



REPORT FIN-2015-036

TO: Mayor and Members of Council
FROM: Paul Creamer, Director of Finance/Treasurer
MEETING DATE: November 25, 2015
SUBJECT: 2016 Grant Requests

RECOMMENDATIONS

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

DISCUSSION

Purpose

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

Background

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

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

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

FINANCIAL IMPLICATIONS

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

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

APPLICABLE LEGISLATION AND REQUIREMENTS

Municipal Act, 2001

ATTACHMENTS

The applications from each community group are attached as follows:

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

SCHEDULE "1" TO
REPORT FIN-2015-036



November 4, 2015

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

Dear Mayor and Council;

RE: Donation for the Aberfoyle Fall Fair

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

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

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

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

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

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

1:53 PM
10/20/15
Accrual Basis

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

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

10:09 AM
10/22/15
Accrual Basis

Aberfoyle Agricultural Society
Balance Sheet
As of August 31, 2015

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

10:08 AM
10/22/15
Accrual Basis

Aberfoyle Agricultural Society
Profit & Loss
January through August 2015

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



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

SCHEDULE "2" TO REPORT FIN-2015-036

November 2, 2015

To: Paul Creamer & Puslinch Council

From: Glenna Smith, Chair Puslinch Oriented Policing Committee,

Re: Our Request for Funding for 2016

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

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

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

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

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

**Financial
Statement
2015**



| | |
|-------------------------------------|---------------|
| January | |
| balance forward..... | 471.71 |
| bank fees..... | 1.95 |
| February | |
| bank fees..... | 1.95 |
| March | |
| Donation to Crimestoppers..... | 50.00 |
| Donation to Brett Hoy speaker..... | 50.00 |
| bank fees..... | 1.95 |
| April | |
| deposit Puslinch Township..... | 500.00 |
| cheque order charge..... | 31.61 |
| meeting expense | 17.80 |
| Donation OPP life jacket drive..... | 50.00 |
| bank fees..... | 1.95 |
| May | |
| Donation Civil K9..... | 50.00 |
| meeting expense..... | 21.30 |
| bank fees..... | 1.95 |
| June | |
| bank fees..... | 1.95 |
| July | |
| bank fees..... | 1.95 |
| August | |
| bank fees..... | 1.95 |

September

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

October

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

November

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

December

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

| | | |
|--------------------|---------------|--|
| Total | 652.20 | |
|--------------------|---------------|--|

Puslinch COP Committee

November 2, 2015

Paul Creamer, Director of Finances/Treasurer
Township of Puslinch

Re your File No: F11GRA

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

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

Thanks for your support.

Glenna R. Smith, Chair
Community Oriented Policing Committee

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

Dear Mr. Creamer

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

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

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

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

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

FORM A - OPERATING BUDGET

Financial Statement

NAME OF ORGANIZATION:

Friends of Mill Creek

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

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

**FORM C
RESERVE ACCOUNTS**

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

NAME OF ORGANIZATION:

Friends of Mill Creek

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

| Expenditures from Reserves | | |
|----------------------------|---------------|---------------|
| | | |
| | | |
| | | |
| | | |
| TOTAL EXPENDITURES | \$0.00 | \$0.00 |

| | | |
|---------------------------------------|-------------|-------------|
| BALANCE OF RESERVES @ YEAR END | \$44,451.63 | \$29,451.63 |
|---------------------------------------|-------------|-------------|

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

2014 Mill Creek Stewardship Rangers Final Report



Prepared by: Adam Riggi

Edited by: Crystal Allan

Grand River Conservation Authority (GRCA)

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Introduction

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

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

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

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

Ranger Crew of 2014



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

Crew Leader:

Adam Riggi: Cambridge resident

GRCA Support:

Crystal Allan: Natural Heritage Supervisor

Robert Messier: Ecologist

Crew Members:

Peter Silk: Puslinch County resident

Sean Wyse: Cambridge resident

Aisha Hufnagel: Cambridge resident

Ally Penwarden: Cambridge resident

Training Events

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

GRCA Health and Safety Orientation

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

First Aid, AED & CPR Awareness

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



Photo 2 instructor demonstrating how to help a choking victim

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

Enrichment Opportunities

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

Stream Side Lecture

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



Photo 3 Jack Imhof explaining the importance of stream restoration

Junior Camper Day



Photo 4 Peter Pautler showing campers aquatic insects

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

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



Photo 5 Sean helping camper catch terrestrial insects



Photo 6 Ally helping camper catch aquatic insects

U of G Hagen Aqua Lab Tour

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



Photo 7 rangers attending U of G aqua lab tour

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

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

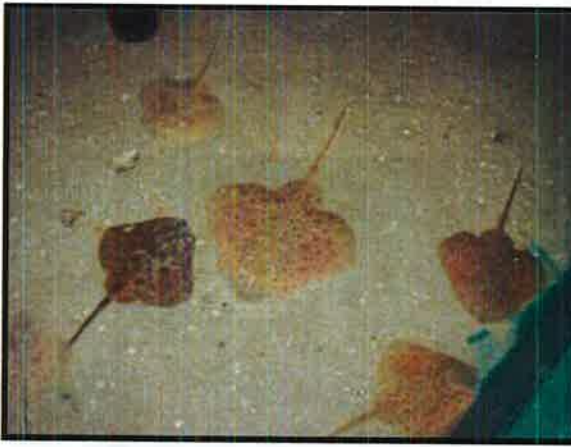


Photo 8 skate fish being raised at the aqua lab



Photo 9 holding tanks housing rainbow trout

Kids Fishing Lessons

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



Photo 10 Peter teaching campers how to fish

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

Green Legacy Nursery

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



Photo 11 Green Legacy sapling greenhouse



Photo 12 rangers transplanting black walnut saplings

Electrofishing Demonstration

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



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

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

Brown trout: 11 adult, 4 yearlings

Central mudminnow: 1

Blacknose dace: 19

Largemouth bass: 1

White sucker: 5

Rainbow darter: 3

Creek chub: 1

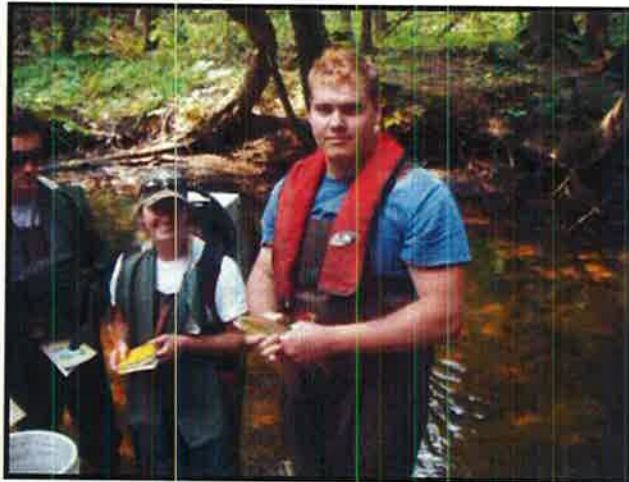


Photo 14 Sean holding brown trout netted by rangers during electrofishing demonstration

Nestlé Water Plant Tour

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



Photo 15 rangers and Nestle sales team preparing for tour

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

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

Work Sites

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

Lake's Farm Property

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

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

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



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



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

Structure 1

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



Photo 18 structure 1 completed



Photo 19 gravel bed located adjacent to structure 1

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

Structure 2

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

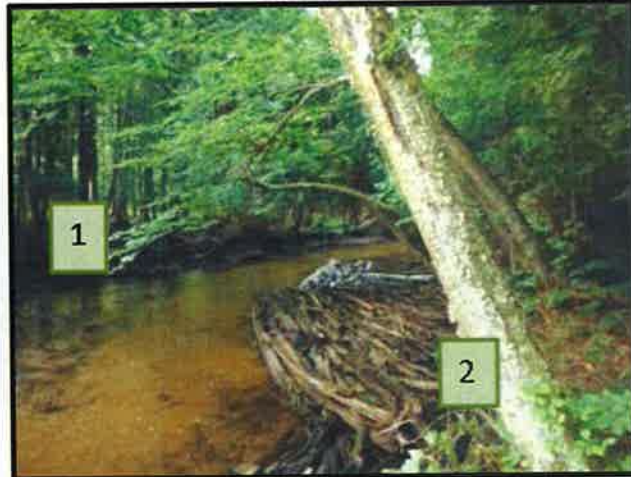


Photo 21 structure 2 looking downstream



Photo 22 area behind structure no longer part of active channel

Structure 3

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



Photo 23 site location of structure 3

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



Photo 24 structure 3 deflecting thalweg

Capital Paving Property

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

Modification of Existing deflector

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



Photo 25 existing deflector built by ranger crews in the past

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



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

New deflector

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



Photo 27 site of new deflector



Photo 28 new deflector guiding thalweg

Thalweg adjustment

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



Photo 29 rangers moving rocks

Wozniak's Farm Property

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

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



Photo 30 woody debris obstruction found in McCrimmon's

Photo 31 improved section of McCrimmon's tributary

Goose Re-location

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

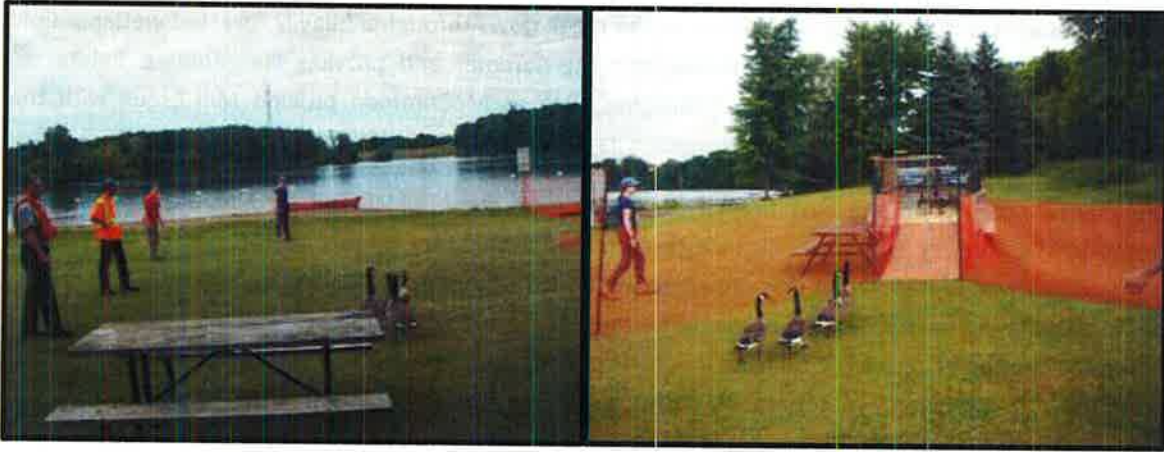


Photo 32 rangers capturing geese for relocation at Shades Mills

Carp Rescue

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



Photo 33 rangers searching for carp

Photo 34 successful capture of stranded carp

Trail Mulching at Shades Mills Conservation Area

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



Photo 35 rangers spreading mulch at Shades Mills

Ministry of Natural Resources (MNR) Work-day Collaboration

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



Photo 36 Mill Creek and MNR Stewardship Rangers



Photo 37 rangers removing large logs

Mill Creek Clean up

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

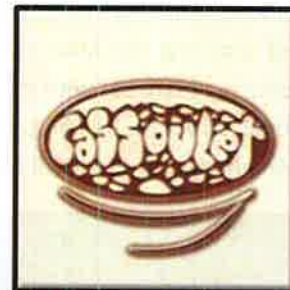


Photo 38 rangers cleaning up garbage from Mill Creek

Additional Activities

Donated Lunch

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



Friends of Mill Creek BBQ

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



Rangers Comments

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

Peter

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

Sean

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

Ally

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

Aisha

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

Adam

Recommendations

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

Supplies needed for next year

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

Appendix 1: 2014 Ranger Crew Calendar

July 2014

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

| | | | | | | |
|----|-----------------------|------------------------------|------------------------------|------------------------------|--|---|
| 27 | 28 Green Legacy | 29 Wood chips @ shades | 30 Wood chips @ shades | 31 Wood chips @ shades | 1 Capital Paving with Robert | 2 |
|----|-----------------------|------------------------------|------------------------------|------------------------------|--|---|

August 2014

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

Appendix 2: Media Coverage

Your Hometown Newspaper

CAMBRIDGE TIMES

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

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ENVIRONMENT

Rangers to the rescue

Summer program rehabilitating Mill Creek

By Ray Martin
Times Staff

A group of Cambridge students is getting a rare learning experience this summer as they work to improve Mill Creek. Sean Wyse, Aisha Hufnagel, Peter Silk and Ally Penwarden are part of this year's Mill Creek Ranger program.

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

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



RAY MARTIN/TIMES STAFF

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

Continued to page 3

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timesnews

Rangers share their knowledge with youths

Continued from page 1

"I've always liked working outdoors and every day is different," Wyse said. This summer the students are rolling up their sleeves to rehabilitate or restore sections of the creek in the continuing effort to improve the water quality and fish habitat. They will also be making repairs to the trails along the creek in Cambridge's Shade's Mills Conservation Area off Avenue Road.

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

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

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

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

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

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

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

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

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

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



RAY MARTIN/TIMES STAFF

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

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

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

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

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

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

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

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

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

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

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

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

rmartin@cambridgegimes.ca

"This is a lot different than retail."

Aisha Hufnagel
Mill Creek Ranger

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

1 ROOF

BIGGEST ROOFING SALE EVER!!

FINANCING SPECIAL

0 Down

Live stream event



Rangers on duty

Lisa Rutledge, Times Staff

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

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

Appendix 3: Inventory

Work gloves- Leather

Small – 10 (3 new & 7 used)

Large – 6 (all used)

Work gloves – Water Grip

Medium – 10

Extra-large – 5)

Hard hats – 6

Safety glasses - 10

Safety vests – 7

Safety cones – 4

Muskol – 4

Sunscreen – 6

Hand Sanitizer – 4

Small Dry Bag – 2

First Aid Kit – 2

Bug jackets – 5

Polarized glasses – 4

Ear Plugs – lots

Red Insulated 7 L Water Cooler – 1

Green Water Cooler – 1 (missing lid)

PFD's – 6

Chest Waders

Wader patches – 6

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

Wader Belts - 7

Wader Size Quantity

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

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

Tools and Equipment

Buckets - 11

Crow bar - 1

Wheel barrows – 2

Bolt cutters – 2 (one large and small)

Loppers – 4

Hammers – 3

Ball Peen Hammer – 2

File – 1

Hatchet – 3

Pick Axe – 2

Wader Goop— ½ tube
Multi-bit Screwdriver - 1
T-bar pounders – 4 (1 broken)
Pitch fork -2
Sledge hammers – 6
Rakes – 2
Shovels
Long – 7
Small – 3
Tiny – 2
Spades – 11
Hand Rake tool – 2
Come-along Winch - 1
Peavey Pole – 2
Hand saws
Pull saws – 9 (2 new & 7 used, one is missing screw in handle)
Long, Curved – 2 (one handle to be replaced)
Long, Straight – 3
Bow saws – 3 (one is small)
Spare saw blades
Black malleable wire – 1 roll + ~10 meters
Wire Cutter – 1
Pruners - 2
Fencing pliers – 4
Earth Anchor insertion tool – 4 (2 taller rods are new and should be used)
Earth Anchor driver – 1
Earth Anchor crimping tool - 1
Supplies
T-bars - lots
Earth Anchor 8’ tethers – 12
Crimps for 1/8” cable – lots
Fencing staples – ¼ large bucket
Paper Towel – 2 rolls
Ziplock Bags – lots
WD-40 – full can
Fluorescent Orange Spray Paint – ½ can
Friends of Mill Creek magnetic truck sign - 1



SCHEDULE "4" TO REPORT FIN-2015-036

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

Schedule G - Grant Application Form

Applicant Information:

Organization Name: Kiwanis Music Festival of Guelph

Contact Name and Position: Heather Fleming, Festival Coordinator

Current Mailing Address: PO Box 1475

Town/City/Province: Guelph, ON

Postal Code: N1H 6N9

Email Address: heathercfleming@hotmail.com

Website: www.guelphkiwanismusicfestival.org

Telephone Number: 519-821-4365

Fax Number: N/A

Questionnaire:

Grant amount applied for: \$500

Organization's Mandate:

a) Purpose/Mission:

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

b) Goals and Objectives:

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

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

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

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

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

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

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

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

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

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

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

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

Children Youth Seniors Volunteers
 Persons with Disabilities Low income individuals*

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

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

Participation Attendance Sponsorship
 Other (describe) Volunteer Support

Please describe the nature of the support.

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

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

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

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

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

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

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

Description of Categories of Funding

Category 1: Sustaining/Continuing Support

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

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

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

Category 3: Community Event Support

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

Please Check Appropriate Boxes:

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

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

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

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

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

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

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

Terms and Conditions:

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

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



Signature of Applicant

September 30, 2015 _____
Date of Application

Festival Coordinator
Position on Executive

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

For Office use only:

Date received: _____

Received by: _____

Grant Status: _____

Amount \$: _____

Manager Approval

Date of Approval

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

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

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

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

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INDEPENDENT AUDITOR'S REPORT

To the Members of Kiwanis Music Festival of Guelph

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Basis for Qualified Opinion

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

Qualified Opinion

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

Guelph, Ontario
September 17, 2014

Curtis-Villar LLP

CURTIS-VILLAR LLP
Chartered Accountants
Licensed Public Accountants

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

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

ON BEHALF OF THE BOARD

_____ *Director*

_____ *Director*

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

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

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

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

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

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

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

KIWANIS MUSIC FESTIVAL OF GUELPH**Statement of Cash Flows****Year Ended May 31, 2014**

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

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

KIWANIS MUSIC FESTIVAL OF GUELPH

Notes to Financial Statements

Year Ended May 31, 2014

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Description of Business

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

Basis of presentation

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

Cash and cash equivalents

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

Revenue Recognition

The company follows the deferral method of accounting for contributions.

Fund accounting

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

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

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

Financial instruments policy

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

Measurement Uncertainty

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

(continues)

KIWANIS MUSIC FESTIVAL OF GUELPH

Notes to Financial Statements

Year Ended May 31, 2014

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

Property, Plant and Equipment

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

Contributed Services

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

2. SCHOLARSHIP FUNDS

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

3. FINANCIAL INSTRUMENTS

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

Credit risk

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

Liquidity risk

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

(continues)

KIWANIS MUSIC FESTIVAL OF GUELPH

Notes to Financial Statements

Year Ended May 31, 2014

3. FINANCIAL INSTRUMENTS *(continued)*

Currency risk

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

Interest rate risk

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

4. PROPERTY, PLANT AND EQUIPMENT

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

5. COMPARATIVE FIGURES

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

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

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



November 4, 2015

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

Township of Puslinch
7404 Wellington Road 34
Guelph, Ontario
N1H 5H9

Re: 2016 Community Grants Distribution

Your File No. F11GRA

Request for funding from Puslinch Lake Conservation Association


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

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

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

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

Filed on behalf of the Puslinch Lake Conservation Association



Art Zymerman,
President, PLCA

PLCA 2015 INCOME & EXPENSE REPORT

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

| INCOME | | JAN. | FEB. | MAR. | APR. | MAY | JUNE | JULY | AUG | Sept | OCT. 14th | NOV | DEC | YTD |
|--------------------------------|--|---------|---------|-------|-------|----------|----------|----------|---------|----------|-----------|-----|-----|-----------|
| HST Refund | | | | | | | | \$20,169 | | | | | | \$20,169 |
| Grants | | | | | | \$25,000 | | | | | | | | \$25,000 |
| Events Income | | | | | | \$290 | \$800 | \$15,050 | | \$7,249 | | | | \$23,389 |
| Donations | | \$3,885 | \$150 | \$150 | \$449 | \$6,275 | \$11,750 | \$13,785 | \$7,450 | \$10,700 | \$4,400 | | | \$58,994 |
| OMR Trains Advertising/OMR Box | | | | | \$500 | \$500 | | \$550 | | | \$550 | | | \$2,100 |
| Memberships | | | \$ 900 | | | | \$15 | | 50 | \$1,050 | | | | \$2,015 |
| Newsletter Advertising | | | \$1,066 | \$ 60 | | \$50 | | | | | | | | \$1,176 |
| Equipment Leasing | | | | | | | | | | | \$28,250 | | | \$28,250 |
| TOTAL FUNDRAISING | | \$3,885 | \$2,115 | \$210 | \$949 | \$32,115 | \$12,565 | \$49,544 | \$7,500 | \$18,999 | \$33,200 | \$0 | \$0 | \$161,082 |

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

PUSLINCH LAKE CONSERVATION ASSOCIATION PRELIMINARY OPERATING BUDGET-2016

INCOME

| | |
|-------------------------------------|------------|
| HST refund | 20,000 |
| Grants | 25,000 |
| Fundraising Events | 20,000 |
| Donations | 90,000 |
| Miscellaneous (trains, advertising) | 3,000 |
| Equipment Leasing | 56,000 |
| | _____ |
| TOTAL INCOME | \$ 214,000 |

EXPENSES

| | |
|--|------------|
| Dredging | 180,000 |
| HST | 7,000 |
| Miscellaneous (insurance, advertising) | 5,300 |
| Bank Charges | 1,200 |
| Event Expenses | 3,200 |
| | _____ |
| TOTAL EXPENSES | \$ 196,700 |

SURPLUS 17,300



SCHEDULE " 6"
TO REPORT
FIN-2015-036

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

November 9, 2015

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

RECEIVED

NOV 09 2015

Township of Puslinch

Dear Mayor Lever,

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

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

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

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

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

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

Charitable No. 11920 6027 RR0001



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

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

Yours sincerely,



Alissa Gibson
Development Manager

Encl:

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Financial Statements

Year Ended October 31, 2014

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Index to Financial Statements

Year Ended October 31, 2014

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| Statement of Revenues and Expenditures | 3 |
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INDEPENDENT AUDITOR'S REPORT

To the Members of Sunrise Therapeutic Riding & Learning Centre

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Basis for Qualified Opinion

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

Qualified Opinion

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

Other Matter

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

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

Curtis-Villar LLP

CURTIS-VILLAR LLP
Chartered Professional Accountants
Licensed Public Accountants

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Statement of Financial Position

October 31, 2014

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

ON BEHALF OF THE BOARD

_____ Director

_____ Director

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Statement of Revenues and Expenditures

Year Ended October 31, 2014

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

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Statement of Changes in Net Assets

Year Ended October 31, 2014

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

Year Ended October 31, 2014

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

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Notes to Financial Statements

Year Ended October 31, 2014

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of organization

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

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

Basis of presentation

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

Cash and cash equivalents

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

Horse herd

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

Revenue recognition

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

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

Contributed services

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

Financial instruments policy

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

(continues)

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Notes to Financial Statements

Year Ended October 31, 2014

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

Measurement uncertainty

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

Callable debt

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

Property, plant and equipment

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

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

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Notes to Financial Statements

Year Ended October 31, 2014

2. PROPERTY, PLANT AND EQUIPMENT

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

3. ASSETS HELD IN TRUST

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

4. SHORT TERM INVESTMENTS

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

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Notes to Financial Statements

Year Ended October 31, 2014

5. DEFERRED REVENUE

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

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

6. RELATED PARTY LOANS

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

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

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

7. EMPLOYMENT GRANT

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

| | 2014 | 2013 |
|----------------------------|-----------------|-----------------|
| Human Resource Development | <u>\$ 8,061</u> | <u>\$ 7,967</u> |

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

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Notes to Financial Statements

Year Ended October 31, 2014

8. LEASE COMMITMENTS

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

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

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

9. LOANED HORSE

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

10. FINANCIAL INSTRUMENTS

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

Credit risk

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

Liquidity risk

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

(continues)

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

Notes to Financial Statements

Year Ended October 31, 2014

10. FINANCIAL INSTRUMENTS *(continued)*

Market risk

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

Interest rate risk

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

11. COMPARATIVE FIGURES

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

12. SUBSEQUENT EVENTS

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

Sunrise Therapeutic Riding Learning Centre

Actual - 2014

Budget - 2015

REVENUE

General Donations

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

Property Revenues

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

Fundraising Revenues

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

Camp Revenues

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

Program Revenues

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

Sunrise Therapeutic Riding Learning Centre

| | Actual - 2014 | Budget - 2015 |
|---------------------------|----------------|----------------|
| Horse Sponsorships | 20,550 | 54,000 |
| Horse & Program Equipment | 244 | 150 |
| Program Refunds | - | - |
| Total | 111,463 | 188,870 |

Administrative/Misc Revenues

| | | |
|--------------------------|--------------|---------------|
| Sales Tax / HST Recovery | 9,170 | 18,000 |
| Total | 9,170 | 18,000 |

| | | |
|----------------------|----------------|----------------|
| TOTAL REVENUE | 642,564 | 651,880 |
|----------------------|----------------|----------------|

EXPENSE

Property Expense

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

Administrative Expenses

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

Program Expenses

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

Sunrise Therapeutic Riding Learning Centre

| | Actual - 2014 | Budget - 2015 |
|-------------------------------------|----------------|----------------|
| E I | 7,912 | 7,369 |
| Group Benefits | 12,390 | 14,000 |
| WSIB | 8,687 | 6,664 |
| Christmas Party Expense | 347 | 600 |
| Education | 1,012 | 2,400 |
| Intern Program | 516 | 516 |
| Horse Shows Expense | 703 | 703 |
| Insurance(Cantra) | 3,020 | 3,000 |
| Total | 382,959 | 434,883 |
| Horse Expenses | | |
| Horse Maintenance Expense | 47,907 | 13,920 |
| Horses Ret/Died/Sold/Deprec | 20,310 | - |
| Horse & Program Equipment Exp | 11,335 | 3,600 |
| Horse Rental | 3,756 | 8,040 |
| Horse vet care | - | 12,000 |
| Horse hay | - | 18,500 |
| Total Horse Expense | 83,308 | 56,060 |
| Other Donation Expenses | | |
| Donor Recognition/Gifts | 80 | 2,400 |
| Volunteer Recognition | 909 | 826 |
| Membership Fees & Dues | 2,117 | 2,117 |
| Public Relations/Marketing | 5,786 | 5,794 |
| Merchandise-General | 1,107 | 661 |
| Gallopig Gourmets Event | 3,224 | - |
| Celebrate Sunrise! Expense | 391 | 15,000 |
| Third Party Events Expense | 80 | - |
| Little Breeches Club Expense | 127 | - |
| Training Clinics Expense | 14 | - |
| Training Schools Expense | 1,488 | 1,488 |
| Hoofbeat Challenge Expense | 1,564 | - |
| Service Charge - Meridian | 491 | - |
| Other Donation Expense Total | 17,377 | 28,286 |
| Camp Expenses | | |
| Wages | 84 | - |
| LIT | - | 1,000 |
| Summer Camp Expense | 5,617 | 4,617 |
| Total | 5,701 | 5,617 |
| TOTAL EXPENSE | 614,014 | 650,562 |
| NET INCOME | 28,550 | 1,318 |

\$20 per rider

Sunrise Therapeutic Riding Learning Centre - BUDGET ANALYSIS

Budget - 2016

DRAFT

REVENUE

General Donations

| | |
|--------------|----------------|
| Operating | 120,580 |
| Foundations | 108,600 |
| Total | 229,180 |

Property Revenues

| | |
|---------------------------|--------------|
| House Rent | 3,000 |
| Rental- Agricultural Land | 1,200 |
| Total | 4,200 |

Fundraising Revenues

| | |
|-------------------------|----------------|
| Third Party Fundraisers | 38,900 |
| Celebrate Sunrise! | 87,500 |
| Metal Recycling | 1,000 |
| Merchandise | 1,000 |
| Total | 128,400 |

Camp Revenues

| | |
|-------------------|---------------|
| Employment Grants | 10,000 |
| Summer Camp | 87,420 |
| Camp Refunds | 500 |
| Total | 96,920 |

Program Revenues

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

Administrative/Misc Revenues

| | |
|--------------------------|--------------|
| Sales Tax / HST Recovery | 4,000 |
| Total | 4,000 |

Capital Income

| | |
|-----------------|----------|
| Horse Donations | |
| Interest Earned | |
| Total | - |

| | |
|----------------------|----------------|
| TOTAL REVENUE | 639,570 |
|----------------------|----------------|

EXPENSE

Property Expense

| | |
|--------------|-------|
| Property Tax | 4,000 |
|--------------|-------|

Sunrise Therapeutic Riding Learning Centre - BUDGET ANALYSIS

Budget - 2016

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

Administrative Expenses

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

Program Expenses

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

Horse Expenses

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

Sunrise Therapeutic Riding Learning Centre - BUDGET ANALYSIS

Budget - 2016

Other Donation Expenses

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

Camp Expenses

| | |
|---------------------|--------------|
| Wages | |
| LIT | |
| Summer Camp Expense | 2,500 |
| Total | <u>2,500</u> |

TOTAL EXPENSE 625,035

NET INCOME 14,535

SCHEDULE "7" TO REPORT
FIN-2015-036



Wellington Farm and Home Safety Association

C/O Walter Grose E-mail walter@huskyfarm.ca
7440 Wellington Rd. 17, Alma, ON NOB 1A0
Phone 519-846-5329 Fax 519-846-9378

October 9, 2015

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

RECEIVED

OCT 13 2015

Township of Puslinch

Dear Mayor and Council Members,

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

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

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

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

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

Thank you in advance for your support in this matter.

Yours Truly,

Walter Grose
Secretary

Wellington County Farm and Home Safety Association

2015 Financial Statement

2016 Budget

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

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

Wellington County Farm and Home Safety Association

2015 Volunteer Activities Summary

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

TOWNSHIP OF PUSLINCH



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

Schedule D - Grant Application Form

Applicant Information:

Organization Name: Badenoch Community Centre
Contact Name and Position: Victoria L. Bamforth
Current Mailing Address: 4217, Watson Rd South, Puslinch
Town/City/Province: Guelph, Ontario
Postal Code: N0B 2J0
Email Address: badenochcc@gmail.com
Website: _____
Telephone Number: 519-822 532 / 519 827 9487
Fax Number: _____

Questionnaire:
Grant amount applied for: \$ 2,000

Organization's Mandate:

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

b) Goals and Objectives:

1. To be accessible, & welcoming within a safe environment.
2. To provide program/activities

& a place to hold events

3. To connect with community individuals who may not meet each other, for support creating community engagement & connection.

4. Develop partnerships & build relationships within the community.

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

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

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

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

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

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

Volunteers assist in the programs running at the community centre.

6. Volunteers are involved with the BCC.

- * 5 Goals & Objectives.

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

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

Aberfoyle / Puslinch Community Centre

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

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

6+ Volunteers • Promote & Support the BCC.

Help with Programs / activities at BCC.

Engage with community for fundraising.

They enhance relationships with local business offer hours for working bees.

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

Children

Youth

Seniors

Volunteers

Persons with Disabilities

Low income individuals

Other (describe) _____

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

Participation

Attendance

Sponsorship

Other (describe) _____

Please describe the nature of the support.

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

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

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

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

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

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

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

Name: Jamie Bousfield Position: Chair of board

Name: Kenneth Tosh Position: Vice chair

Name: Victoria Bamforth Position: Secretary/Treasurer

Name: Robert Elliott Position: 4th Board director

Name: Jean Aubin Position: 5th Board director

Name: Matthew Bulmer Position: Councillor

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Description of Categories of Funding

Category 1: Sustaining/Continuing Support

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

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

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

Category 3: Community Event Support

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

Please Check Appropriate Boxes:

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

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

Category 3: Community Event (choose one category only)

Most recent financial statements (mandatory)

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

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

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

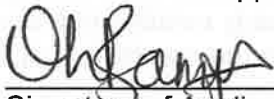
If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township of Puslinch Grant Application Policy. (mandatory)

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

Terms and Conditions:

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

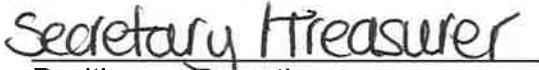
I agree to the terms and conditions outlined above. The information given in support of this application is true, correct and complete in every respect. I acknowledge that the contents of this application will be discussed in an open Council forum.



Signature of Applicant



Date of Application



Position on Executive

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

For Office use only:

Date received: _____

Received by: _____

Grant Status: _____

Amount \$: _____

Manager Approval

Date of Approval

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

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

BADENOCH COMMUNITY CENTRE ACCOUNTS

SEPTEMBER 2015

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

To September 22, 2015

BADENOCH COMMUNITY CENTRE ACCOUNTS

AUGUST 2015

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

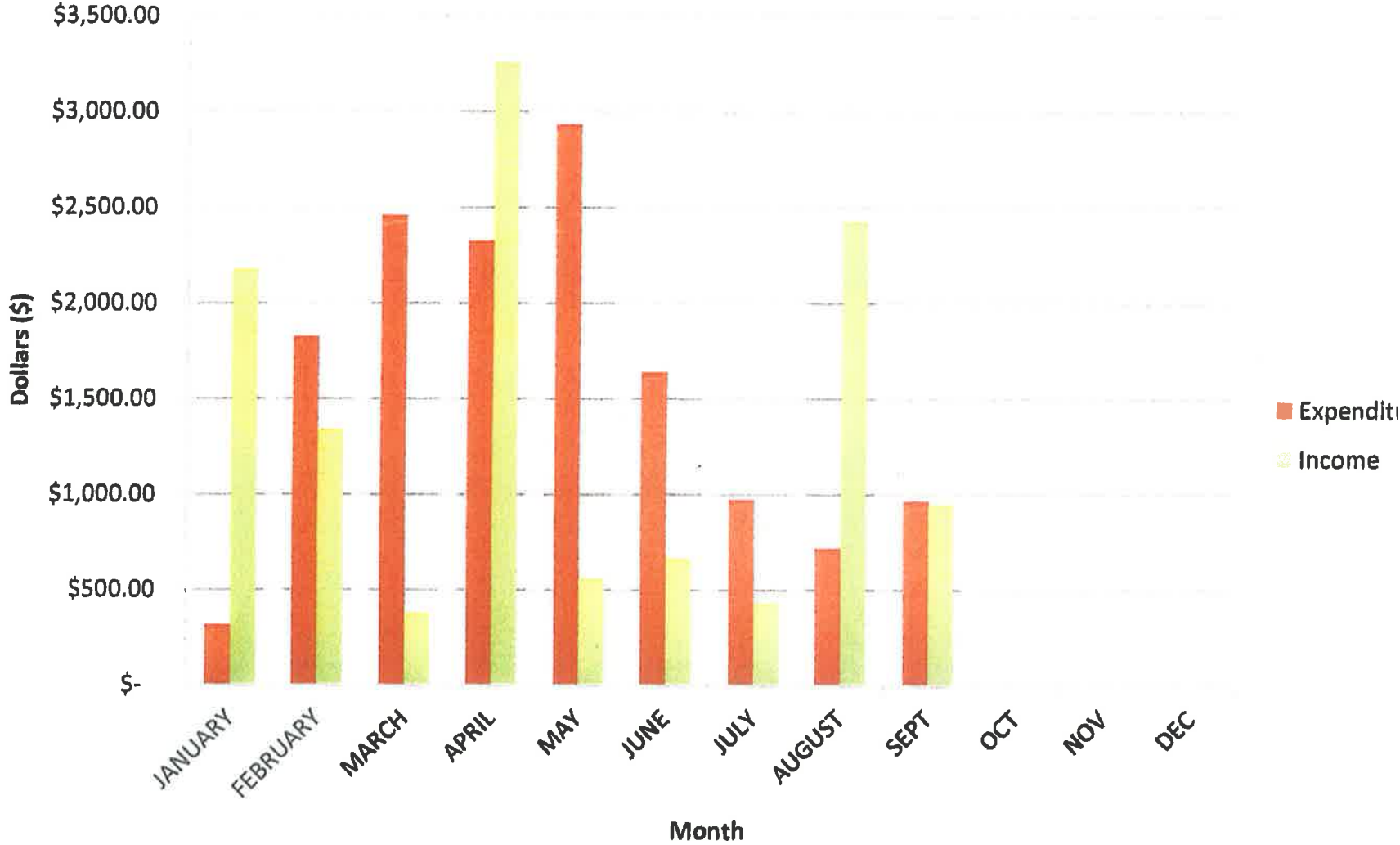
BADENOCH COMMUNITY CENTRE ACCOUNTS

JULY 2015

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

| | | | | | |
|--|---------------|--|-----------|-----------|------------|
| | Totals | | \$ 975.00 | \$ 435.00 | -\$ 540.00 |
|--|---------------|--|-----------|-----------|------------|

Monthly Income and Expenditure 2015



2015 Badenoch Operating

REVENUES

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

EXPENDITURES

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

Additional Badenoch Community centre documentation.

Grant History

Table 1

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

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

