,000
		Pickup Truck- Director - 1/2 Ton	No			\$40,000		\$40,000
		Bridge and Culvert Inspections - 2021	No		\$7,500			\$7,500
		Kerr Crescent - Stormwater Management Facility	No		\$150,000			\$150,000
		Concession 1 - Sideroad 20 South to Concession 7	No	\$168,923	\$49,957		\$301,120	\$520,000
Grand Total				\$203,923	\$949,020	\$1,411,550	\$636,120	\$3,200,613

2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$12,000		\$12,000
		Structural Firefighter Ensemble	No		\$6,042			\$6,042
		Satellite Station Building	No		\$690,000			\$690,000
		Satellite Station Equipment	No		\$51,750			\$51,750
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
		American LaFrance Quint - Tire Replacement	No			\$5,238		\$5,238
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Phase 1 of Parks Master Plan	No	\$456,239	\$0		\$245,667	\$701,907
		Tree Inspections	No		\$6,000			\$6,000

2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
		Kitchen Renovation including Kitchen Washroom	No	\$10,000		\$45,000	\$45,000	\$100,000
Public Works								
	Public Works							
		Concession 2- 2A to Sideroad 20	No	\$168,923	\$39,366		\$311,011	\$519,300
		Concession 7- McLean Rd to Concession 2A	No		\$208,900			\$208,900
		Tandem Dump Truck- 301	No			\$250,000		\$250,000
		Leslie Rd West - Watson Rd South to Mountsberg	No		\$20,000			\$20,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$200,000			\$200,000
		Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection (CCTV)	No		\$16,000			\$16,000
		Single Axle Dump Truck- 304	No			\$250,000		\$250,000
		Bridge and Culvert Inspections - 2021	No		\$7,500			\$7,500
		Fox Run Drive - Stormwater Management Facility	No		\$165,000			\$165,000
		Transportation Master Plan including PCI Updates	No		\$10,000		\$15,000	\$25,000
Grand Total				\$635,162	\$1,618,059	\$568,238	\$616,678	\$3,438,137

2022 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$0			\$0
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
		Pump 32 Truck - Tire Replacement	No			\$4,404		\$4,404
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
		Microsoft Office License Upgrades	No			\$15,000		\$15,000
	Municipal Office							
		Heat Recovery Unit in Municipal Offices	No			\$5,000		\$5,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
		Furnace, Condenser Units, HVAC distribution ductwork	No			\$20,000		\$20,000
		Damper Control System in Municipal Offices	No			\$10,000		\$10,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Phase 2 of Parks Master Plan	No	\$578,477	\$0		\$296,103	\$874,580
	PCC							

2022 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridlepath	No	\$168,923	\$109,597		\$51,480	\$330,000
		Grader- 501	No			\$350,000		\$350,000
		Fox Run Dr to County Rd 46	No		\$63,000			\$63,000
		Leslie Rd West - Watson Rd South to Mountsberg	No		\$70,000		\$230,000	\$300,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$250,000			\$250,000
		Bridge and Culvert Inspections-2023	No		\$7,500			\$7,500
		Carriage Lane - Stormwater Management Facility	No		\$165,000			\$165,000
		Little's Bridge	No		\$25,000			\$25,000
Grand Total				\$747,400	\$887,597	\$408,904	\$577,583	\$2,621,484

2023 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$19,500		\$19,500
		Structural Firefighter Ensemble	No		\$12,084			\$12,084
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Power Distribution Equipment (feeders, panels, main disconnect switch)	No			\$20,000		\$20,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting)	No	\$61,000			\$239,000	\$300,000
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								

2023 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	Public Works							
		Single Axle Dump Truck-303	No			\$225,000		\$225,000
		Watson Rd- 36 to Leslie Rd	No		\$181,460		\$33,540	\$215,000
		Watson Rd - Leslie Rd to 4057 Watson Rd.	No		\$107,526		\$19,874	\$127,400
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$250,000			\$250,000
		Bridge and Culvert Inspections-2023	No		\$7,500			\$7,500
		Little's Bridge	No	\$168,923	\$13,077		\$318,000	\$500,000
		Gilmour Culvert	No		\$84,400		\$15,600	\$100,000
Grand Total				\$229,923	\$848,547	\$264,500	\$626,014	\$1,968,984

2024 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Tablet	No			\$9,000		\$9,000
		Pickup Truck - Mid-Size	No			\$33,000		\$33,000
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$9,000		\$9,000
		Structural Firefighter Ensemble	No		\$9,063			\$9,063
		Pickup Truck - Mid-Size	No			\$23,050		\$23,050
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
		Tanker 37 Truck - Tire Replacement	No			\$1,746		\$1,746
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
		Server Replacement	No		\$22,260	\$19,740		\$42,000
		Website Redesign	No	\$20,000		\$20,000		\$40,000
	Finance							
		2024 Development Charges Background Study	No		\$2,100		\$18,900	\$21,000
		Asset Management Plan and Policy Updates	No		\$10,000			\$10,000
	Municipal Office							
		Window and Door Replacement Program	No			\$100,000		\$100,000
		Gas Fired Infra-Red Heaters in Public Works Area	No			\$6,000		\$6,000
		UV Pure Water Treatment System	No			\$10,000		\$10,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000

2024 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Replacement of Sanitary Pumps and Control System	No			\$2,500	\$2,500	\$5,000
		Replacement of UV Pure Water Treatment System	No			\$3,750	\$3,750	\$7,500
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Concession 4- Sideroad 10 to 32	No		\$139,800		\$310,200	\$450,000
		Maple Leaf Lane	No		\$38,655		\$7,145	\$45,800
		Mason Crt	No		\$32,156		\$5,944	\$38,100
		McLean Rd E and Winer Rd	No	\$168,923	\$139,137		\$56,940	\$365,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$200,000			\$200,000
		Moyer's Bridge - 0004	No		\$21,100		\$3,900	\$25,000
		Bridge and Culvert Inspections-2025	No		\$7,500			\$7,500
		Victoria Road Culvert Over Galt Creek	No		\$88,620		\$16,380	\$105,000
		Victoria Road Culvert North of Leslie	No		\$88,620		\$16,380	\$105,000

2025 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		Defibrillators	No		\$4,500	\$15,000		\$19,500
		Fire Master Plan	No		\$17,600		\$26,400	\$44,000
		Pump 31 Truck	No			\$468,000		\$468,000
		Structural Firefighter Ensemble	No		\$42,294			\$42,294
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Community Based Strategic Plan	No		\$16,500		\$13,500	\$30,000
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Pickup Truck - Trsfr from Public Works	No			\$0		\$0

2025 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	PCC							
		Recreation and Parks Master Plan	No		\$23,000		\$27,000	\$50,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
	Public Works							
	Public Works							
		Concession 4- Hwy 6 to 35	No		\$329,160		\$60,840	\$390,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Pickup truck-Staff - 3/4 Ton	No			\$52,000		\$52,000
		Pickup Truck- Director - 1/2 Ton	No			\$40,000		\$40,000
		Moyer's Bridge - 0004	No		\$422,000		\$78,000	\$500,000
		Bridge and Culvert Inspections-2025	No		\$7,500			\$7,500
		Gilmour Culvert	No	\$168,923	\$13,077		\$318,000	\$500,000
Grand Total				\$168,923	\$1,123,131	\$581,000	\$523,740	\$2,396,794

2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$7,500		\$7,500
		Structural Firefighter Ensemble	No		\$9,063			\$9,063
		Portable Pump	No			\$15,000		\$15,000
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		Floor Scrubber	No			\$8,000		\$8,000
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Improvements to Tennis Courts	No			\$10,000		\$10,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Playground area at Boreham Park (also known as Arkell Park)	No	\$10,000			\$90,000	\$100,000
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
		Replacement of Rheem Hot Water Tank	No			\$2,500	\$2,500	\$5,000

2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Public Works								
	Public Works							
		Church and Victoria Street	No		\$42,200		\$7,800	\$50,000
		Gore Road - Valens Road to Concession 7	No		\$227,880		\$42,120	\$270,000
		Watson Rd - Wellington Road 34 to Wellington Road 36	No	\$168,923	\$253,077		\$78,000	\$500,000
		Watson Rd- Maltby to Arkell	No		\$165,120		\$314,880	\$480,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$125,000			\$125,000
		Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey on Cells 1, 2 and 3	No		\$7,000			\$7,000
		Bridge and Culvert Inspections-2027	No		\$7,500			\$7,500
Grand Total				\$178,923	\$1,029,340	\$49,000	\$535,300	\$1,792,563

2027 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$15,105			\$15,105
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Rebalancing of HVAC system	No			\$2,500	\$2,500	\$5,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Concession 1- Sideroad 10 to Wellington Rd 35	No		\$215,220		\$39,780	\$255,000
		Gore Rd-Sideroad 20 to Valens Rd	No		\$308,060		\$56,940	\$365,000
		Leslie Rd West- Victoria Rd South to East limit	No	\$168,923	\$135,457		\$340,620	\$645,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000

2027 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Public Works Equip.	Yes		\$175,000			\$175,000
		Bridge and Culvert Inspections-2027	No		\$7,500			\$7,500
Grand Total				\$168,923	\$1,048,842	\$7,000	\$439,840	\$1,664,605

2028 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$0		\$0
		Structural Firefighter Ensemble	No		\$12,084			\$12,084
		Fire Equip.	Yes		\$10,000			\$10,000
		Fire Vehicle Replac.	Yes		\$50,000			\$50,000
		American LaFrance Quint	No			\$500,000		\$500,000
General Government								
	Corporate							
		Computer Equipment	No		\$10,000			\$10,000
		Corp. IT Software	Yes		\$5,000			\$5,000
		Corp. IT Hardware	Yes		\$2,500			\$2,500
	Municipal Office							
		Replacement of metal roofing panels	No			\$125,000		\$125,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Kabota Lawnmower	No	\$5,000		\$25,000		\$30,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Replacement of metal roofing panels on Green Shed	No				\$30,000	\$30,000
	PCC							
		Replacement of metal roofing panels	No			\$50,000	\$50,000	\$100,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Tandem Dump Truck- 302	No			\$250,000		\$250,000

2028 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Traffic Calming - Streetscaping Morriston - Phase 2	No		\$84,400		\$15,600	\$100,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal Drain - Based on results of Sediment Survey	No		\$415,000			\$415,000
		Sideroad 20 North - Wellington Road 34 to Forestell Road	No		\$316,500		\$58,500	\$375,000
		Roszell Road - Townline Road to Forestell Road	No		\$2,650		\$284,850	\$287,500
		Maltby Road - Victoria Road to Watson Road	No	\$168,923	\$52,627		\$40,950	\$262,500
		Bridge and Culvert Inspections-2029	No		\$7,500			\$7,500
Grand Total				\$173,923	\$1,133,261	\$950,000	\$479,900	\$2,737,084

Schedule H to Report FIN-2019-004

Projects by Year

[illegible]

Projects by Year

Project Cost		2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Corporate													
	Community Based Strategic Plan									\$30,000			
	Computer Equipment			\$4,650	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Pay Equity Study			\$25,000									
	Corp. IT Software			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Corp. IT Hardware			\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
	Microsoft Office License Upgrades						\$15,000						
	Marketing and Branding Implementation			\$79,785	\$25,000								
	Municipal Class Environmental Assessment - Municipal Water and Wastewater - contingent on receipt of grant funding		\$350,000										
	Municipal Drinking Water Well System - Feasibility Study - Commercial/Industrial		\$29,083										
	GIS Integration of Zoning By-law			\$5,000									
	Software System Enhancements or Replacement - Asset Management, Time Recording - Payroll, Records Management, Keystone, Financial Budget				\$100,000								
	Server Replacement			\$42,000					\$42,000				
	Website Redesign								\$40,000				
Corporate Total			\$379,083	\$163,935	\$142,500	\$17,500	\$32,500	\$17,500	\$99,500	\$47,500	\$17,500	\$17,500	\$17,500

Schedule H to Report FIN-2019-004

Projects by Year

Project Cost		2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Finance													
	2019 Development Charges Background Study			\$21,000									
	2024 Development Charges Background Study								\$21,000				
	Asset Management Plan Revamp		\$58,000										
	Asset Management Plan and Policy Updates								\$10,000				
Finance Total			\$58,000	\$21,000					\$31,000				

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Projects by Year

[illegible]

Projects by Year

Project Cost		2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
ORC													
	Arc Flash Study				\$5,000								
	Floor Scrubber										\$8,000		
	ORC Equip.			\$5,000	\$5,000	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000
	ORC Fac. Improv.			\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Infra-red Scanning of Equipment				\$2,000								
	Building Condition Assessment				\$5,000								
ORC Total				\$15,000	\$27,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$23,000	\$15,000	\$15,000

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Projects by Year

Project Cost		2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Parks													
	Kabota Lawnmower												\$30,000
	Improvements to Tennis Courts										\$10,000		
	Parks Infrastr.			\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Parks Equip.			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Replacement of metal roofing panels on Green Shed												\$30,000
	Phase 1 of Parks Master Plan					\$701,907							
	Phase 2 of Parks Master Plan						\$874,580						
	Pickup Truck - Trsfr from Public Works				\$0					\$0			
	Playground area at Boreham Park (also known as Arkell Park)										\$100,000		
	Puslinch Community Centre Park - Back Soccer Fields		\$70,000	\$584,255									
	Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting)							\$300,000					
	Fox Run Park - Survey and Drainage			\$12,500									
	Fox Run Park - Accessible Walking Path and Benches			\$125,000									
	Tree Inspections					\$6,000							
Parks Total			\$70,000	\$751,755	\$30,000	\$737,907	\$904,580	\$330,000	\$30,000	\$30,000	\$140,000	\$30,000	\$90,000

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Projects by Year

Project Cost		2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
PCC													
	Arc Flash Study				\$5,000								
	Rebalancing of HVAC system											\$5,000	
	Recreation and Parks Master Plan									\$50,000			
	Replacement of metal roofing panels												\$100,000
	Replacement of Sanitary Pumps and Control System								\$5,000				
	Replacement of UV Pure Water Treatment System								\$7,500				
	PCC Equip.			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	PCC Fac. Improv.			\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Infra-red Scanning of Equipment				\$2,000								
	Building Condition Assessment				\$5,000								
	Kitchen Renovation including Kitchen Washroom					\$100,000							
	Replacement of Rheem Hot Water Tank										\$5,000		
PCC Total				\$15,000	\$27,000	\$115,000	\$15,000	\$15,000	\$27,500	\$65,000	\$20,000	\$20,000	\$115,000

Schedule H to Report FIN-2019-004

Projects by Year

[illegible]

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Projects by Year

Project Cost		2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Public Works													
	Aberfoyle Sidewalks			\$25,000	\$110,000								
	Backhoe				\$125,000								
	Bridlepath						\$330,000						
	Church and Victoria Street										\$50,000		
	Concession 2- 2A to Sideroad 20					\$519,300							
	Concession 4- 35 to Sideroad 10			\$280,000									
	Concession 4- Hwy 6 to 35									\$390,000			
	Concession 4- Sideroad 10 to 32								\$450,000				
	Concession 7- McLean Rd to Concession 2A					\$208,900							
	Gore Road - Valens Road to Concession 7										\$270,000		
	Grader- 501						\$350,000						
	Maple Leaf Lane								\$45,800				
	Mason Crt								\$38,100				
	McLean Rd E and Winer Rd								\$365,000				
	Single Axle Dump Truck-303							\$225,000					
	Tandem Dump Truck- 301					\$250,000							
	Tandem Dump Truck- 302				\$250,000								\$250,000
	Traffic Count Study				\$25,000								
	Watson Rd - Wellington Road 34 to Wellington Road 36										\$500,000		
	Watson Rd- Maltby to Arkell										\$480,000		
	Traffic Calming - Streetscaping Morriston - Phase 2												\$100,000
	Fox Run Dr to County Rd 46						\$63,000						
	Concession 1- Sideroad 10 to Wellington Rd 35											\$255,000	
	Gore Rd-Sideroad 20 to Valens Rd											\$365,000	
	Victoria Rd (Aberfoyle Pit 2 to County Road 36)			\$510,000									
	Watson Rd- 36 to Leslie Rd							\$215,000					
	Watson Rd - Leslie Rd to 4057 Watson Rd.							\$127,400					
	Leslie Rd West - Watson Rd South to Mountsberg					\$20,000	\$300,000						

Schedule H to Report FIN-2019-004

Projects by Year

[illegible]

Schedule H to Report FIN-2019-004

Projects by Year

Project Cost		2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Public Works	Concession 2- Sideroad 10 South to 32			\$233,400									
	Kerr Crescent - Stormwater Management Facility				\$150,000								
	Concession 1 - Sideroad 20 South to Concession 7				\$520,000								
	Fox Run Drive - Stormwater Management Facility					\$165,000							
	Carriage Lane - Stormwater Management Facility						\$165,000						
	Little's Bridge						\$25,000	\$500,000					
	Gilmour Culvert							\$100,000		\$500,000			
	Victoria Road Culvert Over Galt Creek								\$105,000				
	Victoria Road Culvert North of Leslie								\$105,000				
	Transportation Master Plan including PCI Updates					\$25,000							
	Gravel Packer - New Equipment for Grader			\$26,000									
Public Works Total			\$7,500	\$1,509,900	\$1,702,500	\$1,686,700	\$1,515,500	\$1,449,900	\$1,366,400	\$1,564,500	\$1,464,500	\$1,472,500	\$1,772,500
			\$533,583	\$2,644,618	\$3,200,613	\$3,438,137	\$2,621,484	\$1,968,984	\$1,865,259	\$2,396,794	\$1,792,563	\$1,664,605	\$2,737,084

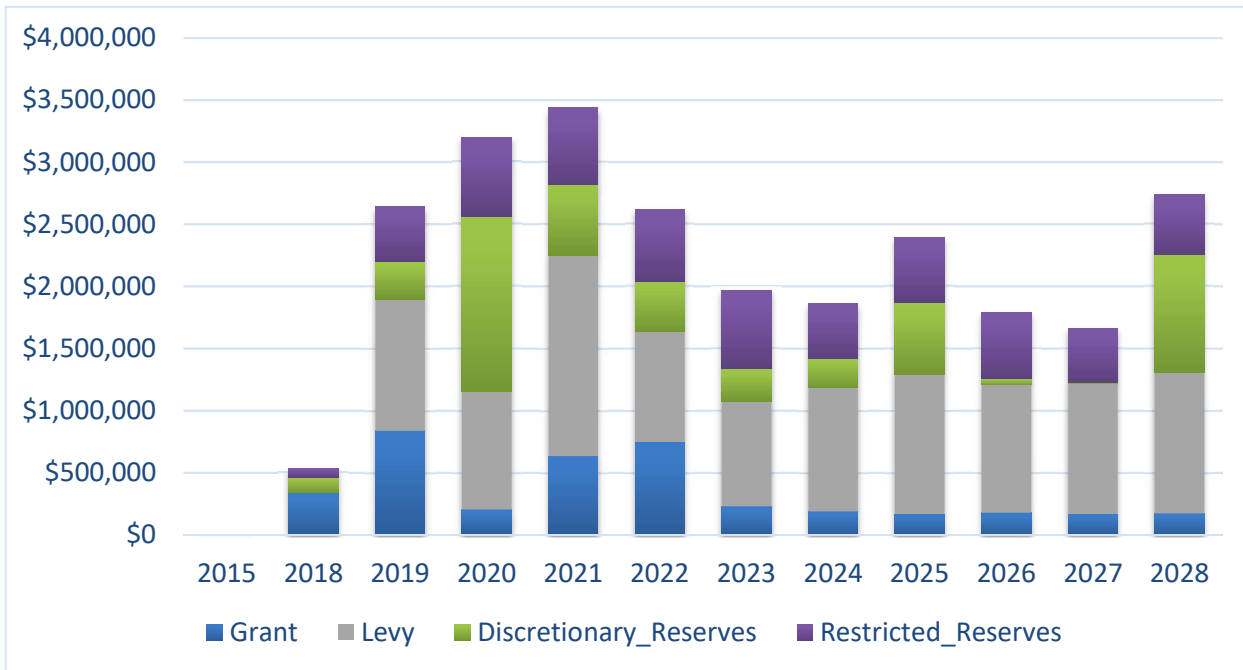
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Note A - Funded by the Fire Development Charge (DC) Restricted Reserve in 2017 for the intercorporate transfer of the 2013 Building Vehicle to Fire & Rescue. The DC Act specifies that rolling stock purchased utilizing DC funds must have a useful life of at least seven years.

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Capital Summary - Funding Sources by Year

	2015	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Grant												
Corporate	\$0	\$287,500	\$73,535	\$25,000	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0
Finance	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$594,255	\$0	\$456,239	\$578,477	\$61,000	\$0	\$0	\$10,000	\$0	\$5,000
PCC	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$169,421	\$178,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923
Grant Total	\$0	\$337,500	\$837,212	\$203,923	\$635,162	\$747,400	\$229,923	\$188,923	\$168,923	\$178,923	\$168,923	\$173,923
Levy												
Corporate	\$0	\$0	\$59,093	\$17,500	\$17,500	\$17,500	\$17,500	\$39,760	\$34,000	\$17,500	\$17,500	\$17,500
Finance	\$0	\$0	\$2,100	\$0	\$0	\$0	\$0	\$12,100	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$89,784	\$149,063	\$807,792	\$60,000	\$72,084	\$69,063	\$124,394	\$69,063	\$75,105	\$72,084
ORC	\$0	\$0	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000
Parks	\$0	\$0	\$30,000	\$30,000	\$36,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PCC	\$0	\$0	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$38,000	\$15,000	\$15,000	\$15,000
Public Works	\$0	\$0	\$812,919	\$692,457	\$691,766	\$715,097	\$668,963	\$780,589	\$846,737	\$852,777	\$866,237	\$953,677
Municipal Office	\$0	\$0	\$36,020	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Levy Total	\$0	\$0	\$1,059,916	\$949,020	\$1,618,059	\$887,597	\$848,547	\$996,512	\$1,123,131	\$1,029,340	\$1,048,842	\$1,133,261
Discretionary_Reserves												
Building	\$0	\$9,000	\$0	\$6,000	\$6,000	\$0	\$0	\$42,000	\$6,000	\$6,000	\$0	\$0
Corporate	\$0	\$91,583	\$31,307	\$100,000	\$0	\$15,000	\$0	\$39,740	\$0	\$0	\$0	\$0
Finance	\$0	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$29,643	\$729,050	\$17,238	\$8,904	\$19,500	\$33,796	\$483,000	\$22,500	\$4,500	\$500,000
ORC	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0	\$0
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$25,000
PCC	\$0	\$0	\$0	\$12,000	\$45,000	\$0	\$0	\$6,250	\$0	\$2,500	\$2,500	\$50,000
Public Works	\$0	\$7,500	\$228,000	\$515,000	\$500,000	\$350,000	\$225,000	\$0	\$92,000	\$0	\$0	\$250,000
Municipal Office	\$0	\$10,000	\$12,580	\$37,500	\$0	\$35,000	\$20,000	\$116,000	\$0	\$0	\$0	\$125,000
Planning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Discretionary_Reserves Total	\$0	\$126,083	\$301,530	\$1,411,550	\$568,238	\$408,904	\$264,500	\$237,786	\$581,000	\$49,000	\$7,000	\$950,000
Restricted_Reserves												
Corporate	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0	\$0
Finance	\$0	\$0	\$18,900	\$0	\$0	\$0	\$0	\$18,900	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$320,000	\$0	\$0	\$0	\$0	\$26,400	\$0	\$0	\$0
Parks	\$0	\$70,000	\$127,500	\$0	\$245,667	\$296,103	\$239,000	\$0	\$0	\$90,000	\$0	\$30,000
PCC	\$0	\$0	\$0	\$0	\$45,000	\$0	\$0	\$6,250	\$27,000	\$2,500	\$2,500	\$50,000
Public Works	\$0	\$0	\$299,560	\$316,120	\$326,011	\$281,480	\$387,014	\$416,888	\$456,840	\$442,800	\$437,340	\$399,900
Restricted_Reserves Total	\$0	\$70,000	\$445,960	\$636,120	\$616,678	\$577,583	\$626,014	\$442,038	\$523,740	\$535,300	\$439,840	\$479,900
Grand Total	\$0	\$533,583	\$2,644,618	\$3,200,613	\$3,438,137	\$2,621,484	\$1,968,984	\$1,865,259	\$2,396,794	\$1,792,563	\$1,664,605	\$2,737,084

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2019 Proposed Capital Program

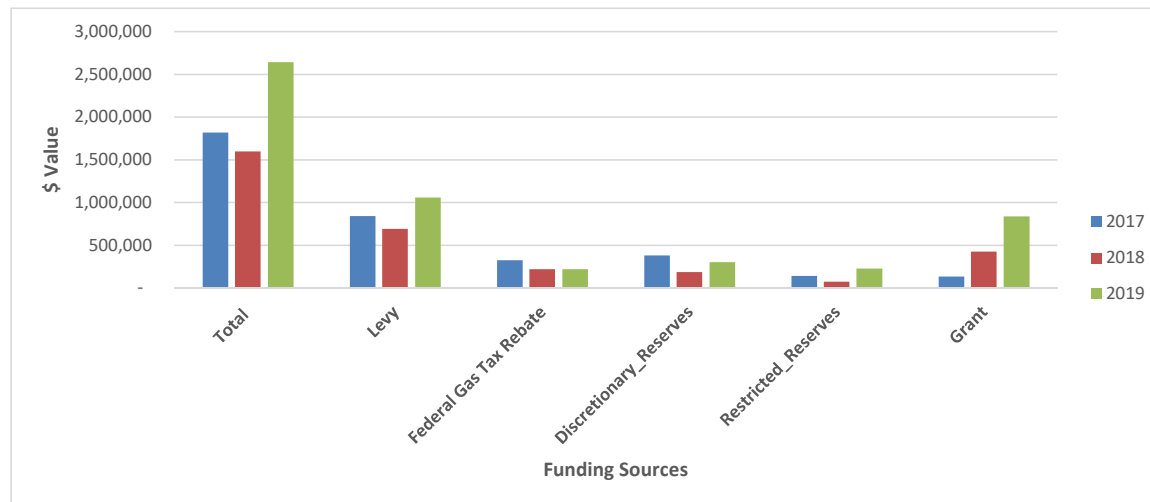
Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	163,935	59,093	-	31,307	-	73,535
Municipal Office	48,600	36,020	-	12,580	-	-
Finance	21,000	2,100	-	-	18,900	-
Building	-	-	-	-	-	-
Planning	-	-	-	-	-	-
Public Works	1,509,900	812,919	220,000	228,000	79,560	169,421
Fire and Rescue	119,427	89,784	-	29,643	-	-
Parks	751,755	30,000	-	-	127,500	594,255
ORC	15,000	15,000	-	-	-	-
PCC	15,000	15,000	-	-	-	-
Total	2,644,618	1,059,916	220,000	301,530	225,960	837,212

2018 Approved Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	370,000	107,500	-	-	-	262,500
Municipal Office	27,500	-	-	27,500	-	-
Finance	58,000	8,000	-	-	-	50,000
Building	9,000	-	-	9,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,057,500	560,244	220,000	100,000	69,420	107,836
Fire and Rescue	24,575	15,105	-	4,611	4,859	-
Parks	40,000	-	-	35,000	-	5,000
ORC	-	-	-	-	-	-
PCC	11,000	-	-	11,000	-	-
Total	1,597,575	690,849	220,000	187,111	74,279	425,336

2017 Approved Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	131,680	57,813	-	9,180	8,438	56,250
Finance	10,000	10,000	-	-	-	-
Building	35,000	-	-	35,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,303,200	585,898	325,000	206,500	109,980	75,822
Fire and Rescue	153,489	79,655	-	50,784	23,050	-
Parks	30,000	30,000	-	-	-	-
ORC	91,500	15,000	-	76,500	-	-
PCC	15,000	15,000	-	-	-	-
Badenoch	47,500	47,500	-	-	-	-
Total	1,817,369	840,866	325,000	377,964	141,468	132,072

2019 Proposed Capital Budget Compared to the 2018 and 2017 Approved Capital Budget Funding Comparisons

Schedule M to Report FIN-2019-004

2019 Proposed Ten Year Plan

Department	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Corporate	-	370,000	163,935	142,500	17,500	32,500	17,500	99,500	47,500	17,500	17,500	17,500
Municipal Office	-	27,500	48,600	67,500	30,000	65,000	50,000	146,000	30,000	30,000	30,000	155,000
Finance	-	58,000	21,000	-	-	-	-	31,000	-	-	-	-
Building	-	9,000	-	6,000	6,000	-	-	42,000	6,000	6,000	-	-
Planning	-	-	-	-	-	-	-	-	-	-	-	-
Public Works	-	1,057,500	1,509,900	1,702,500	1,686,700	1,515,500	1,449,900	1,366,400	1,564,500	1,464,500	1,472,500	1,772,500
Fire and Rescue	-	24,575	119,427	1,198,113	825,030	68,904	91,584	102,859	633,794	91,563	79,605	572,084
Parks	-	40,000	751,755	30,000	737,907	904,580	330,000	30,000	30,000	140,000	30,000	90,000
ORC	-	-	15,000	27,000	20,000	20,000	15,000	20,000	20,000	23,000	15,000	15,000
PCC	-	11,000	15,000	27,000	115,000	15,000	15,000	27,500	65,000	20,000	20,000	115,000
Total	1,817,369	1,597,575	2,644,618	3,200,613	3,438,137	2,621,484	1,968,984	1,865,259	2,396,794	1,792,563	1,664,605	2,737,084
Change from previous year	-	(219,794)	1,047,043	555,995	237,524	(816,653)	(652,500)	(103,725)	531,535	(604,231)	(127,958)	1,072,479
10 year total											24,330,141	
yearly average											2,433,014	

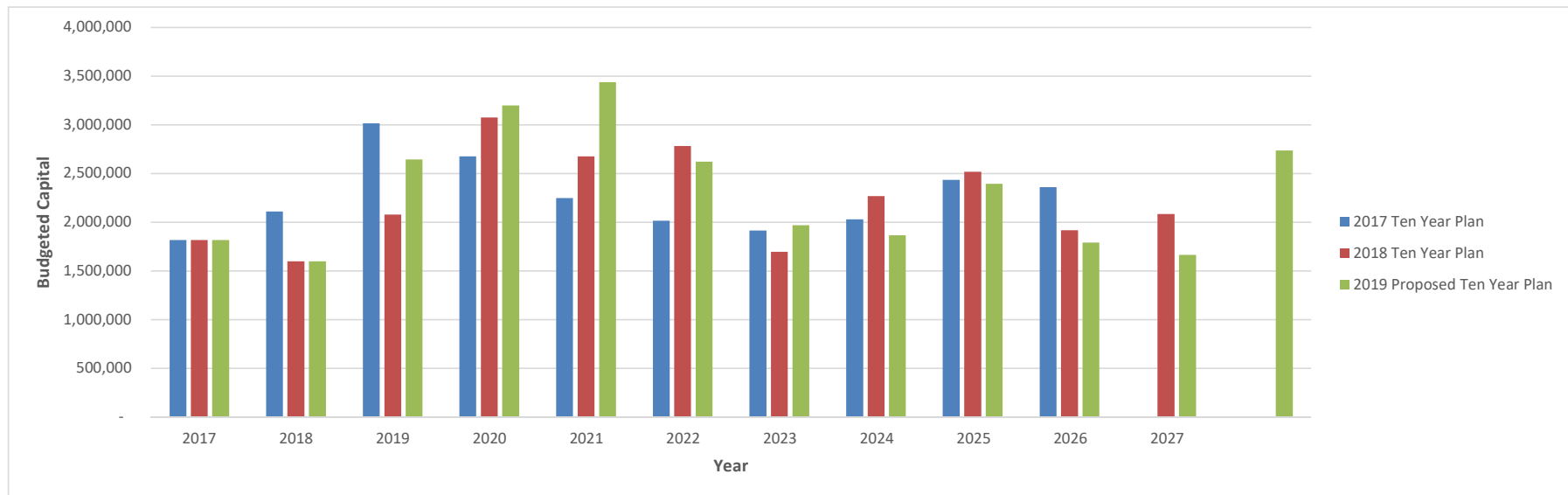
2018 Ten Year Plan

Department	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Corporate		370,000	42,500	32,500	32,500	17,500	17,500	42,500	47,500	17,500	17,500	
Municipal Office		27,500	55,500	42,500	50,000	60,000	261,000	527,000	261,000	261,000	261,000	
Finance		58,000	15,500	0	0	0	10,000	15,500	0	0	0	
Building		9,000	0	6,000	6,000	0	9,000	33,000	6,000	6,000	0	
Planning		0	0	0	0	0	0	0	0	0	0	
Public Works		1,057,500	1,433,900	1,443,200	1,091,500	1,374,900	1,256,400	1,472,500	1,469,500	1,354,500	1,672,500	
Fire and Rescue		24,575	466,795	1,376,800	76,324	91,560	84,380	98,735	619,700	90,212	73,655	
Parks		40,000	30,000	40,000	1,385,569	1,204,580	30,000	30,000	30,000	140,000	30,000	
ORC		0	15,000	15,000	20,000	20,000	15,000	20,000	20,000	23,000	15,000	
PCC		11,000	20,000	120,000	15,000	15,000	15,000	27,500	65,000	25,000	15,000	
Total	1,817,369	1,597,575	2,079,195	3,076,000	2,676,893	2,783,540	1,698,280	2,266,735	2,518,700	1,917,212	2,084,655	
Change from previous year		-219,794	481,620	996,805	-399,107	106,647	-1,085,260	568,455	251,965	-601,488	167,443	
10 year total											22,698,785	
yearly average											2,269,878	

2017 Ten Year Plan

Department	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Corporate	131,680	105,000	331,500	328,500	351,000	346,000	336,000	326,000	115,000	85,000		
Finance	10,000	10,000	15,500	-	-	-	10,000	15,500	-	-		
Building	35,000	-	-	6,000	6,000	35,000	-	-	-	33,000		
Planning	0	-	-	-	-	-	-	-	-	-		
Public Works	1,303,200	1,297,500	1,481,300	1,313,200	1,336,500	1,342,500	1,306,400	1,397,500	1,492,500	1,844,500		
Fire and Rescue	153,489	448,930	813,124	695,050	136,324	172,560	144,380	158,735	658,700	150,212		
Parks	30,000	90,000	310,000	170,000	360,000	60,000	60,000	60,000	60,000	170,000		
ORC	91,500	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	38,000		
PCC	15,000	130,000	35,000	135,000	30,000	30,000	30,000	42,500	80,000	40,000		
Badenoch	47,500	-	-	-	-	-	-	-	-	-		
Total	1,817,369	2,111,430	3,016,424	2,677,750	2,249,824	2,016,060	1,916,780	2,030,235	2,436,200	2,360,712		-
Change from previous year		294,061	904,994	(338,674)	(427,926)	(233,764)	(99,280)	113,455	405,965	(75,488)		-
								10 year total		22,632,784		-
								yearly average		2,263,278		-

2019 Proposed Ten Year Plan Compared to the 2017 and 2018 Ten Year Plans





RESOLUTION
MUNICIPAL COUNCIL
THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

2018-

Date: January 16, 2019

Moved by: _____ Seconded by: _____

WHEREAS the Township has approximately 200km of paved roads and 50km of unpaved roads;

AND WHEREAS road works are a significant portion of the Capital Budget and it is highly desirable to reduce these costs;

AND WHEREAS new technologies are available for extending the life of paved roads and which are being used by various municipalities in Ontario;

AND WHEREAS it is desirable to pave unpaved roads with appropriate pavement;

NOW THEREFORE that staff obtain a funding estimate from an Engineering company to produce a report to:

1. Identify an appropriate and cost effective method of extending the life of paved roads;
2. Develop criteria to prioritize the paving of unpaved roads;
3. Identifying an appropriate and cost effective pavements (such as tar and chip) to be used for unpaved roads;
4. Developing a listing and schedule for the paving of unpaved roads.

And that these costs be identified at the earliest opportunity for inclusion in the Capital Budget.

RECORDED VOTE	YES	NO	CONFLICT	ABSENT
Councillor Bulmer				
Councillor Roth				
Mayor Seeley				
Councillor Sepulis				
Councillor Goyda				
TOTAL				

MAYOR: _____

CARRIED	LOST
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THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 005-2019

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Budget meeting held on January 16, 2019.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Budget meeting held on January 16, 2019 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16th DAY OF JANUARY 2019.

James Seeley, Mayor

Karen Landry, C.A.O./Clerk