

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH OPERATING BUDGET MEETING

A G E N D A

DATE: Wednesday, November 29, 2017

CLOSED MEETING: 8:00 A.M.

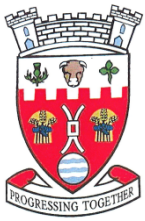
OPERATING BUDGET MEETING: 9:00 A.M

≠ Denotes resolution prepared

1. Call the Meeting to Order
2. Disclosure of Pecuniary Interest & the General Nature Thereof.
3. **CLOSED ITEMS ≠**
 - a. 8:00 A.M. Confidential Verbal Report from Karen Landry, CAO/Clerk regarding:
 - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - Personal matters about an identifiable individual, including municipal or local board employees;
 - Labour relations or employee negotiations;with respect to OMERS.
 - b. 8:40 A.M. Confidential Report from Julio D' Antonio, Jeffrey and Spence Insurance and Steven Smith, Frank Cowan Company, 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 – Insurance Claim Matters.
4. **DELEGATIONS ≠**

9:05 p.m. – Julio D'Antonio, Jeffrey & Spence Ltd. and Steven Smith, Frank Cowan Company – Presentation – 2018 Municipal Insurance Program.
2018 Municipal Insurance Program Renewal
Frank Cowan Company 2017 Municipal Insurance Program Renewal Report for the Policy Term February 1, 2018 to February 1, 2019. ≠

9:30 p.m. - Art Zymerman from the Puslinch Lake Conservation Association with respect to a grant request for \$25,000 in support of lake dredging
5. **COMMUNICATIONS**
 - (1) Release of the Ontario Municipal Partnership Fund (OMPF) municipal allocations for 2018.



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH November 29, 2017 MEETING

- a. Correspondence from the Ministry of Finance dated November 20, 2017
- (2) Reforms through the Fair Workplaces, Better Jobs Act (Bill 148).
 - a. Correspondence from the Ministry of Municipal Affairs and the Ministry of Labour dated November 14, 2017.
- (3) Safety Concerns on Currie Drive.
 - a. Correspondence from the COPS Committee.

6. **REPORTS#**

Administration Department

- 1. Report ADM-2017-041 Update on the Township's Building Department
- 2. Report ADM-2017-044 Organization Structure Update

Finance Department

- 3. Report FIN-2017-033- 2018 Proposed Budget
- 4. Report FIN-2017-034- 2018 Grant Application Program

7. **2018 PROPOSED OPERATING BUDGETS**

- a. Administration
- b. Building
- c. By-law
- d. Corporate
- e. Council
- f. Elections
- g. Finance
- h. Fire and Rescue Services
- i. Heritage Committee
- j. Library
- k. Municipal Office
- l. Optimist Recreation Centre
- m. Parks
- n. Puslinch Community Centre
- o. PDAC Committee
- p. Planning
- q. Public Works
- r. Recreation Committee
- s. Source Water Protection



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
November 29, 2017 MEETING

8. **CONFIRMING BY-LAW** ≠

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

9. **ADJOURNMENT** ≠



2018 Municipal Insurance Program

CORPORATION OF THE TOWNSHIP OF PUSLINCH

Renewal Report for the Policy Term February 1, 2018 to February 1, 2019

In Partnership with:

Mr. Julio D'Antonio
Jeffery & Spence Limited
130 Paisley Street
Guelph, ON N1H 2P1



Prepared by:

Steve Smith, CIP, R.F. R.I.B. (Ont.)
Regional Manager

Ref 62850/bm

19 October 2017

Frank Cowan Company Limited
75 Main Street North
Princeton, ON
N0J 1V0

MIP 04-2017-v1

Insuring the Public Interest Since 1927



About Frank Cowan Company



Frank Cowan Company is a leader in providing specialized insurance programs, including risk management and claims services to municipalities, healthcare, education, community, children's and social service organizations across Canada. Proven industry knowledge, gained through eight decades of partnering with insurance companies and independent brokers, gives Frank Cowan Company the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues.

Frank Cowan Company Limited is affiliated with Cowan Insurance Group Ltd., The Guarantee Company of North America and Millennium Credit Risk Management Limited through common ownership under Princeton Holdings Limited.

Frank Cowan Company is a Managing General Agent (MGA) with the authority to write and service business on behalf of strategic partners who share our commitment and dedication to protecting specialized organizations. Because our partners are long-term participants on our program, they understand the nature of fluctuating market conditions and complex claims and are prepared to stay the course.

THE ADVANTAGE OF A MANAGING GENERAL AGENT The MGA model is different than a traditional broker/insurer arrangement in that an MGA provides specialized expertise in a specific, niche area of business. As an MGA we also offer clients additional and helpful services in the area of risk management, claims and underwriting. And unlike the reciprocal model, a policy issued by an MGA is a full risk transfer vehicle not subject to retroactive assessments but rather a fixed term and premium.

We invite you to work with a partner who is focused on providing a complete insurance program specific to your organization that includes complimentary value added services that help drive down the cost of claims and innovative first to market products and enhancements. You will receive personalized service and expertise from a full-service, local and in-house team of risk management, claims, marketing and underwriting professionals.

As a trusted business partner, we believe in participating in and advocating for the causes that affect our clients. For this reason we affiliate with and support key provincial and national associations. In order for Frank Cowan Company to be effective in serving you, we, as an MGA, believe in fully understanding your needs, concerns and direction. Our support is delivered through thought leadership, financial resources, advocacy, services, education and more.

RISK MANAGEMENT SERVICES We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize exposure before potential incidents occur. Risk management is built into our offerings for all clients, fully integrated into every insurance program. Our risk management team is comprised of analysts, inspectors and engineers who use their expertise to help mitigate risk. We do everything we can to minimize your exposure before potential incidents occur. This includes providing education, road reviews, fleet reviews, contract analysis and property inspections.

CLAIMS MANAGEMENT SERVICES Our in-house team of experts has the depth of knowledge, experience and commitment to manage the complicated details of claims that your organization may experience. You deal with the public often in sensitive instances where serious accusations can be made. Your claims are often long-tail in nature and can take years to settle. Some claims aren't filed until years after the occurrence or accident. You want a team of professionals on your side that will vigorously defend your reputation. We understand your risks and your exposures and have maintained a long-term commitment to understanding the complex issues your organization may face so that we can better service your unique claims requirements.

Best in Class Value-Added Services

Frank Cowan Company offers more than just an insurance policy. As an MGA, we provide Canadian municipalities with a complete insurance program. What is the difference? A vested interest in helping you reduce your cost of claims. Every one of our best in class value added services helps to mitigate risk, which can translate into fewer claims.

RISK MANAGEMENT

Contract Reviews

Valuable feedback and insight on the suitability and effectiveness of liability provisions and insurance clauses in contracts and agreements.

Road Risk Reviews

MVA's and road liability greatly impact your municipality's cost of risk. Access a qualified professional to analyze your roads and improve areas with a high frequency of claims.

MMS Compliance

MMS compliance can help when defending a claim. A review of your operations, policies and procedures can assess your current state of compliance and uncover areas for improvement.

Asset Valuation and Risk Inspections

Inspections review properties and operations for potential liabilities and provide extensive detail and documentation.

Educational Seminars

Seminars and training that focus on methods to reduce risk and recurring incidents.

Fleet Risk Solutions

An onsite risk evaluation of your municipal fleet will evaluate compliance, safety and risk management practices and provide tools to address risk issues.

Policy and Procedural Reviews

Audit systems and processes to reduce potential losses by focusing on documentation, reporting and consistency with accepted standards and practices.

Municipal GPS & Weather Monitoring

Municipalities with readily accessible information are better able to make smart decisions that help reduce redundancies and promote efficiency. Trusted information tied to GPS and weather can also help with assessing and defending a road related claim.

Cyber Risk Preparedness

Cyber is a new and developing risk that many municipalities aren't prepared for. Cyber education and the implementation of specific policies and procedures can assist greatly with preparedness and mitigation. Network security assessment tools and Cyber Risk Insurance are also available.

Risk Management Centre of Excellence

Online resource library dedicated to sharing information and tools to help manage risk. excellence.frankcowan.com

Excellence in Municipal Risk Management Award

An annual \$10,000 award recognizing the advancement of the practice of risk management within the municipal sector.

Claims History Analysis

Identify the cause of claims and focus on trends and patterns to help eliminate risk sources.

CLAIMS

Claims Management Best Practices Framework

View the status of your open claims and claims history. Experience increased efficiency and see trends in claims data. Couple this with strong claims and risk management and your organization will be better prepared to help mitigate and manage future incidents.

Guidewire ClaimCenter® Claims Management

View the status of claims in addition to data mining capabilities for risk management purposes so as to better identify risk trends and address them with mitigation techniques.

Claims Education

Customized municipal seminars on claims related topics delivered to solve specific risk issues.

Expertise

Canadian municipal claims experience and expertise is important. Our technically proficient claims team has hundreds of years of combined experience specifically in the municipal area. We have maintained a long-term commitment to understanding municipal issues so that we can better service your unique claims requirements.



***Excellence* in Municipal Risk Management Award**

Frank Cowan Company is pleased to announce the launch of the *Excellence* in Municipal Risk Management Award to recognize the advancement of the practice of risk management within the municipal sector.

The award will be presented annually to a Canadian municipality that has recognized a risk within their municipality's operations and has developed and successfully implemented a solution that will prevent harm or injury to its assets or to a third party. This risk management solution must also have the potential to be adopted by other municipalities.

Eligibility

The award is open to all Canadian municipalities

The solution:

- Must have the potential to be adopted by other municipalities
- Is cost-effective to implement
- Addresses a risk within the municipal sector

The municipality agrees to the documentation and sharing of the winning solution along with the use of the \$10,000 prize through the Frank Cowan Company Risk Management Centre of Excellence, social media posts, a press release as well as an awards presentation.

Award

An award in the amount of \$10,000 will be presented by Frank Cowan Company to the municipality that is awarded the annual *Excellence* in Municipal Risk Management Award. The award monies must be used to continue to fund the current or a future risk management initiative. The recipient will be asked to provide details regarding the use of the funds. The use of the funds will be publicly disclosed as referenced in the "Eligibility" section.

A plaque recognizing the municipality's advancement of the practice of risk management will be presented to Municipal Council by representatives of Frank Cowan Company.

Visit <http://www.frankcowan.com/news/article/new-10000-excellence-in-municipal-risk-management-award-unveiled-for-canada> for full award details and to download application.

Your Insurance Coverage

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	25,000	15,000,000 Per Claim No Aggregate
Voluntary Medical Payments	Nil	50,000 Per Person 50,000 Per Accident
Voluntary Property Damage	Nil	50,000 Per Occurrence 50,000 Annual Aggregate
Voluntary Compensation - Employees	Nil	50,000 Each Person 250,000 Annual Aggregate
Sewer Backup	25,000 Per Claimant	
Wrongful Dismissal (Legal Expense)	5,000	250,000 Per Claim 250,000 Aggregate
Forest Fire Expense	Nil	1,000,000 1,000,000 Aggregate
Errors & Omissions Liability (Claims Made Form)	25,000	15,000,000 Per Claim No Aggregate
Non-Owned Automobile Liability		15,000,000
Legal Liability for Damage to Hired Automobiles	500	250,000
Environmental Liability (Claims Made Form)	2,500	3,000,000 Per Claim 4,000,000 Aggregate

Follow Form – Excess Liability

Coverage Description		(\$) Limit of Insurance
Excess Limit		5,000,000
Underlying Policy	(\$) Underlying Limit	
General Liability	15,000,000	
Errors & Omissions Liability	15,000,000	
Non-Owned Automobile	15,000,000	
Owned Automobile	15,000,000	

Total Limit of Liability (\$) 20,000,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Crime

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Employee Dishonesty – Form A (Commercial Blanket Bond)		1,000,000
Loss Inside the Premises (Broad Form Money & Securities)		300,000
Loss Outside the Premises (Broad Form Money & Securities)		300,000
Audit Expense		200,000
Money Orders and Counterfeit Paper Currency		200,000
Forgery or Alteration (Depositors Forgery)		1,000,000
Computer and Transfer Fraud (Including Voice Computer Toll Fraud)		200,000

Conflict of Interest

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Fees Expenses		100,000 Per Claim No Aggregate

Legal Expense

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Defence Cost		100,000 500,000 Aggregate

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Property

Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	5,000	RC	10,768,300
Valuable Papers	5,000		500,000
Accounts Receivable	5,000		500,000
Extra Expense	5,000		500,000
Rent or Rental Value	5,000		500,000
Master Key	5,000		25,000
Personal Effects	5,000		5,000 per person 25,000 per occurrence
Data Processing			
System & Equipment	5,000		39,700
Media	5,000		6,500
Extra Expense	5,000		88,000
Earthquake	Not Applicable		Excluded
Flood	Not Applicable		Excluded
(\$) Total Amount of Insurance			13,037,300
RC = Replacement Cost ACV = Actual Cash Value VAL = Valued The Deductible is on a Per Occurrence Basis			

SCHEDULE OF COVERAGE

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BASIS OF LOSS SETTLEMENT APPLICABLE</u>	<u>LIMIT OR AMOUNT OF INSURANCE</u>
<u>RIDER NO. 1</u>			
1.	Blanket Amount on Property Insured including: - Digital Sign and Scoreboard, 23 Brock Road South (excluding Items specifically insured):	Replacement Cost	\$ 10,768,300.
2.	Specific Limit of Insurance on the following: (a) Olympia Ice Resurfacer, Serial No. RMME1702905 (Outdoor Rink)	Actual Cash Value	84,800.
3.	Limit on Valuable Papers:		500,000.
4.	Limit on Accounts Receivable:		500,000.
5.	Limit of Extra Expense Insured at Any One Location:		500,000.
6.	Rent or Rental Value Form:		500,000.
7.	Master Key Protection: This policy is extended to provide cover, subject to all its terms and provisions for not more than the amount shown in any one occurrence to cover loss caused by the necessary replacement of locks and keys and the increased cost of security, following burglary, robbery or mysterious disappearance of master keys.		25,000.
8.	Personal Effects This policy is extended to cover personal effects of Councillors, Board Members, Officers and Employees only while on premises owned, rented or occupied by the Insured. The Insurer shall not be liable for losses or damage if, at this time of loss, there is any other insurance which would attach if this insurance had not been effected, except that this insurance shall apply only as excess and in no event as contributing insurance, and then only after all other insurance has been exhausted. This extension of coverage shall be limited to \$ 5,000. Per Councillor, Board Member, Officer or Employee and \$ 25,000.any one occurrence.		25,000.
<u>RIDER NO. 2</u>			
1.	Data Processing Insurance:		134,200.
<u>DEDUCTIBLE</u>			
	Applicable to Rider Nos. 1 and 2	\$ 5,000.	
TOTAL AMOUNT OF INSURANCE			\$ 13,037,300.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown (TechAdvantage)

Coverage Description	(\$) Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	1,000	50,000,000 Per Accident
Extra Expense		500,000
Spoilage		50,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		500,000
Professional Fees		500,000
Civil Authority or Denial of Access		30 days
Errors and Omissions		250,000
Data Restoration		50,000
By-Law Cover		Included
Off Premises Transportable Object		10,000
Brands and Labels		100,000
Green Coverage		50,000
Environmental Efficiency *Will not show on Declarations Page		Up to 150% of Loss
Anchor Locations		Included
Service Interruption *Will not show on Declarations Page		Included Within 1000 metres

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury		15,000,000
Property Damage		Included
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy
Direct Compensation – Property Damage		
*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.		
Loss or Damage**		
Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils Applies To: - 2006 Freightliner Pumper Tanker - 2010 Int. Fire Tanker Truck - 2000 Freightliner Rescue Truck, - 2005 Freightliner Fire Pumper - 2012 Ford F550 Pumper - 2003 American Lafrance Aerial Truck	5,000	Included
All Perils Applies To: - 2012 International 7600 W/Plow - 2011 International Dump/Plow - 2013 International Dump/Sander - 2015 International 7500 Dump/Plow	2,500	Included
All Perils Applies To: - All Other Vehicles	1,000	Included
Endorsements		
GCNA #4 - Fire Department Vehicles		Included
GCNA #8 - Replacement Cost		Included
#20 - Coverage for Transportation Endorsement	Item #12 Only (2011 Chev Silverado)	Limit \$900 / Occ
#21B - Blanket Fleet Coverage		50 / 50
** This policy contains a partial payment of loss clause. A deductible applies for each claim except as stated in your policy.		

Account Premium

Prior Term	Total Annual Premium (Excluding Taxes Payable)	\$ 165,729	Total Annual Premium (Excluding Taxes Payable)	\$ 169,369
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Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply. The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 99,336	\$ 102,316
Errors and Omissions Liability	21,867	22,523
Non-Owned Automobile Liability	200	200
Environmental Liability	2,462	2,462
Crime	1,250	1,250
Conflict of Interest	300	300
Legal Expense	900	900
Property		
Property / Data Processing	15,311	15,500
Equipment Breakdown	1,551	1,567
Automobile		
Owned Automobile	21,186	20,951
Excess		
Follow Form	1,366	1,400
Total Annual Premium	\$ 165,729	\$ 169,369
(Excluding Taxes Payable)		

Changes to Your Insurance Program

Please be advised of the following changes to your insurance program that now apply:

Changes may have been made to Insurer(s), participation percentage and/or policy number(s).

Property Policy

- Building values have been increased in order to reflect inflationary trends.
- At renewal, please be advised that the Community Centre located at 4217 Watson Road South, Puslinch (including gate, fence and playground equipment) will be deleted.

Equipment Breakdown Coverage

- Coverage on your Equipment Breakdown policy is now the most innovative equipment breakdown coverage ever offered in the Canadian marketplace, protecting against losses caused by increasingly common technology-related exposures in virtually all modern equipment.
- For Coverage information and available options refer to the Equipment Breakdown Highlights Sheet.

Automobile Policy

- As of July 1, 2017 certain vehicles will no longer be considered road building machines and will be considered as commercial motor vehicles and as such may need to be insured on your automobile policy. Please refer to your broker or the MTO website for full details.

IMPORTANT PRODUCT CHANGES – DATA

Overview

Every organization depends on data - be it in paper or digital form - to operate. Client and employee information is gathered and stored for transactional and/or customer service purposes, however, this activity poses a threat to both individuals and organizations with respect to right of privacy.

One of the largest exposures an organization has is the unauthorized access of confidential information and the number of ways in which access can be illegally obtained is countless and ever evolving. Frank Cowan Company believes in providing you with coverage that responds to new and emerging trends. As a result we are announcing several product changes and enhancements.

Liability Changes

Liability policies were not designed to cover loss of information from computer systems. Common cyber exposures are routinely and expressly excluded under liability. Instead, insurance has evolved to offer specific solutions for cyber events by way of cyber liability policies.

To clarify the intent of the Frank Cowan Company liability wordings, the personal injury coverage has been amended. While 'invasion of privacy' coverage is still provided under personal injury, coverage has been removed as it relates to data losses because a cyber liability policy is a better fit for this exposure. In addition, standard exclusions for fungi, asbestos, terrorism are now included within the base wording. These were previously added to the policy via endorsement. The war and nuclear exclusions have been updated for consistency in liability wordings.

Errors and Omissions Changes

E & O coverage has changed to allow for an error or omission that may have resulted from a data entry error (e.g. a date error for an employees' benefit coverage). A loss of data or change in data as a result of a virus or cyber exposure is still not covered; however this change broadens coverage slightly and accurately reflects the original intent of this wording to cover human errors and omissions.

Cyber Risk Insurance Changes

The Frank Cowan Company offers a comprehensive cyber product and responds to network and data breaches to *your own* computer system.

There is an emerging trend where businesses that are similar in nature use Shared Computer Networks and Services via a Shared Network Agreement. This involves sharing specialized technological resources such as databases, programs, hardware and other resources to maintain the system and security.

Such an arrangement can have many benefits such as cost savings and access to more reliable systems/services, but is not traditionally covered by cyber insurance policies.

EXAMPLES OF HOW COVERAGE MAY RESPOND WITH THE CHANGES WE HAVE MADE

	Liability	E&O	Cyber
Invasion of Privacy			
Loss involving personal or confidential data in electronic form stored on the Insured's own computer system.	No	No	Yes
Loss involving personal or confidential data that is stored on a third party controlled shared computer network.	No	No	Yes
Invasion of Privacy involving personal or confidential information from other sources (public disclosure of private facts). E.g. A person is advised of a serious illness during a medical visit. A paper with this information is carelessly left on a desk and another patient reads and repeats this damaging information.	Yes	No	No
Data Entry or Administration Error			
The Insured makes an administration error or omission on computer system to an employee benefit plan.	No	Yes	No
The Insured makes an administration error or omission to a paper file to an employee benefit plan.	No	Yes	No

The following changes have been made to our cyber policy:

- We have clarified the definition of Service Provider to automatically include Network Service Agreements for Privacy Liability Coverage. New definitions have been added for Network Sharing Agreements and PCI-DSS (Payment Card Industry Data Security Standard).
- Forensic Costs no longer extend to a Service Providers System and industry standard war, radioactive contamination and nuclear exclusions have been added.
- We have amended the software responsibility exclusion so that it will only apply to software relating to security.

Frank Cowan Company is pleased to offer optional protection for Crisis Management Coverage when entering into a Shared Network Agreement via an endorsement that can be added to your cyber policy.

For your convenience, Frank Cowan Company has several resources available to assist your organization with next steps. Visit frankcowan.com and search for "cyber" to download articles and policies and procedures associated with cyber protection.

Note: Coverage for Liability, Errors and Omissions is optional and may not be provided on all risks. Should you have any or all of the above coverages, these changes will become effective at your next renewal date. If you are adding one of these coverages to your program, the changes to our wordings are effective July 1, 2016. If you have questions, or require more information, please contact your Company Representative.

Program Options

Frank Cowan Company offers a comprehensive insurance program. Outlined below are the program options, followed by your current coverage highlights.

1. Liability Limits

To increase the present limit of liability from \$ 20,000,000. to \$ 25,000,000. with respect to the Liability, Errors & Omissions, Non-Owned Automobile and Owned Automobile policies would require an Additional Annual Premium of \$ 1,000.

2. Board Members' Accident

Board Members' Accident coverage is available. See the attached Highlights Sheet for details.

24 Hour coverage extension is available (subject to Board Member's occupations).

Critical Illness coverage is available. See attached Highlight Sheet for details.

A quote is available on request (subject to satisfactory review of completed application for each Insured).

3. Volunteers' Accident

Volunteer Accident coverage is available. See attached Highlight Sheet for details.

A quote is available on request (based on the total # of volunteers).

4. Cyber Liability

Organizations rely on technology and the safe processing and storage of data to conduct business on a daily basis. Ensuring the security of data information is becoming an increasingly difficult task, especially considering changing regulations. A failure in technology or data breach can have significant consequences not only on the balance sheet but also to your organization's reputation.

Cyber Risk Insurance is available. See attached Highlights Sheet. **A completed application is required should a quote be requested.**

5. Facility User Solution

You may have numerous facilities that can be rented to the public. An important Risk Management step is to ensure third parties renting or leasing such facilities have their own insurance when they are renting or leasing your facilities. The **Facility User Solution** automatically provides this insurance.

The product is designed for short or long term rental agreements (e.g. social or sporting events) when Frank Cowan Company insures you, the facility owner.

We would be pleased to work with you in providing a quote for your facilities. See attached Highlight Sheet for details. A quote is available on request.

Description of Coverages

Frank Cowan Company offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a summary of current coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Municipal Liability Coverage Highlights

Overview

The Frank Cowan Company are specialists at insuring Public Entities. Our liability wording has been specially designed to meet the unique needs of these types of risks.

Coverage

- Limits up to \$50,000,000 Available.
- Occurrence coverage with No General Aggregate.
- Territory – World-wide for all coverage.
- Products and Completed Operations – liability arising out of the Insured's operations conducted away from the Insured's premises once those operations have been completed or abandoned. An Aggregate limit may apply for limits in excess of \$25,000,000.
- Bodily Injury including coverage for assault and battery.
- Personal Injury coverage - broad coverage (including advertising coverage) for acts that violate or infringe on the rights of others.
- Liquor Liability for bodily injury or property damage imposed upon an Insured by a Liquor Liability Act.
- Blanket Contractual for liability assumed by the Insured in contracts, whether reported to the insurer or not.
- Products Liability - legal liability incurred by an Insured because of injury or damage resulting from a products exposure.
- Professional/Malpractice Liability including for bodily injury or property damage from professional exposures.
- Abuse Liability for the entity insured.
- Employers Liability providing coverage for liability to employees for work-related bodily injury or disease, other than liability imposed on the Insured by a workers compensation law.
- Sewer backup Liability.
- Watercraft Liability - full coverage with no restrictions.
- Tenants legal liability.
- Cross Liability.
- Broad Definition of Insured.

Common Endorsements

In addition to the base wording, we have many optional endorsements to tailor coverage for individual accounts including:

- Wrongful Dismissal (Legal Expense).
- Forest Fire Expense.
- Marina Liability Extension.
- Sexual Abuse Therapy and Counselling Extension for long term care homes.
- Other endorsements specifically crafted for a particular exposure.

Coverage is Provided for Unique Exposures

- Products and Completed Operations Aggregate Limit may come into play for exposures such as road maintenance, snow removal, garbage collection / waste disposal, street cleaning or other duties that the Insured Municipality has to perform on behalf of third parties.
- Assault and battery coverage is imperative when there are security exposures (e.g. police).
- Products exposures such as utilities (e.g. water) are covered.
- Full Malpractice including Medical Malpractice as well as professional exposures are covered.
- Professional exposures include those such as medical, engineering, design errors or building inspection operations.
- Abuse and Professional Liability– as we have no exclusions for abuse, professional liability, negligent hiring practices or failure to supervise we provide exceptionally broad coverage for health risks such as long term care homes.

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Public Entity Errors and Omissions Liability Coverage Highlights

Public Entity Errors and Omissions Insurance

Public Entity Errors and Omissions Insurance (E&O) Coverage protects risks from civil litigation caused by allegations of professional negligence or failure to perform professional duties. Errors and Omissions focuses on providing coverage when there is financial loss to a third party (rather than bodily injury or property damage as general liability does).

Features

Limits	Typically limits follow that of our Liability. We have the availability to offer up to \$50,000,000.
Defence Costs	Over and above the Limit of Insurance. Whether a potential claim is baseless, or not, mounting legal expense can have serious monetary consequences for an Insured.
No Annual Aggregate	With higher out of court settlements and increased damage awards, large or even a series of small claims can quickly erode an annual aggregate limit.
Claims Made Policy	Pays for claims occurring and reported during the policy period. Our policy provides retroactive coverage (no date need be specified) and stipulates that a claim is first known only when written notice is first received.
Claims Definition	The definition of claim also includes arbitration, mediation or alternative dispute resolution proceedings.
Insured Definition	Includes Councilors, Statutory Officers, Council Committees, Firefighters, Employees and Volunteers.

Coverage is Provided for Unique Exposures

Insurance	No exclusion for failure to procure or maintain adequate insurance bonds or coverage (e.g. construction projects).
Benefit Plans	Errors or Omissions in administering Employee Benefit Plans are covered.
Misrepresentations	Municipal governments are required to provide information with respect to local matters and must ensure the information which is provided is accurate, true and not misleading. Our definition of a Wrongful Act covers misstatements or misleading statements.
Other Specialists and Services	Covers errors or omissions when they are rendered in connection with operations that are typical of public sector such as those of building inspections, zoning, planning, developing or regulating by-laws. Officials and employees acting in good faith are often times the subject of lawsuits.

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Non-Owned Automobile Coverage Highlights

Overview

Non-Owned and hired automobile liability insurance covers bodily injury and property damage caused by a vehicle not owned by the Insured (including rented or borrowed vehicles). Coverage is provided for Third Party Liability arising from the use or operation of any automobile not owned or licensed in the name of the Insured if it results in bodily injury (including death), property damage (if the property was not in possession of the Insured) to a third party.

Features

SEF No. 96 Contractual Liability:

- When renting a vehicle you engage in a contractual relationship with the rental company where you assume liability for the operation of the automobile. It is therefore important that contractual coverage is added to the policy by way of an endorsement known as SEF (Standard Endorsement Form) No. 96. Contractual Liability coverage is automatically provided for all written contractual agreements with our Non-Owned Automobile coverage.

SEF No. 99 Long Term Lease Exclusion:

- When Contractual Liability is provided under the policy there is also an exclusion for Long Term Leased vehicles SEF No. 99. This excludes coverage for vehicles hired or leased for longer than a certain period such as 30 days.

Territory:

- The Non-Owned Automobile policy provides coverage while in Canada and United States.

Termination Clause:

- The standard termination clause has been amended in that the Insured may still provide notice of cancellation at any time, however, the Insurer must provide ninety days' notice of cancellation to the Insured rather than the standard 15 or 30 days.

SEF No. 94 Legal Liability (Physical Damage) to a Hired/Rented Automobile:

- We automatically provide coverage for damage to a vehicle that you have hired or rented. Coverage is provided via endorsement SEF No. 94. We automatically provide 'All Perils' coverage. The limit of coverage will vary per client.

Additional Information

Courts have repeatedly held that when an automobile is used on a person's behalf or under a person's direction, that person (or entity) has a responsibility for the operation of the automobile and may be held liable for damages in the event of an accident even though he or she is not the owner or driver of the vehicle. This common law principle has been supported by a number of court decisions making an employer responsible for the use and operation of an automobile when an employee is operating an automobile (not owned by the employer) while being used for the employer's business.

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Environmental Coverage Highlights

Overview

Pollution incidents are a significant risk that can result in serious harm to public health and safety as well as to the environment.

We provide pollution liability insurance for claims for third party bodily injury and property damage. Coverage is provided on a blanket basis resulting from pollution conditions on or migrating from premises owned, occupied, rented or leased by the insured that are discovered and are reported during the policy period. The policy responds to events that are gradual in nature as well as those that are sudden and accidental causing third party damage whether pollutants are released on land, into the atmosphere or in the water.

Features

Defence Costs

- Our Defence costs are over and above the limit of insurance and will respond even if allegations are groundless or false.

Storage Tanks

- Seepage or leakage from both above and below ground storage tanks are covered without being specifically listed on the policy.

Territory

- Worldwide territory.

Limits of Insurance

- Both a 'per incident' and an 'aggregate' limit is applicable.

Additional Information

Environmental exposures pose an imminent and substantial threat to public health, safety or welfare or to the environment. Exposures could stem from: wastewater treatment plants, electric utility plants, construction sites, flood and rainwater runoff or retention basins, underground fuel storage tanks, herbicides, pesticides, and fertilizers, road salts and chemicals used to de-ice roads and bridges, contaminated waste from medical facilities or health clinics, marina's, fire-fighting chemicals or even contaminated swimming pools.

An environmental exposure arising from sewers is covered under our liability.

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Crime Coverage Highlights

Overview

Our crime coverage is one of the broadest and most flexible in the industry. An Insured may elect to purchase any or all of the Standard Crime Coverage we have available. In addition to the Standard crime coverage the Insured may elect to also purchase any of our Optional Coverages.

Optional Crime Coverage Includes:

- Extortion Coverage (Threats to persons and property).
- Pension or Employment Benefit Plan coverage.
- Residential Trust Fund Coverage.
- Credit Card Coverage.
- Client Coverage (Third Party Bond)
- Fraudulently Induced Transfer Coverage (otherwise known as Social Engineering). *Separate Coverage Highlights Sheet for Fraudulently Induced Transfer Coverage is available.*

For more information on our Optional Coverage. Refer to our Crime Coverage Options Highlight Sheet

Features of our Standard Crime Coverage

Below is a brief description of the Standard Crime Coverage an Insured may elect to purchase:

Employee Dishonesty – Form A Commercial Blanket Bond

- This protects the employer from financial loss due to the fraudulent activities of an employee or group of employees. The loss can be the result of theft of money, securities or other property belonging to the employer.

Loss Inside and Loss Outside the Premises (Broad Form Money and Securities)

- Covers loss by theft, disappearance, or destruction of the Insured's money and securities inside the Insured's premises (or Insured's bank's premises) as well as outside the Insured's premises while in the custody of a messenger.

Money Orders and Counterfeit Paper Currency

Covers Loss:

- Due to acceptance of a money order that was issued (or is purported to have been issued) by a post office or express company; and
- From the acceptance of counterfeit paper currency of Canada or the United States.

Forgery and Alteration

- Covers loss due to dishonesty from a forgery or alteration to a financial instrument (cheque, draft or promissory note).

Audit Expense

- Coverage for the expenses that are incurred by the Insured for external auditors to review their books in order to establish the amount of a loss. This is a separate limit of insurance.

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

- Loss caused when money, securities, or other property is transferred because of a fraudulent computer entry or change. The entry or change must be within a computer system that the Insured owns (and on their premises).
- Loss caused when money or securities are transferred, paid, or delivered from the Insured's account at a financial institution based on fraudulent instructions (at the financial institutions premises).
- Voice computer toll fraud covers the cost of long distance calls if caused by the fraudulent use of

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Conflict of Interest Coverage Highlights

Overview

Conflict of Interest can be described as a situation in which public servants have an actual or potential interest that may influence or appear to influence the conduct of their official duties or rather divided loyalties between private interests and public duties.

Conflict of Interest coverage provides protection for the cost of legal fees and disbursements in defending a charge under the Municipal Conflict of Interest Act (or other similar Provincial Legislation in the respective province of the Insured).

Features

Coverage is offered as a stand-alone coverage providing the client a separate limit of insurance that is not combined with any other coverage such as legal expense coverage.

- Per Claim Limit only – No Annual Aggregate.
- Coverage provided on a Reimbursement Basis.

Coverage Description

Coverage is provided for legal costs an Insured incurs in defending a charge under the Provincial Conflict of Interest Act if a court finds that:

- There was no breach by the Insured; or
- The contravention occurred because of true negligence or true error in judgment; or
- The interest was so remote or insignificant that it would not have had any influence in the matter.

Additional Information

Coverage is provided for elected or appointed members of the Named Insured including any Member of its Boards, Commissions or Committees as defined in the 'Conflict of Interest Act' while performing duties related to the conduct of the Named Insured's business.

Conflict of Interest coverage is applicable to only those classes of businesses that are subject to the Municipal Conflict of Interest Act (or other similar Provincial legislation in the respective province of the Insured).

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Legal Expense Coverage Highlights

Coverage Features

We offer comprehensive Legal Expense Coverage to protect an Insured against the cost of potential legal disputes arising out of your operations.

- Coverage will pay as costs are incurred.
- Broad Core Coverage.
- Optional Coverage.
- Coverage for Appeals for Legal Defence Costs and any Optional Coverage purchased.
- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.
- Additional Optional Coverage available.
- Broad Definition of Insured including managers, employees and volunteers.

Broad Core Coverage

The core coverage provides Legal Defence Costs for:

- Provincial statute or regulation.
- Criminal Code Coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared.
- Civil action for failure to comply under privacy legislation.
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees.

Optional Coverage

In addition to the Core Coverage an Insured can mix and match any of the following Optional Coverage:

- Contract Disputes and Debt Recovery.
- Statutory License Protection.
- Property Protection.
- Tax Protection.

Limits and Deductibles

- Coverage is subject to an Occurrence and an Aggregate Limit.
- The Core Coverage is typically written with no deductible however a deductible may be applied to Optional Coverage.

Exclusions

- Each Insuring Agreement is subject to Specific Exclusions and Policy Exclusions.
- Municipal Conflict of Interest Act (or other similar provisions of other Provincial legislation) is excluded.
* Conflict of Interest Coverage may be provided under a separate policy for eligible classes of business.

Telephone Legal Advice and Specialized Legal Representation

- General Advice (available from 8 am until 12 am local time, 7 days a week).
- Emergency access to a Lawyer 24 hours a day, 7 days a week.
- Services now automatically include the option of using an appointed representative from a panel of Lawyers with expertise in a variety of areas.

Client Material and Wallet Card

- The 'Legal Expense Important Information' wording attached to each policy explains the steps that are to be taken in event of a claim.
- A wallet card is now attached to the policy which the Named Insured can copy & distribute to each Insured (e.g. managers, employees, etc.).

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Property Coverage Highlights

Overview

We recognize Public Entities have a wide variety of property (buildings, equipment and supplies). Our wording is exceptionally broad and can cover property without it being specifically listed. Equipment and Supplies that may be unique to Public Entities may include: sewer maintenance equipment, unlicensed mobile equipment and other maintenance equipment, emergency equipment (e.g. firefighting equipment), generators, computers. Other contents and supplies are also automatically covered under our property wording without being specifically listed such as road salts, herbicides/pesticides, fuels or office contents.

Coverage can be tailored for particular risks or unique exposures e.g. coverage for police dogs, watercraft coverage for rescue operations, buildings in course of construction or property of others may require coverage.

Features

Coverage is typically written:

- On an all risk basis including replacement cost.
- As Property of Every Description – coverage can be scheduled separately if required.
- With no coinsurance, no statement of values, no margins clause or same site restriction.

Additional Coverage Features

- Land/water (pollution) clean-up: provided up to the limit of insurance if caused by an insured peril to insured property, no sublimit.
- Property in Transit is automatically covered and need not be scheduled separately (all property in transit is covered including that which is typically covered under ocean marine policy).
- Unlicensed Equipment (e.g. contractors equipment): Automatically includes replacement cost as the basis of settlement regardless of age (can be ACV or Valued if client requires) this is applicable if insured owns the unlicensed equipment.
- Standard Extensions of Coverage are included (e.g. accounts receivable or valuable papers).
- Water Towers, Standpipes and Water Reservoirs can be specifically insured.
- Coverage for docks and wharves is available.
- Sewer Back up – automatically covered.
- By-laws Coverage –for insured losses.
- Flood and Earthquake – available.
- Worldwide territory.
- Newly acquired.

Business Interruption Coverage

Business Interruption Coverage:

- Extra Expense – automatically covered.
- Other business interruption forms available upon request including:
 - Profits, Gross Revenue, Gross Earnings, Rental Value, Gross Rents forms.

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Equipment Breakdown TechAdvantage Highlights

Overview

Property policies typically exclude losses that Equipment Breakdown Insurance is designed to cover.

Equipment Breakdown Coverage insures against losses (property damage and business interruption) resulting from 'accidents' (as defined in the wording) to various types of equipment such as pressure, mechanical, electrical and pressure equipment (called "objects" in the policy). Coverage also extends to electronic equipment for 'electronic circuitry impairment'. Coverage typically extends to production machinery unless specifically excluded.

Features

Coverage is extended to pay for:

Property Damage: The cost to repair or replace damaged equipment or other covered property, including computers, due to a covered accident.

Business Income The loss of business income due to an interruption caused by a covered accident from the date of loss until such equipment is repaired or replaced or could have been repaired or replaced plus additional time to allow your business to become fully operational.

Extra Expense: Additional costs (e.g., equipment rental) you incur after a covered loss to maintain normal operations.

Expediting Expenses: The cost of temporary repairs or to expedite permanent repairs to restore business operations.

Service Interruption: Business income and extra expense resulting from a breakdown of equipment owned by a supplier with whom the Insured has a contract to supply a service. If there is no contract, the equipment must be within 1000 metres of the location.

Data Restoration: The restoration of data that is lost or damaged due to a covered loss.

Demolition: Building demolition and rebuilding required by building laws.

Ordinance or law: The additional costs (other than demolition) to comply with building laws or codes.

Other Coverage: Spoilage, Hazardous Substances, Ammonia, Water damage, Professional Fees, Errors and Omissions, Newly Acquired Locations, Civil Authority or Denial of Access.

Coverage Automatically Includes:

Microelectronics Coverage: Provides insurance when physical damage is not detectable or when firmware or software failure causes non-physical damage. Triggered when covered equipment suddenly stops functioning as it had been and that equipment or a part containing electronic circuitry must be replaced.

Cloud Computing – Service Interruption: Pays for business interruption and extra expense when your cloud computing service provider experiences an outage due to an equipment breakdown.

Cloud Computing – Data Restoration: Pays for data restoration for data lost when stored and managed by a cloud computing service provider that experiences an equipment breakdown.

Off Premises Transportable Objects: Extends coverage to transportable equipment anywhere in North America.

Anchor Location: (when business income coverage is purchased) expands Business Income coverage resulting from a covered accident at an anchor location that attracts customers to an insured location.

Environmental Efficiency and Green Coverage: Pays for upgrades to more energy efficient or environmentally friendly equipment.

Brands and Labels: Pays for the cost of removing labels or additional cost of stamping salvaged merchandise after a loss.

Other Benefits

Public Relations Coverage: (when business income coverage is purchased other than extra expense) pays for public relations assistance to help manage your reputation that may be damaged by business interruption or data loss.

Contingent Business Interruption: (when business income coverage is purchased other than extra expense) pays for Business Income resulting from a covered accident to property not owned, operated or controlled by the Insured.

Optional Coverage

The coverage is included only if specified limits of insurance are shown on the Schedule of Coverage. A quote may be available (a completed application may be required).

Data Compromise Coverage: Up to \$50,000 (Annual Aggregate) for an Insured affected by a data breach. When a data breach occurs involving personal identifying information (information not typically available to the public) coverage includes expenses you incur for:

- Legal Counsel: to determine how you should best respond to the breach.
- Forensic Services: to help assess the nature and extent of the compromise.
- Regulatory Notification: to provide notification to the Office of the Privacy Commissioner of Canada.
- Notification and Services to Affected Individuals: a packet of customer support information, access to a helpline, fraud alert for the affected individuals, identity restoration case management for victims of identity theft caused by the breach.
- Public Relations Services: to assist in restoring your reputation.

Identity Recovery Coverage: Up to \$15,000 (Annual Aggregate) for an Insured affected by identity theft. Coverage applies to an Insured that is a sole proprietor, a partner if the Insured is a partnership, a chief executive in a corporation or a senior ministerial employee for religious institutions. Coverage is provided for various additional and unexpected expenses an individual will sustain due to an identity theft such as: costs for credit reports, lost wages, costs for the supervision of children, elderly or infirm dependents.

Additional Information

BI&I automatically provide inspection services for boilers and pressure vessels to satisfy the provincial inspection requirements on our behalf.

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Owned Automobile Coverage Highlights

Overview

We can provide mandatory automobile coverage for all licensed vehicles owned and/or leased by the Insured.

Features

Third-Party Liability Coverage:

- Coverage is provided for Third Party Liability (bodily injury and property damage) protecting you if someone else is killed or injured or their property is damaged. It will pay for claims as a result of lawsuits against you up to the limit of your coverage, and will pay the costs of settling the claims. Coverage is for licensed vehicles you own and/or leased vehicles.

Standard Statutory Accident Benefits Coverage:

- We automatically provide standard benefits if you are injured in an automobile accident, regardless of who caused the accident. Optional Increased Accident Benefits Coverage is available upon written request.

Optional Statutory Accident Benefits Coverage - Available upon request

- Including coverage for: Income Replacement; Caregiver, Housekeeping & Home Maintenance; Medical & Rehabilitation; Attendant Care; Enhanced Medical Rehabilitation & Attendant Care; Death & Funeral; Dependent Care; Indexation Benefit (Consumer Price Index) – Ontario

Direct Compensation Property Damage:

- Covers damage to your vehicle or its contents, and for loss of use of your vehicle or its contents, to the extent that another person was at fault for the accident as per statute.

Physical Damage Coverage:

- Various basis of settlement including: Replacement Cost, Valued Basis and Actual Cash Value.

Replacement Cost – No deduction for depreciation for repairs or replacement.

- Available for specified vehicles (up to 25 years of age).
- Total Loss: the Insured has the option of purchasing a new vehicle, or accepting a cash settlement for the amount it would cost to purchase a new vehicle.
- Partial Loss: repair estimates are calculated by using all new parts to repair damage.

Valued Basis:

- Can be provided on specified vehicles, usually those that are obsolete, would not be replaced, or would be replaced with a used vehicle.

Actual Cash Value:

- Actual Cash Value (ACV) coverage is automatically provided for specified vehicles.

Additional Information

Blanket Fleet Endorsement:

- Coverage is provided on a blanket basis under the 21B – Blanket Fleet Endorsement. Premium adjustment is done on renewal. Adjustment is made on a 50/50 or pro rata basis as specified in the endorsement. Mid-term endorsements are not processed on policies with this blanket cover.

Single Loss:

- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.

For a list of vehicles quoted, refer to Exhibit "B".

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Program Options – Highlights of Coverage

Frank Cowan Company offers a Comprehensive Insurance Program to meet your needs.

In addition to "Your Insurance Coverage", enhancements to your coverage are available as outlined under the Program Options page.

Highlights of coverage follow providing a brief description of these options.

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Board Members' (Including Councillors') Accidental Death and Dismemberment Coverage Highlights

AD&D and Paralysis Limits		Option 1	Option 2
Accidental Death or Dismemberment (including loss of life and heart attack coverage).		\$100,000	\$250,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit.			
Permanent Total Disability - Accidental Death and Dismemberment Limit.			
Weekly Indemnity		Option 1	Option 2
Total Loss of Time		\$300	\$500
Partial Loss of Time		\$150	\$300
Accident Reimbursement - \$15,000			
Chiropractor	Crutches [†]		
Podiatrist/Chiropodist	Splints [†]		
Osteopath	Trusses [†]		
Physiotherapist	Braces (excludes dental braces) [†]		
Psychologist	Casts [†]		
Registered or Practical Nurse	Oxygen Equipment – Iron Lung		
Trained Attendant or Nursing Assistant [†]	Rental of Wheelchair		
Transportation to nearest hospital [†]	Rental of Hospital Bed		
Prescription drugs or Pharmaceutical supplies [‡]	Blood or Blood Plasma [†]		
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room [‡]		
<small>†Maximum \$1,000 per accident. ‡If prescribed by physician</small>			
Dental Expenses			
Dental Expenses			\$5,000
Occupational Retraining – Rehabilitation			
Retraining – Rehabilitation for the Named Insured.			\$15,000
Spousal Occupational Training.			\$15,000
Repatriation			
Repatriation Benefit (expenses to prepare and transport body home).			\$15,000
Dependent Children – per child			
Dependent Children's Education (limit is per year- maximum 4 years).			\$10,000
Dependent Children's Daycare (limit is per year- maximum 4 years).			\$10,000
Transportation/Accommodation (When treatment is over 100km from residence)			
Transportation costs for the Insured when treatment is over 100km from home.			\$1,500
Transportation and accommodation costs when Insured is being treated over 100km from home.			\$15,000
Home Alternation and Vehicle Modification			
Expenses to modify the Insured's home and/or vehicle after an accident.			\$15,000
Seatbelt Dividend			
10% of Principal Sum.			\$25,000
Funeral Expense			
Benefit for loss of life.			\$10,000
Identification Benefit			
Benefit for loss of life.			\$5,000

Eyeglasses, Contact Lenses and Hearing Aids

When Insured requires these items due to an accident. \$3,000

Convalescence Benefit – Per day

Insured Coverage. \$100

One Family Member Coverage. \$50

Workplace Modification Benefits

Specialized equipment for the workplace. \$5,000

Elective Benefits**Complete Fractures**

Skull \$ 5,200

Lower Jaw \$ 2,800

Collar Bone \$ 2,800

Shoulder Blade \$ 3,500

Shoulder Blade complications \$ 3,700

Thigh \$ 4,600

Thigh/hip joints \$ 4,600

Leg \$ 3,500

Kneecap \$ 3,500

Knee/joint complications \$ 4,000

Hand/Fingers \$ 2,200

Arm (between shoulder & elbow) \$ 4,600

Forearm (between wrist & elbow) \$ 2,800

Foot & Toes \$ 2,200

Two or More Ribs \$ 1,900

Colles' fracture \$ 2,800

Potts' fracture \$ 3,400

Dislocation

Shoulder \$ 2,200

Elbow \$ 2,200

Wrist \$ 2,500

Hip \$ 4,600

Knee \$ 3,500

Bones of Foot or Toe \$ 2,500

Ankle \$ 2,800

Aggregate Limit

Aggregate Limit only applicable when 2 or more board members are injured in same accident. \$ 2,500,000

Coverage Extensions

- Standard coverage is applicable while the Insured is 'On Duty'. Coverage for Accidents that may occur 24/7 may be purchased.
- Accidental Death of a Spouse While Travelling on Business is automatically included when this coverage is purchased. This endorsement provides for Accidental Death of a spouse when the spouse is travelling with an Insured Person on business. Coverage applies while travelling to or from such an event and /or if the loss of life occurs within one year of the accident.
- When Board Members' Accidental Death and Dismemberment Coverage is purchased, the Insured also has the option to purchase Critical Illness Coverage.

Additional Information

- Loss of life payments up to 365 days from date of Accident or if permanently disabled up to 5 years.
- Weekly Indemnity coverage pays in addition to Elective Benefits.
- Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.

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Critical Illness Coverage Highlights

Features

- \$10,000 Coverage (each applicant)
- Coverage up to 75 years of age
- No Deductible
- No Medical Examination Required (one page application only)

Critical Illnesses Covered

Heart Attack (Myocardial Infarction)	Heart Valve Replacement
Coronary Artery Bypass Surgery	Benign Brain Tumor
Stroke	Alzheimer's Disease
Cancer	Third Degree Burns
Kidney Failure	Coma
Major Organ Transplant	Blindness
Multiple Sclerosis	Deafness
Paralysis	Loss of Speech
Aorta Graft Surgery	Motor Neuron Disease
Parkinson's Disease	

Exclusions typical to Critical Illness Policies

- War or while in the armed forces.
- Suicide, attempted suicide or self-inflicted injuries.
- AIDS (Acquired Immune Deficiency Syndrome) and/or infection with HIV (Human immunodeficiency virus).
- Extreme Sports (e.g. scuba diving, parachuting, hang gliding, rodeo events).
- Negligence or non-compliance in seeking and/or following reasonable medical treatment.
- While under the influence of alcohol or drugs.
- Illnesses as a result of pregnancy.

Policy Limitations

- Coverage for pre-existing conditions expressly excluded.
- Critical Illness benefit is only payable once regardless of the number of critical illnesses an Insured claims.
- When a Critical Illness benefit is paid to an Insured Person, they are no longer insurable and coverage ceases.

*** Coverage is subject to a satisfactory application and underwriting approval for each Applicant**

Additional Information

- Coverage is only available when Board Members' Accidental Death and Dismemberment Coverage is purchased.

Applicant Approval

- Coverage is subject to a satisfactory application and underwriting approval for each Applicant.

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Volunteers' Accidental Death and Dismemberment Coverage Highlights

AD&D and Paralysis Limits

Accidental Death or Dismemberment.	\$50,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit.	\$100,000

Weekly Indemnity

Total Loss of Time.	\$500
Partial Loss of Time.	\$250

† Volunteer must be gainfully employed immediately prior to an accident for weekly indemnity benefits

Accident Reimbursement - \$15,000

Chiropractor	Crutches [†]
Podiatrist/Chiropodist	Splints [†]
Osteopath	Trusses [†]
Physiotherapist	Braces (excludes dental braces) [†]
Psychologist	Casts [†]
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant [†]	Rental of Wheelchair
Transportation to nearest hospital [†]	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies [†]	Blood or Blood Plasma [†]
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room [†]

†Maximum \$1,000 per accident. ‡If prescribed by physician.

Dental Expenses

Dental Expenses.	\$5,000
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Occupational Retraining – Rehabilitation

Retraining – Rehabilitation for the Volunteer.	\$15,000
Spousal Occupational Training.	\$15,000

Repatriation

Repatriation Benefit (expenses to prepare and transport body home).	\$15,000
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Dependent Children – per child

Dependent Children's Education (limit per year- maximum 4 years).	\$10,000
Dependent Children's Daycare (limit per year- maximum 4 years).	\$10,000

Transportation/Accommodation (When treatment is over 100km from residence.)

Insured Coverage.	\$1,500
Family Member.	\$15,000

Home Alteration and Vehicle Modification

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
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Seatbelt Dividend

10% of Principal Sum when proof of wearing a seatbelt.	\$5,000
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Funeral Expense

Benefit for loss of life.	\$10,000
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Identification Benefit

Transportation and accommodation costs for family member to identify Insured's remains.	\$5,000
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Eyeglass, Contact Lenses and Hearing Aids

When Insured requires these items due to an accident.	\$3,000
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Convalescence Benefit – Per day

Confined to hospital.	\$100
Out patient.	\$ 50

Workplace Modification Benefits

Specialized equipment for the workplace.	\$5,000
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Aggregate Limit

Aggregate Limit only applicable when 2 or more volunteers are injured in same accident.	\$ 1,000,000
---	--------------

Additional Information

- Loss of life payments up to 365 days from date of Accident Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.
- Coverage is afforded to the Volunteer only when they are 'On Duty'.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Cyber Risk Insurance Coverage Highlights

Overview

Cyber, network and data exposures impact all companies and thus this solution is suitable for almost any industry. We offer comprehensive Cyber Risk Insurance Coverage to protect an Insured against the cost of a failure in technology or data breach as well as costs involved in restoring the organization's reputation.

The Privacy Liability coverage section will now automatically extend coverage to a 'Service Provider' and/or under a 'Shared Network Arrangement'. We also offer an optional endorsement which will extend coverage to Crisis Management Costs.

Coverage

Media Content Services Liability.

- Media exposures such as defamation and breaches of intellectual property rights arising from your on-line publishing.

Network Security Liability.

- Failure to protect against unauthorized access to; unauthorized use of, or denial of services attack.

Privacy Liability Coverage.

- Consists of various components such as: Privacy Liability, Privacy Notification Costs and Regulatory Proceedings Coverage.
 - Privacy Liability
 - Provides coverage for your liability when you fail to safeguard personal information you have been entrusted with.
 - Privacy Notification Costs
 - Notification costs and credit monitoring after a breach.
 - Regulatory Proceedings Coverage
 - Covers fines and penalties.

Extortion Threat

- Cover to assist you in dealing with the costs of handling/response to a threat from a hacker to attack your information and electronic assets.

Crisis Management Expense

- Costs to assist you after a network compromise to your own system (e.g. public relations costs).

Business Interruption

- Covers the reduction in business income during the period of restoration after compromise to your own system.

Limits and Deductibles

Limits

- A range of limits available up to \$5 million (sub limits apply to first party coverage).
- Pays up to the Limit of Insurance for each coverage specified, subject to an Aggregate Limit.

Deductibles

- A separate deductible may apply to each coverage.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Facility User Solution Coverage

Overview

The **Frank Cowan Company Facility User Solution** provides you (the facility owner) with the knowledge that the person(s) renting or leasing your facilities have insurance for events they are hosting.

You also have peace of mind knowing they have added you (the facility owner) as an 'additional insured' to that insurance. As an 'additional insured' your interests are covered when a claim occurs as a result of negligence by someone renting or leasing the facilities.

With the **Frank Cowan Company Limited Facility User Solution** we automatically cover a variety of 'Sporting' and 'Non Sporting Events.'

Features

We provide coverage on one master policy with:

- The option of insuring all of your rented or leased facilities or only selected facilities.
- The option of \$2,000,000 or \$5,000,000 liability limits for all users.
- Coverage under a commercial general liability form with extensions for Tenants Legal Liability, Medical Expenses and Non Owned Automobile Coverage.
- Coverage is written on a Reporting Basis – with a deposit premium at inception and premium being adjusted annually.

Activities or Events Insured

Approved Activities include the following Non Sporting and Sporting Events:

Non Sporting Events

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Sporting Events

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis, ball/roller/floor hockey, baseball, basketball, broomball, cheer leading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball and yoga.

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports, cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football or wrestling.

While we do provide coverage under the program for sporting activities we do not provide coverage for Organized Sports Teams/Leagues.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Claims Exhibit

IMPORTANT: This claims report is prepared by Frank Cowan Company for the sole and exclusive use of Frank Cowan Company, the Insured and, where applicable, their broker and may not be relied upon by any other party. By receipt of this information the Insured and their broker acknowledge their responsibility for keeping this information *strictly confidential*. Neither Frank Cowan Company nor its representatives shall be liable, either directly or indirectly, for any loss, damage, injury or costs suffered or incurred by the Insured or any other party arising or alleged to have arisen by the reliance on this report, outside of Frank Cowan Company. Frank Cowan Company is not responsible for any changes or alterations to this report from its original form or content. Please be advised that deductibles indicated for sewer backup claims are on a per claimant basis. Therefore, if there are sewer backup claims in this report, you could be responsible for multiple deductibles for those claims, up to the number of claimants. For further information, please refer to your policy.

WARNING: Claim reserves by their nature are estimates only and are subject to change. Casualty claims can be complex and can take many years to reach resolution. Over that time it is not unusual for claims costs to escalate, sometimes dramatically, from current estimates. Further, for many reasons liability claims are often reported after a policy year has ended - sometimes years later. Therefore, this report is likely not a complete or final view of the ultimate incurred claims for this Insured.

Classification of Claim		Year	Number	Incurred Amount *	
1.	Liability				
		2008-2009	3		79,711
		2009-2010	1		0
		2010-2011	0		0
		2011-2012	3		195
		2012-2013	2		302,998
		2013-2014	3		129,581
		2014-2015	2		0
		2015-2016	1		0
		2016-2017	0		0
		TOTAL	15	\$	512,485
2.	Errors and Omissions				
		2008-2009	0		0
		2009-2010	0		0
		2010-2011	0		0
		2011-2012	2		7,119
		2012-2013	1		126,461
		2013-2014	0		0
		2014-2015	0		0
		2015-2016	0		0
		2016-2017	0		0
		TOTAL	3	\$	133,579

Classification of Claim		Year	Number	Incurred Amount *	
3.	Automobile				
		2008-2009	0		0
		2009-2010	1		10,495
		2010-2011	0		0
		2011-2012	2		16,971
		2012-2013	2		2,483
		2013-2014	1		3,083
		2014-2015	0		0
		2015-2016	0		0
		2016-2017	0		0
		TOTAL	6	\$	34,483

* INCURRED AMOUNT -

Includes all payments plus outstanding reserves plus expenses, less any deductible applying.

EXHIBIT “A”

Estimate of Values

The information contained herein is confidential, commercial, financial, scientific and/or technical information that is proprietary to Frank Cowan Company and cannot be disclosed to others. Any such disclosure could reasonably be expected to result in significant prejudice to the competitive position of Frank Cowan Company, significant interference with its competitive position and/or cause it undue loss.

EXHIBIT "B"

AUTOMOBILE FLEET SCHEDULE

BLDG. INSPEC.

1	16	CHEV COLORADO	178464	REPL
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FIRE DEPT

2	30	51 FORD FIRE PUMPER	R8LH50	ACV
3	38	06 FREIGHTLINER PUMPER TANKER	Y23468	REPL
4	37	10 INT. FIRE TANKER TRUCK	253242	REPL
5	35	00 FREIGHTLINER RESCUE TRUCK	B12992	REPL
6	31	05 FREIGHTLINER FIRE PUMPER	N95967	REPL
6	32	12 FORD F550 PUMPER	C34725	REPL
8		03 AMERICAN LAFRANCE AERIAL TRUCK	L65080	REPL
9		13 CHEV SILVERADO	335748	REPL

PARKS & REC

10	14	LANDSCAPE TRAILER	009133	ACV
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WORKS DEPT

11	11	CHEV SILVERADO	188960	REPL
12	12	INT 7600 W/PLOW	448849	REPL
13	08	CHEV SILVERADO PICKUP/PLOW	190755	REPL
14	11	INTERNATIONAL DUMP/PLOW	340039	REPL
15	13	INTERNATIONAL DUMP/SANDER	153593	REPL
16	15	INTERNATIONAL 7500 DUMP/PLOW	662015	REPL
17	15	GMC SIERRA 1500	317825	REPL
18	17	GMC SIERRA 2500	317824	REPL

ADMINISTRATION SHOULD CAREFULLY EXAMINE THIS SCHEDULE TO DETERMINE ACCURATE INFORMATION. ANY CHANGES OR DISCREPANCIES SHOULD BE REPORTED TO US.

CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/02/2018

ESTIMATE OF VALUES

GENERAL

49	EXTRA EXPENSE	500,000 LIM
50	RENTAL INCOME	500,000 LIM

GENERAL/ROADS/FIRE

1	PUSLINCH MUNICIPAL COMPLEX - OFFICES, EQUIPMENT DEPOT AND FIREHALL, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	2,384,100
7	25 KW GENERATOR, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	62,700
8	COMMUNICATION TOWER, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	8,400
9	UNDERGROUND FUEL TANKS, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	28,200
10	STORAGE, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	478,400

PARKS & REC

28	OUTDOOR RINK/GYMNASIUM AND CHANGE ROOMS, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	3,214,900
29	CONCESSION BOOTH, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	32,300
30	ANNOUNCERS BOOTH, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	8,800
31	STORAGE SHED (HYDRO BOX), 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	1,700
32	EQUIPMENT STORAGE, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	184,500
33	TENNIS COURT FENCING AND FLOODLIGHTING, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	60,800
34	BLEACHERS, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	47,200
35	RECREATIONAL FLOODLIGHTING, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	100,200
36	RECREATIONAL FENCING, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	99,300

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CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXHIBIT "A"

BUILDINGS AND STRUCTURES

01/02/2018

ESTIMATE OF VALUES

37	PLAYGROUND EQUIPMENT, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	43,900
41	STORAGE SHED/BLEACHERS/FENCING (BADENOCH), 4227 WATSON ROAD SOUTH, PUSLINCH, N0B 2J0	58,300
42	CONCESSION BOOTH AND WASHROOMS/BLEACHERS/PLAYGROUND EQUIPMENT/FENCING, MORRISTON MEADOWS PARK, 2 CURRIE DR, MORRISTON , N0B 2C0	162,100
43	PICNIC SHELTER, MORRISTON MEADOWS PARK, 2 CURRIE DR, MORRISTON , N0B 2C0	47,200
45	CONCESSION BOOTH AND WASHROOMS/BLEACHERS/FLOODLIGHTING/FENCING, 9 MAIN STREET, OLD MORRISTON PARK, MORRISTON , N0B 2C0	192,200

PUSLINCH CC

24	PUSLINCH COMMUNITY CENTRE, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	1,293,500
26	STANDBY STATELINE 80 KW GENERATOR, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	46,800
27	DIGITAL SIGN AND SCOREBOARD, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	56,300

TOTALS:

<u>BLANKET</u>	<u>SPECIFIED</u>
8,611,800	1,000,000

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CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXHIBIT "A"

CONTENTS AND EQUIPMENT

01/02/2018

ESTIMATE OF VALUES

<u>FIRE</u>		
11	COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	73,300
12	FIRE HALL CONTENTS AND FIRE-FIGHTING EQUIPMENT, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	821,400
13	ULTRAVIOLET UNIT, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	3,000
23	TRAILER MOUNTED SPEED MONITOR, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	12,000
<u>GENERAL</u>		
47	VALUABLE PAPERS	500,000 LIM
48	ACCOUNTS RECEIVABLE	500,000 LIM
51	MASTER KEY	25,000 LIM
52	PERSONAL EFFECTS	25,000 LIM
53	DATA PROCESSING	134,200 LIM REP
<u>GENERAL/ROADS/FIRE</u>		
2	CONTENTS - MUNICIPAL OFFICES AND HALL, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	86,000
3	LEASED POSTAGE METER, MODEL NO. DM125, AND PLATFORM SCALE, MODEL NO. DM150, INCLUDING ATTACHMENTS, ACCOUNT NO. 211534, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	2,000
4	ELECTRONIC SCALE/POSTAGE METER/MAIL MACHINE, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	5,000
5	LEASED CANNON PHOTOCOPIER, MODEL NO. IRADV7055, SERIAL NO. HJZ54343, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	33,600
6	ULTRAVIOLET UNIT, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	3,000
<u>PARKS & REC</u>		
38	KUBOTA MOWER, MODEL, NO. F2560, SERIAL NO. RF30B	25,000

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CORPORATION OF THE TOWNSHIP OF PUSLINCH

EXHIBIT "A"

CONTENTS AND EQUIPMENT

01/02/2018

ESTIMATE OF VALUES

	INCLUDING DECK, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	
40	OUTDOOR RINK OLYMPIA ICE RESURFACER, SERIAL NO. RMME1702905, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	84,800 SPE ACV
46	FOUR (4) ULTRAVIOLET UNITS, VARIOUS LOCATIONS	12,000
<u>PUSLINCH CC</u>		
25	CONTENTS - PUSLINCH COMMUNITY CENTRE, 23 BROCK ROAD SOUTH, PUSLINCH, N1H 6H9	100,000
<u>ROADS</u>		
14	2000 CHAMPION 9710 GRADER, SERIAL NO.33330, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	260,000
15	1999 CHAMPION GRADER, MODEL NO. 740A-VHP, SERIAL NO. ST4644, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	260,000
16	2008 JCB BACKHOE, MODEL 214/3CX14, SERIAL TC840911133, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	90,000
17	COMMUNICATION RECEIVING AND TRANSMITTING EQUIPMENT, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	35,000
18	MISCELLANEOUS TOOLS, EQUIPMENT, MATERIALS AND SUPPLIES, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	90,000
19	SIGNS, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	20,000
20	WATER PUMP AND HOSE, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	35,000
21	SNOW PLOWING EQUIPMENT AND ANTI-ICE EQUIPMENT, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	140,000
22	WOOD CHIPPER, MODEL NO. BC 1000 XL, SERIAL NO. 1VRY11194F1021844, 7404 WELLINGTON ROAD 34, GUELPH, N1H 6H9	45,200
<hr/>		
TOTALS:		
		<u>BLANKET</u> <u>SPECIFIED</u>
		2,151,500 1,269,000

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Liability Additional Insured(s)

1. THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO AND HER MAJESTY THE QUEEN IN RIGHT OF CANADA AS REPRESENTED BY THE MINISTER OF STATE (INFRASTRUCTURE & COMMUNITIES), but only with respect to their Municipal Funding Agreement with the Named Insured for the transfer of Federal Gas Tax Revenues.
2. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, HER MINISTERS, AGENTS, APPOINTEES AND EMPLOYEES but only with respect to the Amendment No. 2 to the Source Protection Municipal Implementation Fund (SPMIF_1314_012) Grant Funding Agreement with the Named Insured
3. HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, HER MINISTERS, DIRECTORS, OFFICERS, AGENTS, APPOINTEES AND EMPLOYEES, with respect to their Agreement with the Named Insured for Ontario Community Infrastructure Fund - Formula-Based Component File Number: FC2-M-0316
4. THE CORPORATION OF THE CITY OF GUELPH, with respect to their Dispatch Agreement with the Named Insured
5. THE CORPORATION OF THE COUNTY OF WELLINGTON, with respect to their Lease Agreement with the Named Insured
6. THE CANADIAN RED CROSS SOCIETY, but only with respect to the Training Partner Agreement with the Named Insured.
7. MINISTRY OF INFRASTRUCTURE
With respect to their clean water and wastewater fund (CWWF) agreement with the Named Insured

Property Additional Interest(s)

LOSS PAYEE(S):

CIT FINANCIAL LTD.

207 Queens Quay West, Suite 700

Toronto ON M5J 1A7

With respect to the Leased Canon Copier, Model No. IRADVC7055, Serial No. HJZ54343

Certificate

PITNEY BOWES

PO Box 278

Orangeville ON L9W 2Z7

With respect to the Leased Postage Meter Model No. DM125 including attachments, Account No. 211534

Certificate

ADMINISTRATION SHOULD CAREFULLY EXAMINE THIS SCHEDULE TO DETERMINE ACCURATE INFORMATION. ANY CHANGES OR DISCREPANCIES SHOULD BE REPORTED TO US.

POLICY EFF: 01/02/2018

MODIFIED: 15/09/2017

RISK NO: 62850

QUOTE: 276433

Ministry of Finance

Office of the Minister
7th Floor
Frost Building South
7 Queen's Park Cr
Toronto ON M7A 1Y7
Tel (416) 325-0400
Fax (416) 325-0374
www.fin.gov.on.ca

**Ministry of
Municipal Affairs**

Office of the Minister
17th Floor
777 Bay Street
Toronto, ON M5G 2E5
Tel (416) 585-7000
Fax (416) 585-6470
www.mah.gov.on.ca



November 20, 2017

Dear Head of Council:

We are writing to announce the release of the Ontario Municipal Partnership Fund (OMPF) municipal allocations for 2018. In 2018, the Province will provide a total of \$510 million in unconditional funding through the OMPF to 389 municipalities across the province. As announced in the *2017 Ontario Economic Outlook and Fiscal Review*, the Province is increasing the total OMPF envelope by \$5 million beginning in 2018 to further support northern municipalities.

The OMPF, combined with the municipal benefit resulting from the provincial uploads, will total more than \$2.6 billion in 2018, which is equivalent to 14 per cent of municipal property tax revenue in the province.

As you know, the OMPF was redesigned in 2014 following discussions with municipalities from across the province. Consultations with municipalities and the Association of Municipalities of Ontario (AMO) have continued over the past year and have focused on refining the program to ensure it meets the long-term priorities of municipalities. The 2018 OMPF balances the range of views expressed by municipalities through our consultations, while reflecting the core objectives of the redesigned program.

The 2018 program will further target support to municipalities with more challenging fiscal circumstances by increasing the Northern and Rural Fiscal Circumstances Grant to \$89 million from \$82 million in 2017. Additionally, the Northern Communities Grant component of the OMPF program will be enhanced to \$89 million in 2018, an increase of \$5 million over 2017, to further recognize the challenges of northern municipalities. This builds on the enhancement provided to northern municipalities in 2016. Lastly, the Rural Communities Grant, which continues to support rural communities across the province, will total \$150 million in 2018. The farm enhancement of the Rural Communities Grant will grow from \$10 million in 2017 to \$15 million in 2018 to further support municipalities with the highest levels of farm land.

As in prior years, the 2018 funding guarantee for municipalities in southern Ontario will be at least 85 per cent of their 2017 OMPF allocation and for municipalities in northern Ontario will be at least 90 per cent of their 2017 OMPF allocation. Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

.../cont'd

The Ministry of Finance's (MOF) Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2018 OMPF. This information and other supporting materials will be posted in both English and French on the MOF website: <http://www.fin.gov.on.ca/en/budget/ompf/2018>.

Our government has a very strong record of supporting and working in partnership with municipalities. As confirmed in the *2017 Ontario Budget*, we are pleased to fulfil our commitment to the upload of social assistance benefit costs, as well as court security and prisoner transportation costs, off the local property tax base. These uploads will be fully implemented by 2018. As a result of the provincial uploads, Ontario municipalities will benefit from approximately \$2 billion in reduced costs in 2018 alone, for a total benefit of over \$13.5 billion since the uploads began in 2008.

Going forward, the Province will focus on investing in infrastructure, which will benefit communities across Ontario. The government is making one of the largest infrastructure investments in Ontario's history, more than \$190 billion over 13 years, beginning in 2014–15. This includes increasing provincial investments in municipal infrastructure through the Ontario Community Infrastructure Fund (OCIF), Connecting Links and the Provincial Gas Tax Program. These investments will strengthen Ontario's road, bridge, transit, water and wastewater infrastructure.

The Province is also working with the federal government to invest in infrastructure programs such as the Clean Water and Wastewater Fund (CWWF), and is investing up to \$100 million of proceeds from the provincial carbon market in a new Municipal Greenhouse Gas (GHG) Challenge Fund in 2017–18. This investment will support projects that reduce GHG emissions, such as renewable energy and energy efficiency retrofits to municipal facilities like arenas, and energy-efficiency upgrades to drinking water or wastewater treatment plants.

In closing, we would like to thank our municipal partners for their feedback and input into the design of the 2018 OMPF program. We look forward to continuing the strong partnership we have with communities across Ontario.

Sincerely,

*Information Copy
Original Signed By*

Charles Sousa
Minister of Finance

*Information Copy
Original Signed By*

Bill Mauro
Minister of Municipal Affairs

Ontario Municipal Partnership Fund (OMPF)

2018 Allocation Notice



Township of Puslinch
County of Wellington

2301

2018 Highlights for the Township of Puslinch

- The Township of Puslinch's 2018 OMPF allocation is \$413,600, which is the equivalent of 11% of the Township's municipal property tax revenue.
- This exceeds the Township's 2017 OMPF by \$43,400 and payments received in 2004 by \$25,600.
- The estimated total benefit of the 2018 provincial uploads for the County of Wellington is \$6,093,700, which is the equivalent of 5% of all municipal property tax revenue in the County.

A Total 2018 OMPF

\$413,600

1. Assessment Equalization Grant	-
2. Northern Communities Grant	-
3. Rural Communities Grant	\$407,400
4. Northern and Rural Fiscal Circumstances Grant	\$6,200
5. Transitional Assistance	-

B Upper-Tier 2018 Provincial Uploads

The estimated total benefit of the 2018 provincial uploads for the County of Wellington is \$6,093,700.

The removal of these costs off the property tax base benefits all taxpayers within the County of Wellington, including those residing in the Township of Puslinch.

Information regarding the 2018 provincial uploads for the County of Wellington can be found in the accompanying 2018 Upload Notice Insert.

C Other Ongoing Provincial Support

1. Public Health	n/a
2. Land Ambulance	n/a

D Key OMPF Data Inputs

1. Households	3,063
2. Total Weighted Assessment per Household	\$728,839
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index	0.2
6. 2018 Guaranteed Level of Support	85.0%
7. 2017 OMPF (Line A from 2017 Allocation Notice)	\$370,200

Note: See line item descriptions on the following page.

Issued: November 2017

Ontario Municipal Partnership Fund (OMPF)

2018 Allocation Notice



Township of Puslinch
County of Wellington

2301

2018 OMPF Allocation Notice - Line Item Descriptions

A The OMPF grants are described in detail in the 2018 OMPF Technical Guide - this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2018>

A5 If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to the redesigned OMPF program, and/or changes in municipal circumstances. See the enclosed Transitional Assistance Calculation Insert for further details.

B Information regarding the 2018 provincial uploads for the County of Wellington can be found in the accompanying 2018 Upload Notice Insert.

C1 The estimated 2018 municipal benefit resulting from the upload of public health costs from a provincial share of 50 per cent in 2004 to 75 per cent in 2007. In two-tier systems, this benefit is identified at the upper-tier level. Actual municipal savings may not correspond with the Allocation Notice due to budget approvals made by the local Board of Health. Municipalities may provide additional funding beyond their obligated cost share or receive additional savings through other provincial grants for public health programs and initiatives. Any additional municipal funding or savings are not included in the calculation of the public health figure.

C2 The estimated 2018 municipal benefit of the Province's 50 per cent share of land ambulance funding relative to its share in 2005. This incremental increase in land ambulance funding delivers on the Province's commitment to strengthen land ambulance services and maintain the 50:50 sharing of land ambulance costs. In two-tier systems, this benefit is identified at the upper-tier level.

D2 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

D3 Represents the proportion of a municipality's population residing in rural areas or small communities. For additional information, see the 2018 OMPF Technical Guide.

D4 Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2018 OMPF Technical Guide.

D5 The Northern and Rural Municipal Fiscal Circumstances Index (MFICI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFICI corresponds to relatively positive fiscal circumstances, whereas a higher MFICI corresponds to more challenging fiscal circumstances. For additional information, see the 2018 OMPF Technical Guide.

D6 Represents the guaranteed level of support the municipality will receive from the Province through the 2018 OMPF. For additional information, see the 2018 OMPF Technical Guide.

D7 2017 OMPF allocation

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

Ontario Municipal Partnership Fund (OMPF)
2018 Transitional Assistance Calculation Insert



Township of Puslinch
County of Wellington

2301

A 2018 OMPF Transitional Assistance (Line B2 - Line B1 if positive)

n/a

As the municipality's 2018 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2018 OMPF Grants, excluding Transitional Assistance

\$413,600

2. 2018 Guaranteed Support (Line B2a x Line B2b)

\$314,700

a. 2017 OMPF (Line A from 2017 Allocation Notice)

\$370,200

b. 2018 Guaranteed Level of Support (Line C)

85.0%

C 2018 Guaranteed Level of Support

85.0%

The municipality's MFCI is 0.2. The corresponding guaranteed level of support is 85.0%.

Note: See line item descriptions on the following page.

Ontario Municipal Partnership Fund (OMPF)
2018 Transitional Assistance Calculation Insert



Township of Puslinch
County of Wellington

2301

2018 Transitional Assistance Calculation Insert - Line Item Descriptions

- A** Transitional Assistance ensures that in 2018, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2017. The Township of Puslinch's 2018 OMPF exceeds this level. As a result, Transitional Assistance is not required.

- B1** Sum of 2018 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

- B2** Guaranteed amount of funding through the 2018 OMPF

- B2a** 2017 OMPF allocation

- B2b** Represents the guaranteed level of support the municipality will receive from the Province through the 2018 OMPF. For additional information, see the 2018 OMPF Technical Guide.

- C** Reflects the guaranteed level of support for southern municipalities.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

Ontario Municipal Partnership Fund (OMPF)

2018 Northern and Rural Municipal Fiscal Circumstances Index



Township of Puslinch
County of Wellington

2301

A Northern and Rural MFCI - Township of Puslinch

0.2

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined by six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

	Puslinch Tp	Median
Primary Indicators		
1. Weighted Assessment per Household	\$728,839	\$261,000
2. Median Household Income	\$111,808	\$69,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	1.5%	1.1%
4. Employment Rate	65.3%	58.0%
5. Ratio of Working Age to Dependent Population	176.9%	170.0%
6. Per cent of Population Above Low-Income Threshold	93.9%	86.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2018 OMPF Technical Guide, as well as in the customized municipal 2018 Northern and Rural MFCI Workbook.

Ontario Municipal Partnership Fund (OMPF)
2018 Northern and Rural Municipal Fiscal Circumstances Index



Township of Puslinch
County of Wellington

2301

2018 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

- | | |
|-----------|---|
| A | The municipality's 2018 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2018 Northern and Rural MFCI Workbook. |
| B1 | Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. |
| B2 | Statistics Canada's measure of median income for all private households in 2015. |
| B3 | Measures the five-year (2012 - 2017) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment. |
| B4 | Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over. |
| B5 | Statistics Canada's measure of working age population, divided by youth (aged 14 and under) and senior population (aged 65 and over). |
| B6 | Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households. |

Ontario Municipal Partnership Fund (OMPF)
2018 Upload Notice Insert



County of Wellington

2300

A Estimated 2018 Provincial Uploads

\$6,093,700

1. Ontario Drug Benefits	\$887,400
2. Ontario Disability Support Program - Administration Component	\$277,900
3. Ontario Disability Support Program - Benefits Component	\$2,962,800
4. Ontario Works - Benefits Component	\$1,163,500
5. Ontario Works - Administration Component (Additional Support)	\$736,600
6. Court Security and Prisoner Transportation	\$65,500

B 2017 Provincial Uploads

\$5,845,900

C Increase in Provincial Uploads Compared to 2017 (Line A - Line B)

\$247,800

The removal of these costs off the property tax base benefits all taxpayers within the County of Wellington, including those residing in the Township of Puslinch.

Note: See line item descriptions on the following page.

Ontario Municipal Partnership Fund (OMPF)
2018 Upload Notice Insert



County of Wellington

2300

2018 Upload Notice - Line Item Descriptions

- A** Estimated 2018 municipal benefit resulting from the provincial upload of social assistance benefit programs and court security and prisoner transportation (CSPT) costs. CSPT allocations to be confirmed by the Ontario Provincial Police (OPP) in 2018.
-

- B** 2017 Social Programs Cost. Equal to Line A of the 2017 Upload Notice.

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.

**Ministry of
Municipal Affairs**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel. 416-585-7000
Fax 416-585-6470

**Ministère des
Affaires municipales**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. 416-585-7000
Téléc. 416-585-6470



Ministry of Labour

Office of the Minister

400 University Avenue
14th Floor
Toronto ON M7A 1T7

Ministère du Travail

Bureau du ministre

400, avenue University
14^e étage
Toronto ON M7A 1T7

NOV 14 2017

17-75368

Dear Heads of Council:

As you are aware, our government has introduced reforms through the Fair Workplaces, Better Jobs Act (Bill 148), that if passed, will enhance fairness and improve the lives of Ontario's working families.

Our government values and respects the partnership we have with municipalities, and appreciate hearing your concerns and feedback on this legislation. The submission from AMO, and input from municipal leaders, has helped us find common ground toward addressing your concerns.

As a result, we have brought forward amendments that, if approved, will ultimately make the Fair Workplaces, Better Jobs Act (Bill 148) stronger for the people of Ontario and the municipalities where they live.

We're proposing that Bill 148 be amended at Standing Committee to add exemptions to the on-call pay and the 96 hours' notice scheduling rules in Bill 148. Specifically, an employer would not be required to provide on-call pay to an employee who was on call, and not required to work, if the reason for the on-call shift was to ensure the continued delivery of essential public services, such as fire, utility and snow removal services. Similarly, an employee's right to refuse an employer's request to work or be on call would not apply if the reason for the request is to ensure the continued delivery of essential public services.

The Fair Workplaces, Better Jobs Act (Bill 148) is currently going through the legislative process. Should the Fair Workplaces, Better Jobs Act be adopted by the legislature, it is our intention to bring forward a regulation that, if approved, would exempt firefighters from the equal pay for equal work provisions with respect to employment status. It is our intention to make this regulation before the relevant section of the Act comes into force. This would provide clarity that volunteer firefighters will not be entitled the same pay as full-time firefighters.

We appreciate the support from Ontario's 444 municipalities and recognize that you have a strong record when it comes to improving your employees' lives through better working conditions, more predictable income, and access to needed personal time.

Ultimately Bill 148 will help ensure our workplaces are fairer for all Ontarians, and we look forward to your continued partnership in ensuring fairness and decency for all Ontario workers and in all Ontario workplaces.

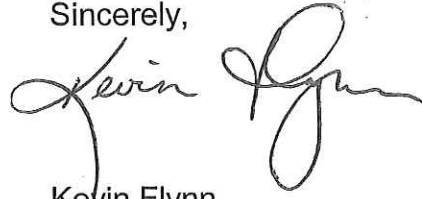
Together we are building a stronger and fairer Ontario.

Sincerely,



Bill Mauro
Minister of Municipal Affairs

Sincerely,



Kevin Flynn
Minister of Labour



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

To: Don Creed, Director of Public Works
7404 Wellington Road 34
Puslinch NOB 2J0

Dear Mr. Creed,

It has been drawn to the attention of the Puslinch COP Committee that there is a safety concern on Currie Drive in Morriston.

Speeding, two hairpin curves, removal of gravel shoulders, high traffic count all led to an unsafe road to walk on, let alone drive on. This is particularly a problem at school bus time and early mornings.

As a committee committed to drawing unsafe conditions to the Police and to the Director of Public Works, we would ask that consideration be given to making some change on this street before a serious accident happens.

Our suggestion would be that some form of a traffic calming measure be put in place. Extra stop signs or speed bumps may be of some help.

We look forward to any help you might be able to provide to make this a safer street for the residence.

Sincerely

Glenna Smith, Chair Puslinch COP Committee
dgsmith@sympatico.ca

cc by e-mail to
OPP Michael Ashly
Karen Landry
Matthew Bulmer
Susan Fielding



REPORT ADM-2017-041

TO: Mayor and Members of Council

FROM: Nina Lecic, Deputy Clerk

MEETING DATE: November 29, 2017

SUBJECT: Update on the Township's Building Department
File: H08- STR

RECOMMENDATIONS

THAT Council receives Report ADM-2017-041 an Update to the Township's Building Department;

And that Council authorizes a 2018 Operating Budget Base Budget Increase of \$74,500 funded from the Building Surplus Reserve to hire a Full-Time Contract Building Inspector for a period of one year in order to close the outstanding open permits in the system;

And that Council authorizes a 2018 Operating Budget Base Budget Increase of \$47,678 funded from the Building Surplus Reserve to continue the provision of building services by RSM Building Consultants;

And that staff report back on the future service delivery model for the Building Department as part of the 2019 Budget process.

Background

At the December 7, 2016 Council Meeting, Council voted on the recommendations outlined in Staff Report ADM-2016-026, Organization Structure Update which brought about changes to the Building Department, as well as changes in the Customer Service Division. As part of the recommendation, staff was to report back to Council with an overview of the meetings held with contractors/residents and feedback received on their experience in applying for and obtaining a building permit. This report will address the feedback received.

Over the past year, Customer Service and Building staff has been reviewing and implementing changes that would improve the customer experience for the building permit intake process. This report will provide an overview of the completed work, as well as an overview of the ongoing process improvements.

Purpose

The purpose of this report is to provide an overview of the changes and process improvements that have occurred in the Building department, and to provide an overview of the ongoing process improvements.

Meetings with residents/Contractors

Staff met with residents/contractors over the months of February and March 2017 in order to obtain input about the building process. The following is an overview of some of the key issues/concerns raised:

- Timing of responses to inquiries;
- Lack of checklists/standard procedures for submission requirements;
- Inconsistencies in the application of requirements;
- Inconsistencies in communicating submission requirements; and
- A general feeling of lack of assistance.

Building Department Changes and Improvements

The Township hired two Customer Service representatives in March of 2017 to replace the previous Building Coordinator. The new Chief Building Official was hired in April of 2017. The services of RSM Consulting were retained for the provision of building services for the period of April 2017- December 2018. Since then, the recently created Customer Service Division, along with the Building Department, has implemented several changes in order to improve the building process. An overview of some of the key changes are:

- Training of new staff has been the priority over the past few months, including the cross training of customer service staff to enhance responses to general inquiries at the Township's counter and over the phone. Customer Service staff has been trained in the receiving, administrative processing and issuing of permits, and are able to provide excellent customer service and respond to general building related questions. At the core of the new approach being implemented by the Department is a focus on customer service and a focus on creating a customer friendly process. Reviewing the building permit process in order to streamline it, and to create efficiencies has been at the heart of the efforts by the Department.
- All building permit applications are now being tracked in Keystone. Previously, a combination of Excel and Keystone were used. Staff have found that a single system of tracking is more effective, and provides an instantaneous up to date status. In addition, information is now being entered/updated only in one source.
- Continuous coordination with RSM Consulting in order to ensure consistency in responding to customers. Standardized office hours were established for RSM in order to provide customers with consistent responding.
 - Coordination with RSM and the Chief Building Official (CBO) was established in order to ensure attendance and ability to respond to building inspections.
- Staff conducted a review of all pending building permit applications received by the Township prior to the creation of the Customer Service Division that were still open. Staff determined that there are approximately 2400 open building permits. The liability concerns associated with having so many outstanding open building permits will be discussed later on in this report.
- Previously, inspection requests had to be received by the Township 48 hours in advance. In order to respond to some of the concerns with respect to timing/scheduling, staff have introduced all day inspection service on Mondays,

Wednesdays and Fridays. Requests must be received by 3pm the day before inspections.

- Staff have been working on developing several information guides/handouts, checklists and template letters in order to systemize the building permit process, and to provide residents with more information up front. The next step for staff is to update the Building page on the Township's website, which is currently being developed.
 - Some examples of public information guides that have been created are: information on accessory buildings and apartments, decks, boathouses and docks, finished basements, pool enclosures, septic systems, solar panels, tents and occupancy checklists.
 - Staff have developed template letters to notify applicants of issues or concerns in an effort to communicate more effectively. Some examples are: abandoned permit applications, building without a permit, cancelled permits, effluent samples, incomplete application, letters of revocation, open permits and septic maintenance agreements.
- Previously, information for the monthly Building Department reports was kept in two different Excel spreadsheets. Over the past months, staff have been transferring all the information into Keystone in order to have one consistent reporting mechanism. The transfer of the information is now almost complete, and Council has started receiving the Building Permit reports in their new format.

Going forward

- Staff continue to look for ways to standardize the building permit process by creating standardized procedures, and by looking at ways to utilize Keystone for ease of tracking outstanding building permits, and overall consistency with building processes.
- Staff continue to evaluate and update previous checklists and information guides, as well as evaluate areas where it would be helpful to create new information guides.
- In the next few months, staff will continue to review and update the documentation on the Building section of the Township's website.
- Staff are going to explore the use of tablets for the Building Inspectors allowing them to access Keystone remotely, to update the system based on the inspection, and to input data when they are off site.
- Staff is working on a new Building By-law, anticipated to be completed in 2018.
- Staff are planning to host a workshop for builders in December of 2017. The goal of the workshop is to provide an overview of recent and up coming Building Code changes, establish effective communications with key customers, and to provide the newly created information sheets and checklists.

Building Department Staffing

As Council was made aware, the Township signed a contract with RSM Building Consultants in March of 2017. The purpose of the contract was the provision of Building services, such as plans examination, Chief Building Official and inspection services, and the assistance with the development of efficient departmental processes, checklists and enhanced information packages/checklists for distribution to building permit applications.

RSM has been assisting in the provision of building services, particularly with the recent staffing changes which saw the department reduced from two full time building officials to one. Their consulting team has of a wide range of expertise and experience in all areas of building code compliance. The consulting firm has also provided assistance in the creation of new processes as they are privy to the procedures and approaches taken by other municipal building departments. The current contract with the firm is set to expire on December 31, 2018. Staff will report back on how to best deliver building services after the expiration of that contract as part of the 2019 Budget considerations.

As mentioned previously in the report, staff recently conducted a review of building permit applications and determined that there are approximately 2400 open building permits. Discussions with other municipalities, and the Township's consultants confirms that it is a municipal best practice to close all building permits upon final inspection and completion of all requirements. The Township's open permits expose the municipality to liability, and the review of the open permits has been determined to be a priority for the Building Department. A list of open permits needs to be generated based on age, complexity and importance of the permit in order for those to be addressed and closed accordingly. The Township currently employs one full time building official, and the services of RSM Consulting. Regular duties, increasing volume of new building permits and the prolonged period of time spent out of the office by Building staff (for inspections) make it unattainable to spend the necessary time addressing the liability concerns associated with the department's 2400 open permits. However, the undertaking is time sensitive and the large scope and size of the project necessitates immediate addressing. As such, Building staff have determined that addressing this issue will require the assistance of one year, contract, Building Official Position. The contract position would also bring in additional Building experience, and would fall in well with the reporting out at the end of 2018 with respect to the future of the Building Department. Recent changes in the Building Department/Customer Service Division have focused on bringing the building process up to Municipal standards, and on creating a more efficient, customer-centric method of providing building services. The closure of open permits would allow the department to be in line with common municipal best practices, and it would determine building department needs for the future. The Township will, by the end of the contract position, know how many open permits need to be addressed, their priority and complexity levels.

Financial Implications

Outlined below are details regarding the 2018 Operating Budget Base Budget Increase requests for the building department.

One-Year Full-time Contract Building Inspector

The 2018 Base Budget Increase Request for a one-year Full-time Contract Building Inspector to close the outstanding open permits in the system amounts to \$74,500. This base budget increase request is proposed to be funded from the Building Surplus Reserve which has a current balance of \$590,596.

RSM Building Consultants

The 2017 approved budget included a Full-Time Chief Building Official and a Full-Time Building & Enforcement Inspector Officer. The Building & Enforcement Inspector Officer position was not filled in 2017 as the Township utilized RSM Building Consultants services in lieu of filling this second position. The budget for this position in 2017 was \$80,326.

The 2018 Operating Budget Base Budget Increase of \$47,678 funded from the Building Surplus Reserve is for continuing the provision of building services by RSM Building Consultants in accordance with the current contract which expires on December 31, 2018. This amount was determined based on the following:

Description	Base Budget Increase
Estimate of RSM Building Consultant Fees	\$128,004
Less – 2017 Approved Budget - Building & Enforcement Inspector Officer	-(\$80,326)
2018 Base Budget Increase	\$47,678

Applicable Legislation and Requirements

Attachments

None



REPORT ADM-2017-044

TO: Mayor and Members of Council

FROM: Nina Lecic, Deputy Clerk

MEETING DATE: November 29, 2017

SUBJECT: Organization Structure Update

RECOMMENDATIONS

That Council receives Report ADM-2017-044 – Organization Structure Update;

And that funding for the Administrative Support (1 year) continue for 2018 and be funded from Tax Levy and Building Surplus Reserve to continue the work on the classification of the Township's records at an amount of \$24,751;

And that the Administrative Assistant position continues to increase from 3 days a week to 5 days a week for the year 2018 in the amount of \$33,965 and be funded from the Tax Levy.

DICUSSION

Purpose

The purpose of this Report is to provide Council with an update with respect to some of the Organizational Structure reallocations which took place in 2017, as approved by Council.

Background

Council approved Staff Report ADM-2016-026, an Organization Structure Update, at the December 7, 2016 Budget meeting, including the following recommendation:

That staff report back in December 2017 on the following:

- status of the classification of all Township files
- data collected for enforcement and fire related activities
- an analysis on corporate administrative and enforcement resourcing needs

This report will provide an update on the above mentioned items, and will provide an overview of the steps going forward. Report ADM-2016-026 saw the Administrative

Assistant Position increase from three days a week to five days a week to assist with the below noted matters. The Township hired an Administrative Assistant in March of 2017, and the following discussion will highlight the activity that has taken place over the past eight months.

Discussion Items:

1. Records Management

The ongoing classification and conversion of Township records in order to meet statutory obligations has been, and continues to be, a priority for the Township. One of the Administrative Assistant's main roles has been to assist in the classification of Township's records. The following is an overview of the records related activities that have taken place over the past eight months:

- A training session was held on June 22, 2017 on The Ontario Municipal Records Management System (TOMRMS) which is used by the Township for its records management. The training session was well attended and its purpose was to train new staff on the intent and use of TOMRMS, and to provide an update for experienced staff.
- The agreement listing and tracking list continues to expand to include 322 agreements, as compared to 265 in 2016 and 218 in 2015. Staff have also started the process of classifying agreements by year, in order to better identify and track the terms of contracts and their expiry timelines. This process has been completed for all the 2017 agreements, and will continue going forward.
- Council approved Staff Report FIN-2017-025 which resulted in the addition of filing cabinets in the vault. Since then, staff have completed significant filing changes which resulted in files being relocated to the vault or Clerks area based on the recent organizational changes.
- The Township has completed the transfer and classification of 90% of the records in the main file room.
- Classification of the records stored upstairs in the Township office has commenced, and will be discussed further as part of the classification of fire files.
- Staff continue to take the necessary steps in order to prepare for the transition to electronic records in the future, such as:
 - continued creation of files on the Common Drive network that mirror the Township's records classification program;
 - scanning of agreements and by-laws with the new (Optical Character Recognition) functionality on the photocopier allowing for enhanced search-ability options
 - Staff have undertaken the project of re-labeling and re-organizing all the Township's water monitoring reports for pits and quarries.
- To date, staff have created 3722 files, compared to the 2,700 files that were created in 2016.

2. Enforcement files and resourcing needs

Report ADM-2016-026 noted that the Administrative Assistant would assist in the:

- Collection of enforcement activity statistics and the development of standardized response times and processing
- Assist with data collection and input for enforcement

An Enforcement Officer has been on staff with the Township since March of 2017, save and except a period of approximately one month between August to September due to a staffing change in the Officer position. The Enforcement Officer typically works one day per week. The past seven months have given staff the opportunity to complete the following with respect to by-law enforcement:

- Staff have completed a review of all the enforcement files received by the Township. Some of the earliest complaints on file were from 2011. The intent of the review was to confirm which files were investigated and closed, and which ones needed to be reassessed and investigated again to determine whether or not compliance was achieved and the file could be subsequently closed.
- The review gave staff an opportunity to set up a new tracking system for by-law enforcement, including a new tracking list and proper integration into the Township's TOMRMS filing system. The new comprehensive list tracks all of the by-law complaints ever received, their status, and the type of complaint.
- In addition to the creation of a comprehensive tracking system, staff have also been working on the creation of standardized response templates, including standard responses confirming receipt of complaint. In addition, staff have been working on the creation of standard response letters based on different complaints and their outcomes, and standard templates for the notes Enforcement Officers are required to keep on file.
- Staff have also taken this opportunity to commence electronic enforcement files, as is the overall intent with record keeping for the Township. The enforcement tracking list hyperlinks to each individual complaint file. The intent is that all of the investigation notes, correspondence and outcomes are to be kept electronically in those files, making it easy and quick for staff to access. Staff is currently in the process of going through all the old paper by-law complaints and updating the tracking list, as well as the respective electronic files.

As noted, the emphasis in the past seven months has been on the review of all old enforcement files in order to establish a proper tracking system, standardized responses and templates. The review of all old files and their integration into the system is anticipated to be completed within the next few months.

The following is some statistical information about the number of enforcement complaints by year, and the types of complaints. Please note that the 2017

complaints include complaints that were carried forward from previous years where compliance had not been achieved.

Year	# of Enforcement Complaints	# of Open files	# of Closed Files	Types of Complaints
2017	50	35	15	Zoning – 18 Property Standards- 10 Site Alteration- 8 Noise- 7 Signs- 3 Dogs at large/bites- 3 Parking – 1
2016	12	6	6	Dogs at large/bites- 5 Zoning – 3 Signs- 2 Site Alteration- 1 Property Standards- 1
2015	18	4	14	Property Standards- 5 Zoning – 4 Dogs at large/bites- 4 Noise- 2 Signs- 1 Odour- 1 Site Alteration - 1
2014	8	2	6	Property Standards- 3 Zoning- 2 Dogs at large/bites- 1 Odour- 1 Site Alternation- 1
2013	2	0	2	Zoning- 2
2012	1	1	0	Zoning -1
2011	1	1	0	Zoning- 1

In 2017, in addition to the above 50 by-law enforcement complaints, Township staff received many more general enforcement inquiries. Based on the above statistics, and the consistent increase in by-law complaints and inquiries, and the conversations staff have had with residents, it is clear that there is a need and demand for an enforcement presence in the Township. Based on the number of complaints, staff are not suggesting an increase in resourcing for the Enforcement Officer for the 2018 year, as the current case load is appropriate for one day per week. In addition, once some of the catch up work has been completed on enforcement files from previous years, the goal going forward will be to keep up with incoming complaints, and to try to establish standard timelines for closing files based on the type of complaints received.

The increased enforcement efforts and staff presence have highlighted the importance of updating some of the Township's by-laws that are outdated. The following is a list of the by-laws that Enforcement staff deem as a priority in order to appropriately handle incoming complaints:

- Pool Enclosure
- Site Alteration
- Property Standards
- Clean Yards
- Fence

In 2018, it is recommended that staff focus on the creation of a new property standards, pool enclosure and site alteration by-law.

3. Fire files

The integration of fire files into the corporate records system has been identified as an important task. Fire staff participated in Records Management training in order to understand the structure of the TOMRMs system. Furthermore, Township staff completed a preliminary assessment of fire files which are stored in the upstairs storage. The assessment allowed staff to gain an understanding of the types of files that are stored upstairs, and to then review the applicable records to determine the retention period. Fire staff were consulted once an assessment was completed and the applicable retention periods were determined, and input was received on the classification of those files. Fire staff have commenced the process of going through several of the files. Township staff have met with Fire in order to facilitate the next steps in the process, which is the integration of those files to the Township's records system. It is estimated that the transfer of those files including the appropriate classification will be completed by the Spring of 2018. The first priority for the amalgamation of fire records will be to incorporate personnel records into the corporate system (i.e. employee contracts, performance reviews, insurance and training records).

The initial integration of the above noted files is the first step in the identification of other fire records into the corporate system. Staff will continue to work with Fire in order to determine which files should next be transferred over.

The use of Firehouse and Keystone will continue to be explored in order to realize efficiencies.

- Training was conducted over a two-day period in June of 2017 for Fire and Finance staff. The training provided an overview of the opportunities for Township staff to better utilize Firehouse's extensive reporting capabilities such as:
 - Automating monthly Council reporting utilizing system generated reports; and

- Implementing time input functionality in Firehouse allowing standardized and system generated reports to Finance for payroll processing; and
- Automating the call information directly into Firehouse based on Guelph Dispatch's information received for the duration of the call (ie. turnout time, travel time, total response time, number of personnel responding, benchmarking as the call builds, etc.).
- Staff are in the process of coordinating a corporate wide training session with Firehouse in order to implement the above items. Funds amounting to \$7,000 have been allocated in the 2018 Operating Budget for this training.

It is anticipated that the above items will be completed by the end of 2018.

- A service request has been submitted to Keystone to allow for the integration of the creation of burn permits into Keystone. The burn permit information is currently housed in a separate Access system. This integration will allow for effective integration of burn permits in the most up to date property records which are housed in Keystone. It is anticipated that the service request will be updated by Keystone in 2018.

4. Development Agreements

A preliminary review has been completed on five old development files in order to determine compliance with terms and conditions, preliminary and final acceptance and release of securities where applicable. Due to staff gapping prior to the hiring of an Administrative Assistant, an experienced law clerk was contracted for the period of April 1 to June 2, 2017, and was able to complete the above mentioned preliminary review. However, in order to continue with the next steps in this process, and to make significant progress, staff note that the project needs to be directly resourced. The next steps in the process include:

- Following up on cases where documentation could not be found to confirm compliance with the terms and conditions of the agreement
- Determining final acceptance of the development and completing the release of securities.

In addition, the same assessment would have to be conducted on several other development and site plan agreements. This is a significant undertaking, and it is not anticipated that current staff resources will be able to make progress on this matter in 2018.

5. Public Works Files

Classification of records in the Public Works department has not commenced to date, as the focus in 2017 has been on enforcement and fire files. It is anticipated that this will be conducted in 2018.

In addition to the above noted responsibilities, the Administrative Assistant is responsible for the following duties:

- Daily processing of mail;
- Processing of any Purolator/courier items for the Township;
- Assistance with the administration of insurance claims and certificates;
- Processing of advertising for the Township;
- Human resource functions such as:
 - Job postings
 - Intake of applications
 - Standard responses to all applicants
 - Arranging of interviews
 - Follow-up once a job has been filled
 - In 2017, the Administrative Assistant has looked after the above noted processes for four positions.
- Processing of livestock claims;
- Assisting with staff events, such as the staff appreciation night;
- Assistance with the intake and processing of ground water monitoring reports;
- The Administrative Assistant has taken on all the responsibilities for the Health and Safety Committee, including the arranging of necessary meetings, creation of agendas and minutes;
- Conference bookings for members of Council, and staff;
- Continuous monitoring of the Township's admin mailbox;
- Processing of death registrations;
- Posting various information on the Township's website;
- Monitoring of the water reports for all of the Township's facilities.

FINANCIAL IMPLICATIONS

Outlined below are details regarding the 2018 Operating Budget Funding which is requested to be continued for a one-year term for the Administration department:

Administrative Support

The 2017 Operating Budget included an amount of \$23,632 funded from 2016 surplus funds for the one-year Administrative Support position.

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 \$24,751 funded as follows:

- \$7,425 – Building Surplus Reserve – in order to assist with the classification of Building records
- \$17,326 – Tax Levy

Administrative Assistant

Prior to this position being converted from 21 hours per week to 35 hours per week, the budget in 2016 included an amount of \$34,426 for part-time wages and benefits.

In 2017, the position was converted to full-time for a trial period of one year at an amount of \$62,261.

Staff request that the Administrative Assistant position continue to be full-time for a period of one year at an amount of \$33,965 (calculated as \$68,391 less \$34,426) and continue to be funded from the Tax Levy in order to complete the items noted in this Report.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS



REPORT FIN-2017-033

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 29, 2017

SUBJECT: 2018 Proposed Budget
File No. F26 OPE and F05 BUD

RECOMMENDATIONS

That Report FIN-2017-033 regarding the 2018 Proposed Budget be received.

DISCUSSION

Purpose

The purpose of this report is to:

1. Provide Council with information regarding the 2018 Proposed Budget. The 2018 Proposed Operating Budget is included as Schedule A to this report. The 2018 Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.
2. Present Capital Budget changes that have occurred based on the discussions that took place at the September 27, 2017 Capital Budget meeting. Outlined below are the most up to date capital budget schedules included in this Report:
 - The 2014 to 2027 Capital Plan Summaries including 2018 Capital Budget Sheets are included in Schedule I
 - The Capital Projects by Year from 2014 to 2027 for each department with total budgeted costs are included in Schedule J
 - The Equipment Replacement Schedule is included in Schedule K
 - The Capital Funding Sources by Year Chart and Graph is included in Schedule L
 - The 2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons is included in Schedule M
 - The 2018 Proposed Ten Year Plan Compared to the 2017 and 2016 Ten Year Plans is included in Schedule N

The 2017 completed capital projects and the estimated balances in discretionary and restricted reserves will be presented at a future Council Meeting.

Background

On September 27, 2017 Council received report FIN-2017-029 - 2018 Proposed Capital Budget. The following table was presented to Council to summarize the proposed Capital Budget.

	2017 Approved Budget	2018 Proposed Budget	Difference	Tax Impact
Total Capital Taxation Levy	\$840,866	\$1,023,349	\$182,483	5.21%

Capital Budget Updates

Outlined below are the revisions made to the Capital Budget and Forecast based on Council's direction from the Capital Budget Meeting held on September 27, 2017.

1. Council directed staff to defer the painting of Pumper 31 to 2019.

Staff Update: This project has been deferred to 2019. The project is funded by the Fire Vehicle Replacement Discretionary Reserve resulting in no capital tax levy impact.

2. Council directed staff to report back on the Satellite Fire Station as part of the 2019 budget and to defer this project to 2019.

Staff Update: This project has been deferred to 2019 resulting in a \$100,000 capital tax levy decrease.

3. Council directed staff to include the sale value of the current lawnmower of \$5,000 to fund the replacement and to reduce the total costs for a new mower to \$25,000.

Staff Update: The Kabota lawnmower replacement in Parks is now funded as \$25,000 Parks Equipment Replacement Discretionary Reserve and \$5,000 Grant (Re-sale Value). This change results in no 2018 capital tax levy impact.

4. As recommended by staff, Council directed staff to defer the Office Renovation/Expansion including Accessibility Project to 2023/2024/2025.

Staff Update: This project has been deferred to 2023 to 2027 resulting in no 2018 capital tax levy impact.

5. Council directed staff to include the NSERC CRC Application – Advancement of Groundwater Multi-Level System Technologies request for a grant of \$10,000 as part of the Operating Budget Process as it relates to grant distributions for 2018.

Staff Update: This grant request is included in the Operating Budget resulting in a \$10,000 capital tax levy decrease.

Current Tax Levy Impact

Based on the 2017 returned assessment roll, each additional \$35,000 of taxes levied results in a 1% tax rate increase for the Township portion of taxes.

Outlined below is the proposed 2018 tax levy for capital and operating purposes.

		2017 Approved Budget	2018 Proposed Budget	Difference	Estimated Tax Rate Impact
Total Capital Taxation Levy		\$840,866	\$913,349	\$72,483	2.07%
Total Operating Taxation Levy		\$2,642,266	\$2,697,865	\$55,599	1.59%
Total Municipal Taxation Levy		\$3,483,132	\$3,611,214	\$128,082	3.66%

The estimated 3.66% tax rate increase in the 2018 proposed budget includes the following:

- \$232,500 of contributions to capital discretionary reserves
- \$30,000 of contributions to operating discretionary reserves (\$25,000 - legal contingency and \$5,000 - insurance contingency)
- \$0 contribution to elections discretionary reserve
- Proposed cost of living adjustment of 1.50%
- \$32,250 budgeted for Community Grants which is comparable to the 2017 approved budget. This amount does not include the \$10,000 for the NSERC CRC Application – Advancement of Groundwater Multi-Level System Technologies. For further details regarding the 2018 Grant Application Program, refer to Report FIN-2017-034.
- Increase in minimum wage from \$11.60 per hour to \$14.00 per hour effective January 1, 2018 in accordance with Bill 148

The estimated 3.66% tax rate increase in the 2018 proposed budget excludes the following:

- Operating Base Budget Increases

Assessment Growth

Please note, assessment growth based on the Municipal Change Profile report received from MPAC on Sightline in Municipal Connect displays approximately 3% in Assessment Growth (ie. 2017 Roll Return compared to 2017 Year-End).

The 2018 Roll Return is proposed to be provided to the Township in December. Township staff will provide the 2018 tax rate calculation and the tax impact for the Median Single Family Detached Dwelling – RT – Property Code 301 based on the proposed Operating and Capital Budget Taxation Levy.

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 and the lower tier Wellington County municipalities, including Wellington County. The average approved COLA in these municipalities in comparison to the Township's approved COLA from 2014 to 2017 is summarized below:

	Average Approved COLA - Comparators	Township Approved COLA
2014	1.44%	1.00%
2015	1.93%	2.00%
2016	1.60%	1.20%
2017	1.59%	1.50%

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 1.50% from August 2016 to August 2017. The following table shows that many municipalities have not approved the COLA for 2018 but it also shows that many use CPI as a benchmark.

Municipality	2014	2015	2016	2017	2018	Comments
Blandford Blenheim	1.00%	2.00%	1.20%	1.50%	1.50%	Proposed - Ontario CPI increase from August 2016 to August 2017.
Centre Wellington	1.60%	1.75%	1.90%	1.55%	1.64%	Approved – 4 year agreement effective January 1, 2017.
Erin	2.00%	1.50%	1.90%	0.75%	2.00%	Proposed
Guelph Eramosa	1.00%	2.00%	1.70%	1.50%	Not Available	Proposed
Mapleton	2.50%	2.50%	Not available	2.00%	1.50%	Proposed – but will be adjusted to October CPI
Minto	0.00%	2.00%	1.00%	1.50%	1.50%	Proposed - to be considered as part of current market review that is being undertaken
Mono	1.30%	2.00%	1.70%	1.70%	1.70%	CPI Ontario
Wellesley	1.50%	2.00%	1.50%	1.75%	Not Available	October CPI for Canada.
Wellington County	2.00%	2.00%	2.00%	2.00%	2.00%	Proposed
Wellington North	1.50%	1.50%	1.50%	1.60%	1.70%	Non-union - April CPI with July 1 st Implementation
Average	1.44%	1.93%	1.60%	1.59%	1.69%	
Puslinch	1.00%	2.00%	1.20%	1.50%	1.50%	Proposed - Ontario CPI increase from August 2016 to August 2017.

The budget impact of including a COLA of 1.50% is \$28,488 increase or 0.81% tax rate impact.

2018 Operating Base Budget Increases

The 2018 Operating Base Budget increases are not included in the proposed budget and are summarized

Department	Description	Account No.	Amount	One-Time?	Funded by	Tax Rate Increase
Fire & Rescue	50 th Anniversary	4312	\$4,000	Yes	Tax Levy	0.11%
Fire & Rescue	Equipment purchases above normal purchases	4205	\$6,800	Yes	Fire Equipment Replacement	0%
Building	FT Contract Building Inspector	Salary/Benefit Accts	\$74,500	Yes	Building Surplus	0%
Building	RSM Building Consultants	4305	\$47,678	Yes	Building Surplus	0%

The Fire & Rescue 2018 proposed operating base budget increases are attached as Schedule C to this Report.

The Building 2018 proposed operating base budget increases are discussed in Report ADM-2017-041.

2018 Continued Funding Requests

Please refer to Report ADM-2017-044 regarding 2018 Continued Funding Requests as it relates to Corporate records, by-law enforcement and agreements.

Schedule D to this Report includes the 2018 Proposed Organization Chart. Schedule E to this Report includes a Full-Time Equivalents Analysis by position and by department which compares 2017 to 2018 proposed.

Change in Minimum Wage – Effective January 1, 2018 and January 1, 2019

In accordance with Bill 148 – Fair Workplaces and Better Jobs Act, the general minimum wage will increase as follows from the current \$11.60 (which was effective October 1, 2017):

- \$14.00 per hour effective January 1, 2018
- \$15.00 per hour effective January 1, 2019

Therefore, the positions noted below have increased to the general minimum wage increase of \$14.00 per hour effective January 1, 2018:

- Fire Fighter in Training (New hire in probationary six-month period)
 - 2017 Rate of Pay - \$12.92/hour
 - 2018 Rate of Pay - \$14.00/hour
- Student Groundskeeper
 - 2017 Rate of Pay - \$11.40/hour
 - 2018 Rate of Pay - \$14.00/hour
- Facility Operator – Optimist Recreation Centre
 - 2017 Rate of Pay \$12.12/hour
 - 2018 Rate of Pay - \$14.00/hour

Please note that Bill 148 also includes a minimum of 3 hours of pay for employees who are on-call. The incremental salary and benefit implications associated with the proposed bill as it relates to employees who are on-call has not been incorporated in the proposed budget. The Township received correspondence from the Ministry of Municipal Affairs and Housing dated November 14, 2017 regarding a proposed amendment (not yet approved) to add exemptions to the on-call pay and the 96 hours notice scheduling rules in Bill 148 if the reason for the on-call shift was to ensure the continued delivery of essential public services, such as fire, utility and snow removal services. Similarly, an employee's right to refuse an employer's request to work or be on call would not apply if the reason for the request is to ensure the continued delivery of essential public services. Additionally, should Bill 148 be approved, a regulation would

be brought forward to exempt firefighters from the equal pay for equal work provisions with respect to employment status which would provide clarity that volunteer firefighters would not be entitled to the same pay as full-time firefighters.

2018 Election

The 2018 Election is budgeted in the 2018 Operating Budget at a total cost of \$60,000. Commencing in 2014, the Township has been contributing to the Election Discretionary Reserve. In 2017, the contribution was \$12,787. This reserve has a current balance of \$48,574. Therefore, the 2018 election is funded as follows:

- Election Discretionary Reserve - \$48,574
- Taxation Levy - \$11,426

It is recommended that the Township not contribute to the election discretionary reserve in 2018 due to the additional tax levy funding of \$11,426 required for the 2018 Election.

Customer Service Initiatives – Implementation of Form Builder and Ecommerce Payments

The Township is in the process of implementing Form Builder on the Township's website with the Township's current website provider, eSolutions. The benefits associated with form builder are outlined below:

- Facilitates on-line bookings for facility rentals
- Allows for on-line credit card payments
- Forms created are accessible
- Responsive design which adapts to any device and integrates directly with the Township's website.

The one-time costs of \$6,350 associated with implementing Form Builder with e-commerce are noted below:

- Form Builder with e-commerce: \$4,000
- Facility Booking Form (Keystone Integration): \$2,350
 - The Keystone integration allows the customer to view the availability of the facility for the specific rental date prior to submitting the rental request.

These one-time costs are funded from the capital carry forward balance related to the IT Software Upgrade project budgeted from 2014. The current balance for this IT Software Upgrade project is \$99,268.

The ongoing operating costs associated with Form Builder and e-commerce are noted below:

- Annual licensing fees of \$2,000 associated with form builder – Allocated between Finance and Building Contract Services operating accounts
- Credit Card Transaction Fees and Associated Revenues are outlined in the table below. It is recommended that a 1.75% online service fee be applicable to the end user for on-line credit card payments.

Expense or Revenue Account?	Accounts	2017 Budget	2018 Proposed Budget
Expense	Building – 01-0020-4500	\$600	\$10,000
Revenue	Building – 01-0015-1185	\$0	-\$5,000)
Expense	Finance – 01-0100-4500	\$2,650	\$10,000
Revenue	Finance – 01-0015-1180	\$0	-\$5,000)

The following municipalities have the following policies as it relates to on-line service fees:

- Minto – 3% fee plus \$0.35 per transaction – Minto utilizes Keystone's ePay for PayPal service for paying taxes, water & sewer, rentals, dog tags, building permits, etc. via credit card.
- Erin – 2% fee – Erin utilizes Plastiq for on-line credit card payments for tax and water bill payments. Erin also allows front counter credit card payments with the 2% cost recovery fee.
- Wellington County – does not charge an online service fee with the exception of parking tickets which have a convenience charge of \$2.50 from ParkSmart Inc. (a third party service provider).
- Centre Wellington – does not charge an online service fee for dog tags and burn permits and do not provide the option of paying taxes via credit card.
- Cambridge - does not charge an online service fee with the exception of tax payments which are subject to a 2.65% convenience fee to the end user from Paymentus.
- Milton - does not charge an online service fee with the exception of tax payments which are subject to a 1.99% convenience fee to the end user from Plastiq.

Credit Card Acceptance and Electronic Tax Billing – Tax Payments

Historically, municipalities have not accepted credit card payments for property taxes due to the high administration fees levied by the financial institutions for the service.

Municipalities were faced with either a.) calculating the on-line service fee, adding it to the property tax due, collecting the revised total and finally, preparing journal entries to redistribute the charges to the various general ledger accounts or b.) absorbing the entire credit card costs levied by the financial institutions.

Several municipalities have utilized online third party payment service providers such as Plastiq and Paymentus to accept property taxes via credit card payments. These service providers charge an online service fee to the end customer.

The Customer Service area receives several requests from customers to pay for taxes via credit card and to obtain tax bills electronically. In an effort to provide this service to customers who wish to use and pay for the convenience of a credit card payment option, staff have investigated the use of a web based interface with Keystone that can accommodate these service needs with a limited cost to the Township.

Users are able to access this service through the Township website. The customer is required to register on the Township's website. The customer receives an email regarding a billing and is able to make payment online via the Township website. The convenience fee applicable to the end customer for ePay for PayPal is 3% plus \$0.35 per transaction. The convenience fee is displayed and the customer can then choose to either accept responsibility of the fees or can cancel the transaction prior to checking out. The customer is required to acknowledge and accept the convenience fee terms before the transaction is complete.

Example:

Property tax installment - \$500

Convenience Fee (3% plus \$0.35 per transaction) - \$15.35

Amount charged to credit card - \$515.35

The Township will receive only the tax amount of \$500 and the service provider will receive their fee of \$15.35. The Township is able to automatically upload the credit card payments directly into the Keystone system for the specific roll number that the payment relates to. The Township is also able to automatically provide the tax payer the electronic delivery of the tax bill from the Keystone system once bills are issued. Section 343(6.1) of the Municipal Act, as amended only permits electronic delivery of tax bills if the taxpayer has requested this in writing.

No transactional charges are incurred by the Township for providing a credit card payment option for tax payments. However, the following fees are applicable to the Township for payment to Keystone:

- ePay for PayPal – Township cost is \$295 one-time license fee and \$88.50 for annual support
- eBill for Tax Billing – Township cost is \$0.18 for each bill uploaded plus \$0.05 for each insert and \$252 annual support.

The above costs have been budgeted in the Finance Contract Services account.

Conference, Seminar and Training Budget

Schedule F 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 2018 only, the following positions are budgeted to exceed the 10 business day limit:

- Deputy Clerk and CAO/Clerk are budgeted for 12 business days of conference/seminar/training. The two additional days for 2018 only relate to mandatory Election training required for 2018 only and relate to the 2018 Election.
- The Chief Building Official is budgeted for 16 business days of conference/seminar/training. The 6 additional days for 2018 only relate to required Ministry of Municipal Affairs and Housing Exams and an additional 5-day training course as required in the position's contract.
- The Fire Chief is budgeted for 15 business days of conference/seminar/training. The 5 additional days for 2018 only relate to approved courses by the CAO/Clerk as a result of the new role as Fire Chief.

Memberships and Associations Budget

Attached as Schedule G 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 2018 budget preparation and were not included in Report FIN-2017-009 - Staff Expense Policy presented to Council on March 1, 2017:

- Chief Building Official – Waterloo Region Chief Building Official Committee - \$100
- Chief Building Official – Ontario Plumbing Inspectors Association - \$62
- Facility Operator at the Optimist Recreation Centre – TSSA Class B Refrigeration - \$70

Uniform and Special Clothing Budget

Attached as Schedule H 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	Not Known	\$169,421	Not Known
2020	Not Known	\$168,923	Not Known

Change in One-Third Tax Free Exemption – Members of Council – Effective January 1, 2019

The 2017 Federal Budget indicates that effective January 1, 2019, the one-third tax free exemption provided to members of Council will be eliminated.

The following scenarios are analyzed:

- Status Quo - Maintain 1/3 Tax Free Allowance – Based on the 2017 Federal Budget, this will be discontinued effective January 1, 2019.
- Option 1 – Fully Taxable – No Change in Gross Pay
- Option 2 – Fully Taxable and Adjust Gross Pay to Maintain the Same Net Pay

An analysis has been completed in the table below on the financial impacts of changing Council remuneration to fully taxable including analyzing the three scenarios above. Please note the following are the assumptions in the analysis:

1. Assumes only one source of income for Members of Council
2. Assumes that all deductions apply to all Members of Council (ie. CPP)
3. Utilized 2017 remuneration, tax, and benefit rates

	Status Quo – Maintain 1/3 Tax Free Allowance		Option 1 – Fully Taxable – No Change in Gross Pay		Option 2 – Fully Taxable, Adjust Gross Pay for Same Net Pay	
	Mayor	Councillor	Mayor	Councillor	Mayor	Councillor
2017 Remuneration	\$23,280	\$15,873	\$23,280	\$15,873	\$23,280	\$15,873
Additional Salary for Equal Net Pay	\$0	\$0	\$0	\$0	\$2,587	\$1,553
Total Remuneration	\$23,280	\$15,873	\$23,280	\$15,873	\$25,867	\$17,426
Taxable Earnings	\$15,520	\$10,582	\$23,280	\$15,873	\$25,867	\$17,426
Non-Taxable Earnings	\$7,760	\$5,291	\$0	\$0	\$0	\$0
Income Tax	\$-(853)	\$-(21)	\$-(2,409)	\$-(924)	\$-(2,927)	\$-(1,235)
Canada Pension Plan	\$-(595)	\$-(351)	\$-(979)	\$-(612)	\$-(1,107)	\$-(689)
Net Pay	\$21,832	\$15,501	\$19,892	\$14,337	\$21,832	\$15,501
Decrease in Net Pay	\$0	\$0	\$-(1,940)	\$-(1,165)	\$0	\$0
Additional Costs – Option 1 or Option 2						
Salary Costs	\$0	\$0	\$0	\$0	\$2,587	\$1,553
Canada Pension Plan	\$0	\$0	\$384	\$1,048	\$512	\$1,355
Employer Health Tax	\$0	\$0	\$151	\$413	\$202	\$534
Loss of GST/HST Rebate on 1/3 Tax Free Allowance	\$0	\$0	\$772	\$2,105	\$772	\$2,105
Subtotal Increase in Costs	\$0	\$0	\$1,307	\$3,565	\$4,072	\$10,206
Total Increase in Costs				\$4,873		\$14,278

Therefore, based on the analysis above, the total increase in costs associated with the following two options are outlined below:

- Option 1 – Fully Taxable – No Change in Gross Pay – total cost increase of \$4,873
- Option 2 - Fully Taxable, Adjust Gross Pay for Same Net Pay - total cost increase of \$14,278.

Please note that the additional costs associated with Option 1 or 2 above have not been incorporated in the 2018 proposed Operating Budget.

Committee Discussion

Township staff will meet with the Recreation Committee on December 19, 2017 to present the following for information:

- 2018 Proposed Operating Budget – Optimist Recreation Centre, Parks, Puslinch Community Centre, Recreation Committee
- 2018 to 2027 Capital Capital Plan Summaries including 2018 Capital Budget Sheets – Optimist Recreation Centre, Parks, Puslinch Community Centre
- 2018 to 2027 Projects by Year – Optimist Recreation Centre, Parks, Puslinch Community Centre
- Excerpt from Report FIN-2017-029 – Explanation for Parks Master Plan works and funding strategy

Township staff provided the Heritage Committee Operating Budget and the PDAC Committee Operating Budget to the Committees for information.

FINANCIAL IMPLICATIONS

Discussed throughout this report.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

Section 343 the Municipal Act indicates the following:

Address for delivery

(6) The treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the treasurer in writing to send the bill to another address, in which case it shall be sent to that address.

Electronic delivery

(6.1) The treasurer may send a tax bill to the taxpayer electronically in the manner specified by the municipality, if the taxpayer has chosen to receive the tax bill in that manner.

Registered mail

(7) Where a taxpayer directs the treasurer in writing to send the taxpayer's tax bill by registered mail, the treasurer shall comply with the direction and shall add the cost of the registration to the tax roll and the amount shall be deemed to be part of the taxes for which the tax bill was sent.

ATTACHMENTS

Schedule A – 2018 Proposed Operating Budget

Schedule B – 2018 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2018 Operating Base Budget Increases

Schedule D – Organization Chart – 2018 Proposed

Schedule E – Full-Time Equivalents Analysis

Schedule F – Conference, Seminar and Training Budget

Schedule G – Memberships and Associations Budget

Schedule H – Uniform and Special Clothing Budget

Schedule I – 2014 to 2027 Capital Plan Summaries including 2018 Capital Budget Sheets

Schedule J – Capital Projects by Year – 2014 to 2027

Schedule K – Equipment Replacement Schedule

Schedule L – Capital Summary – Funding Sources by Year Chart and Graph

Schedule M - 2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons

Schedule N - 2018 Proposed Ten Year Plan Compared to the 2017 and 2016 Ten Year Plans

2018 Proposed Operating Budget

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Administration					
Expenditures					
FT Wages	\$220,356	\$220,834	\$184,813	\$238,543	\$246,355
PT Wages	\$29,116	\$19,301	\$27,366	\$21,056	\$15,412
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$37,300	\$39,114	\$32,716	\$41,470	\$43,238
PT Wage Related Expenses	\$2,527	\$1,656	\$1,813	\$1,933	\$1,421
Manulife Benefits	\$21,729	\$22,290	\$21,202	\$28,507	\$29,813
WSIB	\$5,613	\$5,457	\$5,786	\$6,487	\$6,866
Office Supplies & Equipment	\$1,258	\$1,192	\$843	\$1,500	\$1,500
Water Protection	\$131	\$124	\$85	\$120	\$0
Communication (phone, fax, intern)	\$599	\$789	\$1,217	\$800	\$1,622
Professional Fees - Legal	\$8,463	\$22,365	\$11,666	\$24,000	\$27,500
Professional Fees - Engineering	\$14,479	\$24,705	\$19,348	\$41,500	\$35,860
Events and Other	\$6,075	\$14,419	\$8,568	\$12,150	\$10,828
Mileage	\$539	\$1,024	\$1,761	\$500	\$2,350
Professional Development	\$15,356	\$2,528	\$10,577	\$25,240	\$25,330
Membership and Subscription Fees	\$8,490	\$8,960	\$8,675	\$8,685	\$9,591
Employee Travel - Meals	\$135	\$0	\$20	\$400	\$200
Employee Travel - Accom/Parking	\$831	\$460	\$2,272	\$650	\$2,300
Employee Travel - Air Fare	\$374	\$0	\$303	\$500	\$500
Insurance	\$18,152	\$35,279	\$61,113	\$45,985	\$45,985
Advertising	\$2,469	\$2,632	\$1,779	\$2,350	\$1,800
Water Monitoring	\$4,295	\$2,573	\$549	\$2,500	\$2,500
Contract Services	\$215	\$0	\$0	\$500	\$500
Expenditures Total	\$398,502	\$425,704	\$402,472	\$505,876	\$511,971
ReserveTransfers					
Transfer from Operating Carryforward	\$0	\$0	\$0	-\$23,632	\$0
Transfer from Legal Contingency	-\$204	\$0	\$0	-\$10,000	-\$50,000
Contribution to Legal Contingency	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Transfer from Insurance Contingency	\$0	\$0	-\$25,000	-\$10,000	-\$10,000
Contribution to Insurance Contingency	\$539	\$5,000	\$5,000	\$5,000	\$25,000
ReserveTransfers Total	\$5,335	\$10,000	-\$15,000	-\$33,632	-\$30,000
Revenues					

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Agreement, Commissioner and FOI fees	-\$570	-\$725	-\$865	-\$700	-\$1,200
Engineering and Environmental Fees Recovered	-\$17,188	-\$12,597	\$140	-\$10,000	-\$2,500
Recoveries from Staff Events	-\$898	-\$1,070	\$0	-\$950	-\$950
Other recoveries	\$0	-\$1,329	-\$516	\$0	-\$500
Revenues Total	-\$18,656	-\$15,720	-\$1,241	-\$11,650	-\$5,150

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Badenoch					
Expenditures					
Interior Maintenance Costs	\$1,068	\$219	\$468	\$0	\$0
Exterior Maintenance Costs	\$0	\$119	\$0	\$0	\$0
Water Protection	\$46	\$61	\$46	\$65	\$0
Insurance	\$0	\$12,829	\$13,287	\$13,086	\$0
Contract Services	\$0	\$0	\$0	\$150	\$0
Badenoch Comm Ctr Grant	\$1,000	\$2,000	\$0	\$0	\$0
Expenditures Total	\$2,114	\$15,227	\$13,800	\$13,301	\$0
Revenues					
Badenoch Rental Revenue	-\$10	-\$10	-\$10	-\$10	\$0
Revenues Total	-\$10	-\$10	-\$10	-\$10	\$0

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Building					
Expenditures					
FT Wages	\$183,625	\$191,797	\$90,553	\$219,332	\$155,033
PT Wages	\$1,618	\$537	\$0	\$0	\$6,605
OT Wages	\$240	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$32,584	\$34,605	\$16,484	\$38,259	\$27,475
PT Wage Related Expenses	\$122	\$39	\$0	\$0	\$609
Manulife Benefits	\$21,688	\$21,640	\$10,485	\$25,039	\$18,188
WSIB	\$5,703	\$5,566	\$2,901	\$6,435	\$4,990
Computer Software & Hardware	\$1,505	\$0	\$340	\$250	\$250
Office Supplies	\$6,597	\$4,692	\$8,837	\$4,500	\$5,000
Hydro	\$2,681	\$3,006	\$1,837	\$3,100	\$0
Heat	\$1,565	\$1,328	\$1,241	\$1,140	\$0
Fuel	\$5,521	\$4,677	\$0	\$8,155	\$1,500
Water Protection	\$65	\$62	\$37	\$100	\$0
Signage	\$0	\$0	\$0	\$100	\$100
Cleaning, Maint & supplies for Bldg	\$3,730	\$4,082	\$6,430	\$3,480	\$0
Kitchen Supplies and Equipment	\$796	\$702	\$535	\$1,000	\$0
Vehicle Maintenance	\$3,622	\$713	\$94	\$1,200	\$600
Outdoor Maintenance of Building	\$317	\$227	\$226	\$300	\$0
Postage	\$2,773	\$3,162	\$3,277	\$4,275	\$4,275
Communication(phone, fax, intern)	\$2,694	\$2,517	\$2,500	\$3,100	\$3,350
Professional Fees - Legal	\$2,856	\$32,370	\$7,689	\$10,450	\$8,450
Professional Fees - Audit	\$5,983	\$7,454	\$6,411	\$6,000	\$6,000
Professional Fees - Engineering	\$539	\$4,210	\$93,350	\$2,000	\$82,326
Mileage	\$585	\$611	\$289	\$500	\$4,000
Professional Development	\$8,134	\$2,401	\$3,466	\$12,000	\$8,650
Membership and Subscription Fees	\$2,683	\$2,709	\$1,540	\$2,810	\$3,127
Employee Travel - Meals	\$929	\$132	\$335	\$1,500	\$1,500
Employee Travel - Accomodations	\$2,355	\$1,012	\$1,118	\$2,900	\$4,000
Insurance	\$9,616	\$18,372	\$17,009	\$18,739	\$18,739
Advertising	\$130	\$97	\$1,613	\$250	\$1,310
Vehicle Plates	\$185	\$305	\$120	\$309	\$120
Contract Services	\$25,107	\$24,884	\$18,537	\$23,000	\$25,982
Clothing, Safety Allowance	\$550	\$294	\$158	\$700	\$630
Emergency Management	\$979	\$1,222	\$952	\$960	\$1,269
Bank Service Charges	\$586	\$603	\$524	\$600	\$10,000
Corporate Allocation to Building	\$0	\$0	\$0	\$0	\$15,000

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Expenditures Total	\$338,668	\$376,027	\$298,890	\$402,983	\$419,580
ReserveTransfers					
Contribution to Building Surplus RF	\$20,429	\$82,758	\$332,644	\$0	-\$33,204
Transfer from Building Surplus RF	\$0	\$0	\$0	-\$46,207	\$0
ReserveTransfers Total	\$20,429	\$82,758	\$332,644	-\$46,207	-\$33,204
Revenues					
Reproduction of Drawings Fees	-\$100	-\$350	-\$200	-\$250	-\$150
Other recoveries	-\$13,305	-\$183	\$0	-\$500	-\$500
Designated Structures Permit	-\$4,700	-\$1,632	-\$2,080	-\$2,080	-\$1,248
Tent or Marquee Application Fee	\$0	-\$459	-\$1,040	-\$1,092	-\$780
Deferral of Revocation of Permit	-\$6,424	-\$459	\$0	-\$624	\$0
Reactivate Abandoned Permit	\$0	-\$306	\$0	-\$780	\$0
Transfer of Permit	\$0	-\$459	\$0	-\$156	-\$156
Revision to a Permit	\$0	-\$5,508	-\$3,932	-\$3,090	-\$2,496
Alternative Solution Application	\$0	-\$1,071	-\$364	-\$722	-\$500
Conditional Permits	\$0	\$0	\$0	\$0	\$0
Residential Building Permits	-\$333,001	-\$346,236	-\$518,731	-\$270,000	-\$307,792
Institutional, Commercial & Industrial Building Permits	\$0	-\$28,272	-\$52,680	-\$35,000	-\$36,412
Farm Building Permits	-\$2,916	-\$8,900	-\$4,939	-\$3,000	-\$2,704
Demolition Permits	\$0	-\$1,989	-\$780	-\$936	-\$350
Occupancy Permits	\$0	-\$8,415	-\$8,424	-\$4,680	-\$4,992
Sign Permits	\$0	-\$255	-\$780	-\$1,300	-\$520
Sewage System Evaluation	\$0	-\$153	\$0	-\$468	\$0
Septic System Permit - New	\$0	-\$42,228	-\$32,436	-\$25,000	-\$19,968
Special Inspection Fee	-\$1,200	-\$1,836	\$0	\$0	\$0
Inspection of works not ready	\$0	-\$5,113	-\$468	-\$3,744	-\$468
Septic System Permit - Alter	\$0	-\$3,213	-\$4,680	-\$1,872	-\$2,340
Online Service Fee	\$0	\$0	\$0	\$0	-\$5,000
Revenues Total	-\$361,646	-\$458,785	-\$631,534	-\$356,776	-\$386,376

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
By-law					
Expenditures					
FT Wages	\$27,211	\$25,070	\$0	\$0	\$0
PT Wages	\$1,643	\$1,170	\$8,083	\$2,030	\$13,677
OT Wages	\$0	\$0	\$0	\$0	\$0
FT Wage Related Expenses	\$4,810	\$4,467	\$9	\$0	\$0
PT Wage Related Expenses	\$0	\$0	\$363	\$0	\$1,077
Manulife Benefits	\$3,676	\$3,310	\$0	\$0	\$0
WSIB	\$782	\$727	\$210	\$0	\$374
Office Supplies	\$1	\$0	\$72	\$150	\$150
Signage - 911 Signs	\$1,048	\$875	\$1,265	\$1,300	\$1,300
Professional Fees - Legal	\$52,099	\$29,531	\$28,178	\$34,000	\$80,480
Professional Fees - Engineering	\$22,110	\$7,446	\$5,395	\$6,000	\$10,193
Mileage	\$434	\$334	\$520	\$500	\$500
Professional Development	\$0	\$0	\$0	\$1,200	\$1,200
Membership and Subscription Fees	\$180	\$168	\$0	\$200	\$0
Employee Travel - Meals	\$0	\$0	\$0	\$50	\$50
Employee Travel - Accomodations	\$0	\$0	\$0	\$250	\$250
Advertising	\$0	\$0	\$941	\$1,000	\$1,500
Dog Tags	\$207	\$213	\$224	\$220	\$250
Contract Services	\$5,781	\$3,673	\$9,361	\$22,435	\$12,360
Livestock Loss	\$1,789	\$575	\$3,741	\$1,500	\$1,500
Expenditures Total	\$121,772	\$77,559	\$58,362	\$70,835	\$124,860
Revenues					
Lottery Licences	-\$521	-\$678	-\$430	-\$500	-\$500
Sign Permits	\$0	-\$3,600	\$0	\$0	-\$100
Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
Engineering, Environmental and Legal Fees Recovered	-\$27,985	-\$17,499	-\$3,953	-\$5,000	-\$5,000
Site Alteration Agreement	-\$3,090	-\$1,163	\$0	-\$500	-\$500
Other recoveries	-\$763	-\$1,845	-\$571	-\$1,000	-\$1,000
Ontario Wildlife Damage Compensation	-\$1,849	-\$605	-\$3,861	-\$1,500	-\$1,500
Dog Tags and Kennel Licences	-\$11,425	-\$12,348	-\$10,100	-\$12,500	-\$12,500
Municipal addressing signs	-\$1,360	-\$2,100	-\$1,960	-\$1,360	-\$1,960
Septic Compliance Letter	-\$750	-\$525	-\$675	-\$750	-\$750
Special Occasion Permit Letters	-\$4,650	\$0	\$0	-\$150	-\$150
Pool Enclosure Permit	\$0	-\$4,641	-\$2,520	-\$3,150	-\$3,150
Inspection Permit - LCBO	\$0	\$0	\$0	-\$208	-\$156

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Guelph Humane Society Fees	-\$1,454	\$0	-\$808	\$0	-\$1,000
Revenues Total	-\$53,846	-\$45,003	-\$24,878	-\$26,618	-\$28,266

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Corporate					
Expenditures					
Taxes written off (Twp share only)	\$28,893	\$72,328	\$20,695	\$80,000	\$42,000
Conservation Authorities Levy Payment	\$153,725	\$159,302	\$127,922	\$163,966	\$160,334
Expenditures Total	\$182,618	\$231,630	\$148,617	\$243,966	\$202,334
Revenues					
Supplemental Billings	-\$113,854	-\$96,132	-\$55,499	-\$63,000	-\$75,000
Provincial Aggregate Levy	-\$215,182	-\$238,854	-\$275,293	-\$222,358	-\$243,110
Mun Tax Assistance	-\$16,096	-\$15,814	-\$17,531	-\$17,574	-\$19,564
Host Kilmer (Service Ontario)	-\$22,333	-\$25,421	-\$26,205	-\$26,088	-\$27,245
Ontario Hydro	-\$12,147	-\$12,147	-\$12,147	-\$12,147	-\$12,147
Metrolinx	-\$6,975	-\$7,130	-\$7,428	-\$7,395	-\$10,384
Public Works Canada	-\$904	-\$5,631	\$0	-\$967	\$0
Hydro One	-\$7,807	-\$8,070	-\$8,100	-\$8,741	-\$8,100
Grant Guelph Junction Railway	-\$5,330	-\$5,330	-\$5,330	-\$5,330	-\$5,330
Puslinch Landfill/Wellington County	-\$3,351	-\$3,348	-\$4,508	-\$4,509	-\$5,682
City of Guelph	-\$24,417	-\$26,374	-\$29,691	-\$29,697	-\$33,013
University of Guelph	-\$1,292	-\$1,391	-\$289	-\$288	-\$427
CN Railway	-\$1,135	-\$1,135	-\$1,135	-\$1,135	-\$1,135
CP Railway	-\$7,854	-\$7,854	-\$7,854	-\$7,854	-\$7,854
OMPF	-\$404,600	-\$405,400	-\$370,200	-\$370,200	-\$413,600
Penalties - Property Taxes	-\$86,734	-\$86,758	-\$81,521	-\$85,000	-\$87,475
Interest - Tax Arrears	-\$90,173	-\$84,428	-\$79,471	-\$95,000	-\$87,099
Interest on General	-\$72,822	-\$61,488	-\$51,303	-\$87,000	-\$63,426
Sale of Flags	-\$22	\$0	-\$25	-\$22	-\$22
Other Revenues	-\$718	-\$436	-\$227	-\$500	-\$500
Revenues Total	-\$1,093,748	-\$1,093,141	#####	-\$1,044,805	-\$1,101,112

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Council					
Expenditures					
PT Wages	\$81,675	\$79,601	\$70,164	\$86,772	\$88,072
PT Wage Related Expenses	\$2,274	\$2,010	\$768	\$5,987	\$6,077
Manulife Benefits	\$20,802	\$20,015	\$18,578	\$21,887	\$23,720
Office Supplies & Equipment	\$149	\$220	\$84	\$250	\$250
Mileage	\$3,947	\$1,381	\$773	\$1,500	\$1,500
Professional Development	\$4,117	\$3,175	\$1,939	\$4,600	\$4,600
Membership Fees & Subscriptions	\$91	\$129	\$0	\$150	\$150
Employee Travel - Meals	\$308	\$185	\$94	\$400	\$400
Employee Travel - Accom/Parking	\$4,575	\$5,480	\$2,166	\$6,000	\$6,000
Employee Travel - Air Fare	\$0	\$0	\$408	\$2,000	\$2,000
Expenditures Total	\$117,937	\$112,196	\$94,975	\$129,546	\$132,769

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Elections					
Expenditures					
PT Wages	\$0	\$0	\$0	\$0	\$6,200
Office Supplies & Equipment	\$0	\$104	\$0	\$0	\$5,000
Signage	\$0	\$0	\$0	\$0	\$100
Postage	\$0	\$0	\$0	\$0	\$2,975
Communication (Phone, Fax, Internet)	\$0	\$0	\$0	\$0	\$150
Professional Fees - Audit	\$0	\$0	\$0	\$0	\$0
Professional Development	\$0	\$0	\$0	\$0	\$1,000
Advertising	\$0	\$0	\$0	\$0	\$8,500
Contract Services	\$1,208	\$1,208	\$1,208	\$1,210	\$36,075
Expenditures Total	\$1,208	\$1,313	\$1,208	\$1,210	\$60,000
ReserveTransfers					
Contribution to Elections	\$14,000	\$12,787	\$12,787	\$12,787	\$0
Transfer From Elections	\$0	\$0	\$0	\$0	-\$48,574
ReserveTransfers Total	\$14,000	\$12,787	\$12,787	\$12,787	-\$48,574
Revenues					
Election - Other Recoveries	\$0	\$0	\$0	\$0	\$0
Nomination Fees	\$0	\$0	\$0	\$0	\$0
Revenues Total	\$0	\$0	\$0	\$0	\$0

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Finance					
Expenditures					
Principle Repayment	\$101,000	\$106,000	\$116,000	\$116,000	\$119,000
FT Wages	\$233,492	\$223,265	\$225,336	\$295,066	\$294,677
PT Wages	\$0	\$0	\$0	\$0	\$0
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$42,410	\$41,793	\$40,504	\$51,723	\$52,272
PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
Manulife Benefits	\$27,480	\$30,979	\$27,783	\$34,893	\$35,658
WSIB	\$6,705	\$6,460	\$7,059	\$8,487	\$8,898
Computer Software & Hardware Operational Upgrades/Support from	\$6,068	\$483	\$338	\$3,500	\$500
Office Supplies	\$6,583	\$5,637	\$5,856	\$5,500	\$6,000
Hydro	\$6,157	\$6,977	\$4,334	\$7,200	\$0
Heat	\$2,018	\$1,328	\$1,241	\$1,140	\$0
Cleaning, Maintenance, Building Supplies	\$6,463	\$15,324	\$14,954	\$8,650	\$0
Kitchen Supplies and Equipment	\$1,715	\$1,628	\$1,249	\$1,500	\$0
Outdoor Maintenance of Building	\$741	\$531	\$528	\$1,000	\$0
Postage	\$6,467	\$7,380	\$7,551	\$7,500	\$7,500
Communication (phone, fax, internet)	\$4,720	\$4,964	\$5,672	\$4,600	\$5,000
Professional Fees - Audit	\$13,987	\$17,393	\$14,959	\$14,000	\$14,000
Mileage	\$281	\$90	\$396	\$500	\$500
Professional Development	\$5,542	\$689	\$3,341	\$5,000	\$5,000
Membership and Subscription Fees	\$1,956	\$3,024	\$2,047	\$2,065	\$2,425
Employee Travel - Meals	\$50	\$0	\$20	\$150	\$150
Employee Travel - Accomodations	\$397	\$11	\$4	\$400	\$400
Advertising	\$8,555	\$3,141	\$2,081	\$5,500	\$2,990
Contract Services	\$48,939	\$52,415	\$37,501	\$41,000	\$41,558
Emergency Management	\$2,284	\$2,852	\$2,221	\$2,200	\$2,073
Environmental Service - Garbage Bags	\$10,203	\$12,339	\$9,435	\$11,500	\$11,500
Bank Service Charges	\$2,087	\$2,564	\$2,213	\$2,650	\$10,000
Other written off (non collectible inv's)	\$0	\$11,458	\$5,669	\$0	\$0
Debt Interest Repayment	\$19,405	\$14,274	\$5,817	\$8,792	\$2,975
Community Grants	\$32,625	\$32,475	\$32,475	\$32,475	\$32,250
Expenditures Total	\$598,331	\$605,470	\$576,584	\$673,491	\$655,826
Revenues					
Advertising, Legal, and Realtax Fees Recovered	-\$6,502	-\$2,081	\$0	-\$2,500	-\$1,000
NSF Fees	-\$680	-\$400	-\$800	-\$800	-\$800

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Online Service Fee	-\$1,275	\$150	\$0	\$0	-\$5,000
Tax Certificates	-\$7,080	-\$8,880	-\$8,040	-\$7,000	-\$8,244
Other Recoveries	-\$2,124	-\$3,201	-\$3,317	-\$2,000	-\$2,500
Garbage bags	-\$9,208	-\$15,028	-\$15,105	-\$11,500	-\$13,000
Revenues Total	-\$26,869	-\$29,439	-\$27,262	-\$23,800	-\$30,544

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Fire and Rescue					
Expenditures					
PT Wages	\$343,370	\$410,105	\$338,386	\$389,478	\$399,489
PT Wage Related Expenses	\$24,136	\$30,176	\$18,668	\$35,754	\$31,903
Group Benefits	\$15,862	\$15,224	\$16,709	\$16,729	\$17,231
WSIB	\$10,060	\$10,138	\$9,672	\$11,337	\$12,136
Office Supplies	\$3,370	\$3,190	\$1,849	\$3,000	\$3,000
Hydro	\$6,845	\$8,134	\$4,918	\$8,200	\$0
Heat	\$1,601	\$1,328	\$1,241	\$1,140	\$0
Fuel	\$9,973	\$11,026	\$0	\$11,065	\$14,400
Water Protection	\$179	\$168	\$122	\$200	\$0
Equipment Maintenance & Supplies	\$28,374	\$44,205	\$21,441	\$19,000	\$19,000
Oxygen & Medical Supplies	\$3,866	\$4,007	\$2,504	\$3,475	\$3,100
Public Education	\$12,559	\$3,701	\$2,248	\$3,800	\$3,800
Signage	\$20	\$0	\$0	\$0	\$0
Cleaning, Maint & supplies for Bldg	\$16,907	\$6,219	\$7,217	\$9,260	\$0
Kitchen Supplies and Equipment	\$708	\$700	\$465	\$900	\$0
Waste Removal	\$366	\$244	\$244	\$410	\$0
Vehicle Maintenance	\$31,628	\$34,999	\$26,661	\$26,000	\$26,000
Communication(phone, fax, intern)	\$9,308	\$8,545	\$10,789	\$9,000	\$8,300
Mileage	\$6,061	\$7,446	\$3,328	\$4,400	\$4,000
Professional Development	\$19,254	\$20,486	\$13,830	\$19,500	\$19,500
Membership and Subscription Fees	\$3,145	\$3,272	\$3,319	\$3,920	\$3,577
Employee Travel - Meals	\$505	\$2,062	\$679	\$1,000	\$1,000
Employee Travel - Accomodations	\$2,529	\$3,264	\$1,426	\$2,600	\$2,600
Insurance	\$18,366	\$20,985	\$23,443	\$21,405	\$21,405
Advertising	\$1,000	\$3,373	\$2,021	\$1,000	\$1,000
Permits	\$471	\$521	\$471	\$471	\$485
Contract Services	\$21,383	\$23,847	\$20,548	\$35,000	\$37,176
Clothing, Safety Allowance	\$44,749	\$20,211	\$24,431	\$18,000	\$16,550
Outdoor Maintenance of Building	\$0	\$2,463	\$0	\$0	\$0
Vehicle Plates	\$0	-\$435	\$189	\$0	\$190
Expenditures Total	\$636,596	\$699,605	\$556,818	\$656,044	\$645,842
Revenues					
Tent or Marquee Permit	\$0	-\$306	\$0	-\$104	-\$416
Open Burning Permit and Inspection	-\$10,900	-\$14,620	-\$15,030	-\$14,000	-\$15,000
Burning Permit Violations	-\$3,280	-\$1,800	-\$1,350	-\$1,350	-\$1,350

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Fire Extinguisher Training	\$0	-\$225	-\$225	\$0	-\$300
Water Tank Locks	\$0	-\$107	-\$18	-\$160	-\$107
Fireworks Permits	-\$300	-\$300	-\$300	-\$300	-\$300
Information/Fire Reports	-\$75	-\$450	-\$525	-\$150	-\$450
Other recoveries	-\$29,914	-\$15,472	-\$2,967	-\$1,630	-\$3,000
Occupancy Load	\$0	\$0	\$0	-\$100	\$0
Fire Safety Plan Review	-\$720	-\$240	\$0	-\$240	-\$360
Post Fire Watch	\$0	\$0	\$0	\$0	\$0
Boarding up or Barricading	\$0	\$0	\$0	\$0	\$0
Key Boxes	-\$100	-\$200	\$0	-\$100	-\$100
Inspections	-\$100	-\$200	\$0	-\$200	\$0
Motor Vehicle Emergency Responses	-\$94,239	-\$131,144	-\$59,597	-\$90,000	-\$90,000
Fire Alarm False Alarm Calls	-\$410	\$0	\$0	-\$450	-\$450
Revenues Total	-\$140,038	-\$165,064	-\$80,013	-\$108,784	-\$111,833

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Heritage Committee					
Expenditures					
Per Diems	\$1,082	\$2,089	\$0	\$1,840	\$1,865
Heritage Plaques	\$33	\$0	\$0	\$250	\$100
Mileage	\$0	\$139	\$668	\$2,000	\$1,000
Training	\$0	\$1,028	\$824	\$1,500	\$1,000
Employee Travel - Meals	\$0	\$90	\$58	\$100	\$100
Employee Travel - Accomodations	\$0	\$750	\$1,705	\$3,350	\$2,000
Expenditures Total	\$1,114	\$4,095	\$3,256	\$9,040	\$6,065

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Library					
Expenditures					
Library Rent for Historical society	\$4,674	\$4,886	\$4,902	\$4,510	\$4,510
Library Water Monitoring	\$1,672	\$1,735	\$1,502	\$1,750	\$1,750
Expenditures Total	\$6,346	\$6,621	\$6,405	\$6,260	\$6,260
Revenues					
Library Costs Recovered from County	-\$2,687	-\$3,146	\$0	-\$2,500	-\$3,000
Revenues Total	-\$2,687	-\$3,146	\$0	-\$2,500	-\$3,000

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Municipal Office					
Expenditures					
Hydro	\$0	\$0	\$0	\$0	\$31,700
Heat	\$0	\$0	\$0	\$0	\$7,240
Water Protection	\$0	\$0	\$0	\$0	\$420
Cleaning, Maint & supplies for Bldg	\$0	\$0	\$0	\$0	\$27,015
Kitchen Supplies and Equipment	\$0	\$0	\$0	\$0	\$3,400
Waste Removal	\$0	\$0	\$0	\$0	\$2,600
Outdoor Maintenance of Building	\$0	\$0	\$0	\$0	\$1,300
Expenditures Total	\$0	\$0	\$0	\$0	\$73,675
Revenues					
Municipal Office Costs Recovered from Building Department	\$0	\$0	\$0	\$0	-\$22,103
Revenues Total	\$0	\$0	\$0	\$0	-\$22,103

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
ORC					
Expenditures					
FT Wages	\$56,472	\$57,147	\$46,872	\$57,762	\$58,628
PT Wages	\$24,844	\$26,157	\$16,635	\$25,006	\$28,901
OT Wages	\$831	\$2,750	\$1,089	\$2,000	\$2,000
FT Wage Related Expenses	\$10,116	\$10,209	\$8,457	\$10,381	\$10,723
PT Wage Related Expenses	\$1,615	\$1,598	\$561	\$2,296	\$2,665
Manulife Benefits	\$7,396	\$7,430	\$6,483	\$7,796	\$8,277
WSIB	\$2,372	\$2,441	\$2,076	\$2,585	\$2,865
Office Supplies	\$424	\$547	\$336	\$300	\$300
Hydro	\$23,918	\$28,241	\$22,879	\$32,750	\$32,750
Heat	\$5,211	\$4,630	\$4,481	\$4,200	\$4,200
Fuel	\$1,955	\$1,988	\$446	\$0	\$0
Water Protection	\$658	\$742	\$784	\$700	\$700
Equipment Maintenance & Supplies	\$10,169	\$7,648	\$3,180	\$10,000	\$8,000
Signage	\$0	\$0	\$28	\$100	\$100
Bldg-Cleaning, Maint,Supplies Interior	\$8,034	\$8,465	\$2,062	\$8,000	\$6,000
Drink Machine Supplies	\$780	\$100	\$0	\$500	\$500
Waste Removal	\$577	\$701	\$535	\$600	\$600
Bldg-Cleaning, Maint,Supplies Exterior	\$4,554	\$8,013	\$2,072	\$10,000	\$8,000
Communication(phone, fax, intern)	\$1,872	\$2,393	\$2,071	\$2,500	\$2,500
Professional Fees - Engineering	\$4,119	\$2,938	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$145	\$1,048	\$555	\$1,000	\$1,000
Membership and Subscription Fees	\$280	\$0	\$218	\$150	\$220
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$7,358	\$8,698	\$8,744	\$8,872	\$8,872
Advertising	\$0	\$238	\$371	\$300	\$500
Contract Services	\$163	\$556	\$0	\$400	\$350
Clothing Safety Allowance	\$102	\$135	\$0	\$150	\$515
Expenditures Total	\$173,963	\$184,812	\$130,931	\$188,549	\$189,367
Revenues					
Ice Rental - Prime	-\$34,972	-\$37,324	-\$13,253	-\$29,000	-\$15,000
Ice Rental - Non-Prime	-\$2,505	-\$489	-\$385	-\$2,000	-\$640
Arena Summer Rentals	-\$19,126	-\$20,048	-\$14,742	-\$22,000	-\$18,000
Gymnasium Rental	-\$14,616	-\$20,801	-\$14,827	-\$15,000	-\$17,197
Rink Board and Ball Diamond Advertising	-\$1,050	\$0	\$0	-\$350	-\$350

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
ORC Drink Machine	-\$1,077	-\$961	-\$575	-\$1,300	-\$500
Other Recoveries	\$0	-\$434	\$0	-\$500	-\$500
Revenues Total	-\$73,346	-\$80,057	-\$43,781	-\$70,150	-\$52,187

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Parks					
Expenditures					
FT Wages	\$6,077	\$0	\$0	\$0	\$42,118
PT Wages	\$6,406	\$17,381	\$13,021	\$20,338	\$7,138
OT Wages	\$0	\$0	\$0	\$0	\$0
FT Wage Related Expenses	\$997	-\$447	\$0	\$0	\$7,674
PT Wage Related Expenses	\$345	\$1,308	\$862	\$1,867	\$658
WSIB	\$333	\$513	\$413	\$620	\$1,576
Hydro	\$0	\$3,419	\$2,192	\$3,400	\$3,400
Fuel	\$1,988	\$1,442	\$0	\$2,200	\$2,200
Water Protection	\$448	\$873	\$31	\$1,000	\$1,000
Equipment Maintenance and Supplies	\$3,269	\$5,130	\$1,118	\$4,500	\$1,480
Vehicle Maintenance	\$0	\$0	\$450	\$500	\$500
Maintenance Grounds	\$8,960	\$11,876	\$9,693	\$10,000	\$10,000
Mileage	\$324	\$228	\$0	\$500	\$0
Insurance	\$0	\$6,316	\$6,346	\$6,442	\$6,442
Advertising	\$238	\$0	\$623	\$150	\$500
Contract Services	\$17,730	\$20,948	\$25,841	\$20,700	\$16,260
Manulife Benefits	\$0	\$0	\$0	\$0	\$7,897
Expenditures Total	\$47,113	\$68,989	\$60,589	\$72,218	\$108,844
Revenues					
Horse Paddock Rental	\$0	\$0	\$0	\$0	\$0
Picnic Shelter	-\$525	-\$520	-\$220	-\$500	-\$300
Ball Diamond Rentals	-\$1,182	-\$3,197	-\$2,839	-\$3,000	-\$3,000
Sports Facility User Fees	-\$13,195	-\$17,821	-\$15,313	-\$17,000	-\$800
Soccer Field Rentals	\$0	\$0	\$0	\$0	-\$3,000
Revenues Total	-\$14,902	-\$21,538	-\$18,372	-\$20,500	-\$7,100

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
PCC					
Expenditures					
FT Wages	\$43,967	\$39,797	\$6,876	\$0	\$0
PT Wages	\$36,386	\$40,091	\$38,227	\$36,984	\$40,170
OT Wages	\$421	\$71	\$817	\$500	\$500
FT Wage Related Expenses	\$4,641	\$2,233	\$0	\$0	\$0
PT Wage Related Expenses	\$1,691	\$1,772	\$963	\$3,442	\$3,750
Manulife Benefits	\$9,679	\$1,609	\$0	\$0	\$0
WSIB	\$2,354	\$1,433	\$1,254	\$1,143	\$1,301
Office Supplies	\$137	\$88	\$265	\$150	\$150
Hydro	\$20,075	\$22,647	\$13,874	\$24,400	\$24,400
Heat	\$3,836	\$4,315	\$3,293	\$4,000	\$4,000
Fuel	\$0	\$501	\$0	\$500	\$500
Water Protection	\$3,998	\$5,619	\$4,593	\$5,100	\$5,100
Bldg-Cleaning, Maint,Supplies Interior	\$14,240	\$16,271	\$7,219	\$15,000	\$15,000
Kitchen Supplies and Equipment	\$3,756	\$1,119	\$5,944	\$1,500	\$1,500
Waste Removal	\$2,472	\$2,802	\$2,139	\$2,500	\$2,500
Outdoor Maintenance of Building	\$3,101	\$829	\$2,618	\$1,200	\$1,200
Communication(phone, fax, intern)	\$2,630	\$2,788	\$2,027	\$2,800	\$2,800
Mileage	\$296	\$0	\$0	\$300	\$100
Professional Development	\$751	\$0	\$36	\$0	\$0
Membership and Subscription Fees	\$224	\$224	\$0	\$2,000	\$500
Employee Travel - Meals	\$38	\$0	\$0	\$150	\$150
Employee Travel - Accomodations	\$299	\$0	\$0	\$450	\$450
Insurance	\$10,112	\$7,158	\$7,110	\$7,301	\$7,301
Advertising	\$376	\$430	\$0	\$2,000	\$2,000
Contract Services	\$2,180	\$1,919	\$926	\$2,050	\$2,530
Expenditures Total	\$167,658	\$153,715	\$98,182	\$113,470	\$115,902
Revenues					
Hall - Prime	-\$17,957	-\$25,804	-\$19,758	-\$19,000	-\$21,772
Hall - Non-Prime	-\$12,841	-\$16,970	-\$13,498	-\$15,000	-\$15,000
Meeting Room	-\$4,299	-\$7,605	-\$6,642	-\$5,000	-\$6,383
Licensed Events Using Patio	-\$110	-\$55	-\$334	-\$100	-\$224
Hall - Commercial Rentals	-\$750	\$0	\$0	-\$765	-\$765
Bartenders	-\$5,942	-\$8,810	-\$8,334	-\$7,000	-\$8,500
Pop, Glasses, & Ice	-\$1,509	-\$2,004	\$0	\$0	\$0
Kitchen Facilities - Non-Prime	-\$1,910	-\$4,900	-\$2,502	-\$4,000	-\$3,180

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	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Advertising Sign	-\$315	-\$411	-\$225	-\$300	-\$324
Other Recoveries	-\$4,978	-\$909	-\$360	-\$400	-\$400
Recreation Conditional Grants	-\$4,729	-\$5,167	\$0	-\$5,167	-\$5,167
Donations	-\$8,221	\$0	-\$400	\$0	\$0
Projector Rental Fee	\$0	\$0	-\$25	\$0	-\$50
Revenues Total	-\$63,562	-\$72,635	-\$52,079	-\$56,732	-\$61,765

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
PDAC					
Expenditures					
Per Diems	\$3,258	\$3,360	\$0	\$4,295	\$4,360
Office Supplies & Equipment	\$74	\$13	\$42	\$0	\$50
Mileage	\$225	\$0	\$0	\$150	\$150
Training	\$0	\$0	\$0	\$1,500	\$1,500
Expenditures Total	\$3,556	\$3,373	\$42	\$5,945	\$6,060

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Planning					
Expenditures					
FT Wages	\$48,629	\$55,952	\$53,758	\$66,558	\$67,556
OT Wages	\$721	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$8,553	\$9,929	\$9,896	\$11,699	\$12,063
Manulife Benefits	\$5,813	\$6,602	\$6,764	\$8,152	\$8,636
WSIB	\$1,427	\$1,618	\$1,689	\$2,045	\$2,178
Office Supplies	\$176	\$12	\$18	\$100	\$100
Signage	\$21	\$0	\$0	\$100	\$0
Communication (phone, fax, Internet)	\$221	\$170	\$39	\$200	\$200
Professional Fees - Legal	\$8,404	\$13,337	\$5,345	\$24,000	\$25,000
Professional Fees - Engineering	\$76,845	\$91,069	\$49,725	\$60,000	\$56,695
Mileage	\$302	\$306	\$0	\$250	\$250
Professional Development	\$2,912	\$227	\$356	\$200	\$1,244
Membership and Subscription Fees	\$120	\$0	\$120	\$120	\$150
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$0	\$0	\$0	\$350	\$350
Advertising	\$4,426	\$6,142	\$4,750	\$4,000	\$2,000
Professional Fees - Water Monitoring	\$336	\$1,962	\$2,150	\$2,000	\$2,000
Contract Services	\$3,992	\$3,178	\$2,873	\$3,500	\$3,000
CIP Grants	\$0	\$0	\$808	\$20,000	\$20,000
Expenditures Total	\$162,896	\$190,505	\$138,291	\$203,875	\$202,022
Revenues					
Engineering, Environmental, Legal, and Advertising Fees Recovered	-\$53,275	-\$65,153	-\$28,231	-\$30,000	-\$20,000
Minor Variance	-\$8,450	-\$12,610	-\$10,816	-\$9,464	-\$8,970
Agreements	\$0	\$0	-\$510	\$0	-\$765
Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
Site Plan Control	-\$14,000	-\$2,040	-\$6,000	-\$8,324	-\$21,700
Consent Review and Clearance	\$0	-\$3,500	-\$3,840	-\$3,968	-\$1,965
Zoning By-law Amendment	-\$20,000	-\$44,400	-\$3,600	-\$29,600	-\$16,200
Telecommunication Tower Proposals	\$0	-\$1,000	-\$1,520	-\$510	-\$1,042
Zoning By-law Amendment - Aggregate	-\$7,500	\$0	\$0	\$0	\$0
Zoning Compliance Letter	-\$1,950	-\$1,950	-\$2,550	-\$2,000	-\$2,227
Zoning By-law #19/85	\$0	\$0	\$0	\$0	\$0
Business Retention and Expansion Municipal Implementation Fund	-\$12,500	\$0	-\$25,000	-\$25,000	-\$25,000
Grading Fee - Dwellings	\$0	-\$118,000	-\$30,000	-\$60,000	\$0
Lifting of Holding Designation Fee (Zoning)	\$0	-\$1,100	\$0	-\$561	-\$573

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Planning - Other Recoveries	\$0	-\$46	\$0	\$0	\$0
Advertising Fees Recovered	-\$701	\$0	\$0	-\$750	\$0
Revenues Total	-\$118,375	-\$249,799	-\$112,067	-\$170,177	-\$98,442

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Public Works					
Expenditures					
FT Wages	\$351,573	\$336,474	\$273,832	\$357,356	\$347,432
PT Wages	\$38,085	\$40,674	\$38,567	\$44,181	\$37,613
OT Wages	\$27,122	\$26,123	\$26,020	\$32,700	\$32,700
FT Wage Related Expenses	\$61,996	\$61,742	\$50,833	\$65,105	\$64,179
PT Wage Related Expenses	\$4,074	\$4,063	\$3,078	\$4,057	\$3,468
Manulife Benefits	\$46,003	\$45,157	\$32,795	\$41,489	\$41,135
WSIB	\$11,830	\$11,267	\$10,803	\$12,659	\$12,748
Office Supplies	\$191	\$1,705	\$1,013	\$500	\$500
Hydro	\$6,780	\$12,348	\$7,823	\$13,200	\$0
Heat	\$4,264	\$4,011	\$3,960	\$3,820	\$0
Fuel	\$69,312	\$62,571	\$67,295	\$84,295	\$84,295
Equipment Maintenance & Supplies	\$1,175	\$916	\$1,859	\$2,050	\$2,050
Signage	\$8,331	\$9,283	\$8,955	\$10,000	\$10,000
Pavement Markings	\$25,328	\$30,121	\$30,940	\$35,500	\$35,500
Railway Maintenance	\$138,143	\$0	\$0	\$5,000	\$5,000
Maintenance Gravel	\$69,920	\$79,195	\$67,621	\$80,000	\$77,000
Calcium	\$51,612	\$46,082	\$49,044	\$46,400	\$46,400
Winter Maintenance	\$157,824	\$205,047	\$130,719	\$183,000	\$183,000
Waste Removal	\$922	\$1,153	\$692	\$1,500	\$1,500
Shop Overhead	\$7,941	\$11,756	\$6,876	\$12,400	\$7,400
Road Maintenance supplies	\$34,923	\$33,258	\$29,037	\$37,400	\$35,400
Vehicle Maintenance	\$44,898	\$42,116	\$30,319	\$46,000	\$46,000
Speed Monitor	\$0	\$0	\$0	\$500	\$500
Sidewalk Repairs	\$1,949	\$422	\$0	\$5,000	\$5,000
Communication(phone, fax, intern)	\$1,897	\$1,873	\$2,596	\$1,800	\$3,462
Professional Fees - Engineering	\$1,901	\$588	\$0	\$2,000	\$2,000
Mileage	\$81	\$303	\$0	\$100	\$100
Professional Development	\$1,131	\$1,600	\$332	\$1,420	\$1,420
Membership and Subscription Fees	\$787	\$787	\$787	\$800	\$800
Employee Travel - Meals	\$85	\$68	\$0	\$100	\$100
Insurance	\$9,422	\$70,341	\$73,154	\$71,748	\$71,748
Advertising	\$436	\$20	\$1,371	\$500	\$500
Vehicle Plates	\$6,895	\$6,932	\$7,080	\$7,030	\$7,100
Permits	\$50	\$1,850	\$505	\$100	\$100
Contract Services	\$35,977	\$31,217	\$15,631	\$49,000	\$44,120
Clothing, Safety Allowance	\$763	\$763	\$340	\$750	\$1,050

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Bridge Inspections	\$8,758	\$0	\$0	\$0	\$0
Street Lights: Repairs and Hydro Bills	\$48,929	\$54,969	\$43,642	\$46,350	\$46,350
Cleaning, Maint & supplies for Bldg	\$0	\$328	\$693	\$625	\$0
Expenditures Total	\$1,281,307	\$1,237,120	\$1,018,212	\$1,306,434	\$1,257,670
ReserveTransfers					
Transfer from Public Works Replacement and Restoration of Aging In	-\$4,403	\$0	\$0	-\$10,000	-\$10,000
Contribution to Winter Maintenance	\$25,176	\$0	\$0	\$0	\$0
Contribution from Winter Maintenance	\$0	-\$22,047	\$0	\$0	\$0
ReserveTransfers Total	\$20,773	-\$22,047	\$0	-\$10,000	-\$10,000
Revenues					
Oversize-Overweight Load Permits	\$0	\$0	\$0	\$0	\$0
Entrance Permit	-\$3,150	-\$5,980	-\$3,909	-\$3,220	-\$4,465
Roads Other Recoveries	-\$1,799	-\$1,832	-\$360	-\$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	-\$4,949	-\$7,812	-\$4,269	-\$4,220	-\$5,465

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Recreation Committee					
Expenditures					
Per Diems	\$3,047	\$3,234	\$0	\$4,295	\$4,360
Training	\$0	\$0	\$0	\$0	\$0
Expenditures Total	\$3,047	\$3,234	\$0	\$4,295	\$4,360

Schedule A to Report FIN-2017-033

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Source Water Protection					
Expenditures					
FT Wages/Benefits	\$0	\$3,418	\$0	\$20,506	\$9,579
Public Education Costs	\$8,932	\$0	\$0	\$5,000	\$0
Professional Fees	\$5,812	\$18,122	\$125	\$10,000	\$0
Expenditures Total	\$14,743	\$21,540	\$125	\$35,506	\$9,579
ReserveTransfers					
Contribution to Operating Carryforward	\$6,068	\$0	\$0	\$0	\$0
Transfer from Operating Carryforward	\$0	-\$27,447	\$0	-\$9,546	\$0
ReserveTransfers Total	\$6,068	-\$27,447	\$0	-\$9,546	\$0
Revenues					
Source Protection Municipal Implementation Fund	-\$15,000	\$0	\$0	-\$17,260	\$0
Revenues Total	-\$15,000	\$0	\$0	-\$17,260	\$0
Grand Total	\$2,338,462	\$2,232,635	\$1,908,927	\$2,642,266	\$2,697,865

2018 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Expenditures					
Administration	\$398,502	\$425,704	\$402,472	\$505,876	\$511,971
Badenoch	\$2,114	\$15,227	\$13,800	\$13,301	\$0
Building	\$338,668	\$376,027	\$298,890	\$402,983	\$419,580
By-law	\$121,772	\$77,559	\$58,362	\$70,835	\$124,860
Corporate	\$182,618	\$231,630	\$148,617	\$243,966	\$202,334
Council	\$117,937	\$112,196	\$94,975	\$129,546	\$132,769
Elections	\$1,208	\$1,313	\$1,208	\$1,210	\$60,000
Finance	\$598,331	\$605,470	\$576,584	\$673,491	\$655,826
Fire and Rescue	\$636,596	\$699,605	\$556,818	\$656,044	\$645,842
Heritage Committee	\$1,114	\$4,095	\$3,256	\$9,040	\$6,065
Library	\$6,346	\$6,621	\$6,405	\$6,260	\$6,260
Municipal Office	\$0	\$0	\$0	\$0	\$73,675
ORC	\$173,963	\$184,812	\$130,931	\$188,549	\$189,367
Parks	\$47,113	\$68,989	\$60,589	\$72,218	\$108,844
PCC	\$167,658	\$153,715	\$98,182	\$113,470	\$115,902
PDAC	\$3,556	\$3,373	\$42	\$5,945	\$6,060
Planning	\$162,896	\$190,505	\$138,291	\$203,875	\$202,022
Public Works	\$1,281,307	\$1,237,120	\$1,018,212	\$1,306,434	\$1,257,670
Recreation Committee	\$3,047	\$3,234	\$0	\$4,295	\$4,360
Source Water Protection	\$14,743	\$21,540	\$125	\$35,506	\$9,579
Expenditures Total	\$4,259,491	\$4,418,735	\$3,607,760	\$4,642,845	\$4,732,984
ReserveTransfers					
Administration	\$5,335	\$10,000	-\$15,000	-\$33,632	-\$30,000
Building	\$20,429	\$82,758	\$332,644	-\$46,207	-\$33,204
Elections	\$14,000	\$12,787	\$12,787	\$12,787	-\$48,574
Public Works	\$20,773	-\$22,047	\$0	-\$10,000	-\$10,000
Source Water Protection	\$6,068	-\$27,447	\$0	-\$9,546	\$0
ReserveTransfers Total	\$66,605	\$56,051	\$330,431	-\$86,598	-\$121,778

2018 Proposed Expenditures, Reserve Transfers and Revenues Summary

	2015 Actuals	2016 Actuals	2017 YTD	2017 Budget	2018 Budget
Revenues					
Administration	-\$18,656	-\$15,720	-\$1,241	-\$11,650	-\$5,150
Badenoch	-\$10	-\$10	-\$10	-\$10	\$0
Building	-\$361,646	-\$458,785	-\$631,534	-\$356,776	-\$386,376
By-law	-\$53,846	-\$45,003	-\$24,878	-\$26,618	-\$28,266
Corporate	-\$1,093,748	-\$1,093,141	-\$1,033,757	-\$1,044,805	-\$1,101,112
Elections	\$0	\$0	\$0	\$0	\$0
Finance	-\$26,869	-\$29,439	-\$27,262	-\$23,800	-\$30,544
Fire and Rescue	-\$140,038	-\$165,064	-\$80,013	-\$108,784	-\$111,833
Library	-\$2,687	-\$3,146	\$0	-\$2,500	-\$3,000
Municipal Office	\$0	\$0	\$0	\$0	-\$22,103
ORC	-\$73,346	-\$80,057	-\$43,781	-\$70,150	-\$52,187
Parks	-\$14,902	-\$21,538	-\$18,372	-\$20,500	-\$7,100
PCC	-\$63,562	-\$72,635	-\$52,079	-\$56,732	-\$61,765
Planning	-\$118,375	-\$249,799	-\$112,067	-\$170,177	-\$98,442
Public Works	-\$4,949	-\$7,812	-\$4,269	-\$4,220	-\$5,465
Source Water Protection	-\$15,000	\$0	\$0	-\$17,260	\$0
Revenues Total	-\$1,987,634	-\$2,242,151	-\$2,029,264	-\$1,913,981	-\$1,913,342
Operating Tax Levy	\$2,338,462	\$2,232,635	\$1,908,927	\$2,642,266	\$2,697,865

TOWNSHIP OF PUSLINCH 2018 OPERATING BUDGET

2018 REQUESTED BASE BUDGET INCREASES

Department Fire and Rescue Priority 1

1 - Purpose of Expenditure

Puslinch Fire Department 50th Anniversary Party

2 - Need

Supplies for an open house anniversary celebration. Food, beverages, anniversary books, t-shirts, etc.
To be determined by committee.

3 - Benefit of the Investment

Great community and employee relations event.

4 - Risk Assessment

none

5 - Financial Impact

One-time request for 2018 Budget only?

Yes

Revenues Earned/Reserves Utilized

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

Expenses Incurred

01-0040-4312	Meals	\$4,000
Total Expenses		\$4,000

Net Expense/(Revenue)

\$4,000

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

TOWNSHIP OF PUSLINCH 2018 OPERATING BUDGET

2018 REQUESTED BASE BUDGET INCREASES

Department Fire Priority 1

1 - Purpose of Expenditure

To align the Equipment Maintenance and Supplies operating budget line with the true actuals from the past 3 years.

2 - Need

Regular maintenance and supply purchases with the addition of the following: purchases for a HCN Detector \$600, Jack Rabbit tool spreader \$4400, Rotary Saw \$1400, Drill set \$400 required over and above normal purchases.

3 - Benefit of the Investment

Replacement of a variety of old equipment and defective fire hose.

4 - Risk Assessment

none

5 - Financial Impact

One-time request for 2018 Budget only?

Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
01-0013-3200			
Fire Equipment Replacement Discretionary Reserve		\$6,800	\$163,929
Total Revenues/Reserves	\$0	\$6,800	

Expenses Incurred

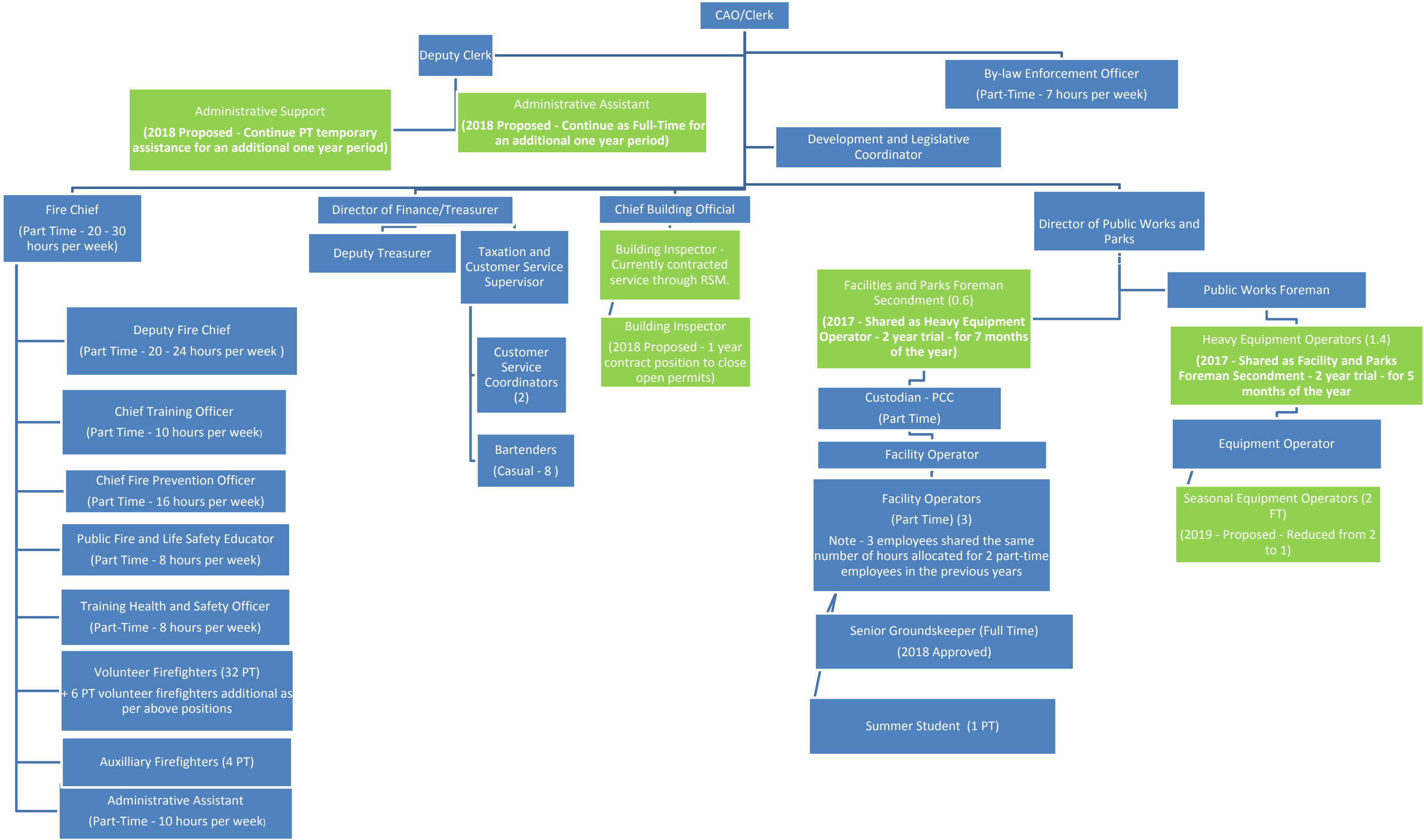
Budget Line	Equipment Maintenance and Supplies	\$6,800
Total Expenses		\$6,800

Net Expense/(Revenue)

\$0

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

Organization Chart – 2018 Proposed



Position	Department	2017	2018 Proposed
CAO/Clerk/Treasurer	CAO/Clerk	0	0
CAO/Clerk	CAO/Clerk	1	1
Deputy Clerk	CAO/Clerk	1	1
Administrative Assistant	CAO/Clerk	0	0
Administrative Assistant - Contract	CAO/Clerk	1	1
Records Support - Contract	CAO/Clerk	0.4	0.4
Custodian - Office	CAO/Clerk	0	0
Zoning Officer	CAO/Clerk	0	0
Development and Legislative Coordinator	CAO/Clerk	1	1
By-law Enforcement Officer	CAO/Clerk	0.2	0.2
Chief Building Official	Building	1	1
Building & Enforcement Inspector Officer	Building	0	0
Building Inspector - Contract	Building	0	1
Building Coordinator	Finance	0	0
Facility Booking Agent	Finance	0	0
Customer Service Representative	Finance	0	0
Customer Service Coordinators	Finance	2	2
Director of Finance/Treasurer	Finance	1	1
Deputy Treasurer	Finance	1	1
Taxation and Customer Service Supervisor	Finance	1	1
Director of Public Works and Parks	Public Works	1	1
Public Works and Parks Foreman	Public Works	1	0.75
Equipment Operator	Public Works	1	1
Heavy Equipment Operator	Public Works	1.4	1.4
Seasonal Equipment Operators	Public Works	1	1
Facilities and Parks Foreman	Public Works	0.6	0.6
Facility Operator (ORC)	Optimist Recreation Centre	1	1
Part-Time Facility Operators	Optimist Recreation Centre	1	1
Custodian (PCC)	Puslinch Community Centre	0.9	0.9
Parks Groundskeeper	Parks	0.4	1
Parks Student	Parks	0.3	0.3

2018 BBI

Full-Time Equivalents Analysis - By Position

Schedule E to Report FIN-2017-033

Position	Department	2017	2018 Proposed
Fire Chief	Fire & Rescue Services	0.75	0.75
Deputy Fire Chief	Fire & Rescue Services	0.7	0.7
Chief Training Officer	Fire & Rescue Services	0.3	0.3
Chief Fire Prevention Officer	Fire & Rescue Services	0.45	0.45
Public Fire & Life Safety Educator	Fire & Rescue Services	0.2	0.2
Training Health & Safety Officer	Fire & Rescue Services	0.2	0.2
Administrative Assistant - Fire	Fire & Rescue Services	0.2	0.2
Grand Total		23.00	24.35

1.35

Full-Time Equivalents Analysis Summary - By Department

Schedule E to Report FIN-2017-033

Department	2018		Total Inc./ (Dec.)
	2017	Proposed	
Building	1	2	1
CAO/Clerk	4.6	4.6	0
Finance	5	5	0
Fire & Rescue Services	2.8	2.8	0
Optimist Recreation Centre	2	2	0
Parks	0.7	1.3	0.6
Public Works	6	5.75	-0.25
Puslinch Community Centre	0.9	0.9	0
Grand Total	23	24.4	1.35

Conference, Seminar and Training Budget

Schedule F to Report FIN-2017-033

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Administration	CAO/Clerk	3	CAO Training - Schulich School of Business	Toronto	\$ 3,500.00
Administration	CAO/Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	CAO/Clerk	4	AMO Conference - TAPMO	Ottawa	\$ 700.00
Administration	CAO/Clerk	2	AMCTO 2018 Election Training Sessions	Ontario	\$ 820.00
Administration	CAO/Clerk	0	ROMA Conference - TAPMO	Ontario	\$ -
Administration	CAO/Clerk	0	OGRA Conference - TAPMO	Ontario	\$ -
Administration	Deputy Clerk	5	Management Training - Schulich School of Business	Toronto	\$ 3,500.00
Administration	Deputy Clerk	2	AMCTO Course - Employment Law and HR Program	Ontario	\$ 1,430.00
Administration	Deputy Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	Deputy Clerk	2	AMCTO 2018 Election Training Sessions	Ontario	\$ 820.00
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	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	Chief Building Official	5	OBOA Building Structural - 2012	Ontario	\$ 700.00
Building	Chief Building Official	5	OBOA Building Services - 2012	Ontario	\$ 700.00
Building	Chief Building Official	5	OBOA Annual Meeting & Training Session (AMTS)	Kingston	\$ 900.00
Building	Chief Building Official	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Building Inspector	5	OBOA Course	Ontario	\$ 700.00
Building	Building Inspector	5	OBOA Course	Ontario	\$ 700.00
Building	Building Inspector	1	2 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	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	\$ 3,500.00
Finance	Director of Finance/Treasurer	3	MFOA Conference	Niagara Falls	\$ 500.00
Finance	Taxation and Customer Service Supervisor	1	AMCTO Courses	Ontario	\$ 500.00
Finance	Deputy Treasurer	1	Any required training	Ontario	\$ 500.00
Fire and Rescue	Fire Chief	5	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 950.00
Fire and Rescue	Fire Chief	10	Ontario Fire College Fire Officer IV Course	Gravenhurst	\$ 65.00
Fire and Rescue	Deputy Fire Chief	5	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 950.00
Fire and Rescue	Deputy Fire Chief	5	Fire Department Instructor Conference	United States	\$ 945.00
Fire and Rescue	Deputy Fire Chief		Blue Card Command Instructors' Course	Ontario	Future Budget
Fire and Rescue	Chief Training Officer	10	Ontario Fire College Fire Officer IV Course	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 - McLoughlin	2	Fire Service Women Conference	Sarnia	\$ 250.00
Fire and Rescue	Volunteer Firefighter - Ferraccioli	8	Red Cross Instructor Course	Ontario	\$ 800.00
Fire and Rescue	2 New Acting Captains	5	Blue Card Command - On-line Course - 40 Hours	Online Course	\$ 1,200.00

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	All Fire Department Staff	1	Drivewise Driver Training	Fire Training Room	\$ 6,000.00
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	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	2 On-line Municipal Administration Program Courses - AMCTO	Online	\$ 714.00
Public Works	TBD	3	Ontario Good Roads Association Road School	Guelph	\$ 910.00
Public Works	TBD	1	Safety/Equipment Training	TBD	\$ 510.00
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 G to Report FIN-2017-033

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	\$ 2,500.00	N/A	\$ 2,500.00
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	\$ 1,400.00	N/A	\$ 1,400.00
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	Chief Building Official	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00
Building	Chief Building Official	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00
Building	Chief Building Official	Waterloo Region Chief Building Official Committee	N/A	\$ 100.00	\$ 100.00
Building	Chief Building Official	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00
Building	Chief Building Official	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00
Building	Chief Building Official	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 G to Report FIN-2017-033

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 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
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00

Memberships and Associations Budget

Schedule G to Report FIN-2017-033

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
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	\$ 100.00	N/A	\$ 100.00
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	\$ -

Memberships and Associations Budget

Schedule G to Report FIN-2017-033

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget
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 Foreman	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 Foreman	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.

Department	Account	Position	Uniform Item	# of items	Cost per Item	Cost	
Building		Chief Building Official	Safety Boots	1	\$ 175.00	\$ 175	
Building		Chief Building Official	Inspection Shirts	Unknown	Unknown	\$ 85	
Building		Inspectors (2)	Inspection Shirts	Unknown	Unknown	\$ 170	
Building		Chief Building Official and Inspectors (2)	Gloves, Hardhat(s)	Unknown	Unknown	\$ 200	Safety requirements
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		Facilities and Parks Foreman	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Facilities and Parks Foreman	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		Public Works Foreman	Safety Boots	Clothing/Safety Allowance		\$ 175	
Taxable Benefit	01-0030-4000	Public Works Foreman	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	

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.

2014 Capital Plan Summary

Project Cost Service	Department	Capital Project	Reserve Contribution	Funding Type Discretionary_R eserves	Grand Total
General Government					
	Corporate				
		IT Software Upgrade	No	\$99,268	\$99,268
Grand Total				\$99,268	\$99,268

2016 Capital Plan Summary

Project Cost				Funding Type		
Service	Department	Capital Project	Reserve Contribution	Grant	Discretionary_Reserves	Grand Total
General Government						
	Corporate					
		Destination Marketing/Branding (Logo)	No	\$7,500	\$7,500	\$15,000
Grand Total				\$7,500	\$7,500	\$15,000

2017 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
General Government								
	Corporate							
		Municipal Drinking Water Well System - Feasibility Study	No	\$56,250	\$10,313	\$10,617	\$17,120	\$94,300
Grand Total				\$56,250	\$10,313	\$10,617	\$17,120	\$94,300

2018 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
Fire and Rescue							
	Fire and Rescue						
	Structural Firefighter Ensemble	No		\$15,105			\$15,105
	Fire Equip.	Yes		\$10,000			\$10,000
	Fire Vehicle Replac.	Yes		\$50,000			\$50,000
	Truck Cap Enclosure and Cargo Sliding Truck Bed	No				\$4,859	\$4,859
	New Storage Cabinetry Set and additional Firefighter Gear Racks	No			\$4,611		\$4,611
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 Class Environmental Assessment - Municipal Water and Wastewater	No	\$262,500	\$87,500			\$350,000
	Finance						
	Asset Management Plan Revamp	No	\$32,000	\$8,000			\$40,000
	Municipal Office						
	Corp. Office Repairs	Yes		\$25,000			\$25,000

2018 Capital Plan Summary

Project Cost			Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department Capital Project	Reserve Contribution	Grant				
	Corp. Accessibility	Yes		\$5,000			\$5,000
	Meeting Room and New Flooring	No			\$10,000		\$10,000
	Roof Painting	No			\$17,500		\$17,500
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
	Painting of Shed Roof & Sides	No			\$10,000		\$10,000
	PCC						
	PCC Equip.	Yes		\$5,000			\$5,000
	PCC Fac. Improv.	Yes		\$10,000			\$10,000
	Roof Painting	No			\$11,000		\$11,000
Public Works							
	Public Works						
	Bridge and Culvert Inspections	No		\$7,500			\$7,500
	Concession 4- 35 to Sideroad 10	No		\$130,000	\$100,000		\$230,000
	Forestell Rd- 32 to Roszell Rd	No		\$145,000			\$145,000
	Victoria Rd (Aberfoyle Pit 2 to County Road 36)	No	\$107,836	\$47,744		\$289,420	\$445,000
	Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000

2018 Capital Plan Summary

Project Cost			Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department Capital Project	Reserve Contribution	Grant				
	Public Works Equip.	Yes		\$50,000			\$50,000
	Forestell Rd- 35 to Sideroad 10 North	No		\$230,000			\$230,000
Grand Total			\$407,336	\$913,349	\$187,111	\$294,279	\$1,802,075

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Building

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Tablet

Type - New

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

To allow for out of office data entry regarding building permit inspections and activities. Currently inspection notes are hand written on site, then later transferred into Keystone upon returning to the office. The inspection notes are then emailed to the applicant or contractor upon request. A mobile tablet would allow for one-time entry of inspection notes on site. An email could then be sent immediately to the applicant/contractor providing status of the inspection rather than wait until all notes have been inputted into Keystone upon returning to the office.

Please note that it is recommended that the tablet and truck stand have a 5 year lifecycle similar to the Township's replacement cycle for laptops and desktops.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Building department pickup truck

4 - Project Description

It is the vision of the building department to provide an updated, more efficient and more convenient experience for contractors, homeowners, and Township staff during the building process. A tablet and matching truck-stand will create a mobile work station, and allow for immediate notification to the contractor/applicant of inspection status. The goal is to move towards having applications, drawings and all other vital information to be accessible by Township inspectors anywhere within the Township through the use of a tablet. A tablet is a necessary step to transition from paper and allows for a more efficient way of recording inspection and property notes while out of office.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax Reserve Fund

Aggregate Levy

In Lieu of Parkland

Building Surplus Reserve

9,000

Additional information related to DC's

Project # and Description in DC

--

DC Restricted Reserve **Note A**

Other (grants)

Total Funding

9,000

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

6 - Capital Components, Costs, and Timing

Please list proposed 2018 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
Tablet		6,000			6,000				
Truck Stand		1,000			1,000				
Plan Package/Start up		1,000			1,000				
Contingency		1,000			1,000				
	-		-	-	9,000	-	-		-

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

Incremental Salary and Benefits

Incremental Non-Salary Costs

Total Incr. Exp./(Rev.)

2018
5,250
5,250

Annualized
-

PT Staff

The incremental non-salary operating costs relate to the following:

- 1.) purchase of a data plan for the tablet which amounts to approximately \$250 per year.
- 2.) Estimate of Keystone hosting/licensing costs to host the data over Keystone's server - \$5,000 per year.

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Municipal Class Environmental Assessment (EA) for Municipal Water and Wastewater

Type - Schedule C Municipal Class Environmental Assessment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The Township's Community Based Strategic Plan dated April 2016 recommended preparing a water feasibility study including an economic impact report and incorporating the decisions made regarding the recommendations in the feasibility study in the Township's Capital Budget and Forecast. A Municipal Class EA for Municipal Water and Wastewater is the next step following a feasibility study. The completion of the EA is contingent on the results of the feasibility study.

Municipal servicing is a viable opportunity to support development and economic growth within the Township.

Projects for the construction of new water and/or sewage distribution, collection and treatment systems fall into the classification of Schedule C Municipal Class EA as these are projects which have the potential for a significant environmental impact and must complete the full planning and documentation procedures outlined in Phases 1 to 4 of the Class EA process (see description of phases below).

The Township would be required to complete a detailed Schedule C Municipal Class EA prior to proceeding with construction of any water or sewage servicing in order to ensure that environmental, social and economic impacts associated with the project are considered and mitigated.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A

4 - Project Description

The Municipal Class EA document outlines the procedures to be followed to satisfy Class EA requirements for Municipal Water, Wastewater and Road projects. The process involves the following five phases:

Phase 1 - Problem or Opportunity Definition;

Phase 2 - Identification and Evaluation of Alternative Solutions to Determine a Preferred Solution;

Phase 3 - Examination of Alternative Methods of Implementation of the Preferred Solution;

Phase 4 - Documentation of the Class EA process in the form of an Environmental Study Report (ESR); and

Phase 5 - Implementation and Monitoring.

Consultation with stakeholders is a significant component of the EA process in order to obtain stakeholder buy-in.

5 - Capital Funding for 2018 Expenditures

Tax Levy	87,500
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Building Surplus Reserve	
DC Restricted Reserve ^{Note A}	
CWWF Grant	262,500
Total Funding	350,000

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

6 - Capital Components, Costs, and Timing

Please list proposed 2018 capital spending by quarter for cash flow purposes

	2018								
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Municipal Class EA			175,000	175,000	350,000				
					-				

					-				
					-				
	-		175,000	175,000	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

	2018	Annualized	# PT Staff
Incremental Revenues			
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./ (Rev.)	-	-	

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

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

6 computers will be replaced in 2017.

The following laptops are being replaced: NB-2013-03, NB-2013-04, and NB-2013-07

The following workstation is being replaced by a laptop: WS-2013-07. A docking station is being purchased for it.

Workstation WS-2013-05 is being replaced

Laptop NB-2013-03 is also being replaced due to several computer issues

5 - Capital Funding for 2018 Expenditures

Tax Levy	10,000	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 Note A			
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 2018 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		10,000			10,000	10,000	10,000	10,000	10,000
					-				
					-				
					-				
Total Cost	-		-	-	10,000	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
2018 CAPITAL BUDGET**

Department

Finance

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Asset Management Plan (AMP) Revamp

Project Type - Plan

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The previous AMP was completed in 2013 by GM BluePlan. The purpose of the proposed Municipal Asset Management Planning Regulation is to implement best practices throughout the municipal sector and provide a degree of consistency to support collaboration between municipalities, and among municipalities and the province. The goal of the regulation is to help municipalities more clearly identify what their infrastructure needs are, and therefore help them work towards a more sustainable position regarding the funding of their infrastructure. Outlined below are the phased in requirements of municipalities as it relates to Asset Management Planning which are based directly from the proposed regulation:

- 1.) Update the AMP at least every 5 years. The province proposes to collect two sets of AMP data from municipalities – Actuals Reporting, which would be reported to the province every year, and Projections Reporting, which would be reported to the province as the municipality obtains the relevant data at least every 5 years as AMP's are updated.
- 2.) The AMP would require approval in writing by a licensed engineering practitioner representing the municipality prior to being presented to Council for approval.
- 3.) Adoption of a Strategic Asset Management Policy by January 1, 2019 including review of the policy at least every five years. The purpose of the policy is to promote best practices and link asset management planning with budgeting, operations, maintenance and associated other municipal planning activities.
- 4.) Annual reporting on the implementation of the AMP including any factors affecting the ability of the municipality to meet its commitments set out in the AMP and policy; a strategy to address these factors; and progress on ongoing efforts to implement the AMP.
- 5.) A plain language explanation of the current levels of service for each category of infrastructure assets including an estimate of the capital expenditures (i.e., total cost of maintenance, renewal, rehabilitation, replacement, disposal, upgrades, new construction) needed each year, as well as any significant operating costs, including energy costs, for the ten years following the year that the current levels of service are established, to maintain the current levels of service over the long term.
- 6.) A plain language explanation of the proposed levels of service for each category of infrastructure assets including the cost estimates discussed above and a discussion as to why the proposed levels of service are appropriate for the municipality and how they differ from the current levels of service including when the proposed levels of service will be achieved and how affordability and sustainability is addressed with the proposed levels of service.
- 7.) Tracking of service delivery and asset operation through established performance measures, such as energy usage and cost.

- 8.) An inventory analysis which is summarized by asset class, including type and quantity, total replacement value, and average age. The inventory analysis would also discuss the approach to assessing asset condition using industry-accepted engineering practices, and summarize the information available on the condition of the assets.
- 9.) Documentation of a lifecycle management strategy that would outline the lifecycle management activities to be undertaken in order to maintain the proposed levels of service and manage risk (e.g. climate change impacts), with consideration to the full lifecycle costs of the assets, including energy costs. Lifecycle activities would be based on options examined to reduce the overall lifecycle costs, including through green infrastructure and non-infrastructure solutions such as demand management and conservation measures.
- 10.) A financial strategy that contains the following items each year for the ten year period aligned with the proposed levels of service section of the AMP including the following:
- estimated capital expenditure forecasts (i.e., total cost of maintenance, renewal, rehabilitation, replacement, disposal, new construction and capacity upgrade activities), and significant operating costs, including energy costs, related to lifecycle activities
 - revenue dedicated to capital financing
 - estimated capital reserve contributions and withdrawals; and
 - estimated debt service payments.
- 11.) Outline any ongoing funding shortfall that exists between investments required to fund the activities in the lifecycle management strategy and the ability to fund these activities, and the strategy to address this shortfall. Where municipalities cannot conduct all of the activities required to provide proposed levels of service, municipalities would discuss how they would manage the risks associated with not undertaking these activities.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A

4 - Project Description

The project cost of \$40,000 includes the following updates:

- Integrate the requirements discussed in the "Purpose" section related to the proposed Municipal Asset Management Planning Regulation.
- Incorporate all Township assets that are listed in Schedule 51 of the Financial Information Return. The current AMP does not include vehicles, equipment, information technology infrastructure, etc. The Township's Gas Tax Funding Agreement also indicates that the Township must demonstrate progress towards incorporating all 16 infrastructure categories eligible for gas tax funding into the AMP.
- The current plan does not include an estimate of replacement value of all assets (ie. some assets are included in the plan at net book value). This is not sufficient based on reporting that the Township has recently had to complete for Statistics Canada and the Gas Tax Funding Agreement as it relates to the Township's assets and their replacement values.
- Pavement condition indexes of Township roads (which were updated in 2016)
- Stormwater management inspections (which are planned to be completed in 2017)
- Incorporate pertinent information from other plans that the Township has completed since 2013 that relate to recommended upgrades/improvements to existing assets (ie. 2014 Development Charges Study, 2014 Building Condition Assessment Report, 2015 Facility Needs Assessment Report, 2015 Recreation and Parks Master Plan, Parks Master Plan for the Puslinch Community Centre Park, Master Fire Plan, Community Based Strategic Plan, Equipment Replacement Schedule, etc.)
- Include updates to the plan based on the recommendations from the Township's auditor, BDO Canada LLP. BDO completed a peer review of the Township's AMP to provide recommendations for the next update including revamping the plan to discuss the Township's required levels of service for all Township assets and more detailed analysis around the financing strategy (ie. property tax levy increases, inflation, potential increases or reductions for external funding, reserve contributions, etc.).

5 - Capital Funding for 2018 Expenditures

Tax Levy	8,000
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Building Surplus Reserve Fund	
DC Reserve Fund Note A	

Additional information related to DC's

Project # and Description in DC

Year in DC Study

Other (grants)	32,000	% of DC Funding allowed in DC	
Total Funding	40,000	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 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases Note B			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Professional Services		10,000	20,000	10,000	40,000				
					-				
					-				
Total Cost	-	10,000	20,000	10,000	40,000	-	-	-	-

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	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Additional Equipment for Pickup Truck Vehicle - Truck Cap enclosure and Cargo Sliding truck bed

Type - New Equipment for Multi-Use Pickup Truck in Fire & Rescue

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

In order to optimize the use of the fire department Pickup Truck, a truck cap enclosing the bed and a cargo sliding bed would protect any equipment or gear placed in the rear of the truck. It would also make any items stored in the bed easily accessible. The proposed fire and rescue pickup truck is to be used by the Fire Chief and others serving as a multiple purpose vehicle including incident command functions, prevention, education, training, emergency response, enforcement, fire investigations, courses, seminars and meeting activities. This additional vehicle eliminates concerns associated with utilizing staff's personal vehicle for a variety of Township business. It is recommended that the Fire Chief and on-call Captains be allowed to take this vehicle home to allow for a quicker response, as well as increased opportunity to manage and mitigate emergency situations. This vehicle allows for accessibility into areas that larger apparatus cannot reach. Having an enclosed truck bed that is easily accessible will be a benefit both to and from emergency scenes, public education events and training events.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Department Pickup Truck - 1/2 Ton

4 - Project Description

Truck to be used for multiple purposes including command vehicle, fire prevention, public education, training and emergency response. Life span of the truck is seven years. This project would increase the usefulness of the vehicle as described above in the purpose.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax Reserve Fund

Aggregate Levy

In Lieu of Parkland

Discretionary Reserve

DC Restricted Reserve Note A

4,859

Additional information related to DC's

Project # and Description in DC

Year in DC Study

1 - Provision for New Vehicles

2017-2023

Other (grants)		% of DC Funding allowed in DC	100%
Total Funding	4,859	Service Area in DC	Fire 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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases Note B			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Truck Cap	3,060				3,060				
Cargo Slide Bed	1,799				1,799				
					-				
Total Cost	4,859	-	-	-	4,859	-	-	-	-

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
Incremental Salary and Benefits
Incremental Non-Salary Costs
Total Incr. Exp./(Rev.)

2018
-
-

Annualized
-

# FT Staff	# PT Staff

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Fire

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Storage Cabinetry Set and Gear Storage Racks

Type - New Storage Cabinetry Set and additional Firefighter Gear Racks

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Presently the apparatus floor has no storage cabinets, other than a small plastic cabinet for truck cleaning products. We currently use a table and peg board for storage, as well as some shelving in the utility room. The utility room will soon be a laundry room due to the 2017 purchase of the extractor washer/dryer and will eliminate a lot of the present storage area. The table and peg board are very unsightly and constantly is used as a dumping area for tools, equipment, gear, etc. due to a lack of accessible storage. Six Gear storage racks are required to store the structural firefighting gear that was purchased in 2017. The Fire Department has reached full staffing levels which includes 4 Auxiliary firefighters, 1 Public Education Officer (the previous Chief Fire Prevention Officer position was recently divided into two positions) and 1 position for a Training Health & Safety Officer.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Station

4 - Project Description

A well organized, safe and clean working environment is required. This is accomplished by properly storing tools, equipment and gear. Pride and ownership is achieved by providing industry standard gear racks and commercial grade storage cabinets.

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Fire Equipment Discretionary Re	4,611		
DC Restricted Reserve <small>Note A</small>		Project # and Description in DC	
Other (grants)		Year in DC Study	
Total Funding	4,611	% 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 2018 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
GearGrid locker including hanger components and freight	2,411				2,411				
Storage Cabinets (10 piece set)	2,200				2,200				
Total Cost	4,611		-	-	4,611	-	-		-
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
 Incremental Salary and Benefits
 Incremental Non-Salary Costs
 Total Incr. Exp./ (Rev.)

2018
-

Annualized
-

PT Staff

TOWNSHIP OF PUSLINCH**2018 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 2018 at a cost of \$2731 per unit. Five (5) helmets required in 2018 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.

5 - Capital Funding for 2018 Expenditures**Tax Levy**

15,105

Gas Tax Reserve Fund**Aggregate Levy**

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	
Working Reserve			
DC Reserve Fund 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 2018 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
Structural firefighting ensembles		15,105			15,105	5,682	-	11,824	12,060
					-				
					-				
					-				
Total Cost	-	13,655	-	-	15,105	5,682	-		12,060

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	- 1,450		
Total Incr. Exp./ (Rev.)	- 1,450	-	

Firefighter helmets were previously budgeted in Operating Account No. 01-0040-4321 - Clothing and Safety. Therefore, since the helmets are now budgeted in the Capital Budget as part of the Structural Firefighting Gear, this operating account will decrease by \$1,450.

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Municipal Office

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Meeting Room and New Flooring

Project Type: Facility Improvement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The Facility Needs Assessment completed in 2015 identified the need for a meeting room to accomodate staff use, to better serve the public, and for Township consultants who complete field work in the Municipal Office (ie. auditors). In the past, the Township has utilized the Council Chambers or the Lunch Room for the above purposes.

It is also recommended that the current flooring or carpet (where applicable) in the Municipal Office be replaced with the new flooring that was recently installed in the Customer Service Area 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

2018 Project Description - upgrades to the meeting room including new flooring, paint and lighting fixtures; new flooring for the Finance area office, the hall to the bathrooms/Public Works area, the kitchen, and bathrooms.

In 2019 it is recommended that the flooring be upgraded for the Clerks area and the Council Chambers.

5 - Capital Funding for 2018 Expenditures

Tax Levy	10,000
Gas Tax Reserve Fund	
Aggregate Levy	
In Lieu of Parkland	
Capital Carryforward	
Building Surplus	
Corporate Accessibility	
Total Funding	10,000

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

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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2018	2019	2020	2021	2022
Meeting Room Upgrades		3,000			3,000	10,000			
New Flooring			7,000		7,000				
					-				
Total Cost	-	3,000	7,000	-	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	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Municipal Office

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance

Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

The Building Condition Assessment Report for the Municipal Building indicates that the roof appears to be performing as intended but is approaching the end of its life expectancy and should be replaced in 2024 at a cost of \$125,000 (p. 3-4 of 3-19).

This proposed project is for the painting of the Municipal Building roofing panels and door jams on the roll up shop doors. This building was acquired in 1984 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor, the roof panels have not been replaced previously. It is recommended that this project be completed in the same year as the painting of the green shed project (see the Parks Capital Budget Sheet) and the PCC (see the PCC Capital Budget sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

7404 Wellington Road 34 - Municipal Building Roof

4 - Project Description

Paint roof panels and door jams. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy

17,500

Gas Tax

Aggregate Levy

In Lieu of Parkland

Additional information related to DC's

Corporate Office Repairs & Restoration		Project # and Description in DC	
Discretionary Reserve			
Development Charges ^{Note A}		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	17,500	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 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases ^{Note B}			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				17,500	17,500				
					-				
					-				
					-				
Total Cost	-	-	-	17,500	17,500	-	-	-	-

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

	2018	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance

Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

This proposed project is for the painting of the Parks shed including the roof which was acquired in 1973 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor the roof panels on the green shed have not been replaced or painted previously. It is recommended that this project be completed in the same year as the painting of the Puslinch Community Centre roof (see the PCC Capital Budget Sheet) and the painting of the green shed roof (see the Parks Capital Budget Sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

23 Brock Rd - Green Shed (behind the Optimist Recreation Centre)

4 - Project Description

Paint roof panels to extend roof life and repaint all siding and trim to match the colours of the Optimist Recreation Centre. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax

Aggregate Levy

In Lieu of Parkland

Additional information related to DC's

Parks Infrastructure Enhancement Discretionary Reserve	10,000	Project # and Description in DC	
Development Charges <small>Note A</small>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	10,000	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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases <small>Note B</small>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				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

	2018	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Kabota Lawnmower

Project Type - Equipment Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacement of the current 2005 Kabota lawnmower. This lawnmower was purchased used in 2009 at a cost of \$8,640. The repairs and maintenance expenses on the lawnmower from 2014 to 2017 amounted to \$4,773 as outlined below:

2014 - \$2,118; 2015 - \$932; 2016 - \$743; 2017 - \$981 year to date.

This lawnmower is used 5 days per week, 8 hours per day for approximately six months of the year. It is the only lawnmower that the Township owns. Effective 2017, the Township no longer pays a rental fee to Parks staff for the use of a lawnmower or tractor, therefore, this will result in operating budget savings of \$3,020 as noted in Section 7 below.

The equipment rental fees/tractor rental fees averaged an amount of \$3,020 from 2014 to 2016 as outlined below:

2014 - \$2,337; 2015 - \$2,337; 2016 - \$4,387; 2017 - nil.

Report FIN-2017-029 provides further details of the current costs of contracting Parks services out versus the in-house costs.

Township staff explored the option of keeping the existing machine but purchasing a new front mower deck. Based on the quote received, this would be at a cost of approximately \$4,500. It has been indicated that because of the year of the machine, the new deck may not fit on the 2005 lawnmower. Township staff note that the front deck of the lawnmower must be replaced as it does not currently provide an even cut (cuts on an angle).

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

All parks and Township owned properties in sub-divisions.

4 - Project Description

Lawnmower is on a 10 year replacement cycle. It is past its replacement lifecycle as it has been utilized for 12 years. The number of hours on the lawnmower as of August 2017 is 2,757 hours.

It is recommended that this lawnmower be replaced in 2018 as it is past its replacement lifecycle and because of the reasons indicated in the "Purpose" section above. The Township's fleet management policy indicates the following:

Fleet will be replaced upon consideration of a combination of the following criteria:

- The odometer reading is approaching 180,000 kilometers.
- The hours are approaching 10,000 hours for plow/dump trucks and 4,000 hours for lawnmowers, tractors and other small vehicles that do not have an odometer tracking mileage.
- The fleet is fully amortized in accordance with the estimated useful life (amortization rates) established in the Township's Tangible Capital Asset Policy.
- The fleet becomes unserviceable or unsafe due to a major accident or mechanical failure that would not be economical to repair.

5 - Capital Funding for 2018 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax			
Aggregate Levy			
In Lieu of Parkland			
Parks Equipment Replacement	25,000	Project # and Description in DC	
Discretionary Reserve		Year in DC Study	
Development Charges <small>Note A</small>		% of DC Funding allowed in DC	
Sale Value of Current Lawnmower	5,000		
Total Funding	30,000	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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Lawnmower Replacement				30,000	30,000				
					-				
					-				
					-				
Total Cost	-	-	-	30,000	30,000	-	-	-	-
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	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs	- 3,020			
Total Incr. Exp./ (Rev.)	- 3,020	-		

Decrease of \$3,020 in equipment rental fees as discussed in Section 2 above in operating account number 01-0110-4205.

**TOWNSHIP OF PUSLINCH
2018 CAPITAL BUDGET**

Department

Puslinch Community Centre

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Building Maintenance

Project Type - Painting

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Council at its budget meeting held on October 12, 2016 directed staff to look into painting of the roof panels to extend its life rather than upright replacement of metal roofing panels at the Puslinch Community Centre.

The Building Condition Assessment Report for the Puslinch Community Centre indicates that the roof appears to be performing as intended but is approaching the end of its life expectancy and should be replaced in 2020 at a cost of \$100,000 (p. 1-5 of 1-17).

This proposed project is for the painting of the PCC roofing panels. This building was acquired in 1983 based on the Township's fixed asset listing. The building condition assessment report indicates that roof panels have an approximate useful life of 40 years. Based on an inspection conducted by staff and the contractor, the roof panels have not been replaced previously. It is recommended that this project be completed in the same year as the painting of the green shed project (see the Parks Capital Budget Sheet) and the painting of the Municipal Office project (see the Municipal Office Capital Budget Sheet) in order to gain cost savings and efficiencies. This project will extend the life of the roof panels for up to an additional ten years.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

23 Brock Rd - Puslinch Community Centre Roof

4 - Project Description

Paint roof panels and metal facer. Power wash all areas, apply epoxy and rust primer and a topcoat of acylic waterbourne enamel paint.

5 - Capital Funding for 2018 Expenditures

Tax Levy

Gas Tax

Aggregate Levy

In Lieu of Parkland

Additional information related to DC's

Puslinch Community Centre Facility Improvement Discretionary Reserve	11,000	Project # and Description in DC	
Development Charges <small>Note A</small>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	11,000	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 2018 capital spending by quarter for cash flow purposes

	2018					Future Phases <small>Note B</small>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Materials and Labour				11,000	11,000				
					-				
					-				
					-				
Total Cost	-	-	-	11,000	11,000	-	-	-	-

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	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 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, Sub-Base, Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 124, 125A amounting to 3.5 kms of roadway as identified for improvement in 2018 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016. Drainage and sub-base repairs 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, replace 6 cross culverts, removal of 2500m³ of sub-base and replace with virgin material and geotextile material, repave trenches with 50mm of HL4 asphalt. 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 2018 Expenditures

Tax Levy	155,580	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>	69,420		
Other (grants)			
Total Funding	445,000		

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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				445,000	445,000	415,000			
					-				
					-				
					-				
Total Cost	-	-	-	445,000	445,000	415,000	-	-	-
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	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 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 66 amounting to repaving of 1.2 kms of roadway as identified for improvement in 2020 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

It is recommended that this project be completed in 2018 and in conjunction with Forestell Road between Wellington Road 35 to Sideroad 10 North (Asset No. 68 and 69) in order to gain cost savings and efficiencies.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Forestell Road between Wellington Road 32 and Roszell Road.

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 2018 Expenditures

Tax Levy	145,000	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 Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Working Reserve			
DC Reserve Fund ^{Note A}			
Other (grants)			
Total Funding	145,000		

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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				145,000	145,000				
					-				
					-				
					-				
Total Cost	-	-	-	145,000	145,000	-	-	-	-
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		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 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 68, 69 amounting to repaving of 2 kms of roadway as identified for improvement in 2018 in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Forestell Road between Wellington Road 35 to Sideroad 10 North

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 2018 Expenditures

Tax Levy	230,000	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>			
Other (grants)			
Total Funding	230,000		

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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				230,000	230,000				
					-				
					-				
					-				
Total Cost	-	-	-	230,000	230,000	-	-	-	-
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	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH
2018 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 57 and 58 amounting to repaving of 2.1 kms of roadway as identified for improvement in 2018 (Asset No. 58) and 2019 (Asset No. 57) in Table 6 of the 2016 Road Condition Assessment Report dated December 2016.

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, 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 2018 Expenditures

Tax Levy	130,000	Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	100,000		
DC Reserve Fund ^{Note A}		Project # and Description in DC	26 - Provision for Future Road Projects (p. 5-6)
Other (grants)		Year in DC Study	2019-2023
Total Funding	230,000	% 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 2018 capital spending by quarter for cash flow purposes

Project Components	2018					Future Phases ^{Note B}			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2018	2019	2020	2021	2022
Construction				230,000	230,000				
					-				
					-				
					-				
Total Cost	-	-	-	230,000	230,000	-	-	-	-
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	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

2019 Capital Plan Summary

Project Cost					Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant					
Fire and Rescue									
	Fire and Rescue								
		Pump 31 Body Work and Paint Job	No			\$9,813			\$9,813
		SCBA Cylinders	No			\$6,000			\$6,000
		Structural Firefighter Ensemble	No		\$5,682				\$5,682
		Satellite Station Building	No		\$100,000			\$275,000	\$375,000
		Thermal Imaging Camera	No			\$10,300			\$10,300
		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
		Server	No			\$25,000			\$25,000
		Corp. IT Software	Yes		\$5,000				\$5,000
		Corp. IT Hardware	Yes		\$2,500				\$2,500
	Finance								
		2019 Development Charges Background Study	No		\$1,550			\$13,950	\$15,500
	Municipal Office								
		Air Balancing Study & Recommission HVAC	No		\$8,400	\$2,100			\$10,500
		Heat Recovery Unit in Municipal Offices	No		\$4,000	\$1,000			\$5,000
		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
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								
		Exterior Hall Lighting	No		\$5,000				\$5,000

2019 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							
		Aberfoyle Sidewalks	No	\$10,000	\$90,000			\$100,000
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 1 -35 to Sideroad 20	No		\$253,000			\$253,000
		Concession 2- Sideroad 10 to 32	No		\$233,400			\$233,400
		Traffic Calming - Streetscaping Morriston - Phase 2	No		\$84,400		\$15,600	\$100,000
		Victoria Rd (Aberfoyle Pit 2 to County Road 36)	No	\$169,421			\$245,579	\$415,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Single Axle Dump Truck- 304	No			\$250,000		\$250,000
Grand Total				\$179,421	\$1,045,432	\$304,213	\$550,129	\$2,079,195

**2020 Capital
Plan Summary**

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribu tion	Grant	Levy	Discretionary_Reserve s	Restricted_ Reserves	Grand Total
Building								
	Building							
		Septic Inspections	No			\$6,000		\$6,000
Fire and Rescue								
	Fire and Rescue							
		Rescue 35 Truck	No			\$360,000		\$360,000
		SCBA Cylinders	No			\$12,000		\$12,000
		Structural Firefighter Ensemble	No		\$0			\$0
		Satellite Station Building	No		\$690,000			\$690,000
		Satellite Station Equipment	No		\$51,750			\$51,750
		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
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							
		Arc Flash Study	No		\$6,000	\$1,500		\$7,500
		Replacement of John Wood Electric 48 USG Hot Water Tank	No		\$4,000	\$1,000		\$5,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								

2020 Capital
Plan Summary

Project Cost Service	Department	Capital Project	Reserve Contribu tion	Funding Type		Discretionary_ Reserve	Restricted_ Reserves	Grand Total
				Grant	Levy			
	ORC							
		ORC Equip.	Yes		\$5,000			\$5,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Pickup Truck - Trsfr from PW	No			\$0		\$0
		Consistent Signage Design	No		\$10,000			\$10,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							
		Arc Flash Study	No		\$5,000			\$5,000
		Kitchen Renovation	No	\$10,000		\$90,000		\$100,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Backhoe	No			\$125,000		\$125,000
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 2- 2A to Sideroad 20	No		\$218,289		\$301,011	\$519,300
		Concession 7- McLean Rd to Concession 2A	No	\$168,923	\$39,977			\$208,900
		Tandem Dump Truck- 302	No			\$250,000		\$250,000
		Concession 2A - Concession 2 to Concession 7	No		\$102,500			\$102,500
		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		\$50,000			\$50,000
		Dump Truck - 1 Ton - 305	No			\$100,000		\$100,000
		Pickup Truck- Director - 1/2 Ton	No			\$35,000		\$35,000
Grand Total				\$178,923	\$1,397,516	\$1,198,550	\$301,011	\$3,076,000

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			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$11,824			\$11,824
		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
		Pay Equity Study	No		\$13,500	\$1,500		\$15,000
		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		\$16,000	\$4,000		\$20,000
		Corp. Office Repairs	Yes		\$25,000			\$25,000
		Corp. Accessibility	Yes		\$5,000			\$5,000
Parks and Recreation								
	ORC							
		ORC Equip.	Yes		\$10,000			\$10,000
		ORC Fac. Improv.	Yes		\$10,000			\$10,000
	Parks							
		Parks Infrastr.	Yes		\$25,000			\$25,000

2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Parks Equip.	Yes		\$5,000			\$5,000
		Phase 1 of Parks Master Plan	No	\$881,120	\$249,449	\$50,000	\$175,000	\$1,355,569
	PCC							
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Bridlepath	No	\$168,923	\$109,597		\$51,480	\$330,000
		Tandem Dump Truck- 301	No			\$250,000		\$250,000
		Traffic Count Study	No		\$10,000		\$15,000	\$25,000
		Fox Run Dr to County Rd 46	No		\$63,000			\$63,000
		Leslie Rd West - Watson Rd South to Mountsberg	No		\$80,000		\$220,000	\$300,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection (CCTV)	No		\$16,000			\$16,000
		Little's Bridge - 0003	No		\$25,000			\$25,000
Grand Total				\$1,050,043	\$849,370	\$316,000	\$461,480	\$2,676,893

2022 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
Fire and Rescue								
	Fire and Rescue							
		SCBA Cylinders	No			\$19,500		\$19,500
		Structural Firefighter Ensemble	No		\$12,060			\$12,060
		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							
		Furnace, Condenser Units, HVAC distribution ductwork, Damper Control System in Municipal Offices	No		\$24,000	\$6,000		\$30,000
		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							
		Parking Lot & Associated Enhancements (curbing, entrance, lighting)	No	\$61,000		\$239,000		\$300,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
		Phase 2 of Parks Master Plan	No	\$578,477	\$186,103	\$50,000	\$60,000	\$874,580

2022 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
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Grader- 501	No			\$350,000		\$350,000
		Watson Rd- 36 to Leslie Rd	No		\$105,000		\$110,000	\$215,000
		Watson Rd - Leslie Rd to 4057 Watson Rd.	No		\$17,400		\$110,000	\$127,400
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Gilmour Culvert- 2009	No		\$84,400		\$15,600	\$100,000
		Little's Bridge - 0003	No	\$168,923	\$253,077		\$78,000	\$500,000
Grand Total				\$808,400	\$937,040	\$664,500	\$373,600	\$2,783,540

2023 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	
Fire and Rescue									
	Fire and Rescue								
		SCBA Cylinders	No			\$9,000		\$9,000	
		Structural Firefighter Ensemble	No		\$15,380			\$15,380	
		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	
	Finance								
		Asset Management Plan and Policy Updates	No		\$10,000			\$10,000	
	Municipal Office								
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500		\$231,000	
		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	

2023 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	
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No		\$7,500			\$7,500	
		Concession 4- Sideroad 10 to 32	No		\$230,000		\$220,000	\$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	
		Single Axle Dump Truck-303	No			\$225,000		\$225,000	
		Transportation Master Plan	No		\$10,000		\$15,000	\$25,000	
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000	
		Public Works Equip.	Yes		\$50,000			\$50,000	
		Moyer's Bridge - 0004	No		\$25,000			\$25,000	
Grand Total					\$178,923	\$855,829	\$358,500	\$305,028	\$1,698,280

2024 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
Building									
	Building								
		Pickup Truck - Mid-Size	No			\$33,000		\$33,000	
Fire and Rescue									
	Fire and Rescue								
		Structural Firefighter Ensemble	No		\$15,685			\$15,685	
		Pickup Truck - Mid-Size	No			\$23,050		\$23,050	
		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	
		Server	No			\$25,000		\$25,000	
		Corp. IT Software	Yes		\$5,000			\$5,000	
		Corp. IT Hardware	Yes		\$2,500			\$2,500	
	Finance								
		2024 Development Charges Background Study	No		\$1,550		\$13,950	\$15,500	
	Municipal Office								
		Window and Door Replacement Program	No		\$80,000	\$20,000		\$100,000	
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500		\$231,000	
		Gas Fired Infra-Red Heaters in Public Works Area	No		\$5,400	\$600		\$6,000	
		UV Pure Water Treatment System	No		\$8,000	\$2,000		\$10,000	
		Metal Roofing Panels	No		\$100,000	\$25,000		\$125,000	
		Corp. Office Repairs	Yes		\$25,000			\$25,000	
		Corp. Accessibility	Yes		\$5,000			\$5,000	
		Exterior Panel/Siding Painting	No		\$20,000	\$5,000		\$25,000	
Parks and Recreation									
	ORC								

2024 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
		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		\$5,000			\$5,000	
		Replacement of UV Pure Water Treatment System	No		\$7,500			\$7,500	
		PCC Equip.	Yes		\$5,000			\$5,000	
		PCC Fac. Improv.	Yes		\$10,000			\$10,000	
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No		\$7,500			\$7,500	
		Concession 4- Hwy 6 to 35	No		\$170,000		\$220,000	\$390,000	
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000	
		Public Works Equip.	Yes		\$50,000			\$50,000	
		Gilmour Culvert- 2009	No	\$168,923	\$253,077		\$78,000	\$500,000	
		Moyer's Bridge - 0004	No		\$500,000			\$500,000	
Grand Total					\$178,923	\$1,526,712	\$249,150	\$311,950	\$2,266,735

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		\$6,000	\$15,000		\$21,000
		Fire Master Plan	No		\$17,600		\$26,400	\$44,000
		Pump 31 Truck	No			\$468,000		\$468,000
		SCBA Cylinders	No			\$7,500		\$7,500
		Structural Firefighter Ensemble	No		\$19,200			\$19,200
		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							
		Office renovation/expansion including accessibility	No	\$10,000	\$105,500	\$115,500		\$231,000
		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							
		Pickup Truck - Trsfr from PW	No			\$0		\$0

2025 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant				
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	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							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Church and Victoria Street	No		\$50,000			\$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	\$331,077			\$500,000
		Watson Rd- Maltby to Arkell	No		\$185,120		\$294,880	\$480,000
		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			\$35,000		\$35,000
Grand Total				\$178,923	\$1,236,877	\$699,000	\$403,900	\$2,518,700

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			\$4,500		\$4,500
		Structural Firefighter Ensemble	No		\$10,712			\$10,712
		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							
		Office renovation/expansion including accessibility	No	\$10,000	\$140,150	\$80,850		\$231,000
		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
		Playground area at Boreham Park	No	\$10,000		\$85,000	\$5,000	\$100,000
		Parks Infrastr.	Yes		\$25,000			\$25,000
		Parks Equip.	Yes		\$5,000			\$5,000
	PCC							

2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Rebalancing of HVAC system	No		\$5,000			\$5,000
		Replacement of Rheem Hot Water Tank	No		\$5,000			\$5,000
		PCC Equip.	Yes		\$5,000			\$5,000
		PCC Fac. Improv.	Yes		\$10,000			\$10,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections	No		\$7,500			\$7,500
		Concession 1- Sideroad 10 to Wellington Rd 35	No	\$168,923	\$86,077			\$255,000
		Gore Rd-Sideroad 20 to Valens Rd	No		\$145,000		\$220,000	\$365,000
		Leslie Rd West- Victoria Rd South to East limit	No		\$544,380		\$100,620	\$645,000
		Public Works Replace. and Restorat.	Yes		\$25,000			\$25,000
		Public Works Equip.	Yes		\$50,000			\$50,000
		Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey on Cells No 1, 2 and 3			\$7,000			\$7,000
Grand Total				\$188,923	\$1,193,319	\$209,350	\$325,620	\$1,917,212

2027 Capital Plan Summary

Project Cost					Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Reserve Contribution	Grant					
Fire and Rescue									
	Fire and Rescue								
		SCBA Cylinders	No			\$0			\$0
		Structural Firefighter Ensemble	No			\$13,655			\$13,655
		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								
		Office renovation/expansion including accessibility	No	\$10,000	\$140,150	\$80,850			\$231,000
		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
	PCC								
		PCC Equip.	Yes			\$5,000			\$5,000
		PCC Fac. Improv.	Yes			\$10,000			\$10,000
Public Works									
	Public Works								
		Bridge and Culvert Inspections	No			\$7,500			\$7,500
		Public Works Replace. and Restorat.	Yes			\$25,000			\$25,000
		Public Works Equip.	Yes			\$50,000			\$50,000

2027 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Reserve Contribution	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Carroll Pond & Lesic Jassal Municipal Drain - Based on results of Sediment Survey	No		\$415,000			\$415,000
		Single Axle Dump Truck- 304	No			\$250,000		\$250,000
		Sideroad 20 North - Wellington Road 34 to Forestell Road	No		\$316,500		\$58,500	\$375,000
		Roszell Road - Townline Road to Forestell Road	No		\$67,500		\$220,000	\$287,500
		Maltby Road - Victoria Road to Watson Road	No	\$168,923	\$93,577			\$262,500
Grand Total				\$178,923	\$1,296,382	\$330,850	\$278,500	\$2,084,655

Projects by Year

Project Cost													
	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Building													
Septic Inspections						\$6,000	\$6,000				\$6,000	\$6,000	
Tablet				\$9,000					\$9,000				
Pickup Truck - Mid-Size										\$33,000			
Building Total				\$9,000		\$6,000	\$6,000		\$9,000	\$33,000	\$6,000	\$6,000	

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Fire and Rescue													
Defibrillators											\$21,000		
Fire Master Plan											\$44,000		
Pump 31 Body Work and Paint Job					\$9,813								
Pump 31 Truck											\$468,000		
Rescue 35 Truck						\$360,000							
SCBA Cylinders					\$6,000	\$12,000	\$4,500	\$19,500	\$9,000		\$7,500	\$4,500	\$0
Structural Firefighter Ensemble				\$15,105	\$5,682	\$0	\$11,824	\$12,060	\$15,380	\$15,685	\$19,200	\$10,712	\$13,655
Satellite Station Building					\$375,000	\$690,000							
Satellite Station Equipment						\$51,750							
Extrication Equipment						\$52,500							
Watercraft						\$6,000							
Self Contained Breathing Apparatus						\$144,550							
Thermal Imaging Camera					\$10,300								
Portable Pump												\$15,000	
Pickup Truck - Mid-Size										\$23,050			
Fire Equip.				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Fire Vehicle Replac.				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Truck Cap Enclosure and Cargo Sliding Truck Bed				\$4,859									
New Storage Cabinetry Set and additional Firefighter Gear Racks				\$4,611									
Fire and Rescue Total				\$84,575	\$466,795	\$1,376,800	\$76,324	\$91,560	\$84,380	\$98,735	\$619,700	\$90,212	\$73,655

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate														
	Community Based Strategic Plan											\$30,000		
	Computer Equipment				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Destination Marketing/Branding (Logo)		\$15,000											
	IT Software Upgrade	\$99,268												
	Pay Equity Study							\$15,000						
	Server					\$25,000					\$25,000			
	Municipal Drinking Water Well System - Feasibility Study			\$94,300										
	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
	Municipal Class Environmental Assessment - Municipal Water and Wastewater				\$350,000									
	Microsoft Office License Upgrades						\$15,000							
Corporate Total		\$99,268	\$15,000	\$94,300	\$367,500	\$42,500	\$32,500	\$32,500	\$17,500	\$17,500	\$42,500	\$47,500	\$17,500	\$17,500

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Finance														
	2019 Development Charges Background Study					\$15,500								
	2024 Development Charges Background Study										\$15,500			
	Asset Management Plan Revamp				\$40,000									
	Asset Management Plan and Policy Updates									\$10,000				
Finance					\$40,000	\$15,500				\$10,000	\$15,500			
Total														

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Municipal Office														
	Air Balancing Study & Recommission HVAC					\$10,500								
	Arc Flash Study						\$7,500							
	Power Distribution Equipment (feeders, panels, main disconnect switch)							\$20,000						
	Window and Door Replacement Program										\$100,000			
	Office renovation/expansion including accessibility									\$231,000	\$231,000	\$231,000	\$231,000	\$231,000
	Heat Recovery Unit in Municipal Offices					\$5,000								
	Furnace, Condenser Units, HVAC distribution ductwork, Damper Control System in Municipal Offices								\$30,000					
	Gas Fired Infra-Red Heaters in Public Works Area										\$6,000			
	UV Pure Water Treatment System										\$10,000			
	Metal Roofing Panels										\$125,000			
	Replacement of John Wood Electric 48 USG Hot Water Tank						\$5,000							
	Corp. Office Repairs				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Corp. Accessibility				\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Meeting Room and New Flooring				\$10,000									
	New Flooring - Council Chambers and Clerks Areas					\$10,000								
	Roof Painting				\$17,500									
	Exterior Panel/Siding Painting										\$25,000			
Municipal Office Total					\$57,500	\$55,500	\$42,500	\$50,000	\$60,000	\$261,000	\$527,000	\$261,000	\$261,000	\$261,000

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
ORC													
Floor Scrubber												\$8,000	
ORC Equip.				\$5,000	\$5,000	\$5,000	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$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
ORC Total				\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$23,000	\$15,000

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Parks														
	Parking Lot & Associated Enhancements (curbing, entrance, lighting)								\$300,000					
	Pickup Truck - Trsfr from PW						\$0					\$0		
	Kabota Lawnmower				\$30,000									
	Consistent Signage Design						\$10,000							
	Improvements to Tennis Courts												\$10,000	
	Playground area at Boreham Park												\$100,000	
	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
	Painting of Shed Roof & Sides				\$10,000									
	Phase 1 of Parks Master Plan							\$1,355,569						
	Phase 2 of Parks Master Plan								\$874,580					
Parks Total					\$70,000	\$30,000	\$40,000	\$1,385,569	\$1,204,580	\$30,000	\$30,000	\$30,000	\$140,000	\$30,000

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
PCC													
Arc Flash Study						\$5,000							
Exterior Hall Lighting					\$5,000								
Kitchen Renovation						\$100,000							
Rebalancing of HVAC system												\$5,000	
Recreation and Parks Master Plan											\$50,000		
Replacement of Sanitary Pumps and Control System										\$5,000			
Replacement of UV Pure Water Treatment System										\$7,500			
Replacement of Rheem Hot Water Tank												\$5,000	
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
Roof Painting				\$11,000									
PCC Total				\$26,000	\$20,000	\$120,000	\$15,000	\$15,000	\$15,000	\$27,500	\$65,000	\$25,000	\$15,000

Projects by Year

Project Cost	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works													
Aberfoyle Sidewalks					\$100,000								
Backhoe						\$125,000							
Bridge and Culvert Inspections				\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Bridlepath							\$330,000						
Church and Victoria Street											\$50,000		
Concession 1 -35 to Sideroad 20					\$253,000								
Concession 2- 2A to Sideroad 20						\$519,300							
Concession 2- Sideroad 10 to 32					\$233,400								
Concession 4- 35 to Sideroad 10				\$230,000									
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							
Forestell Rd- 32 to Roszell Rd				\$145,000									
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							
Traffic Count Study							\$25,000						
Transportation Master Plan									\$25,000				
Watson Rd - Wellington Road 34 to Wellington Road 36											\$500,000		
Watson Rd- Maltby to Arkell											\$480,000		

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works	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)				\$445,000	\$415,000								
	Watson Rd- 36 to Leslie Rd								\$215,000					
	Watson Rd - Leslie Rd to 4057 Watson Rd.								\$127,400					
	Concession 2A - Concession 2 to Concession 7						\$102,500							
	Leslie Rd West - Watson Rd South to Mountsberg						\$20,000	\$300,000						
	Leslie Rd West- Victoria Rd South to East limit												\$645,000	
	Public Works Replace. and Restorat.				\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Public Works Equip.				\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Gilmour Culvert- 2009								\$100,000		\$500,000			
	Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection (CCTV)							\$16,000						
	Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey on Cells 1, 2 and 3												\$7,000	
	Carroll Pond & Lesic Jassal Municipal Drain - Based on results of Sediment Survey													\$415,000
	Pickup truck-Staff - 3/4 Ton											\$52,000		
	Dump Truck - 1 Ton - 305						\$100,000							
	Single Axle Dump Truck- 304					\$250,000								\$250,000
	Pickup Truck- Director - 1/2 Ton						\$35,000					\$35,000		
	Forestell Rd- 35 to Sideroad 10 North				\$230,000									

Projects by Year

Project Cost		2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Public Works	Sideroad 20 North - Wellington Road 34 to Forestell Road													\$375,000
	Roszell Road - Townline Road to Forestell Road													\$287,500
	Maltby Road - Victoria Road to Watson Road													\$262,500
	Little's Bridge - 0003							\$25,000	\$500,000					
	Moyer's Bridge - 0004									\$25,000	\$500,000			
Public Works Total					\$1,132,500	\$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
		\$99,268	\$15,000	\$94,300	\$1,802,075	\$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

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Department	Description	Year	Asset ID	Transfer	Current Mileage	Current Hours	Lifecy cle	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Fire	Pump 32	2012	5040		30,449	1,344	20															300					
Fire	American LaFrance Quint	2003	FIR16-002		55,667	2,314	25											500									
Fire	Rescue 35	2000	5035		84,061	4,444	20			360																	
Fire	Pump 31	2005	5031		77,446	2,861	20								468												
Fire	Tanker 38	2007	5038		28,443	1,827	25															360					
Fire	Tanker 37	2010	7006		23,933	922	20	Pump 31 and Tanker 37 Combination in 2025 or earlier in accordance with Report FIR-2016-003																			
Fire	Pickup truck - 1/2 ton - Note A	2013	FIR17-003	from Building	140,803	N/A	7							23							23						
Public Works	Tandem Dump	2013-301	8016		74,804	2,570	8				250								250							250	
Public Works	Tandem Dump	2012-302	8014		96,095	3,506	8			250								250							250		
Public Works	Plow truck-303 single axle	2015-303	8017		31,032	1,097	8						225								225						
Public Works	Single Axle Dump	2011-304	8013		77,523	2,705	8		250								250							250			
Public Works	Dump Truck - 1 ton	2008-305	7003		102,534	N/A	12			100											100						
Public Works	Pickup truck - Director - 1/2 ton	2015-04	8019	to Parks	42,610	N/A	5			35					35					35				35			
Public Works	Pickup truck - Staff - 3/4 ton	2017	7009		4,198	N/A	8								52								52				
Public Works	Backhoe	2008-06	8001		N/A	4,475	12			125												125					
Public Works	Grader	2000-502	8003		N/A	7,580	20-25	Elimination of one Grader in accordance with August 21, 2017 Special Council Meeting.																			
Public Works	Grader	1999-501	8002		N/A	10,446	20-25					350															
Public Works	Brush Chipper	2015	8018		N/A	70	5,000	Lifecycle of 5,000 hours. Usage depends on staff hours available for forestry operations.																			
Building	Pickup truck - Mid-Size	2016	7005B	to Fire	15,515	N/A	7							33							33						
ORC	Olympia Ice Machine	2017			N/A	N/A	25																				
ORC	Floor Scrubber	2016	4060		N/A	N/A	10									8									8		
Parks	Lawn Tractor	2005	7007		N/A	2,757	10	30										30									
Parks	Pickup truck - Staff - 1/2 ton	2011-04	7008	from Public Works	125,958	N/A	5			PW tfr					PW tfr					PW tfr					PW tfr		
	Total							30	250	870	250	350	225	56	555	8	250	780	250	35	281	885	52	0	285	258	250
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.																											

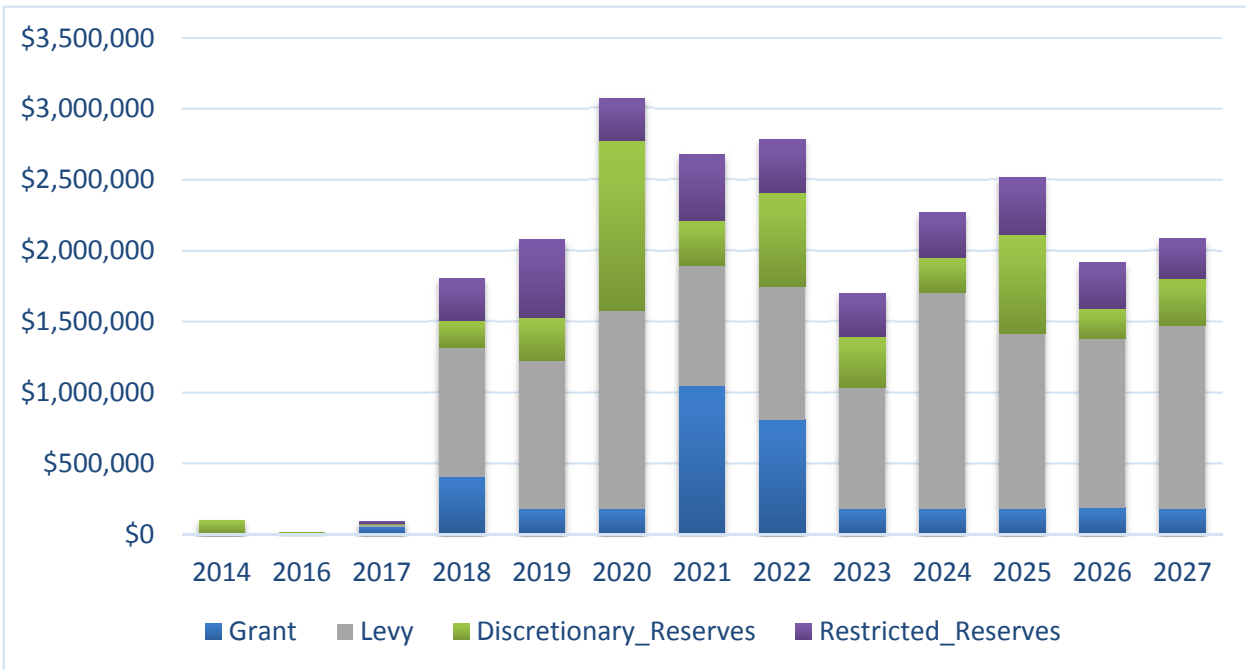
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Capital Summary - Funding Sources by Year

	2014	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Grant													
Corporate	\$0	\$7,500	\$56,250	\$262,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Finance	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$0	\$5,000	\$0	\$0	\$881,120	\$639,477	\$0	\$0	\$0	\$10,000	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$107,836	\$179,421	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923	\$168,923
Municipal Office	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Grant Total	\$0	\$7,500	\$56,250	\$407,336	\$179,421	\$178,923	\$1,050,043	\$808,400	\$178,923	\$178,923	\$178,923	\$188,923	\$178,923
Levy													
Corporate	\$0	\$0	\$10,313	\$105,000	\$17,500	\$17,500	\$31,000	\$17,500	\$17,500	\$17,500	\$34,000	\$17,500	\$17,500
Finance	\$0	\$0	\$0	\$8,000	\$1,550	\$0	\$0	\$0	\$10,000	\$1,550	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$75,105	\$165,682	\$801,750	\$71,824	\$72,060	\$75,380	\$75,685	\$102,800	\$70,712	\$73,655
ORC	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000	\$15,000	\$20,000	\$20,000	\$15,000	\$15,000
Parks	\$0	\$0	\$0	\$30,000	\$30,000	\$40,000	\$279,449	\$216,103	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
PCC	\$0	\$0	\$0	\$15,000	\$20,000	\$20,000	\$15,000	\$15,000	\$15,000	\$27,500	\$38,000	\$25,000	\$15,000
Public Works	\$0	\$0	\$0	\$635,244	\$743,300	\$463,266	\$386,097	\$542,377	\$557,449	\$1,005,577	\$876,577	\$864,957	\$975,077
Municipal Office	\$0	\$0	\$0	\$30,000	\$52,400	\$40,000	\$46,000	\$54,000	\$135,500	\$348,900	\$135,500	\$170,150	\$170,150
Levy Total	\$0	\$0	\$10,313	\$913,349	\$1,045,432	\$1,397,516	\$849,370	\$937,040	\$855,829	\$1,526,712	\$1,236,877	\$1,193,319	\$1,296,382
Discretionary_Reserves													
Building	\$0	\$0	\$0	\$9,000	\$0	\$6,000	\$6,000	\$0	\$9,000	\$33,000	\$6,000	\$6,000	\$0
Corporate	\$99,268	\$7,500	\$10,617	\$0	\$25,000	\$15,000	\$1,500	\$0	\$0	\$25,000	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$4,611	\$26,113	\$575,050	\$4,500	\$19,500	\$9,000	\$23,050	\$490,500	\$19,500	\$0
ORC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$0
Parks	\$0	\$0	\$0	\$35,000	\$0	\$0	\$50,000	\$289,000	\$0	\$0	\$0	\$95,000	\$0
PCC	\$0	\$0	\$0	\$11,000	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$0	\$100,000	\$250,000	\$510,000	\$250,000	\$350,000	\$225,000	\$0	\$87,000	\$0	\$250,000
Municipal Office	\$0	\$0	\$0	\$27,500	\$3,100	\$2,500	\$4,000	\$6,000	\$115,500	\$168,100	\$115,500	\$80,850	\$80,850
Discretionary_Reserves Total	\$99,268	\$7,500	\$10,617	\$187,111	\$304,213	\$1,198,550	\$316,000	\$664,500	\$358,500	\$249,150	\$699,000	\$209,350	\$330,850
Restricted_Reserves													
Corporate	\$0	\$0	\$17,120	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0
Finance	\$0	\$0	\$0	\$0	\$13,950	\$0	\$0	\$0	\$0	\$13,950	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$4,859	\$275,000	\$0	\$0	\$0	\$0	\$0	\$26,400	\$0	\$0
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$175,000	\$60,000	\$0	\$0	\$0	\$5,000	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0	\$0
Public Works	\$0	\$0	\$0	\$289,420	\$261,179	\$301,011	\$286,480	\$313,600	\$305,028	\$298,000	\$337,000	\$320,620	\$278,500
Restricted_Reserves Total	\$0	\$0	\$17,120	\$294,279	\$550,129	\$301,011	\$461,480	\$373,600	\$305,028	\$311,950	\$403,900	\$325,620	\$278,500
Grand Total	\$99,268	\$15,000	\$94,300	\$1,802,075	\$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

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Capital Summary - Funding Sources by Year Graph



2018 Proposed Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	367,500	105,000	-	-	-	262,500
Municipal Office	57,500	30,000	-	27,500	-	-
Finance	40,000	8,000	-	-	-	32,000
Building	9,000	-	-	9,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,132,500	635,244	220,000	100,000	69,420	107,836
Fire and Rescue	84,575	75,105	-	4,611	4,859	-
Parks	70,000	30,000	-	35,000	-	5,000
ORC	15,000	15,000	-	-	-	-
PCC	26,000	15,000	-	11,000	-	-
Total	1,802,075	913,349	220,000	187,111	74,279	407,336

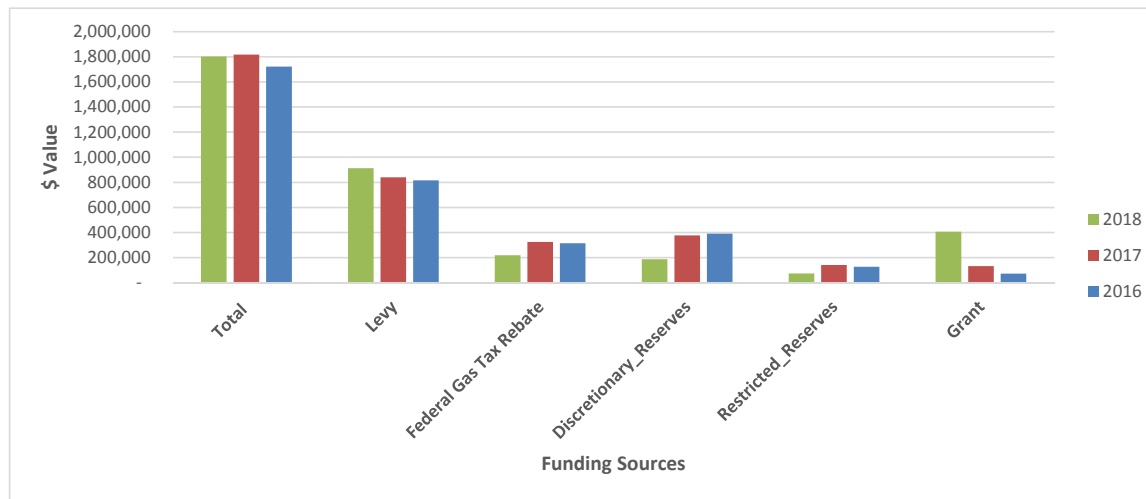
2017 Approved Capital Program

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

2016 Approved Capital Program

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Reserves	Grant
Corporate	107,600	50,100	-	50,000	-	7,500
Finance	25,000	25,000	-	-	-	-
Building	-	-	-	-	-	-
Planning	80,000	72,800	-	-	7,200	-
Public Works	1,134,100	631,358	315,000	100,000	44,864	42,878
Fire and Rescue	310,712	10,712	-	225,000	75,000	-
Parks	-	-	-	-	-	-
ORC	-	-	-	-	-	-
PCC	54,000	16,000	-	16,189	-	21,811
Badenoch	10,000	10,000	-	-	-	-
Total	1,721,412	815,970	315,000	391,189	127,064	72,189

2018 Proposed Capital Budget Compared to the 2017 and 2016 Approved Capital Budget Funding Comparisons



2018 Proposed Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate			367,500	42,500	32,500	32,500	17,500	17,500	42,500	47,500	17,500	17,500
Municipal Office			57,500	55,500	42,500	50,000	60,000	261,000	527,000	261,000	261,000	261,000
Finance			40,000	15,500	-	-	-	10,000	15,500	-	-	-
Building			9,000	-	6,000	6,000	-	9,000	33,000	6,000	6,000	-
Planning			-	-	-	-	-	-	-	-	-	-
Public Works			1,132,500	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			84,575	466,795	1,376,800	76,324	91,560	84,380	98,735	619,700	90,212	73,655
Parks			70,000	30,000	40,000	1,385,569	1,204,580	30,000	30,000	30,000	140,000	30,000
ORC			15,000	15,000	15,000	20,000	20,000	15,000	20,000	20,000	23,000	15,000
PCC			26,000	20,000	120,000	15,000	15,000	15,000	27,500	65,000	25,000	15,000
Total	1,721,412	1,817,369	1,802,075	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	-	95,957	(15,294)	277,120	996,805	(399,107)	106,647	(1,085,260)	568,455	251,965	(601,488)	167,443
10 year total												22,903,285
yearly average												2,290,328

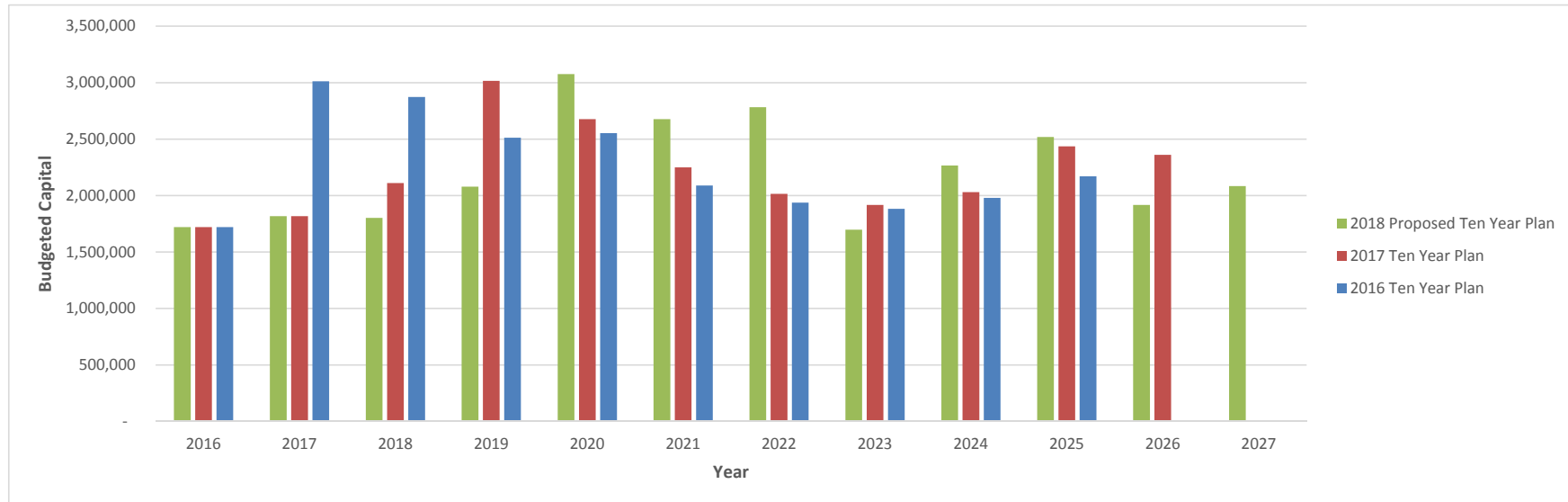
2017 Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
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	0	0	0	10,000	15,500	0	0	
Building		35,000	0	0	6,000	6,000	35,000	0	0	0	33,000	
Planning		0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	
Total	1,721,412	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	0
Change from previous year		95,957	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

2016 Ten Year Plan

Department	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Corporate	107,600	95,000	95,000	321,500	368,500	336,000	356,000	306,000	316,000	105,000		
Finance	25,000	10,000	10,000	17,113	-	-	-	-	-	-		
Building	-	-	35,000	-	-	-	-	-	-	-	33,000	
Planning	80,000	-	-	-	-	-	-	-	-	-		
Public Works	1,134,100	1,897,800	1,345,400	1,636,600	1,305,500	1,346,300	1,307,500	1,311,400	1,377,500	1,162,500		
Fire and Rescue	310,712	481,924	820,072	132,182	504,842	136,891	154,460	145,880	135,685	689,890		
Parks	-	340,000	400,000	310,000	60,000	60,000	60,000	60,000	60,000	60,000		
ORC	-	110,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000		
PCC	54,000	30,000	130,000	35,000	135,000	30,000	30,000	30,000	30,000	47,500	90,000	
Badenoch	10,000	47,500	7,500	30,000	150,000	150,000	-	-	13,500	-		
Total	1,721,412	3,012,224	2,872,972	2,512,395	2,553,842	2,089,191	1,937,960	1,883,280	1,980,185	2,170,390		-
Change from previous year		1,290,812	(139,252)	(360,577)	41,447	(464,651)	(151,231)	(54,680)	96,905	190,205		-
								10 year total		22,733,851		-
								yearly average		2,273,385		-

2017 Proposed Ten Year Plan Compared to the 2015 and 2016 Ten Year Plans





REPORT FIN-2017-034

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: November 29, 2017

SUBJECT: 2018 Grant Application Program

RECOMMENDATIONS

That Report FIN-2017-034 regarding the 2018 Grant Application Program be received.

DISCUSSION

Purpose

The purpose of this report is to provide Council a summary of the 2018 Community Grant Requests for Operating Budget deliberations.

Background

Grants Requested

Township staff sent correspondence which included the approved Grant Application Policy to all interested parties and previous funding recipients for the 2018 Grant Application Program.

Please note that the Township received grant application requests from Wellington County Farm and Home Safety Association and Wellington County Plowmen's Association. In accordance with Section 2.0 of the Grant Application Policy, County, organizations do not meet the eligibility criteria for Township grant funding.

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

Outlined in the table below are the 2017 approved grants provided to eligible organizations and the 2018 requests received:

Organization	2017 Approved	2018 Request	Comments
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A
Badenoch Community Centre	\$0	\$1,500	Schedule B
Community Oriented Policing	\$500	N/A	No Request
Friends of Mill Creek – Grand River	\$1,250	\$2,500	Schedule C
Puslinch Lake Conservation Association	\$25,000	\$25,000	Schedule D
Sunrise Therapeutic Riding and Learning Centre	\$2,500	\$1,500	Schedule E
Whistle Stop Cooperative Preschool	\$0	\$885	Schedule F
NSERC CRC Application – Advancement of Groundwater Multi-Level System Technologies	N/A	\$10,000	As per Council Resolution No. 2017-020.
Total	\$32,250	\$44,385	

FINANCIAL IMPLICATIONS

The 2018 Operating Budget as presented includes \$32,250 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 \$3,483,130 approved in the 2017 budget, this would amount to \$17,416 in grant funds to be provided in 2018.

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

Schedule A - Aberfoyle Agricultural Society

Schedule B - Badenoch Community Centre

Schedule C – Friends of Mill Creek – Grand River

Schedule D – Puslinch Lake Conservation Association

Schedule E - Sunrise Therapeutic Riding & Learning Centre

Schedule F - Whistle Stop Cooperative Preschool



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Township of Puslinch

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Applicant Information:

Organization Name: Aberfoyle Agricultural Society

Contact Name and Position: Don McKay Past President

Organization Mailing Address: 84 Queen Street RR#2

Town/City/Province: Puslinch Ontario

Postal Code: N0B 2J0

Email Address: donmckay@golden.net

Website: www.aberfoyleagriculturalsociety.com

Telephone Number: 519-822-2984

Questionnaire:

Grant amount applied for: \$3000.00

Organization's Goals and Objectives related to the Grant Request:

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, homecrafts, 4H and junior garden club activities, pets, and
equipment.

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 2 days, September 7 and 8, 2018 the Aberfoyle Agricultural Society for its 178th 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, municipal, corporate and private sponsorships and from membership fees and fair admissions. Township support will help the society to leverage funding from corporate and private individuals by demonstrating that the Township believes in 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?

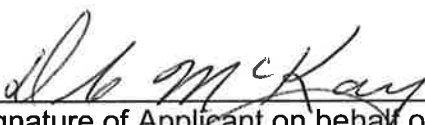
If we do not receive a grant from the Township the Fair will still go ahead. However it will make it harder to leverage monies from other corporate and private supporters. As well it would send a message to Puslinch residents that the Township is not supportive of an organization that has existed in the Township for 178 years.

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.

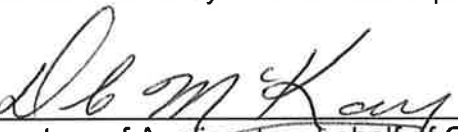
I/we Donald C McKay on behalf of Aberfoyle Agricultural Society
agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of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

Dated this 14 day of November, 2017.



Signature of Applicant on behalf of Organization
Donald C McKay Past President

Name and Office/Position
I/we have authority to bind the Corporation/Organization.



Signature of Applicant on behalf of Organization
Donald C McKay Past President

Name and Office/Position
I/we have authority to bind the Corporation/Organization.

The last day for filing an application is by 2:00 pm on November 17, 2017.

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

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

Aberfoyle Agricultural Society
Profit & Loss
 January 1 through October 15, 2017

	Jan 1 - Oct 15, 17
Ordinary Income/Expense	
Income	
Donations	
Donations - 4-H Activities	600.00
Donations - General	5,853.00
Donations - Junior Garden Club	1,100.00
Donations - Other	2,000.00
Total Donations	9,553.00
Fair Revenue	
Fair - ATV	1,230.00
Fair Entry Fees	430.45
Fair Gate Admissions	10,640.45
Food Vendors	100.00
Pony Club	1,657.60
Tea Room	56.00
Tee Shirts	493.00
Tractor Pull	680.00
Vendor Tent	570.00
Wrist Bands	962.25
Total Fair Revenue	16,819.75
Fundraising Activities	
Chicken BBQ - Revenue	
Chicken BBQ-Silent Auction	1,310.00
Chicken BBQ Expenses	-3,724.40
Chicken BBQ - Revenue - Other	6,213.32
Total Chicken BBQ - Revenue	3,798.92
Total Fundraising Activities	3,798.92
Government & Municipal Grants	
Govt & Municipal Grants-Guelph	100.00
Govt & Municipal Grants-Omafra	3,565.00
Govt & Municipal Grants-Puslinch	3,000.00
Govt & Municipal Grants-Wellington	500.00
Grand River Grant	2,000.00
Total Government & Municipal Grants	9,165.00
Paid Memberships	370.00
Sponsorships	
Corporate Donations/Sponsorship	1,850.00
Total Sponsorships	1,850.00
Total Income	41,556.67
Expense	
Bank Service Charges	218.14
Dues/Conventions	375.00
Fall Fair Expenses	
4H	1,355.00
Advertising	364.32
ATV Pull	900.00
Entertainment	3,390.30
Fair Supplies/Repairs	1,608.65
Insurance - Fair	1,933.20
Judges Fees	650.00
P.A. Systems	196.00
Pig Roast	78.96
Pony Club Horse Show Expenses	905.00
Prize Money	
Games	197.79
Prize Money - Other	8,308.66

Aberfoyle Agricultural Society
Profit & Loss
 January 1 through October 15, 2017

	Jan 1 - Oct 15, 17
Total Prize Money	8,506.45
Ribbons/Awards	762.70
Sanitation	600.00
Security	294.76
Tent Rentals	5,026.50
Tractor Pull Expenses	1,175.00
Total Fall Fair Expenses	27,744.84
HST Expense	1,106.49
Insurance	-128.60
Jr. Garden Club	1,195.87
Office Supplies	4,126.87
Wages/Honorarium	3,600.00
Total Expense	38,137.61
Net Ordinary Income	3,419.06
Net Income	3,419.06

Aberfoyle Agricultural Society
Balance Sheet
 As of October 15, 2017

	Oct 15, 17
ASSETS	
Current Assets	
Chequing/Savings	
TDCanada Trust - 25002-0306002	12,573.74
Total Chequing/Savings	12,573.74
Other Current Assets	
Change Fund/Floats	1,000.00
Fair/Office Supplies	1,610.00
HST Receivable	1,121.55
Total Other Current Assets	3,731.55
Total Current Assets	16,305.29
Fixed Assets	
Banners/Signage	
Accum Dep'n-Banners/Signage	-2,204.50
Banners/Signage - Other	2,204.50
Total Banners/Signage	0.00
Homecraft/Juniors/Hall Equipmen	
Accum Dep'n-Homecraft/Juniors/H	-1,422.85
Homecraft/Juniors/Hall Equipmen - Other	2,662.85
Total Homecraft/Juniors/Hall Equipmen	1,240.00
Mobile/Horse Equipment	
Accum Dep'n-Mobile/Horse Equipm	-1,332.45
Mobile/Horse Equipment - Other	1,332.45
Total Mobile/Horse Equipment	0.00
Office Equipment	
Accum Dep't-Office Equipment	-463.33
Office Equipment - Other	950.33
Total Office Equipment	495.00
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	0.00
Speaker/Sound System	
Accum Dep'n-Speaker/Sound Syste	-606.63
Speaker/Sound System - Other	606.63
Total Speaker/Sound System	0.00
Total Fixed Assets	1,735.00
TOTAL ASSETS	18,040.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	333.08
Total Accounts Payable	333.08
Total Current Liabilities	333.08
Total Liabilities	333.08
Equity	
Opening Bal Equity	141.50
Retained Earnings	14,146.65

Aberfoyle Agricultural Society
Balance Sheet
As of October 15, 2017

	Oct 15, 17
Net Income	3,419.08
Total Equity	17,707.21
TOTAL LIABILITIES & EQUITY	18,040.29

Aberfoyle Agricultural Society
Profit Loss Budget
 January 1 through December 31, 2018

Schedule A to Report FIN-2017-034

Ordinary Income/Expense

Income

Donations

Donations - 4-H Activities	\$	600.00
Donations - General	\$	5,800.00
Donations - Junior Garden Club	\$	1,100.00
Donations - Other	\$	2,000.00

Total Donations	\$	9,500.00
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Fair Revenue

Fair - ATV	\$	1,230.00
Fair Entry Fees	\$	450.00
Fair Gate Admissions	\$	8,500.00
Food Vendors	\$	100.00
Pony Club	\$	1,650.00
Tea Room	\$	50.00
Tee Shirts	\$	400.00
Tractor Pull	\$	650.00
Vendor Tent	\$	550.00
Wrist Bands	\$	850.00

Total Fair Revenue	\$	14,430.00
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Fundraising Activities

Chicken BBQ - Revenue

Chicken BBQ-Silent Auction	\$	1,310.00
Chicken BBQ Expenses	\$	(3,800.00)
Chicken BBQ - Revenue - Other	\$	6,215.00

Total Chicken BBQ - Revenue	\$	3,725.00
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Total Fundraising Activities	\$	3,725.00
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Government & Municipal Grants

Govt & Municipal Grants-Guelph	\$	100.00
Govt & Municipal Grants-Ontario	\$	3,565.00
Govt & Municipal Grants-Puslin	\$	3,000.00
Govt & Municipal Grants-Welling	\$	500.00
Grand River Grant	\$	2,000.00

Total Government & Municipal Grants	\$	9,165.00
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Paid Memberships	\$	370.00
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Sponsorships

Corporate Donations/Sponsorship	\$	1,850.00
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Total Sponsorships	\$	1,850.00
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Total Income	\$	39,040.00
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Expense

Bank Service Charges	\$	225.00
Dues/Conventions	\$	375.00

Fall Fair Expenses

4H	\$	1,355.00
Advertising	\$	364.00
ATV Pull	\$	900.00
Entertainment	\$	3,400.00
Fair Supplies/Repairs	\$	1,500.00
Insurance - Fair	\$	1,835.00
Judges Fees	\$	650.00
P.A. Systems	\$	195.00
Pig Roast	\$	75.00
Pony Club Horse Show Expenses	\$	905.00

Prize Money

Games	\$	200.00
Prize Money - Other	\$	8,000.00

Total Prize Money	\$	8,200.00
--------------------------	-----------	-----------------

Ribbons/Awards	\$	765.00
Sanitation	\$	600.00
Security	\$	300.00

Aberfoyle Agricultural Society
Profit Loss Budget
January 1 through December 31, 2018

Schedule A to Report FIN-2017-034

Tent Rentals	\$ 5,025.00
Tractor Pull Expenses	\$ 1,175.00
Total Fall Fair Expenses	\$ 27,344.00
HST Expense	\$ 1,100.00
Jr. Garden Club	\$ 1,195.00
Office Supplies	\$ 4,125.00
Wages/Honorarium	\$ 3,500.00
Total Expense	\$ 37,864.00
Net Ordinary Income	\$ 1,178.00
Net Income	\$ 1,178.00

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Township of Puslinch



Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Applicant Information:

Organization Name:

Badenoch Community Centre

Contact Name and Position:

Ken Tosh Chair

Organization Mailing Address:

4217 Watson Rd.S. RR 1

Town/City/Province:

Puslinch On

Postal Code:

N0B 2J0

Email Address:

k.tosh@xplornet.com

Website:

Telephone Number:

519-837-1625

Questionnaire:

Grant amount applied for:

\$1,500.00

Organization's Goals and Objectives related to the Grant Request:

To help maintain the Badenoch Community Centre

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 maintenance of the building and property of
the Badenoch 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.

This will help us to maintain the Badenoch Community
Centre for the use of the community and all residents
of Puslinch and beyond. Due to this well maintained
property we are in demand for many functions

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


It could result in a cut back in upkeep and services

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 Ken Tosh on behalf of Badenoch Com.Ctr.
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 _____ is in good standing with the Township and other government bodies.

Dated this 22 day of Nov, 2017.



Signature of Applicant on behalf of Organization

Ken Tosh Chair

Name and Office/Position

I/we have authority to bind the Corporation/Organization.

Signature of Applicant on behalf of Organization

Name and Office/Position

I/we have authority to bind the Corporation/Organization.

The last day for filing an application is by 2:00 pm on November 17, 2017.

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

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Badenoch Community Centre Association

Proposed Budget for 2018

Income:	Rentals	\$12,000.00	
	Pilates	2,000.00	
	Fund Raiser	2,900.00	\$16,900.00

Expenses:	Oil	\$ 2,900.00	
	Hydro	2,500.00	
	Phone	1,000.00	
	Lease	100.00	
	Sno ploughing	500.00	
	Grass cutting	1,900.00	
	Booking Agent	500.00	
	Janitor	2,000.00	
	Insurance	1,300.00	
	Repairs	800.00	
	Donations	300.00	
	Sec/Treas	250.00	\$13,950.00

**Badenoch Community Centre
Financial Statement --2016**

Receipts:

	2015	2016
Balance Fwd	\$ 14,767.96	\$ 13,742.13
Rentals	\$ 6,624.50	\$ 12,300.00
Pilates	\$ 6,375.00	\$ 4,152.00
Grant	\$ 1,000.00	\$ 2,000.00
Fund Raiser	\$ 2,770.00	\$ 2,929.35
Misc	\$ 512.00	\$ 590.00 <i>Tear</i>
Total	\$ 32,049.46	✓ \$ 35,713.48

Expenses:

Oil	\$ 3,314.22	✓ \$ 2,699.29
Hydro	\$ 2,500.00	✓ \$ 2,147.18
Phone	\$ 1,003.00	✓ \$ 1,092.72
Lease	\$ 10.00	✓ \$ 10.00
Donations	\$ 300.00	✓ \$ 300.00
Repairs/Maint	\$ 595.80	✓ \$ 783.57
Admin	\$ 170.96	✓ \$ 2,294.99
Snow Plowing	\$ 274.92	\$ 339.00
Grass Cutting	\$ 2,120.00	✓ \$ 1,395.55
Booking Agent	\$ 500.00	✓ \$ 500.00
SeC/Treas (2015)		✓ \$ 200.00
Janitor	\$ 2,405.25	✓ \$ 1,837.50
Insurance	\$ 98.00	✓ \$ 1,270.08
Pilates	\$ 5,100.00	✓ \$ 3,150.00
Fund Raiser	\$ 698.98	✓ \$ 530.32
O/S Cheque 2015		✓ \$ 803.80
Deposits returned	\$ 20.00 <i>+</i>	✓ \$ 750.00
Total	\$ 19,111.13	✓ \$ 20,104.00
Minus Cheques not cleared	\$ 803.80	\$ 1,335.84
Total Expenses	\$ 18,307.33	✓ \$ 18,768.16
Difference: Receipts vs Expenses	\$ 13,742.13	✓ \$ 16,945.32

Dec 30/15 Bank Balance

\$13,742.13

\$ 16,945.32

Reviewed by:

DP Ivan Elliott Jan 16/17
Lerna Hanning Jan 24/17



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NOV 17 2017

Township of Puslinch

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Applicant Information:

Organization Name: Friends of Mill Creek (FOMC)

Contact Name and Position: Ron Van Ooteghem, FOMC Member

Organization Mailing Address: c/o Township of Puslinch 7404 Wellington Road 34

Town/City/Province: Puslinch, ON

Postal Code: N0B 2J0

Email Address: ron.vanooteghem@ca.crh.com

Website: www.friendsofmillcreek.org

Telephone Number: 416-524-0027

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 2018.

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 a environmental stewardship work team comprised of four local grade 11 and 12 students and a crew leader. In-stream projects are completed in July and August under the direction of the FOMC technical committee and the GRCA.

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 Ranger Program is to sustain and enhance the health of Millcreek, 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?

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. 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.

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 Don McKay and Dave Rodgers on behalf of FOMC
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 Friends of Mill Creek is in good standing with the Township and other government bodies.

Dated this 17 day of November, 2017.



Signature of Applicant on behalf of Organization

Don McKay, President

Name and Office/Position

I/we have authority to bind the Corporation/Organization.



Signature of Applicant on behalf of Organization

Dave Rodgers, Vice President

Name and Office/Position

I/we have authority to bind the Corporation/Organization.

The last day for filing an application is by 2:00 pm on November 17, 2017.

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

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

MILL CREEK RANGERS PROGRAM FUND

Statement of Operations

For the nine months ending 30 September 2017 with comparative figures for full year 2016

	2017 YTD Actual	2017 Budget	2016 YTD Actual
	\$	\$	\$
Revenue			
Grants (Gov't)			
City of Cambridge	1,500.00	2,500.00	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.)	0.00	0.00	0.00
Donations	18,198.75	19,000.00	18,550.00
Total revenue	21,448.75	25,000.00	21,800.00
Expenditures			
Salaries & benefits - Crew Leader/ Rangers	24,017.31	25,000.00	24,122.57
H & S Equipment	111.12	200.00	0.00
Equipment & materials - Ranger Crew	918.23	2,000.00	1,974.28
Vehicle rental - Crew Leader/ Rangers	2,617.68	3,000.00	2,501.48
Donor plaques	0.00	500.00	0.00
Website Maintenance	220.54	300.00	0.00
Liability Insurance	1,225.80	1,500.00	1,225.80
GRC Foundation Admin. Fees (- Interest)	-138.95	500.00	40.00
Total expenditures	28,971.73	33,000.00	29,864.13
Net income (loss) from operations	-7,522.98	-8,000.00	-8,064.13

MILL CREEK RANGERS PROGRAM FUND

Statement of Financial Position

For the nine months ending 30 September 2017 with comparative figures for full year 2016

	2017 YTD Actual	2017 Budget	2016 YTD Actual
	\$	\$	\$
Assets			
Restricted funds held in Trust	35,490.07	35,013.05	43,013.05
Total assets			43,013.05
Liabilities & reserve balances			
Student Ranger reserve fund	43,013.05	43,013.05	51,077.18
Accumulated net revenue	-7,522.98	-8,000.00	-8,064.13
Total liabilities & reserve balances	35,490.07	35,013.05	43,013.05



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Township of Puslinch

Schedule D to Report FIN-2017-034

Township of Puslinch
 7404 Wellington Road 34
 Puslinch, ON, N0B 2J0
 T: (519) 763 – 1226
 F: (519) 763 – 5846
www.puslinch.ca

Applicant Information:**Organization Name:**Puslinch Lake Conservation Association**Contact Name and Position:**ART ZYMERMAN**Organization Mailing Address:**28 Lakeside Dr RR2 Puslinch, Ont**Town/City/Province:**Puslinch Ontario**Postal Code:**N0B 2J0**Email Address:**myplca.ca@gmail.com**Website:**myplca.com**Telephone Number:**519-221-5768**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
fish and other wildlife.

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 supplement our fund raising projects, donations from residents, to complete the final two years of our project.

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. These funds are critical to maintain our operations.

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

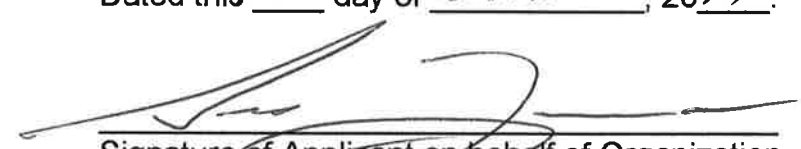
We have fought very hard to overcome the challenges involved in such a complex and demanding task as the restoration of a lake. These funds are approximately 20% of our operating costs. There would be less dredging completed or we would fight to raise the funds in order to complete the project on time.

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.

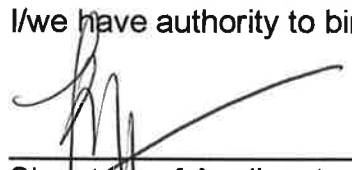
I/we Art ZYMERMAN on behalf of Puslinch Lake Conservation Association agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents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

Dated this 10 day of November, 2017.


Signature of Applicant on behalf of Organization

Past President - ART ZYMERMAN
Name and Office/Position

I/we have authority to bind the Corporation/Organization.


Signature of Applicant on behalf of Organization

Kathleen Zymerman, Area Director, McComicks Point
Name and Office/Position

I/we have authority to bind the Corporation/Organization.

The last day for filing an application is by 2:00 pm on November 17, 2017.

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

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Puslinch Lake Conservation Association

Budget - 2018

	2018 Budget	2017 Actual YTD	2016 Actual	2015 Actual	2014 Actual
<u>Revenue</u>					
Donations	\$ 150,000	\$ 136,653	\$ 93,468	\$ 109,328	\$ 152,028
Events	\$ 30,000	\$ 32,493	\$ 31,447	\$ 22,999	\$ 20,980
Grants	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 26,934
Memberships	\$ 450	\$ 450	\$ 2,305	\$ 3,250	\$ 1,250
Newsletter	\$ 1,005	\$ 1,005	\$ 1,005	\$ 1,190	\$ 1,346
OMR Box	\$ 435	\$ 435	\$ -		\$ 360
OMR Trains	\$ 3,550	\$ 3,550	\$ -	\$ 1,550	\$ 3,150
Misc. raising	\$ 5,126	\$ 5,126	\$ 3,516	\$ -	\$ 1,500
	\$ 215,566	\$ 204,712	\$ 156,741	\$ 163,317	\$ 207,548

Expenditure

Amortization	\$ 51,712	\$ 51,712	\$ 51,712	\$ 51,712	\$ 51,712
Bank Charges	\$ 3,500	\$ 2,762	\$ 1,892	\$ 2,335	\$ 1,624
Dredging	\$ 160,000	\$ 183,673	\$ 148,968	\$ 179,372	\$ 177,421
Events	\$ 3,000	\$ 2,061	\$ 2,180	\$ 5,130	\$ 4,780
HST non-reimb.	\$ -	\$ -	\$ 10,643	\$ -	\$ -
Insurance	\$ 1,900	\$ 1,856	\$ 1,796	\$ 1,665	\$ 1,771
Newsletter Printing	\$ 1,200	\$ 658	\$ 1,277	\$ 964	\$ 965
Misc.	\$ 2,000	\$ 17,576	\$ 1,377	\$ -	\$ -
	\$ 223,312	\$ 260,298	\$ 219,845	\$ 241,178	\$ 238,273
	\$ (7,746)	\$ (55,586)	\$ (63,104)	\$ (77,861)	\$ (30,725)

Schedule D to Report FIN-2017-034

Puslinch Lake Conservation Association

Year to date Financial Report - Nov. 8, 2017

<u>Income</u>		<u>Assets</u>	
Donations	\$ 120,403.35	Royal Bank	\$ 23,801.26
Home Tour	\$ 23,273.00	Royal Bank - Savings	\$ 0.00
Hoe-Down	\$ 6,250.00	Cash clearing	\$ -
Xmas party	\$ 510.00	A/R	\$ -
Grants	\$ 25,000.00	Inventories	\$ 200.00
Boat Tours	\$ 2,400.00	Prepaid expenses	\$ 451.00
Memberships	\$ 450.00	Equipment	\$ 310,272.63
Newsletter	\$ 1,005.00	Acc.Dep. - Equip.	\$ (206,848.44)
OMR Box	\$ 435.00		<u>\$ 127,876.45</u>
OMR Trains	\$ 3,550.00	<u>Liabilities</u>	
Misc.	\$ 5,086.14	A/P	\$ -
	<u>\$ 188,362.49</u>	Accruals	\$ -
<u>Expenses</u>		HST Collected	\$ -
Amortization	\$ -	HST Paid	\$ (25,416.21)
Bank Charges	\$ 616.20		<u>\$ (25,416.21)</u>
Dredging	\$ 173,172.57	<u>Surplus</u>	
Event - Home Tour	\$ 2,061.21	Surplus start of year	\$ 163,016.41
Event - Hoe Down	\$ -	YTD Income/(Loss)	\$ (9,723.75)
Event - Paddlegatta	\$ -		<u>\$ 153,292.66</u>
HST non-reimb.	\$ -		<u>\$ 127,876.45</u>
Insurance	\$ 1,856.52		
Newsletter	\$ 658.50		
Trucking/Pit	\$ -		
Visa fees	\$ 2,145.63		
Misc.	\$ 17,575.61		
	<u>\$ 198,086.24</u>		
Surplus	<u>\$ (9,723.75)</u>		



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Township of Puslinch

Township of Puslinch
 7404 Wellington Road 34
 Puslinch, ON, N0B 2J0
 T: (519) 763 – 1226
 F: (519) 763 – 5846
www.puslinch.ca

Applicant Information:

Organization Name: Sunrise Therapeutic Riding & Learning Centre

Contact Name and Position: Alissa Gibson, Fundraising & Marketing Assistant

Organization Mailing Address: 6920 Concession 1

Town/City/Province: Puslinch, ON

Postal Code: N0B 2J0

Email Address: alissa@sunrise-therapeutic.ca

Website: www.sunrise-therapeutic.ca

Telephone Number: 519-837-0558 x35

Questionnaire:

Grant amount applied for: \$1500

Organization's Goals and Objectives related to the Grant Request:

Sunrise's mission is "to develop the full potential of children and adults with special needs and lead them closer to independence through a therapy, recreation, horse riding, life skills, education & farm related activity program." This grant would benefit our community by providing:

- 1) A fun and effective alternative to traditional forms of physical, occupational or mental health therapy
- 2) Opportunities for barrier-free sport & recreation, improving physical well-being for those with special needs
- 3) Opportunities for positive social engagement for those with special needs (who are often isolated socially)
- 4) Volunteer opportunities for local citizens (over 270 volunteers help at Sunrise each year)

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.

These funds would co-sponsor a therapy horse, providing for its daily care and training for an entire year. Over the past year we have had to retire a number of horses from our program. We are gradually rebuilding our herd - this grant would care for a new therapy horse for an entire year and enable it to transition to its new career, by covering the cost of its feed, supplements, bedding, medical/health care and training.

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.

We are gradually rebuilding our herd, after having to retire a number of horses recently. Your support will enable Sunrise to return to full capacity as soon as possible, and resume weekly therapy sessions for all our clients. In addition, your support will enable us to begin to address the needs of the many children and youth on our waiting list, so they too can benefit physically, cognitive, socially and emotionally from Sunrise programs ASAP.

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

We will seek funds elsewhere - we require up to 30 horse sponsors or co-sponsors to sustain our horse herd each year, so finding these funds is an ongoing project.

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 Lynne O'Brien on behalf of Sunrise 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 Sunrise is in good standing with the Township and other government bodies.

Dated this 16 day of November, 2017.

Lynne O'Brien
Signature of Applicant on behalf of Organization

Executive Director
Name and Office/Position

I/we have authority to bind the Corporation/Organization.

Chris Lane
Signature of Applicant on behalf of Organization

BOARD PRESIDENT
Name and Office/Position

I/we have authority to bind the Corporation/Organization.

The last day for filing an application is by 2:00 pm on November 17, 2017.

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

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Sunrise Therapeutic Riding & Learning Centre Finalized Budget 2016/2017

Budget 16/17

REVENUE

General Donations

Donations	120,580.00	ests
Total General Donations	<u>120,580.00</u>	

Property Revenues

House Rent	0.00
Rental- Agricultural Land	1,200.00
Rental-Arena/Trailer	0.00
Total Property Revenue	<u>1,200.00</u>

Fundraising Revenues

Grants/Foundations	100,000.00
Third Party Fundraisers	40,000.00
Sunrise Events	97,500.00
Metal Recycling	1,000.00
Merchandise	5,000.00
Training Clinics Student Instructors	0.00
Little Breeches Club	0.00
Total Fundraising Revenue	<u>243,500.00</u>

Camp Revenue

Employment Grants	17,500.00
Summer Camp	88,000.00
Camp Refunds	500.00
Total Camp Revenue	<u>106,000.00</u>

Program Revenue

Lesson Fees	130,152.00
Day Program Revenue	28,110.00
Membership Fees	3,300.00
Christmas Party	0.00
Program Refunds	1,000.00
Other Program Revenue	10,000.00
Total Program Revenue	<u>172,562.00</u>

Administrative/Misc Revenue

Sales Tax / HST Recovery	4,000.00
Misc. Revenue	0.00
Total Administrative/Misc Revenue	<u>4,000.00</u>

Schedule E to Report FIN-2017-034

Horse Shows	1,300.00
Insurance(Cantra)	3,300.00
Other Program Expenses	0.00
Total Program/Wage Expense	<u>398,273.00</u>
 Horse Expense	
Horse Maintenance	13,000.00
Horses Ret/Died/Sold/Deprec	0.00
Horse & Program Equipment	6,000.00
Horse Rental	0.00
Horse vet care	15,000.00
Hay expense	18,000.00
Total Horse Expense	<u>52,000.00</u>
 Other Donation Expense	
Donor Recognition/Gifts	1,000.00
Volunteer Recognition	1,500.00
Membership Fees & Dues	3,600.00
Public Relations/Marketing	3,000.00
Merchandise-General	3,000.00
Celebrate Sunrise!	12,000.00
Third Party Events Expense	0.00
Little Breeches Club	0.00
Training Clinics/Conference/Workshop	18,337.00
Training School Student Instructors	1,800.00
Hoofbeat Challenge	1,500.00
Service Charge - Meridian	0.00
Total Other Donation Expense	<u>45,737.00</u>
 Camp Expense	
Summer Camp	4,000.00
Total Camp Expense	<u>4,000.00</u>
 Capital Expense	
Meeting Expense	0.00
Capital Construction	0.00
Total Capital Expense	<u>0.00</u>
 TOTAL EXPENSE	<u>621,210.00</u>
 NET INCOME	<u>26,632.00</u>

Generated On: 11-18-2016

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Financial Statements

Year Ended October 31, 2016

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Statement of Revenue and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flow	5
Notes to Financial Statements	6 - 10



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 statement of financial position as at October 31, 2016 and the statements of revenue and expenditures, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our 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, 2016 and the results of its operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Guelph, Ontario
February 22, 2017

Curtis-Villar LLP
CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE


Statement of Financial Position


Schedule E to Report FIN-2017-034

October 31, 2016

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 47,682	\$ -
Investments (Note 3)	203,090	223,310
Accounts receivable	79,614	70,500
Inventory	1,700	6,151
Government remittances recoverable	3,346	3,338
Prepaid expenses	9,060	9,959
	<u>344,492</u>	<u>313,258</u>
PROPERTY, PLANT AND EQUIPMENT (Note 2)	121,995	134,228
HORSE HERD	<u>25,174</u>	<u>30,750</u>
	<u>\$ 491,661</u>	<u>\$ 478,236</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Bank indebtedness	\$ -	\$ 2,270
Accounts payable and accrued liabilities	9,943	25,069
Deferred revenue (Note 4)	28,512	27,294
Due to related parties (Note 5)	45,500	104,518
	<u>83,955</u>	<u>159,151</u>
DEFERRED GRANT REVENUE (Note 4)	<u>74,731</u>	<u>81,347</u>
	<u>158,686</u>	<u>240,498</u>
NET ASSETS	<u>332,975</u>	<u>237,738</u>
	<u>\$ 491,661</u>	<u>\$ 478,236</u>

ON BEHALF OF THE BOARD

 Director

 Director

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Statement of Revenue and Expenditures

Year Ended October 31, 2016

Schedule E to Report FIN-2017-034

	2016	2015
REVENUE		
Donations	\$ 180,954	\$ 318,580
Fundraising	149,136	98,565
Lessons, scholarships and memberships fees	140,072	112,352
Camp fees	112,218	90,547
Grants and foundations	95,915	35,570
Employment grants	21,987	10,154
Rental and other	8,699	10,671
	<u>708,981</u>	<u>676,439</u>
EXPENDITURES		
Wages and benefits	390,874	439,053
Farm	72,464	61,912
Fundraising	28,142	20,350
Utilities	22,141	29,107
Office	14,464	15,657
Insurance	10,389	10,038
Rent	8,910	20,000
Equipment lease, repairs and maintenance	8,602	6,940
Telephone and communications	8,011	8,444
Credit card merchant charges	5,116	4,125
Professional fees	5,040	9,923
Property taxes	4,801	3,986
Advertising and public relations	4,560	5,821
Recovery of GST/HST	3,538	(1,070)
Education	2,099	928
Interest and finance charges	1,963	2,234
Vehicle and travel	942	790
Recognition	484	1,420
	<u>592,540</u>	<u>639,658</u>
EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS	<u>116,441</u>	<u>36,781</u>
OTHER INCOME (EXPENDITURES)		
Amortization	(18,689)	(22,023)
Changes in horse herd	(2,515)	(7,045)
	<u>(21,204)</u>	<u>(29,068)</u>
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ 95,237</u>	<u>\$ 7,713</u>

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**Statement of Changes in Net Assets****Schedule E to Report FIN-2017-034****Year Ended October 31, 2016**

	2016	2015
NET ASSETS - BEGINNING OF YEAR	\$ 237,738	\$ 230,025
Excess of revenue over expenditures	<u>95,237</u>	<u>7,713</u>
NET ASSETS - END OF YEAR	<u>\$ 332,975</u>	<u>\$ 237,738</u>

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Schedule E to Report FIN-2017-034

Statement of Cash Flow

Year Ended October 31, 2016

	2016	2015
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 95,237	\$ 7,713
Items not affecting cash:		
Amortization of property, plant and equipment	18,689	22,023
Changes in horse herd	5,577	7,645
Assets held in trust	-	1,843
Redemption of shares for rent	-	20,000
	<u>119,503</u>	<u>59,224</u>
Changes in non-cash working capital:		
Accounts receivable	(9,114)	(65,500)
Government remittances recoverable	(8)	9,380
Inventory	4,451	(6,151)
Accounts payable and accrued liabilities	(15,127)	(1,061)
Deferred revenue	1,218	9,294
Prepaid expenses	899	(3,655)
Deferred grant revenue	(6,616)	350
	<u>(24,297)</u>	<u>(57,343)</u>
Cash flow from operating activities	<u>95,206</u>	<u>1,881</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(6,456)	(10,792)
Proceeds from sale (purchase) of marketable securities	<u>20,220</u>	<u>(11,250)</u>
Cash flow from (used by) investing activities	<u>13,764</u>	<u>(22,042)</u>
FINANCING ACTIVITY		
Advances from (to) related parties	<u>(59,018)</u>	<u>23,215</u>
INCREASE IN CASH FLOW	<u>49,952</u>	<u>3,054</u>
Deficiency - beginning of year	<u>(2,270)</u>	<u>(5,324)</u>
CASH (DEFICIENCY) - END OF YEAR	<u>\$ 47,682</u>	<u>\$ (2,270)</u>
CASH (DEFICIENCY) CONSISTS OF:		
Cash	\$ 47,682	\$ -
Bank indebtedness	<u>-</u>	<u>(2,270)</u>
	<u>\$ 47,682</u>	<u>\$ (2,270)</u>

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIESNature of organization

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

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

Basis of presentation

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

Cash and cash equivalents

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

Horse herd

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

Revenue recognition

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

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

Contributed services

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

Financial instruments policy

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

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)

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	2016 Net book value	2015 Net book value
Buildings	\$ 73,187	\$ 41,798	\$ 31,389	\$ 32,696
Horse equipment	25,832	22,337	3,495	4,369
Equipment and tack	9,451	7,035	2,416	3,026
Computer equipment	16,705	16,491	214	389
Furniture and fixtures	68,324	54,789	13,535	9,656
Leasehold improvements	37,234	9,309	27,925	32,222
Drainage	9,425	707	8,718	9,189
Water system	20,664	2,001	18,663	19,441
Playground equipment	90,278	80,661	9,617	15,711
Generator	26,400	26,400	-	-
Sound system	23,175	17,707	5,468	6,835
Wagon	10,105	9,550	555	694
	<u>\$ 410,780</u>	<u>\$ 288,785</u>	<u>\$ 121,995</u>	<u>\$ 134,228</u>

3. INVESTMENTS

	2016	2015
Friends of Sunrise Limited, Class A Special Shares	\$ 198,250	\$ 198,250
Friends of Sunrise Limited, Class A Common Shares	1,840	1,840
Friends of Sunrise Limited, Class B Common Shares	3,000	3,000
Guaranteed Investment Certificate	-	20,220
	<u>\$ 203,090</u>	<u>\$ 223,310</u>
Market value	<u>\$ 203,090</u>	<u>\$ 223,567</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	
	2016	2015	2016	2015
Balance, beginning of year	\$ 81,348	\$ 80,997	\$ 27,294	\$ 18,000
Less amount recognized as revenue in the year	(6,617)	(3,150)	(27,294)	(18,000)
Plus amount received for the subsequent year	-	3,500	28,512	27,294
Balance, end of year	<u>\$ 74,731</u>	<u>\$ 81,347</u>	<u>\$ 28,512</u>	<u>\$ 27,294</u>

5. RELATED PARTY LOANS

An officer and a senior manager have advanced funds to the organization bearing interest at 6% and 3.5%. There are no fixed terms of repayment and the loans are unsecured. The organization also has a demand loan in the amount of \$40,000 with 932005 Ontario Inc. 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 officer 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.

6. 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:

	2016
Workers' safety insurance	<u>\$ 578</u>

7. LEASE COMMITMENTS

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

	<u>Commitments</u>
2017	\$ 24,000
2018	10,000
2019	<u>2,019</u>
	<u>\$ 36,019</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.

8. LOANED HORSES

The organization has a lease with respect to four of its horses. The horses have 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 horses. In the event that the horses become unsuitable for use in the Sunrise program, or the owner requests the horses be returned, one months notice is required.

9. 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, 2016.

(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.

(b) 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.

(continues)

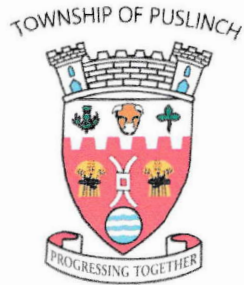
9. FINANCIAL INSTRUMENTS *(continued)**(c) Interest rate risk*

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

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

10. COMPARATIVE FIGURES

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



Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Applicant Information:

Organization Name: Whistle Stop Cooperative Preschool Inc

Contact Name and Position: Nicole Skrt - President

Organization Mailing Address: 23 Brock Rd S

Town/City/Province: Guelph, ON

Postal Code: N1H 6H9

Email Address: info@whistlestoppreschool.com

Website: www.whistlestoppreschool.com

Telephone Number: 226-821-4364 (Nicole) or 519-824-1942 (Sandra)

Questionnaire:

Grant amount applied for: \$885

Organization's Goals and Objectives related to the Grant Request:

Whistle Stop's goal is to have as few expenses as possible in 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 biggest expense for the dance. 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 preschoolers as
the money saved by the preschool could then be used to further enhance their education.

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 solely cover the full rental costs for the hall and meeting room as well as the two bartenders that
that are typically included (as per previous rental agreements for the space). Insurance costs were
not included in the requested amount. Aside from the bartenders, the event is run entirely by preschool
parents. It includes a dance, late night dinner, raffle and silent auction. This event has become a community
staple and local residents look forward to it every year to brighten 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 Puslinchs only licensed preschool provider, Whistle Stop provides a very necessary role within the community. Fundraising makes up a full
third of the preschools annual budget. This set up allows us to keep tuition costs reasonable for all families.
Approval of this grant request will help to ensure the ability of Whistle Stop to continue to support
the community through affordable 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?

If Whistle Stop is unsuccessful in obtaining a Township grant 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.

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 Nicole Skrt / Sandra Gunson on behalf of Whistle Stop Cooperative Preschool 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 Whistle Stop Cooperative Preschool is in good standing with the Township and other government bodies.

Dated this 15 day of November, 2017.

Nicole Skrt
Signature of Applicant on behalf of Organization

Nicole Skrt - President
Name and Office/Position
I/we have authority to bind the Corporation/Organization.

Sandra Gunson
Signature of Applicant on behalf of Organization

Supervisor - Sandra Gunson
Name and Office/Position
I/we have authority to bind the Corporation/Organization.

The last day for filing an application is by 2:00 pm on November 17, 2017.

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

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

Budget	
Whistle Stop Preschool	
September 2017 - August 2018	
Expenses	
Accounting	2,400
Administration *	476
Advertising *	115
Dance cost *	2224
Donations *	1200
Fundraising*	1240
Graduation *	100
Insurance	1,681
Interest & Service Charges *	17
Licensing, Fees & Courses	500
Supplies & Toys *	715
Wages	25,276
Total Expenses	35,944
Income	
Dance*	10,212
Fundraising*	1795
Grants*	2000
Toy cleaning*	315
Tuition	20,638
Total Income	34,960
Net Income	-984

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

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 080-2017

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its regular meeting held on November 29, 2017.

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 Regular meeting held on November 29, 2017 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 29th DAY OF NOVEMBER, 2017.

Dennis Lever, Mayor

Karen Landry, C.A.O./Clerk