



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
DECEMBER 13, 2023 COUNCIL MEETING
VIRTUAL MEETING BY ELECTRONIC PARTICIPATION &
IN-PERSON AT THE MUNICIPAL OFFICE –
7404 WELLINGTON RD 34, PUSLINCH

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AGENDA

DATE: Wednesday December 13, 2023

CLOSED MEETING: None

REGULAR MEETING: 11:00 A.M.

≠ Denotes resolution prepared

1. **Call the Meeting to Order**
2. **Roll Call**
3. **Moment of Reflection**
4. **Confirmation of the Agenda ≠**
5. **Disclosure of Pecuniary Interest & the General Nature Thereof**
6. **Delegations ≠**
 - 6.1 Specific Interest (Items Listed on the Meeting Agenda)
 - 6.1.1 **11:05 A.M.** Delegation by Sunrise Therapeutic Riding & Learning Centre regarding Report FIN-2023-033 – 2024 Grant Application Program



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7. **Reports ≠**

7.1 **Finance Department**

- 7.1.1 Report FIN-2023-033 – 2024 Grant Application Program ≠
- 7.1.2 Report FIN-2023-034 - 2024 Municipal Insurance ≠ **11:30 A.M.**
(Circulated under separate cover)
- 7.1.3 Report FIN-2023-036 - 2024 Proposed Operating Budget ≠
(Circulated under separate cover)

7.2 **Administration Department**

- 7.2.1 Report ADM-2023-073 Properties for Designation 2024 ≠

8. **Confirmatory By-law ≠**

- 8.1 BL2023-055 Confirm By-law – December 13, 2023≠

9. **Adjournment ≠**



REPORT FIN-2023-033

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 13, 2023

SUBJECT: 2024 Grant Application Program
File: F11 – GRA and A09 GRA

RECOMMENDATIONS

THAT Report FIN-2023-033 entitled 2024 Grant Application Program be received; and

That Council approves the grant allocations amounting to \$_____ as outlined below:

Organization	2024 Approved Grant Allocation
Aberfoyle Agricultural Society	
Aberfoyle Farmers' Market Association Inc.	
Crieff Hills Retreat Centre	
Ellis Chapel	
Friends of Mill Creek	
Optimist Club of Puslinch	
Puslinch Minor Soccer Club	
Sunrise Therapeutic Riding and Learning Centre	
Whistle Stop Cooperative Preschool Inc.	

Purpose

The purpose of this report is to provide Council a summary of the 2024 Community Grant Requests to determine Council approved allocations as part of the 2024 budget process in accordance with the Township's Grant Application Policy adopted by Council on October 18, 2017 attached as Schedule J to this Report.

Background

The applications from each community group are attached as Schedule A to Schedule I to this Report.

Outlined in the table below are the 2023 grant payments processed based on the 2023 approved budget and the 2024 grant requests received:

Organization	2023 Payments	2024 Request	Attachment	Notes
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A	
Aberfoyle Farmers' Market Association Inc.	\$3,000	\$3,000	Schedule B	
Crieff Hills Retreat Centre	\$0	\$2,740	Schedule C	
Ellis Chapel	\$0	\$500	Schedule D	
Friends of Mill Creek	\$3,000	\$3,000	Schedule E	
Optimist Club of Puslinch	\$0	\$3,000	Schedule F	
Puslinch Minor Soccer Club	\$2,115	\$3,000	Schedule G	
Puslinch Safe Communities	\$500	N/A		
Sunrise Therapeutic Riding and Learning Centre	\$0	\$18,500	Schedule H	
Whistle Stop Cooperative Preschool Inc.	\$500	\$1,000	Schedule I	Note A
Total	\$12,115	\$37,740		

Note A – The grant application was submitted on September 26, 2023 after the deadline of August 31, 2023.

Financial Implications

Grant allocations are approved by Council as part the annual budget process in accordance with the Grant Application Policy.

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

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

Based on the tax levy of \$4,998,530 approved in the 2023 budget, this would amount to \$24,993 in grant funds to be provided in 2024 (2023 amount was \$23,317).

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township incorporates a number of engagement opportunities associated with the annual Grant Application Program as outlined below:

- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- [EngagePuslinch.ca](https://www.engagepuslinch.ca) Advertisement
- Puslinch Pioneer Advertisement
- Community Newsletter sent with the final tax bill in August 2023.

Attachments

Schedule A - Aberfoyle Agricultural Society

Schedule B - Aberfoyle Farmers' Market Association Inc.

Schedule C - Crieff Hills Retreat Centre

Schedule D – Ellis Chapel

Schedule E - Friends of Mill Creek

Schedule F - Optimist Club of Puslinch

Schedule G - Puslinch Minor Soccer Club

Schedule H - Sunrise Therapeutic Riding and Learning Centre

Schedule I - Whistle Stop Cooperative Preschool Inc.

Schedule J - Township's Grant Application Policy adopted by Council on October 18, 2017

Respectfully submitted:

Mary Hasan
Director of Finance/Treasurer



TOWNSHIP OF

PUSLINCH

EST. 1850

Township of Puslinch Grant Application Form

Please review the Grant Application Policy prior to submission

Applicant information

Organization name *

Aberfoyle Agricultural Society

Contact name and position *

Don McKay, Past President

Organization mailing address *

84 Queen Street Morriston On N0B 2J0

Website

<http://aberfoyleagriculturalsociety.com>

Telephone Number *

[Redacted]

Ext.

Email Address *

[Redacted]

Questionnaire

Grant amount applied for *

\$3000.00

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

The society has as its mandate to " increase the awareness of, and to improve the quality of, agriculture, home crafts, and the rural lifestyle, by presenting an annual Fall Fair to exhibit livestock, produce, crafts, pets and equipment" . We have a special emphasis on remaining an Agricultural event, and try constantly to live up to our motto as " The Classiest Class 3 Fair." We also assist in 4-H and Junior Garden Club activities

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

For 2023 it is the intent to hold a full two day fair. Over two days September 8 and 9, 2023 the Aberfoyle Agricultural Society for its 181th year will provide a fall fair for the residents of Puslinch and surrounding communities. The fair will be held on the grounds of the Puslinch Community Centre.

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

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

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

If the Society does not receive a grant from the Township the fair will still go ahead. However it will make it harder to leverage funds from corporate and private supporters. As well it would send a message to Puslinch residents that the Township is not supportive of an organization that has existed in the Township for 182 years.

Choose one category of funds requested *

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

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

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

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

ATTACHED

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

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

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

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

Please check if applicable:

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

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

Terms and Conditions:

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

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

Dated this day: *

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

[Redacted Signature Box]

Signature of Applicant on behalf of Organization *

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

[Empty Signature Box]

Signature of Applicant on behalf of Organization

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

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

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

Thank You

Aberfoyle Agricultural Society
Profit & Loss
1 January through 31 July 2023

	<u>1 Jan - 31 Jul 23</u>
Ordinary Income/Expense	
Income	
Donations	
Donations - 4-H Activities	\$ 100.00
Donations - General	\$ 1,574.37
Donations - Junior Garden Club	\$ 400.00
Total Donations	\$ 2,074.37
Fundraising Activities	
Chicken BBQ - Revenue	
Chicken BBQ Expenses	\$ (3,614.33)
Chicken BBQ - Revenue - Other	\$ 5,715.00
Total Chicken BBQ - Revenue	\$ 2,100.67
Total Fundraising Activities	\$ 2,100.67
Government & Municipal Grants	
Govt & Municipal Grants-Guelph	\$ 100.00
Govt & Municipal Grants-Omafra	\$ 3,000.00
Govt & Municipal Grants-Puslinc	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 1,000.00
Grand River Grant	\$ 2,000.00
Total Government & Municipal Grants	\$ 9,100.00
Paid Memberships	\$ 135.00
Sponsorships	
Corporate Donations/Sponsorship	\$ 8,450.00
Sponsored Contests	\$ 305.00
Sponsorships - Other	\$ 480.00
Total Sponsorships	\$ 9,235.00
Total Income	\$ 22,645.04
Gross Profit	\$ 22,645.04
Expense	
Bank Service Charges	\$ 77.64
Dues/Conventions	\$ 391.00
Fall Fair Expenses	
Entertainment	\$ 13,487.50
Fair Supplies/Repairs	\$ 53.98
Parking/Gate Operations	\$ 500.00
Printing	\$ 346.00
Publishing	\$ 2,484.00
Sanitation	\$ 135.00

Aberfoyle Agricultural Society
Profit & Loss
1 January through 31 July 2023

	<u>1 Jan - 31 Jul 23</u>
Tent Rentals	\$ 1,809.68
Total Fall Fair Expenses	\$ 18,816.16
HST Expense	\$ 1,275.91
Jr. Garden Club	\$ 754.57
Meetings - Rental Hall Expenses	\$ 203.11
Postage/Delivery	\$ 92.00
Supplies:	
Office	\$ 600.00
Total Supplies	\$ 600.00
Total Expense	<u>\$ 22,210.39</u>
Net Income	<u>\$ 434.65</u>

**Aberfoyle Agricultural Society
Budget
1 January through 31 December 2023**

	<u>1 Jan - 31 Dec 23</u>
Ordinary Income/Expense	
Income	
Donations	
Donations - 4-H Activities	\$ 1,100.00
Donations - General	\$ 6,000.00
Donations - Junior Garden Club	\$ 1,000.00
Total Donations	\$ 8,100.00
Fair Revenue	
Fair - ATV	\$ 1,500.00
Fair Entry Fees	\$ 700.00
Fair Gate Admissions	\$ 12,500.00
Fair Other Revenue	\$ 1,000.00
Pony Club	\$ 500.00
Wrist Bands	\$ 2,000.00
	\$ 18,200.00
Fundraising Activities	
Chicken BBQ - Revenue	
Chicken BBQ Expenses	\$ (7,500.00)
Chicken BBQ - Revenue - Other	\$ 11,500.00
Total Chicken BBQ - Revenue	\$ 4,000.00
Total Fundraising Activities	\$ 4,000.00
Government & Municipal Grants	
Govt & Municipal Grants-Guelph	\$ 100.00
Govt & Municipal Grants-Omafra	\$ 3,000.00
Govt & Municipal Grants-Puslinc	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 1,000.00
Grand River Grant	\$ 2,000.00
Total Government & Municipal Grants	\$ 9,100.00
Paid Memberships	\$ 600.00
Sponsorships	
Corporate Donations/Sponsorship	\$ 8,500.00
Sponsored Contests	\$ 270.00
Sponsorships - Other	\$ 250.00
Total Sponsorships	\$ 9,020.00
Total Income	\$ 49,020.00
Gross Profit	\$ 49,020.00
Expense	
Amortization Expense	\$ 500.00

**Aberfoyle Agricultural Society
Budget
1 January through 31 December 2023**

	1 Jan - 31 Dec 23
Bank Service Charges	\$ 450.00
Dues/Conventions	\$ 400.00
Fall Fair Expenses	
4H	\$ 750.00
Advertising	\$ 250.00
ATV Pull	\$ 500.00
Entertainment	\$ 16,000.00
Fair Supplies/Repairs	\$ 1,000.00
Insurance	\$ 2,900.00
Judges Fees	\$ 1,150.00
P.A. Systems	\$ 300.00
Permits	\$ 100.00
Pony Club Expenses	\$ 420.00
Printing	\$ 2,500.00
Prize Money	\$ 7,000.00
Ribbons	\$ 1,300.00
Sanitation	\$ 600.00
Security	\$ 350.00
Tent Rentals	\$ 5,000.00
Tractor Pull Expenses	\$ -
Total Fall Fair Expenses	\$ 40,120.00
HST Expense	\$ 1,500.00
Jr. Garden Club	\$ 1,300.00
Meetings - Rental Hall Expenses	\$ 150.00
Office Expense	\$ 800.00
Postage/Delivery	\$ 100.00
Wages/Honourarium	\$ 3,500.00
	\$ 48,820.00
Total Expense	\$ 48,820.00
Net Income	\$ 200.00

Grant Application Form - Entry #9553

Organization Name

Aberfoyle Farmers' Market Association Inc.

Contact Name and Position

Jayme Mast, President & Treasurer

Organization Mailing Address

4370 Victoria Road South
Puslinch, Ontario
N0B 2J0

Website

<https://www.afma.ca>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

\$3,000

Organization's goals and objectives related to the grant request

In light of recent political decisions and other concerning trends impacting the farming sector, we would like to better support, and strengthen, the economic resiliency of our local farming community.

Statistics Canada has shown that the number of younger and middle-aged farm operators has decreased significantly (15.0% and 20.9% respectively, according to census data collected in 2016 and 2021). Our population of farm operators is aging.

In parallel, census data also shows Ontario is losing an average of 319 acres of farmland each day. When we think of the average family farm in Puslinch or Wellington County, that amount of land could span multiple family farms.

Grant funding will support our goals of combating these challenges in the region. Our objective will be to

emphasize how local agricultural lands and farming operations benefit our community and encourage younger generations to engage in farming.

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

1. Support Local Farmers: We intend to use the grant funding to implement initiatives that directly benefit local farmers. We will subsidize the cost for any full-time vendor to obtain their MyPick verification through Farmers' Markets Ontario. When shoppers can clearly distinguish local farmers from resellers, they can make a conscious decision to support the future of local agriculture and the local economy.

2. Youth Engagement in Agriculture: We recognize the need to inspire younger generations to consider the farm sector as a viable and rewarding career path. We would like to expand our "Junior Farmer" program. Grant funding will subsidize vendor fees and an FMO membership for junior farmers, providing access to vendor insurance and certification programs that cover elements of running a successful market business.

3. Community Awareness: We will continue to showcase local farms through a market box program to highlight the benefits of buying locally grown produce.

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.

Grant funding will support the community in a number of ways:

1. Maintain access to fresh, local produce, while simultaneously supporting local agriculture and the livelihoods of local farmers and small businesses.

2. Create demand for locally grown products to incentivize the preservation of farmland and open spaces. We want to keep the market alive during this time of increased urbanization and development that threaten agricultural land.

3. Support small-scale agriculture by providing a platform for local farmers to compete with larger operations. This diversity contributes to a resilient and diverse food system.

4. Encourage entrepreneurship by reducing barriers to entry for young entrepreneurs to showcase their products and start their businesses.

5. Strengthen the sense of community by serving as a gathering space where people can come together to shop, socialize and connect.

6. Provide cultural enrichment through exposure to different foods and traditions.

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

If the market is unsuccessful in receiving a Township grant, we would need to scale back the ways in which we want to support our local farmers and young entrepreneurs. Logically, the organizing committee would need to prioritize the three key areas this funding would be intended to support, and look for a modified (less financially burdensome) way to implement the initiative(s), if at all.

Choose one category of funds requested

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

Please provide a copy of the most current budget

 [AFMA-Proposed-Budget-2023.pdf](#)

Please provide a copy of the most current financial statements

 [AFMA-Financial-Statements_08142023.pdf](#)

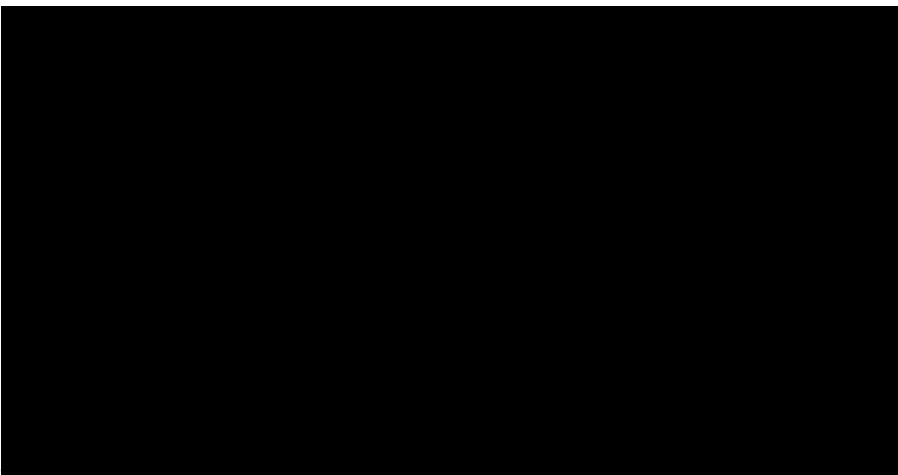
Dated This Day

08/29/2023

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

Jayne Mast, President & Treasurer

Signature of Applicant on behalf of Organization



[Township of Puslinch](#)

Aberfoyle Farmers' Market

Balance Sheet
As of August 14, 2023

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 Cash accounts	18,677.17
1499 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$18,677.17
Accounts Receivable (A/R)	
1225 Miscellaneous receivables	0.00
1230 Prepaid Expenses	
1231 Wellington County Tourism Sign	300.00
Total 1230 Prepaid Expenses	300.00
Total Current Assets	\$19,913.58
Non-current Assets	
	\$0.00
Total Assets	\$19,913.58
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$1,568.19
2200 GST Payable	1,843.63
2300 Outstanding Market Vouchers Liability	140.00
Receiver General Suspense	0.00
Total Current Liabilities	\$3,551.82
Total Liabilities	\$3,551.82
Equity	
3000 Opening Bal Equity	0.00
Retained Earnings	6,947.16
Profit for the year	9,414.60
Total Equity	\$16,361.76
Total Liabilities and Equity	\$19,913.58

Aberfoyle Farmers' Market

Profit and Loss by Month

January 1 - August 14, 2023

	JAN. 2023	FEB. 2023	MAR. 2023	APR. 2023	MAY 2023	JUN. 2023	JUL. 2023	AUG. 1-14, 2023	TOTAL
INCOME									
4000 Revenue									\$0.00
4010 Stall rentals			755.00	15,287.00	76.00	781.00	560.00	701.00	\$18,160.00
4090 Vendor registration fees			1,350.00	175.00	25.00	100.00	150.00	75.00	\$1,875.00
4200 ATM fees						129.00	171.00	39.00	\$339.00
Total 4000 Revenue			2,105.00	15,462.00	101.00	1,010.00	881.00	815.00	\$20,374.00
4030 Donations & Contributions						211.30			\$211.30
4110 Grants			5,000.00						\$5,000.00
4170 Program Fees Collected									\$0.00
4172 Food Day Canada Dinner Box Sales							630.00	120.00	\$750.00
4174 Breakfast Bounty Market Box						450.00	450.00		\$900.00
Total 4170 Program Fees Collected						450.00	1,080.00	120.00	\$1,650.00
Cancellation/Refund Fee								25.00	\$25.00
Discounts given			-535.00	-536.20			-10.00		\$ - 1,081.20
MarketWurks								16.90	\$16.90
Total Income	\$0.00	\$0.00	\$6,570.00	\$14,925.80	\$101.00	\$1,671.30	\$1,951.00	\$976.90	\$26,196.00
COST OF GOODS SOLD									
Merchant Fees						16.88	17.48	11.40	\$45.76
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.88	\$17.48	\$11.40	\$45.76
GROSS PROFIT	\$0.00	\$0.00	\$6,570.00	\$14,925.80	\$101.00	\$1,654.42	\$1,933.52	\$965.50	\$26,150.24
EXPENSES									
5005 Bank fees		3.00		3.00		1.00	1.25	7.50	\$15.75
6000 Advertising									\$0.00
6010 Coupons						5.00	15.00	30.00	\$50.00
6020 Google Ads		34.86							\$34.86
6021 Facebook ads	778.04			71.84	78.42	1,063.10	2,325.90	994.20	\$5,311.50
6030 Postcards		247.40							\$247.40
6040 Website					94.85				\$94.85
6045 Pioneer				335.00					\$335.00
6048 Event flyers				7.82					\$7.82
6050 CC Sign						300.00			\$300.00
6052 Wellington County Tourism Sign Expense	18.75	18.75	18.75	18.75	18.75	18.75	18.75	18.75	\$150.00
6060 Other advertising				49.00					\$49.00
Total 6000 Advertising	796.79	301.01	18.75	482.41	192.02	1,386.85	2,359.65	1,042.95	\$6,580.43
6195 Contract Labour				1,110.00	520.00		1,360.00	1,070.00	\$4,060.00
6426 Membership Fees			350.00						\$350.00
6570 ATM operating expenses						43.45	43.45		\$86.90
6670 Program Expense									\$0.00
6671 Market Box Program						75.00	1,233.00		\$1,308.00
6673 Cost of Dinner Box Inputs								725.00	\$725.00
Total 6670 Program Expense						75.00	1,233.00	725.00	\$2,033.00
6770 Supplies					22.99	147.24			\$170.23
6800 Rent		2,114.97							\$2,114.97
6950 Dues and Subscriptions									\$0.00
6955 Canva Pro Subscription			149.99						\$149.99
6956 FlexRewards Subscription							71.49		\$71.49
Total 6950 Dues and Subscriptions			149.99				71.49		\$221.48
Bad Debt					2.88				\$2.88
Insurance			1,100.00						\$1,100.00
Total Expenses	\$796.79	\$2,418.98	\$1,618.74	\$1,595.41	\$737.89	\$1,653.54	\$5,068.84	\$2,845.45	\$16,735.64
PROFIT	\$ -796.79	\$ -2,418.98	\$4,951.26	\$13,330.39	\$ -636.89	\$0.88	\$ -3,135.32	\$ -1,879.95	\$9,414.60

**Aberfoyle Farmers' Market
2023 Proposed Budget**

Schedule B to Report FIN-2023-033

	Proposed Budget 2023	Prior Year (2022)	Notes & Assumptions
INCOME			
4000 Revenue			
4010 Stall rentals	17,418.24	23,565.85	Prorated 2022 revenue for 17 weeks
4016 Invoice adjustment	0.00	-0.03	
Total 4010 Stall rentals	\$ 17,418.24	\$ 23,565.82	
4017 AFM Booth Sales (coffee, soup, etc)	250.00	592.20	Estimate assumes AFMA covers coffee at least a 2-3 weeks, plus any other sales (i.e. Strawberry Social event, etc.)
4090 Vendor registration fees	2,500.00	2,525.00	Assumes 100 approved vendors (on par with PY)
4200 ATM fees	969.00	1,175.50	Prorated 2022 # of transactions for 17 weeks (Avg transactions per week = 19 @ \$3 ea)
Total 4000 Revenue	\$ 21,137.24	\$ 27,858.52	
4030 Donations & Contributions		50.00	
4060 Donations	100.00	51.00	
Total 4030 Donations & Contributions	\$ 100.00	\$ 101.00	
4110 Grants	5,000.00	5,000.00	Township (\$3k) & County (\$2k) grants already received; deposited in March
4150 Miscellaneous Income			
4120 Market Bucks	20.00	20.00	Assumes no change YoY (limited redemption)
Total 4150 Miscellaneous Income	\$ 20.00	\$ 20.00	
4170 Program Fees Collected			
4171 Taste Real Market Box Sales	4,000.00	4,017.00	Assumes no change YoY
417X Meal Kit Market Box Sales	4,500.00	1,500.00	Assumes 150 boxes sold (total) @ \$30 each (1 box per month Jul/Aug/Sep)
4173 "Authentically Aberfoyle" Dinner Box Sales	0.00	544.00	
Total 4170 Program Fees Collected	\$ 8,500.00	\$ 6,061.00	
Cancellation/Refund Fee	0.00	25.00	
Discounts given	-1,000.00	-1,824.34	
Total Income	\$ 33,757.24	\$ 37,241.18	
COST OF GOODS SOLD			
Merchant Fees	135.00	17.49	Assumes 3% of meal kit sales
Total Cost of Goods Sold	\$ 135.00	\$ 17.49	
GROSS PROFIT	\$ 33,622.24	\$ 37,223.69	
EXPENSES			
5005 Bank fees		2.00	
5010 Bank Fees BMO	25.00	24.25	
Total 5005 Bank fees	\$ 25.00	\$ 26.25	
6000 Advertising			
6010 Coupons	0.00	131.96	Voucher cards purchased in 2022; assumes no need to replenish/reprint for 2023
6011 Newspaper coupons	0.00	5.00	
6013 Social Media Gift Card Prizes	250.00	625.00	\$50 in vouchers per month
Total 6010 Coupons	\$ 250.00	\$ 761.96	
6014 Prizes/Giveaways	500.00	316.95	\$100 in prize baskets per month
6020 Google Ads	250.00	549.04	
6021 Facebook ads	6,000.00	8,086.50	\$600 per month Jan to Oct
6030 Postcards	247.50	91.98	
6040 Website	75.00	641.78	Namecheap email hosting renewal (\$75), no anticipated Wix fees
6045 Pioneer	335.00	240.00	Reduce from double backpage ad to single, plus postcards distributed with May issue
6052 Wellington County Tourism Sign Expense	225.00	112.50	\$18.75 per month
6056 Photography	0.00	800.00	
6060 Other advertising	1,000.00	111.12	New roadside signage; plus placeholder for flyers, market collabs, etc.
Total 6000 Advertising	\$ 8,882.50	\$ 11,711.83	
6195 Contract Labour			
6196 Market Manager	11,340.00	12,540.00	6 fewer Saturdays
Total 6195 Contract Labour	\$ 11,340.00	\$ 12,540.00	
6426 Membership Fees	350.00	350.00	Already paid - no change YoY
6570 ATM operating expenses	217.25	235.20	\$43.45 per month x 5 months
6670 Program Expense	0.00	700.00	2022 fees paid for activities on Community Day
6671 Market Box Program	4,000.00	3,977.99	Offset to revenue account #4171 above
6672 Soccer Snack	0.00	550.00	
6673 Cost of Dinner Box Inputs	4,950.00	2,390.74	Offset to revenue account #417X above, plus 10% savings incentive for customers
XXXX Digital Loyalty Program	500.00	0.00	\$46 per month x 5 months, plus cost of rewards
Total 6670 Program Expense	\$ 9,450.00	\$ 7,618.73	
6770 Supplies			
6775 Facility	500.00	1,340.83	Wagon replacement in 2022; anticipate fewer costs in 2023
6780 Marketing	100.00	122.61	
6785 Office	100.00	110.19	
Total 6770 Supplies	\$ 700.00	\$ 1,573.63	
6800 Rent			
6801 Facility rental	2,114.97	3,010.12	2023 reduced by 6 weeks and 1 hour per week; also excludes any additional rental fees for gym
Total 6800 Rent	\$ 2,114.97	\$ 3,010.12	
6950 Dues and Subscriptions			
6951 Quickbooks Online Subscription Fees	375.00	375.00	
6952 MarketWurks Subscription Fees	1,400.00	1,400.00	
6954 Business Phone Subscription	150.00	150.00	
6955 Canva Pro Subscription	149.99	149.99	Paid
Total 6950 Dues and Subscriptions	\$ 2,074.99	\$ 2,074.99	Assumes no change YoY
Insurance			
6425 Liability Insurance	1,100.00	1,050.00	Paid - increase of \$50
Total Insurance	\$ 1,100.00	\$ 1,050.00	
Total Expenses	\$ 36,254.71	\$ 40,190.75	
OTHER EXPENSES			
Other Miscellaneous Expense	100.00	95.50	
Total Other Expenses	\$ 100.00	\$ 95.50	
PROFIT	-\$ 2,732.47	-\$ 3,062.56	

From: Township of Puslinch <services@puslinch.ca>
Sent: Tuesday, July 18, 2023 5:28 PM
To: Mary Hasan
Subject: New Entry: Township of Puslinch Grant Application Form

Organization Name

Crieff Hills Retreat Centre

Contact Name and Position

Kristine O'Brien, Executive Director

Organization Mailing Address

7098 Concession 1
Puslinch , ON
N0B 2J0

Website

<https://www.crieffhills.com>

Telephone Number

██████████

Email Address



Grant Amount Applied For

\$2740.00

Organization's goals and objectives related to the grant request

Located on 250 of forest and historic farmland, Crieff Hills Retreat Centre provides day and overnight experiences for those seeking rest and renewal. Serving people of all faiths, we provide affordable rental space for non-profit organizations and community groups of up to 100 people, individual suites for those seeking refuge, and our own enrichment programs.

We know that close encounters with nature are healing and restful. We also know that educational activities help people learn how to experience nature in helpful ways. Our On-Farm Dinners, for example, offer a hands-on farm experience followed by a four-course fine dining meal. We also regularly teach guests how to engage in outdoor meditative labyrinth walks and this year hosted 'lamb therapy' where visitors could have a personal visit with our new arrivals in the barn.

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

We hope to offer four free education sessions for those who would like to explore growing and eating their own food: 1. Grow Your Own Food at Home 2. Canning and Preserving 3. Keeping Backyard Chickens 4. Beekeeping Basics

These sessions will each include a half-day or evening hands-on learning experiences at our historic farm. They will be led by our own experienced farm and kitchen staff and would be offered free to all participants.

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.

In a strong community citizens enjoy economic security, opportunities for leisure and connections with their neighbours. These classes will help to strengthen all of those areas.

We know that there is a fresh interest in homesteading skills like keeping a vegetable garden, keeping chickens and preserving summer produce. These activities which were so familiar to our grandparents, however, require both knowledge and skill. Participants in these classes would learn the basics so that they know how to produce their own food, even in the backyard.

Puslinch residents would not only gain new skills, they would also connect with others who share their interest in food. With name tags, coffee breaks, and opportunities for discussion they will build stronger community ties while building possible longer-term relationships.

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

Not receiving a grant from Puslinch Township will mean that we can offer this course but would need to charge a fee for each participant. This would create a barrier for those face economic limits and may decrease engagement.

Choose one category of funds requested

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

Please provide a copy of the most current budget

 [2023-Budget-MEC-approved-.xlsx](#)

Please provide a copy of the most current financial statements

 [CrieffHills-Audit-2023.pdf](#)

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

 [crieff-hills-proof-finance.pdf](#)

Dated This Day

07/18/2023

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

Kristine O'Brien

Signature of Applicant on behalf of Organization



Sent from [Township of Puslinch](#)

Crieff Hills Retreat Centre Draft Budget 2023

Ordinary Income/Expense	<u>Jan - Oct 22</u>	<u>Budget 2022</u>	<u>Draft Budget 2023</u>
Income			
402999 · Rental Income			
403000 · Rental Revenue 4095 Sideroad 25	6,872.00	9,710.00	12,000.00
403100 · Rental Revenue 4093 Sideroad 25	5,000.00	9,000.00	12,000.00
Total 402999 · Rental Income	11,872.00	18,710.00	24,000.00
403999 · Farm & Forestry Revenue			
404000 · Field Rental Income	2,500.00	5,000.00	6,600.00
461250 · Farm Produce internal	4,761.25	10,000.00	20,000.00
Total 403999 · Farm & Forestry Revenue	7,261.25	15,000.00	26,600.00
405999 · Donations & Grants			
406000 · Gifts/Donations	21,280.75	81,000.00	35,000.00
465500 · Grants	38,000.00	0.00	60,000.00
491097 · Donations - Wellness Fund	4,035.00	0.00	2,000.00
Total 405999 · Donations & Grants	63,315.75	81,000.00	97,000.00
450000 · Accommodation Rental Income			
452000 · Upper Conference Hall	19,980.93	14,885.00	30,000.00
452100 · Lower Conference Hall	13,879.62	8,480.00	20,000.00
452500 · The Pines	73,493.22	82,460.00	90,000.00
452700 · Hermitage	10,643.93	9,352.00	13,000.00
453000 · St. Matthew	26,836.50	32,810.00	55,000.00
454000 · St. Mark	30,879.97	26,252.00	55,000.00
455000 · St. Luke	96,607.25	98,267.00	165,000.00
456000 · Robert Yeats	11,919.75	13,412.00	17,000.00
457000 · Prophet	0.00	0.00	12,000.00
457500 · Prodigal	10,878.25	13,400.00	12,000.00
458000 · Shepherd	11,520.00	27,110.00	20,000.00
459500 · House of Ruth	13,600.00	6,500.00	20,000.00
459000 · Dove	16,586.88	24,300.00	48,000.00
461500 · Picnic Shelter	391.75	800.00	12,500.00
Total 450000 · Accommodation Income	337,218.05	358,028.00	569,500.00
463001 · Meals & Catering Income			
463000 · Guest Meals (Maclean and Retreat)	169,810.69	138,700.00	267,000.00
463500 · Event Meals (onsite)	0.00	0.00	25,000.00
463400 · Catering Income (off site)	29,237.19	25,000.00	15,000.00
Total 463001 · Meals & Catering Income	199,047.88	163,700.00	307,000.00
464999 · Additional Income			
405000 · HST Compensation	24,320.36	20,000.00	18,000.00
461000 · Grounds Day Use	3,601.12	3,000.00	4,000.00
465000 · Miscellaneous Income	3,686.87	0.00	2,000.00

Crieff Hills Retreat Centre Draft Budget 2023

	<u>Jan - Oct 22</u>	<u>Budget 2022</u>	<u>Draft Budget 2023</u>
465100 · Office/Equipment Use	1,231.64	50.00	1,500.00
466050 · Deposits Retained	5,068.60	0.00	2,500.00
Total 464999 · Additional Income	37,908.59	23,050.00	28,000.00
465200 · Specialty Items - sales	8,635.13	12,000.00	22,000.00
465999 · Program Income			
466000 - Overnight Retreats	9,639.87	50,000.00	33,000.00
466008 - Film Revenue	0.00	5,000.00	0.00
466009 · Day Program Revenue	4,123.19	8,000.00	4,500.00
466010 - Weddings	4,841.95	10,000.00	5,000.00
Total 465999 · Program Income	18,605.01	73,000.00	42,500.00
Total Income	683,863.66	744,488.00	1,116,600.00
Cost of Goods Sold			
50000 · Cost of Goods Sold	2,320.76	3,000.00	3,000.00
Total COGS	2,320.76	3,000.00	3,000.00
Gross Profit	681,542.90	741,488.00	1,113,600.00
Expense			
529000 · Rental Home Expenses			
525000 · Maintenance - 4095 McTavish	0.00	750.00	1,550.00
526000 · Maintenance - 4093 Gartland	3,975.80	950.00	1,050.00
526500 · Propane - 4093/4095	796.49	0.00	500.00
526550 · Hydro - 4093/4095	478.69	0.00	500.00
527000 · Property Tax - Rentals	5,335.98	6,000.00	6,000.00
Total 529000 · Rental Home Expenses	10,586.96	7,700.00	9,600.00
539999 · Personnel			
Total 539999 · Personnel	415,920.59	530,507.00	642,000.00
578502 - Summer Student (Gross)	44,400.00	17,840.00	29,600.00
540999 · Office & Admin Expenses			
541811 · Insurance - D&O	1,328.29	1,700.00	1,700.00
542000 · Office/Telephone	4,063.77	5,000.00	4,800.00
542200 · Internet	2,409.50	5,000.00	5,000.00
542500 · Office Supplies	2,766.07	2,500.00	3,500.00
548500 · Visa and Debit Charges	6,898.32	4,810.00	3,000.00
549000 · Bank Charges	1,980.09	2,500.00	3,000.00
550100 · Office/Computer Maint	1,027.93	2,000.00	1,500.00
550150 · Software Subscriptions	4,631.26	4,500.00	8,500.00
550855 · Health & Safety Expenses	396.60	250.00	300.00
587116 · Interest/Canada Helps Expense	56.90	300.00	75.00
Total 540999 · Office & Admin Expenses	25,558.73	28,560.00	31,375.00
544999 · Maintenance - Buildings			

Crieff Hills Retreat Centre Draft Budget 2023

	<u>Jan - Oct 22</u>	<u>Budget 2022</u>	<u>Draft Budget 2023</u>
528000 · Maintenance - House of Ruth	533.12	500.00	650.00
528550 · Maintenance - All Buildings	4,540.11	11,250.00	12,000.00
528560 · Renovations - Dove	5,000.91	5,000.00	0.00
Total 544999 · Maintenance - Buildings	10,074.14	16,750.00	12,650.00
554999 · General Property Mtc.			
541800 · Municipal Taxes	3,591.90	3,600.00	3,800.00
541810 · Property Insurance	25,709.11	35,000.00	32,500.00
560500 · Gasoline & Diesel	3,522.33	2,400.00	6,000.00
561000 · Hydro	43,134.60	60,000.00	60,000.00
561010 · Propane	9,109.60	15,000.00	15,000.00
561020 · Oil	2,795.29	6,000.00	3,000.00
561500 · Vehicle/Mach. Insurance	1,013.15	2,500.00	1,450.00
516550 · Vehicle/Machine Maintenance	1,357.80	5,000.00	2,500.00
562000 · Property Repairs & Mat.	6,607.95	7,500.00	14,150.00
562020 · Pest Control	1,618.33	1,500.00	0.00
562030 · Landscaping & Grounds	5,333.12	7,000.00	2,500.00
562040 · Waste Disposal	1,518.38	2,500.00	2,500.00
562500 · Farm Expenses	6,920.90	3,000.00	7,000.00
Total 554999 · General Property Mtc.	112,232.46	151,000.00	150,400.00
563999 · Program Expenses			
564800 · Event Program Expense	7,642.88	12,000.00	6,000.00
564807 · Program Expense - Intentional C	233.75	0.00	500.00
Total 563999 · Program Expenses	7,876.63	12,000.00	6,500.00
564999 · Kitchen Expenses			
565000 · Food Cost	57,918.09	79,650.00	139,000.00
565002 · Food Cost - Internal	0.00	0.00	20,000.00
565005 · Maclean Hall Propane	9,450.10	6,500.00	12,000.00
565010 · Kitchen Supplies - Misc.	9,790.81	4,000.00	8,000.00
565015 · Event Catering	4,771.03	2,000.00	7,000.00
565020 · Dishwasher Expenses	1,029.10	1,250.00	1,300.00
565025 · Kitchen Equipment	0.00	0.00	0.00
565200 · Kitchen R&M	2,195.92	1,500.00	1,000.00
Total 564999 · Kitchen Expenses	85,155.05	94,900.00	188,300.00
565099 · Housekeeping Expenses			
565100 · Housekeeping Supplies	2,555.95	3,500.00	3,000.00
565500 · Linen Service	6,838.77	0.00	10,000.00
565555 · Contractor Cleaning	9,186.12	12,000.00	0.00
Total 565099 · Housekeeping Expenses	18,580.84	15,500.00	13,000.00
565999 · Professional Fees			
544000 · Accounting Review	0.00	4,000.00	9,000.00

**Crieff Hills Retreat Centre
Draft Budget 2023**

	<u>Jan - Oct 22</u>	<u>Budget 2022</u>	<u>Draft Budget 2023</u>
566500 · Publicity	1,579.29	1,000.00	1,500.00
570500 · Legal & Prof. Fees	0.00	0.00	0.00
Total 565999 · Professional Fees	1,579.29	5,000.00	10,500.00
574999 · Payroll & Benefits			
570200 · Directors Study Leave Expense	162.71	0.00	600.00
573000 · Worker's Safety Insurance	4,405.83	10,500.00	9,630.00
576000 · Health & Dental Expenses	24,450.48	37,000.00	25,000.00
576500 · Church Pension Expense	24,054.58	35,000.00	38,000.00
66000 · Payroll Expenses	37,750.43	35,000.00	53,500.00
Total 574999 · Payroll & Benefits	90,824.03	117,500.00	126,730.00
579999 · Miscellaneous Expenses			
537000 · Loss (Gain) on sale of assets	0.00	0.00	0.00
541700 · Board Travel/Expenses	97.87	4,000.00	200.00
5471750 · Staff Appreciation Expenses	0.00	0.00	600.00
562100 · Forestry Expense	0.00	0.00	1,000.00
578503 · Grants - Expense	0.00	0.00	0.00
Total 579999 · Miscellaneous Expenses	97.87	4,000.00	1,800.00
Total Expense	822,886.59	1,001,257.00	1,222,455.00
Net Ordinary Income	(141,343.69)	(259,769.00)	(108,855.00)
Other Income/Expense			
Other Income			
465600 · Summer Student Grant Income	33,305.00	14,272.00	24,000.00
480000 · Maint Reserve Fund Rev.			
481000 · Maclean Estate Invest Rev	58,000.00	72,000.00	72,000.00
481100 · Other Invest Revenue	824.85	0.00	800.00
Total 480000 · Maint Reserve Fund Rev.	58,824.85	72,000.00	72,800.00
Total Other Income	92,129.85	86,272.00	96,800.00
Net Other Income	92,129.85	86,272.00	96,800.00
Net Income	(49,213.84)	(173,497.00)	(12,055.00)

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*****

(a/o Crieff Hills Retreat Centre)

FINANCIAL STATEMENTS

December 31, 2022

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*****

(a/o Crieff Hills Retreat Centre)

FINANCIAL STATEMENTS

December 31, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Directors of:
CRIEFF HILLS COMMUNITY - ***DRAFT - June 16, 2023***

Qualified Opinion

We have audited the financial statements of CRIEFF HILLS COMMUNITY - ***DRAFT - June 16, 2023*** ("the Centre"), which comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenditures, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of CRIEFF HILLS COMMUNITY - ***DRAFT - June 16, 2023*** as at December 31, 2022, 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.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Centre derives revenue from cash transactions the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of revenue was limited to the amounts recorded in the records of the Centre. Therefore, we were not able to determine whether any adjustments might be necessary to revenue, excess (deficiency) of revenue over expenditures, and cash flows from operations for the year ended December 31, 2022, current assets as at December 31, 2022, and fund balances as at January 1 and December 31, 2022. Our audit opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Other Matters - Comparative Information

The comparative figures were not subject to an audit.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management and directors are responsible for the preparation and fair presentation of the 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.

In preparing these financial statements, management is responsible for assessing the Centre's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Centre or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Centre's financial reporting process.

INDEPENDENT AUDITOR'S REPORT (cont'd)

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Centre's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Centre to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Donations by their nature are not susceptible to complete audit verification. Accordingly, our verification of receipts from these sources was limited to a comparison of recorded receipts with bank deposits.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Milton, Ontario,
DATE.

Chartered Professional Accountants
Licensed Public Accountants

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****STATEMENT OF FINANCIAL POSITION**

December 31	Operating Funds	McTavish Fund	2022	Unaudited 2021
ASSETS				
CURRENT				
Cash and cash equivalents	\$398,271	\$20,428	\$418,699	\$379,570
Accounts receivable	5,696	-	5,696	10,870
Inventory	2,542	-	2,542	3,139
Prepaid expenses and deposits	3,009	-	3,009	2,224
	<u>409,518</u>	<u>20,428</u>	<u>429,946</u>	<u>395,803</u>
PORTFOLIO INVESTMENTS <i>(notes 2 and 3)</i>	2,160,314	-	2,160,314	2,731,884
PROPERTY AND EQUIPMENT <i>(notes 2 and 4)</i>	<u>1,015,778</u>	<u>-</u>	<u>1,015,778</u>	<u>926,000</u>
	\$3,585,610	\$20,428	\$3,606,038	\$4,053,687
LIABILITIES				
CURRENT				
Accounts payable and accrued liabilities	\$64,191	\$-	\$64,191	\$38,151
Deferred revenue <i>(note 6)</i>	131,351	-	131,351	113,684
Promissory note payable <i>(note 5)</i>	10,000	-	10,000	-
Bank loan payable <i>(note 7)</i>	-	-	-	44,444
	<u>205,542</u>	<u>-</u>	<u>205,542</u>	<u>196,279</u>
PROMISSORY NOTE PAYABLE <i>(note 5)</i>	<u>40,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>
	<u>245,542</u>	<u>-</u>	<u>245,542</u>	<u>246,279</u>
FUND BALANCES <i>(note 2)</i>	<u>3,340,068</u>	<u>20,428</u>	<u>3,360,496</u>	<u>3,807,408</u>
	\$3,585,610	\$20,428	\$3,606,038	\$4,053,687

Approved by the Assembly Council: _____
 (Convenor)

 (Treasurer)

See accompanying notes on pages 7 to 12.

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****STATEMENT OF CHANGES IN FUND BALANCES**

For the Year Ended December 31	Operating Funds	McTavish Fund	2022	Unaudited 2021
BALANCE, beginning of year	\$3,786,980	\$20,428	\$3,807,408	\$3,646,536
Excess (Deficiency) of revenue over expenditures, for the year	(446,912)	-	(446,912)	160,872
BALANCE, end of year	\$3,340,068	\$20,428	\$3,360,496	\$3,807,408

See accompanying notes on pages 7 to 12.

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****STATEMENT OF REVENUE AND EXPENDITURES**

For the Year Ended December 31	Operating Funds	McTavish Fund	2022	Unaudited 2021
REVENUE				
Revenue from Conference Centre	\$709,425	\$-	\$709,425	\$224,595
Investment income (loss) <i>(notes 2 and 3)</i>	(9,941)	-	(9,941)	143,617
Unrealized portfolio gains (losses) <i>(notes 2 and 3)</i>	(395,186)	-	(395,186)	147,733
Rent	18,422	-	18,422	24,044
Gifts and donations	269,990	-	269,990	309,729
Government sales taxes retained <i>(note)</i>	35,088	-	35,088	10,937
	627,798	-	627,798	860,655
OTHER INCOME				
Gain on sale of assets	-	-	-	1,000
	627,798	-	627,798	861,655
EXPENDITURES				
Operating expenses				
Salaries	545,256	-	545,256	348,150
Salaries and other subsidies <i>(note 7)</i>	(20,000)	-	(20,000)	(110,783)
Program	137,184	-	137,184	52,940
Utilities	69,965	-	69,965	48,366
Employee benefits	113,975	-	113,975	79,231
Maintenance	38,295	-	38,295	25,675
Taxes	8,928	-	8,928	8,750
Insurance	33,406	-	33,406	33,206
Laundry	9,632	-	9,632	-
	936,641	-	936,641	485,535
General	56,453	-	56,453	130,245
Director's expenses	2,116	-	2,116	1,662
Professional fees	6,236	-	6,236	18,378
	1,001,446	-	1,001,446	635,820
Excess (Deficiency) of revenue over expenditures before amortization	(373,648)	-	(373,648)	225,835
Amortization	73,264	-	73,264	64,963
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES, for the year	\$(446,912)	\$-	\$(446,912)	\$160,872

See accompanying notes on pages 7 to 12.

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****STATEMENT OF CASH FLOWS**

For the Year Ended December 31	2022	Unaudited 2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess (Deficiency) of revenue over expenditures, for the year		
Operating fund	\$ (446,912)	\$ 160,872
Items not involving cash		
Amortization of property and equipment	73,264	64,963
Gain on sale of assets	-	(1,000)
Unrealized loss (gain) on portfolio investments <i>(note 3)</i>	395,186	(147,733)
	21,538	77,102
Net change in non-cash working capital balances		
Accounts receivable	5,175	(209)
Inventory	597	(1,773)
Prepaid expenses and deposits	(785)	1,107
Accounts payable and accrued liabilities	26,040	1,992
Deferred revenue	17,667	33,436
	70,232	111,655
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisition of property and equipment	(163,042)	(50,316)
Proceeds on disposal of assets	-	1,000
Excess (Deficiency) of portfolio distributions to earnings <i>(note 3)</i>	80,766	(95,617)
Portfolio distributions from prior year's deficiency <i>(note 3)</i>	95,617	65,285
	13,341	(79,648)
CASH FLOWS FROM FINANCING ACTIVITIES		
Bank loan - Canada Emergency Business Account <i>(note 7)</i>	(44,444)	(15,556)
NET INCREASE IN CASH , for the year	39,129	16,451
CASH , beginning of year	379,570	363,119
CASH , end of year	\$ 418,699	\$ 379,570

See accompanying notes on pages 7 to 12.

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022**

1. REPORTING ENTITY AND PURPOSE

The Crieff Hills Community (the Centre) is a registered charitable organization and is exempt from income tax under section 149 of the Income Tax Act. Its Registered Charitable Number is 10699 3272 RR0001.

The purpose of the Centre is to proclaim the love and good news of Jesus Christ through the operation of the Crieff Hills Community

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements are prepared in accordance with Canadian generally accepted accounting principles, incorporating the standards for not-for-profit organizations issued by Chartered Professional Accountants of Canada (CPA Canada).

a) Fund accounting

The Centre follows the restricted fund method of accounting for contributions in accordance with the CPA Canada Handbook standards referred to above and are presented in the following funds:

Operating Fund - is the fund used for day-to-day operations and may include amounts held pending transfer to another fund.

McTavish Fund - is a fund that holds donated estate money. Named after the benefactor, this fund is restricted to expenditures approved by the Centre's Board of Directors.

b) Revenue recognition

For the retreat centre, revenues are recognized on completion of the retreat activities and collection of the relevant receivable is probable, persuasive evidence of an arrangement exists and the sales price is fixed or determinable.

Gifts and donations are recognized as revenue when received or receivable. Revenue from unrestricted gifts and donations is recognized when cash is received.

Investment income is recognized evenly over the period in which it is earned.

All other revenue and expenses are recorded on the accrual basis, whereby they are reflected in the accounts in the year which they have been earned and incurred, respectively, whether such transactions have been settled by receipt or payment of money.

c) Cash and cash equivalents

The Centre's policy is to disclose bank balances, and cashable investments that mature in 90 days or less, under cash and cash equivalents.

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022****2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued****d) Portfolio investments****Share of consolidated portfolio of The Presbyterian Church in Canada**

The Centre's proportionate share of the investment portfolio of The Presbyterian Church in Canada is valued at market. Consistent with the reporting policy of The Presbyterian Church in Canada the net change in unrealized market value of investments is included in the determination of the excess of revenue over expenses in the Operating Fund.

e) Inventory

The inventory consists of resale materials and are valued at the lower of cost and net realizable value. Net realizable value is the estimated selling price less estimated costs to sell the inventory item in the ordinary course of business. Cost is determined on a first-in, first-out basis.

f) Property and equipment

For purchased property and equipment, they are recorded at cost. Donated property and equipment are recorded at estimated fair market value, as determined by management at the date of donation. Property and equipment are not amortized until they are put into use by the Centre. Amortization is provided on a straight-line basis as follows:

Buildings	3%
Signs	20%
Septic and water system	3%
Furniture and equipment	10%
Vehicles	30%

The above rates are reviewed annually to ensure still appropriate. Any changes are adjusted for on a prospective basis.

If there is an indication that the property and equipment assets may be impaired an impairment test is performed that compares carrying amount to net recoverable amount - which is normally determined by estimating the sales less direct costs on a non-discounted basis over the remaining life of the asset. There were no impairment indicators in 2022.

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022**

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**g) Financial instruments - recognition and measurement**

Financial instruments consist of financial assets and liabilities, which are initially measured at fair value. Financial assets and liabilities are recognized in the statement of financial position when the Centre has become party to the contractual provision of the instruments.

The Centre subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the period incurred.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost included accounts payable and accrued liabilities.

Impairment

Financial assets measured at cost or amortized cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the excess revenues over expenses.

h) Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires the Centre's directors and management to make estimates and assumptions that affect the reported amount of assets, liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant items subject to estimates and assumptions include valuation of accounts receivable, inventory valuation, accrued liabilities and the estimated useful life of property and equipment. Actual results may differ from those estimates.

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022****3. SHARE OF CONSOLIDATED PORTFOLIO OF THE PRESBYTERIAN CHURCH IN CANADA**

As part of the bequest from the J.B.MacLean Bequest Fund, the Centre has invested capital in the consolidated portfolio of the Presbyterian Church in Canada, and shares in the investment income, both realized and unrealized, based on the proportion of the amount invested by the Centre to the total amount invested in the consolidated portfolio. The portfolio investments and investment income transactions are as follows:

	2022	Unaudited 2021
Share of consolidated portfolio, capital account	<u>\$ 2,160,314</u>	<u>\$ 2,731,884</u>
Investment income	\$ (9,941)	\$ 143,617
Less, other investment income earned by the operating fund	<u>(825)</u>	<u>-</u>
Share of income earned in the portfolio	<u>(10,766)</u>	<u>143,617</u>
Distributions out of the portfolio	<u>(70,000)</u>	<u>(48,000)</u>
Under-paid (over-paid) income account	<u>\$ (80,766)</u>	<u>\$ 95,617</u>
Unrealized gain (loss) in value of investments	<u>\$ (395,186)</u>	<u>\$ 147,733</u>

4. PROPERTY AND EQUIPMENT

	2022			Unaudited 2021
	<u>Cost</u>	<u>Accumulated Depreciation</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Land	\$ 20,256	\$ -	\$ 20,256	\$ 20,256
Buildings	2,365,201	1,622,191	743,010	735,999
Signs	9,670	1,734	7,936	6,405
Septic and water system	129,025	31,506	97,519	101,390
Furniture and equipment	468,693	347,948	120,745	39,362
Vehicles	<u>90,835</u>	<u>64,523</u>	<u>26,312</u>	<u>22,588</u>
	<u>\$ 3,083,680</u>	<u>\$ 2,067,902</u>	<u>\$ 1,015,778</u>	<u>\$ 926,000</u>

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022****5. PROMISSORY NOTE PAYABLE**Promissory Note - The Presbyterian Church in Canada

This promissory note is non-interest bearing, and with no principal repayments until December 31, 2022. Commencing January 1, 2023 payments will be made at the end of each calendar quarter comprising principal of \$2,500 plus interest at the rate to be determined at the beginning of of the calendar year based on Prime + 2%. The first payment will be due March 31, 2023. The note is due no later than December 31, 2028.

The intended principal repayment schedule for the next five year is as follows:

2023	\$	10,000
2024		10,000
2025		10,000
2026		10,000
2027		<u>10,000</u>
	\$	<u>50,000</u>

6. DEFERRED REVENUE

Deferred revenue comprises amounts received as deposits for Centre's retreat activities occurring after the year end.

7. PANDEMIC AND GOVERNMENT SUPPORT PROGRAMS

The Canadian government has implemented support programs for charities with the intent to reduce the impact of revenue declines due to the coronavirus outbreak (COVID-19) pandemic. Management has determined that the Centre has qualified for the Canada Emergency Wage Subsidy - a wage subsidy provided to employers that experienced a legislated minimum revenue decline and continued to compensate their employees; and the Canada Emergency Business Account - a loan from the Centre's financial institution for \$60,000 that is non-interest bearing until December 31, 2023 and to which a grant may be allowed of up to \$20,000 provided the loan proceeds are used for qualified expenditures and the loan is repaid before December 31, 2023.

For the current fiscal year the Centre recognized government subsidies in the amount of \$20,000 relative to the Canadian Emergency Business Account (2021 - \$110,783 relative to the Canadian Emergency Wage Subsidy).

CRIEFF HILLS COMMUNITY - *DRAFT - JUNE 16, 2023*******(a/o Crieff Hills Retreat Centre)****NOTES TO THE FINANCIAL STATEMENTS
December 31, 2022**

8. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT**Credit risk**

Credit risk is the potential for financial loss should a counter-party in a transaction fail to meet its obligations. The Centre places its operating and reserve cash and investments with high quality institutions and organizations and believes its exposure is not significant. The Centre's credit risk from receivables is also not significant given they retain healthy sized deposits at the time of customers booking reservations in order to recoup losses of "no-shows" and failure to pay in full at end of reserved time.

Liquidity risk

Liquidity risk is the risk that the corporation will not be able to meet its obligation as they become due. The Centre manages this risk by establishing budgets and funding plans and by monitoring the Centre's operations and, as necessary, being prepared to trim expenses where possible.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of market prices. Market risk comprises three types of risk, being currency risk, interest rate risk and other price risk.

Interest Rate Risk

Interest rate risk is the risk of potential financial loss caused by fluctuations in fair value of future cash flow of financial instruments due to changes in market interest rates. The Centre is exposed to this risk through its portfolio investments, its investment certificates and its short term loan. The Centre manages this risk through the retention of qualified investment advisors and investing in fixed-rate securities of short to medium term maturity with the intention to hold the securities to maturity.

Currency Risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Centre has no foreign currency transactions and thus is not exposed to currency risk.

Other Price Risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices, whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Centre is exposed to other price risk on certain of its portfolio investments as detailed in note 3 above.

9. COMPARATIVE FINANCIAL INFORMATION

The comparative information is unaudited. During the year, it was determined that funds previously recorded as restricted by the board were, in fact, unrestricted. As a result, the opening balance of the operating fund increased by \$203,056.

Grant Application Form

Please review the [Grant Application Policy](https://puslinch.ca/wp-content/uploads/2023/03/Grant-Application-Policy.pdf) <<https://puslinch.ca/wp-content/uploads/2023/03/Grant-Application-Policy.pdf>> prior to submission. [Download the printable PDF form](https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Form.pdf) <<https://puslinch.ca/wp-content/uploads/2019/09/Grant-Application-Form.pdf>>.

Applicant Information

Organization Name *

Ellis Chapel

Contact Name and Position *

Barbara Hagey Chair

Organization Mailing Address *

Ellis Chapel

Address Line 1

6705 Ellis Road

Address Line 2

Puslinch

Ontario

City

Province

N0B 2J0

Postal Code

Website

<https://ellischapel.ca>

Telephone Number *

[REDACTED]

With extension (if applicable)

Email Address *

[REDACTED]

Questionnaire

Grant Amount Applied For *

\$500.00

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

RECEIVED

AUG 30 2023

Township of Puslinch

The goal is to keep the Ellis Chapel open and keep the building and grounds well maintained. We would like to continue with nondenominational services. The community likes these services. A large part of our service is music. Live music is provided by local musicians as part of the church service. Special concerts have also been held. The objective would be to continue this. Another goal is to continue to be available to rent the church for weddings, celebrations of life, funerals baptisms, renewal of vows. Before covid we had 30 weddings booked for the year. However this year we have 4 weddings booked.

614 of 1000 max characters.

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

The money from this grant will mainly be used to pay for upkeep of the grounds. Since the lawnmower was stolen last year. The lawnmower has not been replaced. The lock has been cut off twice since the mower was taken. Possibly the thief was looking to see if they could steal the replacement mower. We have hired a lawn care service. And this year we have used this service every week because the grass is growing with all the rain this year. The grounds need to be kept mowed, the Chapel is visible from Ellis road as well as the service centre. This reflects on the township of Puslinch.

589 of 1000 max characters.

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. *

If the township approves funding it would enable us continue to operate. We would be able to stay open and provide musical venues and church services. We would also be able provide a country setting in a historic Chapel that could be rented out for Weddings, Christenings, funerals. The Church is the only church that is connected to the 401 between Windsor and Montreal. It provides a quiet spot for travellers to enjoy the Chapel and the grounds. They're are 16 to 20 people buried on the property, mostly children who died from childhood diseases like cholera, diphtheria, scarlet fever, small pox typhoid fever. The cairn with the gravestones has to be maintained.

670 of 1000 max characters.

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

If we are not successful we may have to think of fund raising events or other ways to bring in revenue to ensure that this beautiful stone building and cairn on the property remain steadfast. As well as the storage shed. Honouring the the pioneers that built the Chapel with their own hands in 1861. Honouring the people that restored the Chapel. One of these people was a grandson of the first pioneer child born in Puslinch Lake section. The people that come to the church regularly are older and the number of people coming is declining. As a group we are searching for ways to generate revenue. The church is only open in the spring/summer because there is no heat. We would like to keep the Chapel and grounds something for Puslinch to be proud of.

759 of 1000 max characters.

Choose one category of funds requested



Category 1: Donation (funds requested – less than \$500)



Category 2: Sponsor or contributor (funds requested – \$500 to \$3000)



Category 3: Project funder (funds requested – greater than \$3000)

Please provide a copy of the most current budget *

Choose File no file selected

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

Please provide a copy of the most current financial statements ~

Choose File no file selected

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

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

Choose File no file selected

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

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

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

Choose File no file selected

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

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

Choose File no file selected

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

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

Choose File no file selected

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

Please check if applicable:

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

Terms and Conditions

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

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

Dated This Day *

08/29/2023

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

Barbara Hagey, Chair

Signature of Applicant on behalf of Organization *



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

Signature of Applicant on behalf of Organization

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

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

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

Submit

Documents on this Page

Grant Application Policy (PDF)



[Download \(107.7 KB\)](#)

<https://puslinch.ca/wp-content/uploads/2023/03/Grant-Application-Policy.pdf>

Ellis Community Pioneer Chapel**Financial Report****March 31, 2023****Cash on Hand December 31, 2022** **\$ 2 421.28****From Jan. 1, 2023 to March 31, 2023****Income:** **\$ 830.00****Expenses:** **\$ (192.19)****Cash on hand March 31, 2023** **\$ 3 059.09****Investments****\$ 2 000.00** Maturity date July 20, 2023 @ 3%. (GIC)**\$ 6 000.00** Maturity date October 5, 2023 @ 4%. (GIC)**\$ 8 000.00** Maturity date Aug. 14, 2024 Interest compounded at 4.4% for 3 years. (GIC)**\$13 004.67** Maturity date July 18, 2025. Interest compounded at 3%- 4.75 for 3 years. This investment is cashable only on the anniversary date each year.**Respectfully submitted****Sheila Fletcher
Assistant Treasurer
Ellis Pioneer Chapel**

Ellis Community Pioneer Chapel
Profit & Loss
 January through December 2022

Cash Basis

	Jan - Dec 22
Income	
Donations Income	
General Fund	2,525.50
Mite Box Donations	162.20
Total Donations Income	2,687.70
Memorial Donations	2,988.00
Miscellaneous Income	2,948.05
Wedding Income	3,700.00
Total Income	12,323.75
Gross Profit	12,323.75
Expense	
Bank Service Charges	327.00
Building	
Church Maintenance	25.00
Total Building	25.00
Gardens	
Gardening Equipment	39.54
Gardens - Other	107.68
Total Gardens	147.22
Hydro	542.48
Insurance	1,873.80
Lawn care	1,015.64
Other Expenses	800.00
Summer Custodian	1,145.00
Total Expense	5,876.14
Net Income	6,447.61

Insurance
 Halvick Repair
 1853.20
 Rescue Junction
 1094.55

Hilary

- Jack

- Rescue Junction

Respectfully submitted

Treasurer



TOWNSHIP OF
PUSLINCH
EST. 1858

Township of Puslinch Grant Application Form

Please review the Grant Application Policy prior to submission

Applicant information

Organization name *

Friends of Mill Creek (FOMC)

Contact name and position *

Ron Van Ooteghem

Organization mailing address *

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

Website

friendsofmillicreek.org

Telephone Number *

[REDACTED]

Ext.

[REDACTED]

Email Address *

[REDACTED]

Questionnaire

Grant amount applied for *

\$3,000

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

Our mission is to develop, promote, and implement projects in the watershed that maintain and enhance Mill Creek as a cold water stream. This is done primarily through the FOMC Stewardship Ranger Program that has been on-going since 2003. This grant, in part, will provide funding to ensure that the Ranger Program can continue successfully in 2024.

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

The Mill Creek Ranger crew is an environmental stewardship work team typically comprised of four local grade-11 and 12 students and a crew leader. In-stream projects are completed over a period of 8 weeks during July and August under the direction of the FOMC technical committee and the GRCA. As part of the workplan, restoration was completed in and around Mill Creek as identified by the committee and notably near the Puslinch Community Center and in the Aberfoyle Creek tributary.

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

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

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

The FOMC is very proud of what the Ranger Program has achieved. Without on-going funding from the Township of Puslinch and other community partners, continuation of the Ranger Program, and the benefits of this work to Mill Creek, would be at risk. There has been a significant amount of work completed in the creek by the hard working ranger crews over the past 19 years. A lot of work still needs to be done. Also, the opportunity for the Ranger Program to develop future environmental leaders by providing valuable hands-on skills and education would be equally at risk.

Choose one category of funds requested *

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

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

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

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

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

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

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

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

Please check if applicable:

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

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

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

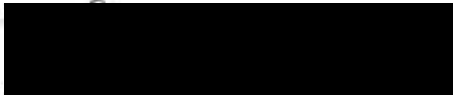
I/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum.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

Dated this day: *

August 21, 2023

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

Don McKay, President



Signature of Applicant on Behalf of Organization *

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

Ron Van Ooteghem, Treasurer



Signature of Applicant on behalf of Organization

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

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

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

Thank You

MILL CREEK RANGERS PROGRAM FUND

Statement of Operations

For the twelve months ending 31 December 2022 with comparative figures for 2018 and 2019

	2018	2019	2022	2023
	Actual	Actual	Actual	Budget
	\$	\$	\$	\$
Revenue				
Grants (Gov't)				
City of Cambridge	1,200.00	1,000.00	0.00	0.00
Township of Puslinch	1,250.00	1,250.00	3,000.00	3,000.00
Wellington County	500.00	500.00	0.00	0.00
Dept. of Fisheries and Oceans (Fed.)	12,232.24	9,613.00	0.00	0.00
Donations	18,553.50	17,700.00	15,300.00	20,000.00
Total revenue	33,735.74	30,063.00	18,300.00	23,000.00
Expenditures				
Salaries & benefits - Crew Leader/ Rangers	23,776.22	24,770.54	27,568.38	28,000.00
H & S Equipment	407.80	350.88	500.00	500.00
Equipment & materials - Ranger Crew	1,375.72	1,413.20	1,500.00	1,500.00
Vehicle rental - Crew Leader/ Rangers	3,089.90	0.00	0.00	0.00
Donor plaques	0.00	252.77	0.00	250.00
Website Maintenance & Account Fees	0.00	4.95	0.00	300.00
Liability Insurance	1,244.16	1,242.00	758.16	1,000.00
GRC Foundation Admin. Fees (- Interest)	0.00	500.00	500.00	500.00
Puslinch Community Center Room Rental	121.16	133.03	30.88	150.00
Ranger Crew Appreciation Event	0.00	143.48	0.00	150.00
Total expenditures	30,014.96	28,610.85	30,857.42	32,350.00
Net income (loss) from operations	3,720.78	1,252.15	-12,557.42	-9,350.00

Note:

There was no FOMC Ranger crew activity in 2020 and 2021 due to Covid-19
FOMC Ranger crew activity resumed in 2022.

MILL CREEK RANGERS PROGRAM FUND
Statement of Financial Position

the twelve months ending 31 December 2022 with comparative figures for full year 2018, 2019, 2020 and 2021

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual
	\$	\$	\$	\$	\$
Assets					
Restricted funds held in Trust	50,052.83	51,304.98	63,331.42	66,922.81	55,154.43
Total assets	50,052.83	51,304.98	63,331.42	66,922.81	55,154.43
Liabilities & reserve balances					
Mill Creek Ranger reserve fund	45,332.05	50,052.83	51,304.98	63,331.42	66,922.81
Accumulated net revenue	3,720.78	1,252.15	12,026.44	3,591.39	-11,768.38
Total liabilities & reserve balances	50,052.83	51,304.98	63,331.42	66,922.81	55,154.43



Township of Puslinch Grant Application Form

Please review the Grant Application Policy prior to submission

RECEIVED

AUG 18 2023

Township of Puslinch

Applicant information

Organization name *

Optimist Club of Puslinch

Contact name and position *

Gregg Allan. President

Organization mailing address *

7404 Wellington County Road 34 PUSLINCH On N0B2J0

Website

Telephone Number *

Ext.

Email Address *

Questionnaire

Grant amount applied for *

\$3000

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

Founded in 1976, the Optimist Club of Puslinch is dedicated to serving the local community through various service and fundraising projects. The purpose of our Club is to develop and encourage an 'Optimistic' philosophy of life for our members by aiding and encouraging the youth of our community. This club's membership reflects the diversity of our community: ranging from six original charter members to a variety of current members including local business owners, commuters, retirees, young parents and new community residents.

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

Canada Day Celebrations

To celebrate our country's birthday on July 1st, the Optimist Club hosts a country breakfast (bacon, eggs, pancakes with locally sourced maple syrup). During the day we create a kids play area at the Community Centre complete with bouncy castles and games. At dusk we treat the community to a fireworks show. All aspects of Canada Day are free of charge.

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

The grant will allow the Optimist Club of Puslinch to continue with a very important Community event - Canada Day Celebrations . With increasing costs for all aspects of these events the grant will be used to supplement our fund raising activities that will allow the Community to enjoy the events that have become "Traditions" in our Township.

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

Without receiving a Township grant, the Optimist Club may be forced to make difficult decisions to scale back portions of the events which will no doubt disappoint the Community and the Optimists.

Choose one category of funds requested *

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

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

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

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

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

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

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

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

Please check if applicable:

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

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

Terms and Conditions:

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

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

Dated this day: *

August 15 2023

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

Gregg Allan. President

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

Signature of Applicant on behalf of Organization *



Signature of Applicant on behalf of Organization

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

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

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

Thank You

2:14 PM

03/08/23

Accrual Basis

Optimist Club of Puslinch
Profit & Loss Prev Year Comparison
October 2021 through September 2022

	Oct '21 - Sep 22	Oct '20 - Sep 21	\$ Change	% Change
Income				
4804 - Ukranian Relief Fund	3,375.00	0.00	3,375.00	100.0%
4802 - Joanne Townes Fundraising	0.00	5,000.00	-5,000.00	-100.0%
4010 - Membership Activities		715.00	-715.00	-100.0%
4011 - Membership dues	0.00			
Total 4010 - Membership Activities	0.00	715.00	-715.00	-100.0%
4300 - Fund Raising Activities				
4310 - Fall Classic		1,000.00	-1,000.00	-100.0%
4317 - Other	0.00			
Total 4310 - Fall Classic	0.00	1,000.00	-1,000.00	-100.0%
4370 - Fish Fry		0.00	9,229.00	100.0%
4371 - Ticket sales	9,229.00			
Total 4370 - Fish Fry	9,229.00	0.00	9,229.00	100.0%
4380 - Fireworks	686.55	0.00	686.55	100.0%
4400 - Multi Use Recreational Facility				
4402 - Donations ORC Skating	83.00	0.00	83.00	100.0%
Total 4400 - Multi Use Recreational Facility	83.00	0.00	83.00	100.0%
4435 - Family Day - Community Events	284.00	0.00	284.00	100.0%
4500 - Food Trailer Sales				
4502 - Food Trailer Donations	242.00	0.00	242.00	100.0%
45003 - Aberfoyle Fall Fair	8,952.00	380.00	8,572.00	2,255.8%
Total 4500 - Food Trailer Sales	9,194.00	380.00	8,814.00	2,319.5%
4700 - Donations	5,475.00	1,000.00	4,475.00	447.5%
Total 4300 - Fund Raising Activities	24,951.55	2,380.00	22,571.55	948.4%
43000 - Community Activities				
4075 - Canada Day Breakfast	1,594.45	0.00	1,594.45	100.0%
4490 - Santa Claus Parade	5,937.00	4,561.00	1,376.00	30.2%
Total 43000 - Community Activities	7,531.45	4,561.00	2,970.45	65.1%
49000 - Administrative				
4050 - Interest Income	313.19	421.12	-107.93	-25.6%
Total 49000 - Administrative	313.19	421.12	-107.93	-25.6%
49900 - Uncategorized Income	1,170.00	0.00	1,170.00	100.0%
4999 - Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	37,341.19	13,077.12	24,264.07	185.6%
Gross Profit	37,341.19	13,077.12	24,264.07	185.6%
Expense				
7001 - DEPOSIT for Hall Rental	1,500.00	0.00	1,500.00	100.0%
67592 - Ukrainian Youth Association	4,275.00	0.00	4,275.00	100.0%
67962 - Baseball Sponsorship	750.00	1,000.00	-250.00	-25.0%
6719 - Coldest Night of the Year	0.00	200.00	-200.00	-100.0%
6010 - Membership Activities - Exp		0.00	451.44	100.0%
6013 - New member expenses	451.44			
6015 - Dinner meetings				
6016 - Hall rental	252.01	0.00	252.01	100.0%
Total 6015 - Dinner meetings	252.01	0.00	252.01	100.0%
Total 6010 - Membership Activities - Exp	703.45	0.00	703.45	100.0%
6300 - Fund Raising Activities - Exp				
6380 - Fish Fry				
6381 - Food	3,203.87	0.00	3,203.87	100.0%
6382 - Bar costs	370.00	0.00	370.00	100.0%
6383 - Hall rental & costs	905.22	0.00	905.22	100.0%
6384 - Administrative cost	1,179.67	0.00	1,179.67	100.0%
6385 - Kitchen	150.00	0.00	150.00	100.0%
Total 6380 - Fish Fry	5,808.76	0.00	5,808.76	100.0%
63901 - Fireworks Canada Day				
639011 - COGS	3,097.35	0.00	3,097.35	100.0%
Total 63901 - Fireworks Canada Day	3,097.35	0.00	3,097.35	100.0%
6432 - Family Day - Hockey Tournament	1,157.40	0.00	1,157.40	100.0%
6435 - Family Day - Community Events	222.13	0.00	222.13	100.0%
6800 - Food trailer				
6805 - Maintenance	3,095.83	0.00	3,095.83	100.0%
6806 - Insurance	-1,674.35	0.00	-1,674.35	-100.0%
88003 - Aberfoyle Fall Fair	3,627.53	0.00	3,627.53	100.0%
Total 6800 - Food trailer	5,049.01	0.00	5,049.01	100.0%
Total 6300 - Fund Raising Activities - Exp	15,334.65	0.00	15,334.65	100.0%
6700 - Community Contributions				

2:14 PM
03/08/23
Accrual Basis

Optimist Club of Puslinch
Profit & Loss Prev Year Comparison
October 2021 through September 2022

	Oct '21 - Sep 22	Oct '20 - Sep 21	\$ Change	% Change
67001 · Priority				
6745 · Aberfoyle School	0.00	1,000.00	-1,000.00	-100.0%
6749 · Children's Foundation Guelph	1,000.00	0.00	1,000.00	100.0%
6750 · In Memoriam	500.00	160.13	339.87	212.3%
6751 · Scholarship	2,500.00	2,250.00	250.00	11.1%
Total 67001 · Priority	4,000.00	3,410.13	589.87	17.3%
6717 · Township cleanup	473.19	150.00	323.19	215.5%
67573 · Sunrise Therapeutic Centre	500.00	0.00	500.00	100.0%
Total 6700 · Community Contributions	4,973.19	3,560.13	1,413.06	39.7%
67000 · Community Activities - Exp				
6720 · Bike Rodeo	115.00	0.00	115.00	100.0%
6703 · Remembrance Day	400.00	0.00	400.00	100.0%
6740 · Santa Claus Parade				
6321 · Toys for kids	0.00	1,000.00	-1,000.00	-100.0%
6322 · Candy for Kids	540.33	445.24	95.09	21.4%
6323 · Bands	500.00	300.00	200.00	66.7%
6326 · misc	1,028.41	436.45	591.96	135.6%
Total 6740 · Santa Claus Parade	2,068.74	2,181.69	-112.95	-5.2%
6742 · Canada Day celebrations				
6743 · Canada Day Breakfast	2,167.33	0.00	2,167.33	100.0%
6742 · Canada Day celebrations - Other	2,247.10	0.00	2,247.10	100.0%
Total 6742 · Canada Day celebrations	4,414.43	0.00	4,414.43	100.0%
67050 · All Candidates Night	59.16	0.00	59.16	100.0%
Total 67000 · Community Activities - Exp	7,057.33	2,181.69	4,875.64	223.5%
6960 · Administrative Expenses				
6820 · Bank service charges				
6821 · Bank Service Charges-TD	68.77	4.95	63.82	1,289.3%
Total 6820 · Bank service charges	68.77	4.95	63.82	1,289.3%
6962 · Office supplies	0.00	136.28	-136.28	-100.0%
6963 · Website cost & maintenance	397.20	378.99	18.21	4.8%
6970 · HST ITCs Recoverable in Expense	1,695.31	134.46	1,560.85	1,160.8%
Total 6960 · Administrative Expenses	2,161.28	654.68	1,506.60	230.1%
Total Expense	36,754.90	7,596.50	29,158.40	383.8%
Net Income	586.29	5,480.62	-4,894.33	-89.3%



TOWNSHIP OF
PUSLINCH
EST. 1850

Township of Puslinch

Grant Application Form

Please review the Grant Application Policy prior to submission

Applicant information

Organization name *

Puslinch Minor Soccer Club

Contact name and position *

Janet Lindsay - Administrator

Organization mailing address *

PO Box 27002, 88 Clair Rd E, Guelph, ON N1L0G6

Website

puslichsoccer.com

Telephone Number *

[REDACTED]

Ext.

[REDACTED]

Email Address *

[REDACTED]

Questionnaire

Grant amount applied for *

\$3000

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

Youth Soccer is both a physical outlet and a social environment. Return to full programming saw us achieve our goal of 500+ youth participants and over 100 volunteer coaches and managers for the 2023 Outdoor season. Our goal is to focus funds on Team Equipment Needs so Puslinch Soccer can continue to provide quality programming that enhances not just soccer skills but the player as a whole.

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

Team training equipment are necessary components of our daily program delivery. Replenishment of and additions to our training equipment stock are required as new teams come to fruition, teams move up in divisions and players grow in size.

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. *

Training and medical equipment are a necessary component in the delivery of our youth programming. Medical Kits need to be purchased and replenished regularly as safety and proper care at the field are of utmost importance,

Equipment has a life span of only a couple of years due to daily wear and tear. We look to replace our items on a rotational basis. Supply can sometimes determine how many teams we are able to field and in turn, how many youth players Puslinch Minor Soccer can accommodate.

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

PMSC will strive to continue to provide our services to our over 500 members.

We will review our overall budget and make decisions on minimum requirements necessary and which old equipment can be stretched for another season. We will also review if any fee increase needs to be made.

We feel it is essential that PMSC continue to offer our programming in our community, and we hope that the Township sees our soccer Club as a partner that it wishes to support.

Choose one category of funds requested *

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

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

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

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

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

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

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

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

Please check if applicable:

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

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

Terms and Conditions:

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

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

Dated this day: *

August 29th, 2023

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

Janet Lindsay - Administrator

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

Signature of Applicant on behalf of Organization *

Signature of Applicant on behalf of Organization

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

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

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

Thank You



Puslinch Minor Soccer Club

88 Clair Road East, PO Box 27002, Guelph, ON, N1L 0G6
www.puslinchsoccer.com

Puslinch Township Grant Application Budget

Team Training Equipment

Portable Team Benches	\$ 1,050	6 benches
Scrimmage Vests/Pinnies	\$ 1,400	6 sets of 18 12 new kits and re-useable icepacks
Medical Kits & Supplies (incl ice packs)	\$ 550	
	REQUESTING \$ 3,000	

PUSLINCH MINOR SOCCER CLUB

**REVIEW ENGAGEMENT REPORT AND
FINANCIAL STATEMENTS**

SEPTEMBER 30, 2022



INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of,
Puslinch Minor Soccer Club
Guelph, Ontario

We have reviewed the accompanying financial statements of Puslinch Minor Soccer Club that comprise the statement of financial position as at September 30, 2022, and the statements of operations, 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 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.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Puslinch Minor Soccer Club as at September 30, 2022, 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
January 19, 2023



CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

AUDIT • TAX • ADVISORY

Baker Tilly GWD is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.

**PUSLINCH MINOR SOCCER CLUB
STATEMENT OF FINANCIAL POSITION
AS AT SEPTEMBER 30, 2022**

	2022	2021
ASSETS		
CURRENT ASSETS		
Cash	\$ 74,908	\$ 77,230
Accounts receivable	0	907
	<u>74,908</u>	<u>78,137</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	18,656	12,769
Deferred contributions (Note 3)	0	19,410
	<u>18,656</u>	<u>32,179</u>
NET ASSETS		
UNRESTRICTED	<u>56,252</u>	<u>45,958</u>
	<u>74,908</u>	<u>78,137</u>

APPROVED ON BEHALF OF THE BOARD

Director: *R. I.*

Director: 

**PUSLINCH MINOR SOCCER CLUB
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	2022	2021
REVENUE		
Registration fees	\$ 168,403	\$ 129,456
Sponsorship income	9,000	5,018
Other income	3,323	244
Fundraising income	930	0
	<hr/>	<hr/>
	181,656	134,718
	<hr/>	<hr/>
EXPENDITURES		
Rent	32,205	48,974
Repairs and maintenance	27,203	15,618
Dues and user fees	24,068	18,174
Uniforms	24,876	26,116
Office expenses	23,066	25,482
Equipment	15,412	3,320
Referees and linesmen	9,406	6,698
Advertising and promotion	5,869	5,988
Professional fees	3,490	2,785
Photography	3,675	2,058
Technical director	1,125	3,105
Insurance	967	967
	<hr/>	<hr/>
	171,362	159,285
	<hr/>	<hr/>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES FOR THE YEAR	10,294	(24,567)
NET ASSETS - BEGINNING OF YEAR	<hr/>	<hr/>
	45,958	70,525
NET ASSETS - END OF YEAR	<hr/>	<hr/>
	56,252	45,958
	<hr/>	<hr/>

**PUSLINCH MINOR SOCCER CLUB
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	2022	2021
CASH PROVIDED BY (USED FOR):		
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenditures for the year	\$ 10,294	\$ (24,567)
CHANGES IN NON-CASH WORKING CAPITAL ITEMS		
Increase (decrease):		
Accounts receivable	907	3,781
Accounts payable and accrued liabilities	5,887	4,041
Deferred contributions	(19,410)	3,410
	(12,616)	11,232
DECREASE IN CASH	(2,322)	(13,335)
CASH - BEGINNING OF YEAR	77,230	90,565
CASH - END OF YEAR	74,908	77,230

**PUSLINCH MINOR SOCCER CLUB
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

Puslinch Minor Soccer Club was incorporated without share capital under the Corporations Act of Ontario on February 27, 2012. The principal objective of the Club is to provide soccer for children in the Puslinch area. For Canadian income tax purposes, the Club qualifies as a not-for-profit organization which is exempt from income tax under the Income Tax Act.

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in accordance with Canadian generally accepted accounting policies. The Club has adopted the following significant accounting policies:

REVENUE RECOGNITION

The Club follows the deferral method of accounting for contributions. Contributions restricted for future period expenses are deferred and recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, and the amount to be received can be reasonably estimated and collection is reasonably assured.

Registration fees are recognized as revenue when received at the beginning of the season.

Sponsorship revenue is recognized when received.

CONTRIBUTED SERVICES

The value of services provided by volunteers is not reflected in these financial statements as the value of such services is clearly not measurable.

CAPITAL ASSETS AND INTANGIBLE ASSETS

The Club expenses additions to capital and intangible assets as they are acquired as it is exempt from the requirement to capitalize and depreciate capital and intangible assets in accordance with Canadian accounting standards for not-for-profit organizations. In the current year, \$7,910 of capital assets were expensed (2021 - \$20,000 of intangible assets were expensed).

FINANCIAL INSTRUMENTS

Measurement of Financial Instruments

The Club initially measures its financial assets and liabilities at fair value. The Club subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash and accounts receivable. Financial liabilities measured at amortized cost include accounts payable.

Impairment

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Club determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Club expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

**PUSLINCH MINOR SOCCER CLUB
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Transaction Costs

The Club's transaction costs related to financial instruments that will be subsequently measured at fair value are recognized in the statement of operations in the period incurred. The carrying amount of the financial instruments that will not be subsequently measured at fair value are adjusted for transaction costs directly attributable to their origination, issuance or assumption of this instrument.

2. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is the Club's opinion that it is not exposed to significant interest, credit, currency or other price risks arising from these financial instruments. There has been no change to the risk exposure from 2021.

3. DEFERRED CONTRIBUTIONS

Deferred contributions consists of amounts received by the Organization for specific programs and projects that will be expended in future years. The funds have been recorded as deferred contributions until the related expense is recognized and will then be recognized as revenue.

	2022	2021
Return to play	\$ 0	\$ 10,200
ESL sponsorship funds	0	5,360
Timbits (U6)	0	1,925
Timbits (U8)	0	1,925
	<hr/>	<hr/>
	0	19,410
	<hr/>	<hr/>

Puslinch Minor Soccer Club

2023 BUDGET

	<u>2023 Budget</u>	<u>2022 Actuals</u>
INCOME		
Other Income		
Bank Interest	30.00	29.19
Government funds	-	2,595.81
Other Misc Income (BBQ/Misc)	1,500.00	638.17
Promotional Items	750.00	930.00
Referee Fee Refunds	-	60.00
Rep bank account close transfer	-	866.57
Total Other Income	2,280.00	5,119.74
Primary Income		
Indoor Winter Training Fee (AP)	1,300.00	1,050.00
Registration Fees - District	103,125.00	88,880.50
Registration Fees - Recreational	45,200.00	75,971.38
Registration Fees - Timbits	34,800.00	-
Skills program /Futsal	2,400.00	1,635.00
Financial Aid Programs		
Sponsorship Fees	9,000.00	9,000.00
Total Primary Income	195,825.00	176,536.88
TOTAL INCOME - 2023	198,105.00	181,656.62
EXPENSES	9.05%	
Advertising/Promotional		
Advertising/Banner/Promo Items	1,000.00	1,019.22
BBQ/Photo Day	1,500.00	-
Volunteer Dinner	4,750.00	4,828.15
Total Advertising/Promotional	7,250.00	5,847.37
Awards & Trophies		
Trophies	700.00	21.46
Total Awards & Trophies	700.00	21.46
Dues and Fees		
ESL Fee	3,700.00	2,450.00
Soccer Coaching Membership	-	152.41
SportsEngine Website	4,500.00	4,296.53
WORSL	-	
SWRSA Registration	15,500.00	14,960.25
SWRSA Annual Membership	70.00	70.00
SWRSA Team Fines	-	2,049.15
SWRSA Travel Permits/Applications	375.00	90.00
Total Dues and Fees	24,145.00	24,068.34
Equipment		
Balls	2,000.00	2,710.78
Goals/Nets/Flags/Benches	2,000.00	7,910.00
Training Equipment	500.00	4,791.33

Total Equipment	4,500.00	15,412.11
Field and Facility Rent Fees		
Field Rental (Township of Puslinch)	4,500.00	4,904.56
UGDSB	160.00	-
RDAPC Rental	14,400.00	15,554.19
UoG Rental	16,425.00	11,746.35
Total Field and Facility Rent Fees	35,485.00	32,205.10
Field Maintenance		
Arkell Field Maintenance	15,000.00	14,498.81
Line Painting	12,750.00	12,703.78
Total Field Maintenance	27,750.00	27,202.59
Insurance		
Directors Insurance	1,000.00	966.60
Total Insurance	1,000.00	966.60
Legal and professional fees		
Accountant	3,500.00	3,489.75
Total Legal and professional fees	3,500.00	3,489.75
Office & General		
Accounting Software Fees	575.00	565.00
Administrator Expenses	24,000.00	20,075.00
My BackCheck	1,000.00	349.17
Other Office Expense	1,200.00	471.93
PO Box Rental	200.00	200.01
Total Office & General	26,975.00	21,661.11
Other Expenses		
Other Miscellaneous Expense	250.00	380.78
Photography	3,750.00	3,675.00
Total Other Expenses	4,000.00	4,055.78
Other Training Expenses		
Technical - Timbits Training	2,000.00	1,025.00
Technical - ESL Training	1,500.00	-
Technical - REP Training	4,550.00	1,125.00
Total Other Training Expenses	8,050.00	2,150.00
Referee Fees & Coaches Clinics	-	75.00
Coaches Clinics	1,000.00	730.60
Referee/Entry Level Clinic	500.00	-
Referee Fees	14,000.00	8,600.81
Total Referee Fees & Coaches Clinics	15,500.00	9,406.41
Uniforms		
Coaches Clothing/Other Misc Clothing	1,600.00	96.05
Uniforms - ESL Kits	13,250.00	9,698.65
Uniforms - REP Kits	22,000.00	12,976.57
Winter Training Shirts	2,400.00	2,104.60
Total Uniforms	39,250.00	24,875.87
Total Expenses	198,105.00	171,362.49
PROFIT	-	10,294.13



TOWNSHIP OF
PUSLINCH
EST. 1850

Township of Puslinch Grant Application Form

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

Applicant information

Organization name *

Sunrise Therapeutic Riding & Learning Centre

Contact name and position *

Lynne O'Brien, Executive Director

Organization mailing address *

6920 Concession 1, Puslinch, Ontario N0B 2J0

Website

www.sunrise-therapeutic.ca

Telephone Number *

[REDACTED]

Ext.

[REDACTED]

Email Address *

[REDACTED]

Questionnaire

Grant amount applied for *

\$18,500

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

- a) Re-seeding of pasture lands to maintain the quality of the forage for the healthy grazing of the Sunrise horse herd: \$5,000
- b) Replacing the barn furnace which failed in the spring 2023 and is 25 years old: \$7,000
- c) Tools are needed for general use to properly maintain the farm and program equipment: \$3,500
- d) A pool vacuum cleaner is needed to maintain public health standards for campers and community youth group swimming: \$3,000

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

- a) Responsible farming practice and maintenance of quality pasture for a working herd of horses, requires regular re-seeding of pastureland on a rotating basis.
- b) The barn furnace heats the Tack Room and Quiet Room used by the children and adults in our program, and the Viewing Room for client families, and Seminar Room for local school groups. Heated areas in our barn facilities are essential to the wellbeing of our vulnerable population and their family members in Sunrise's year-round programs.
- c) Sunrise has never had a full complement of tools, relying on volunteers and staff to share their items. With a recent tractor through a Trillium grant and expanding programs post-COVID, it is now time to build our maintenance tools.
- d) Sunrise has used the same manual vacuum since our pool's installation in 2005. To properly maintain our swimming program for campers with special needs and to meet all Public Health standards, it is time to purchase current, modern cleaning equipment.

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

The ability to provide ongoing programming for vulnerable children and adults from our local communities throughout the year, is essential to the unique services provided by Sunrise for the past 40 years. Our horses are the "backbone" of our programming, so to ensure a healthy herd, maintenance is a basic requirement. The regular, proper maintenance of our 102-acre farm, buildings and program equipment ensures the health and safety of all participants.

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

These items for which funding is requested are essential to the wellbeing and safety of our programs, therefore additional sources of funding would need to be found. Appropriate signage will recognize the grant.

Choose one category of funds requested *

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

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

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

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

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

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

Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable

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

Please check if applicable:

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

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

Terms and Conditions:

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

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

Dated this day: *

August 15, 2023

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

Lynne O'Brien, Executive Director

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

Ann Caine, President

Signature of Applicant on behalf of Organization *

[Redacted Signature]

Signature of Applicant on behalf of Organization

[Redacted Signature]

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

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

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

Thank You

Sunrise Therapeutic Riding & Learning Centre**BUDGET**

Approved Sunrise Board Feb 21/23

Fiscal Year 2022-2023

	<u>Actual 21/22</u>	<u>Projected 22/23</u>
REVENUE		
General Donations		
Donations	141,821.00	150,000.00
Foundations	73,476.00	50,000.00
Total General Donations	<u>215,297.00</u>	<u>200,000.00</u>
Property Revenues		
Rental- Agricultural Land	600.00	600.00
Total Property Revenue	<u>600.00</u>	<u>600.00</u>
Fundraising Revenues		
Grants/Foundations	87,525.00	100,000.00
Third Party Fundraisers	1,609.00	5,000.00
Celebrate Sunrise I Event	59,655.00	60,000.00
Forest	6,725.00	7,000.00
Student Instructors	-	1,000.00
Metal Recycling	7,027.00	8,000.00
Merchandise	6,877.00	7,000.00
Conference/Workshop	-	-
Total Fundraising Revenue	<u>169,418.00</u>	<u>188,000.00</u>
Camp Revenue		
Employment Grants	28,014.00	48,000.00
Summer Camp	55,888.00	107,400.00
Total Camp Revenue	<u>83,902.00</u>	<u>155,400.00</u>
Program Revenue		
Therapeutic Riding	105,125.00	115,000.00
Life Skills	47,348.00	50,000.00
Equine Assisted Learning	3,365.00	5,000.00
Equine Facilitated Wellness	-	-
Little Breeches	2,026.00	5,000.00
Membership Fees	2,250.00	2,300.00
Other Program Revenue	7,932.00	-
Total Program Revenue	<u>168,046.00</u>	<u>177,300.00</u>
Administrative/Misc Revenue		
Misc. Revenue	8,375.00	7,000.00
Total Administrative/Misc Revenue	<u>8,375.00</u>	<u>7,000.00</u>
Horse Donations	-	-
Total	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
Total Capital Income	<u>-</u>	<u>-</u>
TOTAL REVENUE	<u>645,638.00</u>	<u>728,300.00</u>
EXPENSE		
Property Expense		

Property Rent	-	-
Property Tax	6,723.00	7,000.00
Utilities	6,689.00	6,700.00
Utilities - Propane / Fuel	14,272.00	14,300.00
Insurance (Property)	9,948.00	10,400.00
Maintenance - Property	4,234.00	4,500.00
Maintenance - Barn/Arena	1,500.00	1,500.00
Maintenance - Pool/Pond	3,052.00	3,100.00
Maintenance - House	1,500.00	1,500.00
Equipment Maintenance	9,198.00	8,000.00
Total Property Expense	<u>-</u>	<u>-</u>
	<u>57,116.00</u>	<u>57,000.00</u>
Administrative Expense		
Office Supplies	1,888.00	2,000.00
Office Equip&Water Lease/Maintenan	8,975.00	9,000.00
Postage	1,274.00	1,200.00
Computer Software/licences	5,159.00	5,200.00
Communications	11,116.00	11,200.00
General Supplies	3,748.00	4,000.00
Audit Fees	5,644.00	7,853.00
Advertising	556.00	500.00
Mileage Costs	163.00	175.00
Bookkeeping Fees	1,224.00	2,000.00
VISA & MasterCard Costs	6,430.00	6,400.00
Bank Service Charges	1,472.00	1,500.00
Legal Expense	648.00	2,000.00
Computer Repairs & Maintenance	1,000.00	1,000.00
Total Administrative Expense	<u>49,297.00</u>	<u>54,028.00</u>
Program/Wage Expense		
Wages	398,242.00	450,000.00
Sub-contract wages	1,689.00	2,000.00
CPP	19,190.00	20,000.00
E I	8,854.00	9,000.00
Group Benefits	8,491.00	8,500.00
WSIB	6,743.00	6,800.00
Professional Development	1,363.00	1,500.00
EAL	500.00	500.00
Student Instructors	-	1,000.00
Life Skills	1,470.00	1,500.00
Lesson Expenses	-	2,000.00
Insurance(Cantra)	15,152.00	15,500.00
Total Program/Wage Expense	<u>461,694.00</u>	<u>518,300.00</u>
Horse Expense		
Horse Maintenance	18,365.00	20,000.00
Horse & Program Equipment	5,977.00	6,000.00
Horse vet care	1,278.00	5,000.00
Hay expense	11,520.00	11,500.00
Total Horse Expense	<u>37,140.00</u>	<u>42,500.00</u>
Other Donation Expense		
Donor Recognition/Gifts	6,821.00	3,000.00
Volunteer Recognition	1,044.00	1,500.00
Membership Fees & Dues	2,653.00	2,700.00
Public Relations/Marketing	2,238.00	2,500.00
Merchandise-General	6,736.00	6,800.00

Celebrate Sunrise!	23,289.00	32,000.00
Forest	714.00	1,000.00
Third Party Events Expense	-	-
Conference/Workshop	-	-
Total Other Donation Expense	<u>43,495.00</u>	<u>49,500.00</u>
Camp Expense		
Summer Camp	<u>5,481.00</u>	<u>5,000.00</u>
Total Camp Expense	<u>5,481.00</u>	<u>5,000.00</u>
TOTAL EXPENSE	<u>654,223.00</u>	<u>726,328.00</u>
NET INCOME	<u>- 8,585.00</u>	<u>1,972.00</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2022

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
INDEX TO THE FINANCIAL STATEMENTS
YEAR ENDED OCTOBER 31, 2022

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Statement of Revenue and Expenditures and Changes in Net Assets	6
Statement of Cash Flows	7
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of: Sunrise Therapeutic Riding & Learning Centre

Qualified Opinion

We have audited the accompanying financial statements of Sunrise Therapeutic Riding & Learning Centre, which comprise the statement of financial position as at October 31, 2022 and the statements of revenue and expenditures and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of Sunrise Therapeutic Riding & Learning Centre as at October 31, 2022 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.

Basis for Qualified Opinion

In common with many charitable organizations, the organization derives some of its revenue from donations and fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to revenue, excess of net revenue over expenditures and cash flows from operations for the year ended October 31, 2022, current assets as at October 31, 2022, and net assets as at November 01, 2021 and October 31, 2022.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Sunrise Therapeutic Riding & Learning Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Emphasis of Matter

As part of our audit of the financial statements of the organization for the year ended October 31, 2022, we also audited the adjustments described in note 10 that were applied to restate the financial statements for the year ended October 31, 2021. In our opinion, such adjustments are appropriate and have been properly applied.

We draw attention to note 11 to the financial statements, which explains that certain corresponding information presented for the year ended October 31, 2021 has been restated. The financial statements for the year end October 31, 2021 (prior to the adjustments that were applied to restate certain corresponding information explained in note 10) were audited by another auditor who expressed an unmodified opinion on those financial statements on March 15, 2022. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

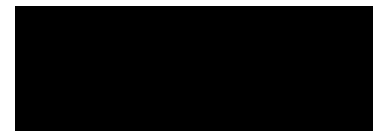
Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Guelph, Ontario
March 7, 2023

Chartered Professional Accountants
Licensed Public Accountants

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
STATEMENT OF FINANCIAL POSITION
AS AT OCTOBER 31, 2022

	2022	2021 (notes 10 & 11)
ASSETS		
CURRENT		
Cash	\$ 191,207	\$ 198,038
Accounts receivable	0	9,828
Government remittances recoverable	18,630	14,089
Inventories	<u>7,760</u>	<u>11,907</u>
	217,597	233,862
INVESTMENT (notes 4 & 10)	305,400	295,320
TANGIBLE CAPITAL ASSETS (note 5)	466,606	393,350
HORSE HERD (notes 6 & 10)	<u>23,207</u>	<u>28,757</u>
	<u>\$ 1,012,810</u>	<u>\$ 951,289</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 50,356	\$ 16,356
Deferred revenue	0	52,167
Note payable	<u>10,000</u>	<u>20,000</u>
	60,356	88,523
CANADA EMERGENCY BUSINESS ACCOUNT (note 7)	30,000	30,000
DEFERRED CAPITAL CONTRIBUTIONS (note 8)	<u>317,887</u>	<u>249,834</u>
	<u>408,243</u>	<u>368,357</u>
NET ASSETS		
NET ASSETS	<u>604,567</u>	<u>582,932</u>
	<u>\$ 1,012,810</u>	<u>\$ 951,289</u>

APPROVED ON BEHALF OF THE BOARD:

_____ Director

_____ Director

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
STATEMENT OF REVENUE AND EXPENDITURES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED OCTOBER 31, 2022

	2022	2021 (notes 10 & 11)
REVENUE		
Donations	\$ 211,184	\$ 271,587
Grants and foundations (note 9)	155,852	182,145
Lessons, scholarships and membership fees	131,136	55,999
Camp fees	129,686	37,691
Fundraising	69,342	48,541
Rental and other	<u>15,561</u>	<u>14,060</u>
	<u>712,761</u>	<u>610,023</u>
EXPENDITURES		
Wages and benefits	445,619	305,798
Farm	68,472	45,438
Fundraising	50,783	25,158
Utilities	21,162	16,433
Office	15,694	15,395
Insurance	15,151	10,853
Telephone and communications	11,117	8,784
Equipment lease, repairs and maintenance	9,002	12,518
Professional fees	7,518	7,487
Advertising and public relations	7,174	697
Recognition	6,822	723
Property taxes	6,724	7,713
Credit card merchant charge	6,431	2,116
Interest and finance charges	1,504	1,459
Education	1,364	1,775
Vehicle and travel	162	192
Recovery of GST/HST	<u>(1,674)</u>	<u>(5,268)</u>
	<u>673,025</u>	<u>457,271</u>
SURPLUS BEFORE OTHER REVENUE (EXPENDITURES)	<u>39,736</u>	<u>152,752</u>
OTHER REVENUE (EXPENDITURES)		
Recognition of deferred capital contributions (note 8)	30,076	13,184
Loss on disposal of assets	(1,493)	0
Horse herd amortization (note 10)	(2,457)	(4,411)
Amortization	<u>(44,227)</u>	<u>(28,140)</u>
	<u>(18,101)</u>	<u>(19,367)</u>
EXCESS OF REVENUE OVER EXPENDITURES for the year	21,635	133,385
NET ASSETS, beginning of year	<u>582,932</u>	<u>449,547</u>
NET ASSETS, end of year	<u>\$ 604,567</u>	<u>\$ 582,932</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED OCTOBER 31, 2022

	2022	2021 (notes 10 & 11)
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Excess of net revenue over expenditures for the year	\$ 21,635	\$ 133,385
Items not requiring an outlay of cash		
Amortization	44,227	28,140
Horse herd amortization	2,457	4,411
Loss on disposal of assets	1,493	0
Donation of FOSL shares	(10,080)	0
Recognition of deferred capital contributions	<u>(30,076)</u>	<u>(13,184)</u>
	29,656	152,752
Changes in non-cash working capital		
Accounts receivable	9,828	(9,828)
Government remittances recoverable	(4,541)	3,683
Government assistance receivable	0	21,000
Inventories	4,147	(1,890)
Accounts payable and accrued liabilities	34,000	(8,547)
Deferred revenue	<u>(52,167)</u>	<u>(11,855)</u>
	<u>20,923</u>	<u>145,315</u>
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Repayment of note payable	(10,000)	0
Deferred capital contributions received	<u>98,129</u>	<u>86,602</u>
	<u>88,129</u>	<u>86,602</u>
CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		
Additions to property, plant and equipment	(116,679)	(2,853)
Additions to development costs	(804)	(102,099)
Purchase of FOSL shares	0	(9,920)
Additions to horse herd	0	(2,500)
Net proceeds on disposal of assets	<u>1,600</u>	<u>0</u>
	<u>(115,883)</u>	<u>(117,372)</u>
NET (DECREASE) INCREASE IN CASH	(6,831)	114,545
NET CASH, BEGINNING OF YEAR	<u>198,038</u>	<u>83,493</u>
NET CASH, END OF YEAR	<u>\$ 191,207</u>	<u>\$ 198,038</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED OCTOBER 31, 2022****1. NATURE OF OPERATIONS**

Sunrise Therapeutic Riding & Learning Centre is a not-for-profit organization incorporated under the laws of Ontario and now governed by the Ontario Not For Profit Corporations Act without share capital and is a registered charity under the Income Tax Act. Sunrise Therapeutic Riding & Learning Centre is exempt from income tax. Its purpose is to develop the full potential of children and adults with special needs through therapy, education, horse riding, recreation and life skills programs, farm related and social activities.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations and include the following significant accounting policies:

(a) REVENUE RECOGNITION

The organization follows the deferral method of accounting for contributions, which include donations, and grants and foundations revenue. Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Lesson fees and employment grants are recognized in the year to which they relate.

Revenue from fundraising, lessons, scholarships and membership fees, camp fees and rental and other income are recognized when received.

(b) INVENTORIES

Inventories consisting of hay bales to be distributed at no charge or for a nominal charge are measured at the lower of cost and net realizable value with cost being determined on a first-in first-out (FIFO) basis. The cost of inventory recognized as an expense during the year was \$11,520 (2021 - \$20,717).

(c) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost and amortized on the basis of their estimated useful life using the following methods and rates:

Drainage	- 20	years straight line basis
Leasehold improvements	- 10	years straight line basis
Playground equipment	- 10	years straight line basis
Computer equipment	- 45	% declining balance basis
Wagon	- 20	% declining balance basis
Equipment and tack	- 20	% declining balance basis
Furniture and fixtures	- 20	% declining balance basis
Sound system	- 20	% declining balance basis
Sign	- 20	% declining balance basis
Pool	- 20	% declining balance basis
Septic system	- 20	% declining balance basis
Water system	- 4	% declining balance basis

Amortization is recorded at 50% of the above rates in the year of addition.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) HORSE HERD

The horse herd is recorded at cost (or fair value at time of acquisition, if donated) and amortized on the basis of their estimated productive age range of 5 to 27 years.

(e) USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian generally accepted accounting principles for not for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant areas requiring management's estimates include amortization of the horse herd, amortization of tangible capital assets and accrued liabilities. Actual results could differ from those estimates.

(f) FINANCIAL INSTRUMENTS

The organization initially measures its financial assets and liabilities at fair value, except for a related party transaction which is recorded at cost and measured using the carrying amount or exchange amount depending on the circumstances.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, unless otherwise noted below.

Cost in a related party transaction with repayment terms is determined using its undiscounted cash flows, excluding interest and dividend payments, less any impairment losses previously recognized by the transferor.

Impairment

For financial assets measured at cost or amortized cost, the organization determines whether there are indications of possible impairment. When there are, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may be no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

Transaction costs

Transaction costs attributable to financial instruments subsequently measured at fair value and to those originated or exchanged in a related party transaction are recognized in income in the period incurred. Transaction costs related to financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument. When the instrument is measured at amortized cost, transaction costs are recognized in income over the life of the instrument using the straight-line method.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2022

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) CONTRIBUTED MATERIALS AND SERVICES

During the year, a number of organizations and individuals donate materials to the organization and a number of volunteers contribute a significant amount of their time. Because of the difficulty in determining the fair value, contributed services are not recorded in the financial statements.

Contributed materials, used in the normal course of operations, are recognized in the financial statements when the fair value can be reasonably estimated and the materials would otherwise have been purchased.

During the year the organization received the gifts-in-kind totaling \$46,262 (2021 - \$5,586). Contributions in the year consist of a donation of shares, construction materials, a discount on the purchase of a tractor, and other supplies that would otherwise have been purchased.

(h) INVESTMENT IN AN ENTITY SUBJECT TO SIGNIFICANT INFLUENCE

The organization elected to account for its investments in significantly influenced entities using the equity method. The investment is initially recognized at cost and subsequently adjusted to take account of the organization's share of net income reported by the subsidiary or significantly influenced entity, computed by the consolidation method. Dividends declared by the significantly influenced entities are recognized as a reduction of the investment. At the end of each reporting period, the organization assesses whether there are any indications that an investment may be impaired. When there is an indication of impairment, and the organization determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in income. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss shall be reversed to the extent of the improvement. The adjusted carrying amount of the investment may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in income.

3. FINANCIAL INSTRUMENTS

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest, credit, currency, liquidity, or other price risks arising from its financial instruments.

The extent of the organization's exposure to these risks did not change in 2022 compared to the previous period.

The organization does not have a significant exposure to any individual customer or counterpart.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED OCTOBER 31, 2022****4. RELATED PARTY TRANSACTIONS**

The organization holds 39.71% (2021 - 39.12%) of the voting shares of Friends of Sunrise Ltd. (FOSL) and total shares valued at \$305,400 (2021 - \$295,320) and has two Board members in common as well as one representative on the FOSL Board. The organization had the following transactions with FOSL:

	2022	2021
Donation of FOSL shares from Maria Melo	\$ 10,080	\$ 10,080
Farm lease payments	(2)	(2)

FOSL has a year end of January 1, 2023. Transactions that occurred between January 2, 2022 and October 31, 2022 are not recorded in the financial statements as they do not have a significant effect on the October 31, 2022 balance.

During the year, Maria Melo, a Board member of FOSL, donated \$10,080 (2021 - \$10,080) of her FOSL shares to the organization.

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net 2022	Net 2021
Drainage	\$ 9,425	\$ 3,534	\$ 5,891	\$ 6,362
Leasehold improvements	273,342	133,857	139,485	158,626
Playground equipment	90,278	89,538	740	2,220
Computer equipment	45,769	23,238	22,531	11
Wagon	10,105	9,959	146	182
Equipment and tack	30,041	27,185	2,856	3,570
Furniture and fixtures	166,444	85,675	80,769	14,736
Sound system	26,813	23,703	3,110	3,887
Sign	9,451	8,818	633	791
Pool	4,266	2,300	1,966	2,457
Septic system	10,535	1,300	9,235	1,236
Water system	26,924	6,960	19,964	20,796
Development costs	<u>179,280</u>	<u>0</u>	<u>179,280</u>	<u>178,476</u>
	<u>\$ 882,673</u>	<u>\$ 416,067</u>	<u>\$ 466,606</u>	<u>\$ 393,350</u>

During the year, the organization held assets not being amortized of \$179,280 (2021 - \$178,476) relating to development costs.

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2022

6. HORSE HERD

	Cost	Accumulated Amortization	Net 2022	Net 2021
Horse herd	\$ <u>39,136</u>	\$ <u>15,929</u>	\$ <u>23,207</u>	\$ <u>28,757</u>

The organization has a lease with respect to four (2021 - five) of its horses. The horses have been loaned to the organization on the condition that it is responsible for all costs related to food, bedding and daily routine. This includes regular veterinary costs. There are no additional lease payments required for the horses. In the event that the horses become unsuitable for program use, or the owner requests the horses be returned, one months notice is required. The owners are responsible for maintaining medical insurance coverage if they desire. The organization holds a \$5 million general liability policy and the owners would not be responsible should an accident occur.

7. CANADA EMERGENCY BUSINESS ACCOUNT

	2022	2021
Canada Emergency Business Account (CEBA) interest free and 25% forgivable if paid by December 31, 2023, 5% interest thereafter, due December 31, 2025	\$ <u>30,000</u>	\$ <u>30,000</u>

In 2020, \$10,000 of loan forgiveness revenue was recognized as the organization plans to repay the loan by December 31, 2023.

8. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions, which consist of restricted donations and grants funding tangible capital assets, are as follows:

	2022	2021
Balance, beginning of the year	\$ 249,834	\$ 176,416
Less revenue recognized over useful life of asset	(30,076)	(13,184)
Plus amounts received during the year	<u>98,129</u>	<u>86,602</u>
Balance, end of year	\$ <u>317,887</u>	\$ <u>249,834</u>

9. GRANTS AND FOUNDATIONS

	2022	2021
Other foundations	\$ 57,302	\$ 51,645
Ontario Trillium Foundation	23,536	109,400
Government of Canada	28,014	16,600
G Foundation	25,000	0
Kitchener-Waterloo Community Foundation	22,000	2,500
Township of Puslinch	<u>0</u>	<u>2,000</u>
	\$ <u>155,852</u>	\$ <u>182,145</u>

SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED OCTOBER 31, 2022

10. PRIOR PERIOD ERROR

During the audit, it was noted that the horse herd had not previously been amortized on a consistent basis. A prior period adjustment was recorded to adjust the accumulated amortization and preserve the historical costs (or fair value at acquisition for contributed horses).

The net effects of the adjustment to the 2021 financial statements and 2022 opening balances are as follows:

	2022	2021
Decrease in horse herd cost	\$ (3,600)	\$ (3,600)
Increase in accumulated amortization	13,979	11,328
Decrease in net assets	(17,579)	(14,928)
Increase in horse herd amortization	0	2,651
Decrease in net revenue over expenditures	0	(2,651)

During the audit, it was also noted that the investment in Friends of Sunrise Ltd. (FOSL) was valued at cost when the appropriate method for valuing a significantly influenced organization was the equity method. This error was rectified on the 2022 financial statements but had no impact on the value of the investment.

11. CORRESPONDING FIGURES

Certain figures presented for corresponding purposes have been reclassified to conform to the current year's presentation, including combining the 2021 capital fund balance of \$(178,476) with the general fund balance of \$778,988.

12. COMMITMENTS

The organization has a long term lease with respect to the Stone Cottage, indoor riding arena, the stable, activity centre and any building constructed subsequent to the initial agreement. The lease expires January 31, 2039 and contains renewal options for an additional 20 years. The lease is held by Friends of Sunrise Ltd., a significantly influenced entity, with rent of \$2 due February 1st each year. Sunrise is responsible for all taxes and expenditures related to the premises. Future minimum lease payments are as follows:

2023	\$	2
2024		2
2025		2
2026		2
2027		2
Thereafter		<u>22</u>
	\$	<u><u>32</u></u>

13. MATERIAL UNCERTAINTY DUE TO COVID-19

During and subsequent to year end, the Novel Coronavirus (COVID-19) continued to impact the economy in Canada and globally. Although the disruption from the virus is expected to be temporary, given the dynamic nature of the circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time. Further, the timing and amounts realized on the organization's assets as well as future ability to deliver all services may be impacted by the evolving circumstances of the virus.



Township of Puslinch 2021 Capital Grant: \$8,566

Received March 2022

Final Report

The Sunrise Capital Campaign Steering Committee continues to work diligently on the infrastructure of the plan for the Residence / Respite Building. In the past year much has been approved in regard to architectural and engineering plans, construction drawings, and building permits.

The Township of Puslinch 2021 Grant of \$8,566 was applied to architect's work during the Site Application process. Total architect costs for that phase were approximately \$58,000 plus HST.

With these initial steps finalized, Sunrise is now entering the active fundraising stage of the Campaign with a goal of \$2 million between September 2023-September 2024.

The Township of Puslinch 2021 Capital Grant of \$8,566 was used for the following:

Towards architect's work during the Site Plan Application process: \$58,000 plus HST. Due to the time frame for invoices, it was necessary to use some operating funds to ensure invoices were paid on time. The operational funds used for capital expenses were re-paid with this specific grant from the Township of Puslinch.

Organization Name

Whistle Stop Cooperative Preschool Inc.

Contact Name and Position

Sandra Gunson

Organization Mailing Address

23 Brock Road South
Puslinch, ON
N0B2J0

Website

<https://www.whistlestoppreschool.com>

Telephone Number

[REDACTED]

Email Address

[REDACTED]

Grant Amount Applied For

1000.00

Organization's goals and objectives related to the grant request

Please see attached letter

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

Breakfast with the Easter Bunny - a community breakfast with entertainment - crafts - special photos

Prior to 2022 we hosted an adult only event... 2023 we decided to switch gears and host an event for the entire family to attend. Year one in 2022 was a success and we hope to add more activities to the 2023 Breakfast.

The townships support will help with the success of the event by a monetary grant that will be used to advertise - craft materials - set up supplies - entertainment etc.

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.

Whistle Stop Cooperative Preschool was established in 1987

Each year we rely on a major fundraising events to keep our small community preschool operating.

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

Whistle Stop Preschool relies on fundraising to keep the preschool running.

Choose one category of funds requested

Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)

Please provide a copy of the most current budget

 [WSCP-PL-June-2023.pdf](#)

Please provide a copy of the most current financial statements

 [WSCP-PL-June-2023.pdf](#)

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

 [2023-Grant-Letter-Puslinch-Township.pdf](#)

Dated This Day

09/26/2023

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

Sandra Gunson

Signature of Applicant on behalf of Organization



Sent from [Township of Puslinch](#)

Whistle Stop Cooperative Preschool
23 Brock Rd S
Puslinch ON
N0B2J0
www.whistlestoppreschool.com



September 11, 2023

To Mayor Seeley and Puslinch Council

I am writing on behalf of the Whistle Stop Cooperative Preschool. We would respectfully like to request a grant in the amount of \$1000.00 for our preschool program. The Whistle Stop Cooperative Preschool is the only family-oriented, community based preschool of its kind serving Puslinch and surrounding areas. The school was established in 1987 and since then has been successfully operated out of the Puslinch Community Centre and administered by parents of children attending the school.

The main goals of the program is to allow preschool aged children to grow accustomed to interacting with their peers prior to their primary school years. The program also exposes the children to a variety of learning experiences through imaginative play, creativity and hands on activities. The program is run by qualified, experienced early childhood educators and licensed by the Ontario government.

We are requesting this grant money to help us keep our program current and provide the best learning environment possible for the children attending. Each year Whistle Stop hosts a major fundraising event. In the past we hosted an adult only event. Last year the we switched gears and decided to hold a event for the entire family to attend. The event was very well received and we decided to continue with the fundraiser again in 2023. Hosting an event of this type comes with many expenses. We are asking for you to consider providing us with grant money to help with the major expenses this event has; rental of the Puslinch Community Centre approx. \$867.33 and Advertising the event. The total amount we are requesting is \$1000.00

Without grants and fundraising we will be at a loss this year.

We appreciate your consideration in the Whistle Stop Cooperative Preschool Grant Application. Please contact us at whistlestopteacher@gmail.com if you have any questions with regard to our request.

Sincerely,

Sandra Gunson
Supervisor
Whistle Stop Cooperative Preschool
519239-9878

10:17 AM

The Whistle Stop Cooperative Preschool Inc.

06/19/23

Profit & Loss

Accrual Basis

September 2022 through June 2023

	<u>Sep '22 - Jun 23</u>
Income	
Breakfast with Bunny Income	5,386.13
County Grants	5,330.73
Interest Income	4.72
Pointsetta fundraiser	5,720.75
Toy cleaning	360.00
Tuition Fees	26,987.00
Total Income	<u>43,789.33</u>
Expense	
Accounting	1,327.75
Administrative	181.15
Advertising	459.91
Breakfast with Bunny Expenses	1,651.36
Facility fees	857.66
Insurance	2,007.72
Interest & service charges	17.61
License, fees & courses	790.36
Pointsettas	4,609.81
Supplies & toys	470.23
Wages	
Payroll Expenses	32,687.53
Subsidy - Base Wage	2,508.54
Subsidy - Wage Enhancement	1,876.00
Total Wages	<u>37,072.07</u>
Total Expense	<u>49,445.63</u>
Net Income	<u><u>-5,656.30</u></u>



**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

TITLE: GRANT APPLICATION POLICY

DATE: October 18, 2017

**Adoption: October 18, 2017 through Council Resolution No. 2017-363
Amendment: November 15, 2017 through Council Resolution No. 2017-383
Amendment: November 29, 2017 through Council Resolution No. 2017-415 and
Council Resolution No. 2017-417
Amendment: January 16, 2019 through Council Resolution No. 2019-029
Amendment: March 22, 2023 through Council Resolution No. 2023-093**

**SUBJECT: GRANT APPLICATION POLICY
File No. A09 GRA**

1.0 Purpose

To establish a set of guidelines for providing support to not-for-profit organizations and unincorporated community groups that maintain and improve the quality of life for residents of the Township of Puslinch (“Township”).

2.0 Organization Eligibility

Organizations applying for grant funding must meet the following eligibility criteria:

- Be in existence for at least one year; and
- have its principal address in the Township; and
- be a not-for-profit organization or an unincorporated community group; and
- offer services that benefit the Township and its residents; and
- demonstrate financial need; and
- be in good financial standing with the Township and not in litigation with the Township; and
- be in compliance with any other Township by-laws and policies.

For the purposes of this policy, Puslinch Minor Sports Organizations and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

For the purposes of this policy, services that benefit the Township and its residents include:

- Charitable community services

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

- Artistic endeavours, including literature, dance, music, theatre, painting, sculpture, movies, photography and live performances
- Specific cultural and heritage activities
- Programs that improve the health and well-being of the community
- Programs that encourage participation in organized athletic activities
- Services or events directed for youth and older adults
- Public safety enhancement services

The following organizations are not eligible for funding:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes.
- Groups or organizations of a religious nature unless the funding request is for a local, non-denominational event, program, service, or activity open to the entire community which demonstrates a benefit to the Township and its residents. The funding request must demonstrate a distinct separation between religious events, programs, services or activities.
- County, Provincial, and Federal organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.
- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

For the purposes of this policy, the Wellington County Farm and Home Safety Association and the Wellington County Plowmen's Association are deemed to meet the eligibility criteria.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs including bartending.
- Insurance and accounting costs.
- Food and beverages.
- Office equipment, furniture, and supplies.
- Retroactive costs for purposes which have already occurred.
- Funding of prior year deficits.

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate grant applications submitted to the Township:

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

5.0 Categories of Funding

Category 1 – Donation (funds requested – less than \$500)

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents.

Category 2 – Sponsor or Contributor (funds requested - \$500 to \$3,000)

Grants for organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Aberfoyle Fall Fair, Canada Day, and Family Day.

Category 3 – Project Funder (funds requested – greater than \$3,000)

Grants for organizations for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.

6.0 Annual Application Requirements

- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- An organization applying for multiple grants must complete an application form for each separate funding request.
- Organizations requesting grants of greater than \$3,000 (Category 3) are required to present their requests to Council during the budget process.

**Policy No. 2017-004
Township of Puslinch
Corporate Policy**

- A copy of the most current budget.
- A copy of the most current financial statements.

7.0 Initial Application Requirements

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

The completed grant application form and supporting documentation must be submitted electronically on the Township's website at www.puslinch.ca by **2:00 pm on the last business day of August** or to the attention of the Finance Department at the address noted below:

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, NOB 2J0
Attention: Grant Application Program

8.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant of greater than \$3,000 are required to submit an annual report. The annual report must include a financial statement and/or receipts and outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The annual report must also be presented to Council.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

9.0 Approval – Budget

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.



REPORT FIN-2023-034

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 13, 2023

SUBJECT: 2024 Municipal Insurance
File: L06 INT and L06 MAR

RECOMMENDATIONS

THAT Report FIN-2023-034 entitled 2024 Municipal Insurance be received; and

THAT Council authorize awarding the Municipal Insurance Coverage and Services contract to Intact Public Entities Inc. for the Policy Term January 1, 2024 to January 1, 2025.

Purpose

The purpose of this report is to seek Council's approval to award the Municipal Insurance Coverage and Services contract to Intact Public Entities Inc. (Intact) for the Policy Term January 1, 2024 to January 1, 2025.

Background

Township staff received the 2024 Municipal Insurance Program Renewal from Marsh Canada Limited (Marsh) for the policy term January 1, 2024 to January 1, 2025 which originally quoted a premium of \$262K (plus applicable provincial sales tax). Township staff worked with Marsh to decrease the total January 1, 2024 originally quoted premium from \$262K to \$225.6K (plus applicable provincial sales tax). The amount quoted for the 2023 renewal was \$197.3K (plus applicable provincial sales tax), a proposed 2024 increase of \$28.3K or 14.3%. The quoted premiums with Marsh are based on a \$50K deductible for the primary liability premium. The \$50K deductible for the primary liability premium was approved by Council at its meeting held

on December 7, 2022 through Council Resolution No. 2022-392 as presented by staff in Report FIN-2022-033.

The Township retained a qualified public sector insurance consultant, Randy Bushey, to assist the Township with reviewing the details of a second proposal submission received from Intact for the Municipal Insurance Coverage and Services contract for the policy term January 1, 2024 to January 1, 2025 which quoted a premium of \$223.4K (plus applicable provincial sales tax). The quoted premiums with Intact are based on a \$25K deductible for the primary liability premium.

Both submissions were analyzed and evaluated by Randy Bushey and Township staff. Township staff support Randy's recommendation to award the Municipal Insurance Coverage and Services contract to Intact for the Policy Term January 1, 2024 to January 1, 2025.

Financial Implications

Prior to May 1, 2020, the Township's Municipal Insurance Program was with Frank Cowan (now known as Intact). Under this program, the Township's approximate premiums (plus applicable provincial sales tax) were as follows:

- 2016 - \$169K
- 2017 - \$166K
- 2018 - \$169K
- 2019 - \$181K
- 2020 quote - \$209K

A public Request for Proposal (RFP) for Municipal Insurance & Coverage Services was issued on February 3, 2020. In accordance with Council Resolution No. 2020-102, the Township awarded the contract to Marsh for the Policy Term May 1, 2020 to May 1, 2021 at a cost of \$74K and with the option to renew for a period of four annual terms upon satisfactory performance and satisfactory renewal prices in accordance with RFP No. 2020-001.

Under the Marsh program, the Township's approximate premiums (plus applicable provincial sales tax) were as follows:

- 2020 - \$74K
- 2021 - \$81K
- 2022 - \$148K
- 2023 quote - \$211K based on the \$25K primary liability deductible and \$197K based on the \$50K primary liability deductible.
- 2024 quote - \$225.6K based on the \$50K primary liability deductible.

Unfortunately, the capacity for risk in the municipal insurance market is expensive and sometimes non-existent. All insurers are rating based on 10-years of claims history. The Township's 10-year loss history will improve in 2024 when the large claims from previous years are no longer within the 10-years of claims data, provided claims do not continue. As recommended in previous years, Township staff will issue an RFP in 2024 when the 10-years of claim history improve.

The fee for these services have been incorporated in the proposed 2024 Operating Budget.

Applicable Legislation and Requirements

Township's Purchasing and Procurement of Goods and Services By-law No. 60/08

Engagement Opportunities

Not applicable.

Attachments

None

Respectfully submitted:

**Mary Hasan
Director of Finance/Treasurer**



REPORT FIN-2023-036

TO: Mayor and Members of Council

PREPARED BY: Mary Hasan, Director of Finance/Treasurer

PRESENTED BY: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: December 13, 2023

SUBJECT: 2024 Proposed Operating Budget
File No. F05 BUD

RECOMMENDATIONS

THAT Report FIN-2023-036 entitled 2024 Proposed Operating Budget be received; and

That Council approves the 2024 one-time base budget increases amounting to \$1,530 as outlined below to be funded by the 2023 surplus:

Description	2024 One-Time Budget Increases	Approved Base Budget Increases
Develop Video and Photo Content (GoPro)	\$450	
Public Consultation for Township's Land Acknowledgement Report and Statement	\$1,080	

That Council approves the 2024 one-time base budget increases amounting to \$4,200 as outlined below to be funded by the Heritage Financial Incentive Program Discretionary Reserve:

Description	2024 One-Time Budget Increases	Approved Base Budget Increases
Heritage Plaque on the Puslinch Community Centre Grounds	\$2,200	
Peer Reviews for Heritage Designations	\$2,000	

That Council approves the 2024 permanent base budget increases amounting to \$23,354 as outlined below to be funded by the 2024 tax levy:

Description	2024 Permanent Budget Increases	Approved Base
By-law Public Education	\$500	
Enamel Crest Pins	\$551	
Council, Committees and Administrative Support Staff Clothing Allowance	\$2,210	
Youth Leadership Conference and Mileage for Youth Advisory Committee Members	\$588	
Full-Time Facility Operator	\$19,505	

Purpose

The purpose of this report is to:

- 1.) Provide Council with information regarding the 2024 Proposed Operating Budget.
 - a. The 2024 Proposed Operating Budget is included as Schedule A to this report.
 - b. The 2024 Proposed Expense, Reserve Transfers, and Revenue Summary is included as Schedule B to this report.

Background

Council received Report FIN-2023-031 – 2024 Proposed Capital Budget at the October 25, 2023 Capital Budget Meeting.

The senior leadership team worked collaboratively with the Director of Finance/Treasurer from September to December 2023 to complete their budgets.

2024 Proposed Base-Operating Budget

The 2024 proposed base operating budget includes:

- Adjustments for previous and current year actuals; and
- Unavoidable documented base budget increases (BBI) (ie. fuel, insurance, calcium, etc.); and
- Council approved new projects, initiatives and service levels.

The tables below outline the increases or decreases associated with the 2024 proposed base operating budget in comparison to the 2023 approved operating budget under 3 categories:

1.) Mandated Internally through Council Approved Policy or Previous Council Direction

Description	Expenditure Increase or Decrease
Cost of Living Adjustment (COLA) of 4.0% effective January 1, 2024 as approved by Council at their September 6, 2023 Council Meeting.	\$132K
Council at its meeting held on September 6, 2023 requested that Council consider, subject to budget consideration, allocating an additional 1% COLA increase to be contributed into a reserve for the 2024 market review process. This results in approximately \$33K of additional funds required. Staff are seeking Council's direction on this matter.	Not included in base budget at this time.
Salary grid movements.	Difficult to quantify
Increase in salaries and benefits (\$92K) net of administration fee recovery increases (\$19.5K) and decreases in contract service expenditures (\$16K) associated with the Junior Planner position as approved by Council at their May 24, 2023 Council Meeting. Please note, 25% of this position is building funded.	\$56.5K
Increase in salaries and benefits associated with the Building Services Technician position as approved by Council at their November 8, 2023 Council Meeting. Please note, 75% of this position is building funded.	\$82.6K
Increase in salaries and benefits net of contract services associated with the full-time Fire Chief position as approved by Council at their November 29, 2023 Council Meeting.	\$30K
Increase in contract service costs related to the Cloudpermit Software for Planning and By-law as approved by Council in the 2023 Capital Budget.	\$12K
Increase in contract service costs related to the Animal Control Services Agreement with Cambridge & District Humane Society as approved by Council at their April 12, 2023 Council Meeting.	\$7.1K
Increase in tree maintenance program costs as approved by Council at their September 6, 2023 Council Meeting. Township staff would be supportive of a reduction to this BBI should Council direct this.	\$10K
Council at its meeting held on January 18, 2023 directed staff to phase in a further BBI increase of \$5,705 to the operating budget tax levy for Cambridge Fire starting in 2023 to 2026, until 50% of the contract is achieved. The 2024 proposed base operating budget has incorporated a total amount of \$59.6K (2023 approved budget – \$53.9K) associated with the Cambridge Fire Services contract which totalled \$142.1K in 2023.	\$5.7K
Community Grants proposed 2024 budget of \$12K (2023 approved budget - \$12K). Staff are seeking Council's direction on final community grant amounts approved in Report FIN-2023-033 - 2024 Grant Application Program to be presented at the December 13, 2023 Council Meeting.	\$0
Increase in contract service costs related to Information Technology Support Services as approved by Council at their November 8, 2023 Council Meeting. Please note, these	\$47.1K

increased expenditures are funded by the Ontario Modernization Funding with a reasonable allocation from the Building Surplus Discretionary Reserve. These costs are budgeted in Finance, Fire & Rescue Services, and Building Contract Services.	
Increase in costs related to Economic Development Programs as approved by Council at the November 8, 2023 Council Meeting to be funded by the County BR&E funding received in 2023. These costs were outlined in Report ADM-2023-062 - Community Guide/Business Directory Printing and Mailing Costs - \$12,704 and Puslinch Profile Features - \$2,150.	\$14.9K
Increase in user fees and charges rates as approved by Council at their November 29, 2023 Council Meeting in accordance with By-law No. 042-2023. It is difficult to quantify the impact of additional revenues/recoveries specifically related to the increase in user fees and charges rates, however, the total revenues/recoveries Township wide have increased by \$617K. Please note, that of this \$617K, an estimated amount of \$200K relates to the additional taxation for the Township from 2017 to 2023 related to the gravel pit appeals to be processed in 2024. The proposed 2024 operating budget includes the estimated funds of \$200K being transferred to the newly established Administrative Studies Discretionary Reserve to be utilized for non-recurring capital items that were previously noted as being tax levy funded when presented to Council at its meeting held on October 25, 2023. The Municipal Property Assessment Corporation (MPAC) has confirmed that the 2024 returned assessment roll will include the new assessment associated with these appeals.	-\$617K

2.) Mandated Externally through Legislation, Other Agencies, or Current Economic Trends

Description	Expenditure Increase or Decrease
Increase in the Ontario Minimum Wage rate of \$15.50 to \$16.55 per hour effective October 1, 2023 to September 30, 2024.	Difficult to quantify
Increase in mandatory employee benefit cost employer contribution rates (ie. EI, CPP, etc.) and other group benefit costs.	\$28.9
Increase in City of Guelph dispatch costs primarily due to NG9-1-1.	\$5.2K
Increase in Guelph Junction Railway and Canadian Pacific Railway costs due to increases regulated by federal government authorities.	\$5.9K
Increase in fuel costs of 5% across the corporation based on actuals.	\$6K
Increase in conservation authorities' levy payments in accordance with proposed conservation budgets.	\$8K
Increase in municipal insurance premium costs as reported in Report FIN-2023-034 - 2024 Municipal Insurance to be presented at the December 13, 2023 Council Meeting.	\$26K

3.) Recommended by Township Staff

Description	Expenditure Increase or Decrease
Increase in vehicle maintenance costs in Fire and Rescue Services based on previous year actuals.	\$12K
Increase in budgeted Fire and Rescue Services On-Call Payments. The amount budgeted in the 2023 budget was under budgeted at \$13K and should have been budgeted at \$52K based on 10 volunteer firefighters on-call each weekend at \$100 per volunteer firefighter.	\$39K
Increase in calcium and winter maintenance costs in Public Works due to increased service level responses in winter control. For calcium, an increase in gravel road dust complaints in early spring of 2023 resulted in additional loads being required.	\$19K
Increase in overtime costs in Public Works, Parks and the Puslinch Community Centre (PCC) based on previous year actuals.	\$6.5K
<p>The budget has itemized the following meal amounts in various cost centres.</p> <ul style="list-style-type: none"> • \$900 for meals for emergency and other events for Public Works, Fire and Rescue Services, and Administration at the discretion of the Department Head. • \$750 for Council Meetings at the discretion of the Chief Administrative Officer in accordance with Council direction at its meeting held on September 6, 2023. <p>The Administration budget also includes itemized costs associated with Township-held events inclusive of all Township staff and volunteer firefighters in which invitations are extended to all Township staff to attend the following budgeted events:</p> <ul style="list-style-type: none"> • One (1) Fire and Rescue Services Hosted Event (ie. Beef on a Bun Event, etc.) • One (1) Public Works, Parks and Facilities Hosted Event (ie. Staff Barbeque, etc.) • Township of Puslinch Appreciation Night 	\$1.7K
Increase in professional fees (ie. engineering, environmental, legal, etc.) of \$212.2K net of increased recoveries of \$80.2K across the corporation to be representative of planned costs for 2024 and based on previous year actuals.	\$132K
Decrease in professional development, mileage, and other travel costs across the corporation to be representative of planned costs for 2024. Many organizations have also changed the way conferences/training/seminars are held (ie. more electronic opportunities to attend resulting in lower costs).	(\$8.1K)
Decrease in advertising costs across the corporation to be representative of planned costs for 2024 and based on previous year actuals. Council approved the Alternate Notice Policy for Heritage Designations at the September 27, 2023 Council meeting. This resulted in a 2023 surplus of \$10.6K in Administration Advertising being allocated to the	(\$5.3K)

Heritage Financial Incentive Program to be funded by the newly established Discretionary Reserve to fund future heritage financial incentive programs.	
Decrease in office supplies & equipment across the corporation to be representative of planned costs for 2024 and based on previous year actuals.	(\$2.3K)
Decrease in vehicle maintenance and maintenance gravel in Public Works to be representative of planned costs for 2024 and based on previous year actuals.	(\$9.5K)
Contract services for Human Resources with the Township of Centre Wellington were previously mostly allocated to Administration and Building. All of these costs have been reallocated to Public Works, Fire & Rescue Services, Building, Administration and Finance to be representative of the allocation of duties amongst all Township departments.	Reallocation between departments
One-time costs associated with salaries and benefits due to staff vacancies recommended to be funded by the 2023 estimated surplus.	\$50K

2024 Proposed Operating BBI Requests

All proposed operating BBI requests due to new projects, initiatives, service levels, and governing legislation which have not been previously approved by Council include a BBI form attached as Schedule C to this Report. These requests are not incorporated in the base operating budget. These BBI requests have been reviewed by the Interim Chief Administrative Officer and the Director of Finance/Treasurer prior to being presented to Council in accordance with Clause 8(e) of the Budget Development and Control Policy.

Outlined below are the proposed 2024 one-time base budget increases amounting to \$1,530 recommended to be funded by the 2023 surplus:

Description	2024 Proposed One-Time Base Budget Increases
Develop Video and Photo Content (GoPro)	\$450
Public Consultation for Township's Land Acknowledgement Report and Statement	\$1,080

Outlined below are the proposed 2024 one-time base budget increases amounting to \$4,200 recommended to be funded by the Heritage Financial Incentive Program Discretionary Reserve:

Description	2024 Proposed One-Time Base Budget Increases
Heritage Plaque on the PCC Grounds	\$2,200
Peer Reviews for Heritage Designations	\$2,000

Outlined below are the proposed 2024 permanent base budget increases amounting to \$23,354 recommended to be funded by the 2024 tax levy:

Description	2024 Permanent Budget Increases	Proposed Base
By-law Public Education	\$500	
Enamel Crest Pins	\$551	
Council, Committees and Administrative Support Staff Clothing Allowance	\$2,210	
Youth Leadership Conference and Mileage for Youth Advisory Committee Members	\$588	
Full-Time Facility Operator Note A	\$19,505	

Note A – Township staff have reported on this request in the following reports presented to Council and are seeking Council’s final direction on this BBI request:

- Report ADM-2023-046 – Budget Process and Service Level Review – presented to Council at its September 6, 2023 Council Meeting.
- Report REC-2023-004 - Service Levels – Parks and Recreation - presented to Council at its September 27, 2023 Council Meeting.
- Report ADM-2023-062 - Service Level Review – Outstanding Items – presented to Council at its November 8, 2023 Council Meeting.
- Report FIN-2023-032 - 2024 User Fees and Charges By-law – presented to Council at its November 29, 2023 Council Meeting.

Council at its meeting held on November 29, 2023 deferred the decision on increasing 2 full-time facility operators to 3 full-time facility operators and the subsequent reduction to the part-time facility operator hours as outlined in Report FIN-2023-032 until such time that the operating budget is considered by Council and that staff be directed to incorporate the potential tax levy impact of this proposed change through a BBI.

As part of previous Council direction at its meeting held on November 29, 2023, the Township increased the non-resident fees at the PCC resulting in an estimated increase in 2024 budgeted revenues of \$5,374.

The proposed funding of developing a rotational shift schedule and a mandatory Township staffing presence during weekends at the PCC amounts to \$19,505 proposed to be funded as follows:

- Increase from 2 full-time facility operators to 3 full-time facility operators resulting in annual approximate costs of \$78,523; and

- Reduce the part-time position hours from 3,544 annual hours to 1,464 annual hours resulting in annual approximate savings of \$59,018; and

Council may wish to defer the decision on the Full-Time Facility Operator until 2025 budget deliberations in order to better determine the staffing and other resourcing required to meet the service levels required as part of the Parks Revitalization projects (ie. PCC Park and Boreham Park upgrades).

Discretionary Reserve Contributions - Budget

The table below provides a comparison of the discretionary reserve contributions in the 2024 proposed budget compared to the 2023 approved budget:

Discretionary Reserve	2023 Approved Budget	2024 Proposed Budget	Notes
Insurance Contingency	\$25,000	\$25,000	The current balance in the reserve is \$119K.
Legal Contingency	\$0	\$25,000	Given the number of significant legal matters, it is recommended that an amount be contributed to this discretionary reserve. The current balance in the reserve is \$232K.
Elections	\$13,750	\$13,750	The current balance in the reserve is \$13.8K.
Asset Management	\$955,792	\$949,075	
Information Technology	\$10,000	\$15,000	
Winter Maintenance	\$0	\$25,000	The current balance in the reserve is \$0.
Administrative Studies	\$0	\$250,000	Council at its meeting held on October 25, 2023 directed staff to allocate the supplemental taxation for 2017 to 2023 related to the gravel pit appeals to the asset management discretionary reserve when received to fund one-time capital tax levy increases to the 2024 budget such as the Regionally Significant Economic Development Study Area and/or the Compensation and Benefits Review. Township staff recommend that these funds be redirected to the newly established Administrative Studies Discretionary Reserve (and not the Asset Management Discretionary Reserve) to fund these specific studies. \$200K of this contribution relates to the 2017 to 2023 gravel pit appeals reassessment (the recoveries are currently being budgeted in supplemental taxation in the 2024 operating budget). An additional \$50,000 is also

			recommended in accordance with Council’s direction at the October 25, 2023 Council Meeting.
Gravel Roads Improvement	\$270,800	\$320,800	This increase is in line with Council direction at the September 6, 2023 Council Meeting.
Total	\$1,275,342	\$1,623,625	

Other Matters

In accordance with Clause 8(d) of the Budget Development and Control Policy, Council will be provided the detailed listing(s) outlining proposed Conferences, Seminar, Training, Memberships and Associations if there are changes being proposed from previous year approved budgets. These listings are attached as Schedule D and Schedule E to this Report. There are some changes being proposed based on the requests from Council at the Service Level Meeting held on September 6, 2023.

Financial Implications

Discussed throughout this report.

Applicable Legislation and Requirements

Municipal Act, 2001

Engagement Opportunities

The Township will incorporate a number of engagement opportunities associated with the 2024 budget process as outlined below:

- Advisory Committee Budget Input
- Social Media Posts and/or Advertisements at [Facebook.ca/TownshipofPuslinch](https://www.facebook.com/TownshipofPuslinch) and [Twitter.com/TwpPuslinchON](https://twitter.com/TwpPuslinchON)
- Township Website Banner and Budget Page at puslinch.ca/government/budget/
- Community Engagement Survey at [EngagePuslinch.ca](https://www.engagepuslinch.ca)
- Puslinch Today
- Public Information Meeting on January 17, 2024
- Media releases related to [EngagePuslinch.ca](https://www.engagepuslinch.ca) survey and final budget highlights.
- Community Newsletter regarding final budget highlights which will be sent with the final tax bill in August 2024.

Attachments

Schedule A – 2024 Proposed Operating Budget

Schedule B – 2024 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – 2024 Proposed Operating Base Budget Increases

Schedule D – Conferences, Seminar and Training Budget

Schedule E – Memberships and Associations Budget

Respectfully submitted:

Mary Hasan

Director of Finance/Treasurer

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Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Administration								
	Expenditures							
		01-0010-4000	FT Wages	\$369,656	\$422,728	\$250,438	\$436,610	\$468,939
		01-0010-4001	PT Wages	\$2,828	\$6,735	\$4,825	\$8,440	\$9,128
		01-0010-4002	OT Wages	\$0	\$979	\$979	\$500	\$500
		01-0010-4100	FT Wage Related Expenses	\$66,192	\$75,657	\$47,326	\$78,658	\$81,659
		01-0010-4101	PT Wage Related Expenses	\$210	\$531	\$395	\$1,619	\$1,755
		01-0010-4102	Group Benefits	\$22,857	\$29,675	\$29,904	\$40,701	\$56,393
		01-0010-4103	WSIB	\$9,628	\$7,871	\$9,790	\$12,998	\$14,303
		01-0010-4200	Office Supplies & Equipment	\$1,479	\$1,310	\$1,037	\$1,300	\$1,300
		01-0010-4302	Communication (phone, fax, internet)	\$1,371	\$1,647	\$868	\$754	\$1,574
		01-0010-4303	Professional Fees - Legal	\$53,572	\$84,012	\$120,235	\$28,500	\$53,500
		01-0010-4305	Professional Fees - Engineering	\$50,736	\$44,239	\$23,220	\$44,423	\$35,645
		01-0010-4307	Events and Other	\$3,020	\$11,153	\$3,153	\$11,598	\$11,759
		01-0010-4308	Mileage	\$0	\$154	\$33	\$200	\$100
		01-0010-4309	Professional Development	\$6,725	\$2,674	\$10,166	\$12,300	\$18,621
		01-0010-4311	Membership and Subscription Fees	\$10,736	\$16,348	\$16,571	\$17,025	\$17,282
		01-0010-4312	Meals	\$0	\$0	\$0	\$100	\$400
		01-0010-4313	Travel - Accomodations & Parking	\$458	\$0	\$0	\$500	\$200
		01-0010-4314	Travel - Air Fare	\$0	\$0	\$0	\$500	\$200
		01-0010-4315	Insurance	\$15,801	\$37,794	\$42,463	\$48,711	\$51,896
		01-0010-4316	Advertising	\$2,695	\$2,032	\$3,935	\$13,510	\$2,715
		01-0010-4317	Professional Fees - Ground Water Monitoring	\$5,715	\$4,803	\$1,362	\$4,000	\$4,000
		01-0010-4320	Contract Services	\$28,525	\$47,709	\$83,466	\$57,790	\$33,314
		01-0010-4321	Clothing, Safety Allowance	\$777	\$207	\$0	\$500	\$500
		01-0010-4600	Heritage Financial Incentive Program	\$0	\$0	\$0	\$0	\$10,600
	Expenditures Total			\$652,979	\$798,259	\$650,166	\$821,237	\$876,281
	ReserveTransfers							
		01-0013-3110	Transfer from Heritage Financial Incentive Program	\$0	\$0	\$0	\$0	-\$10,600
	ReserveTransfers Total			\$0	\$0	\$0	\$0	-\$10,600
	Revenues							
		01-0015-1110	Agreement, Commissioner, FOI, Photocopy	-\$6,876	-\$2,212	-\$1,532	-\$2,156	-\$2,223
		01-0015-1130	Engineering, Environmental and Legal Fees Recovered	-\$29,591	-\$12,535	-\$3,925	-\$10,000	-\$10,000
		01-0015-1150	Recoveries from Staff Events	\$0	-\$995	-\$845	-\$1,300	-\$1,000
		01-0015-1155	Nestle Agreement	-\$500	-\$500	\$0	-\$500	-\$500
		01-0015-3738	Other recoveries	-\$20	\$0	\$0	-\$500	-\$500
		01-0015-4300	Ontario Cannabis Legalization Implementation Fund	-\$5,000	\$0	\$0	\$0	\$0
	Revenues Total			-\$41,987	-\$16,241	-\$6,302	-\$14,456	-\$14,223

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Building								
	Expenditures							
		01-0020-4000	FT Wages	\$270,967	\$305,284	\$232,781	\$324,944	\$407,637
		01-0020-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0020-4002	OT Wages	\$0	\$737	\$0	\$500	\$500
		01-0020-4100	FT Wage Related Expenses	\$48,852	\$54,684	\$44,767	\$59,457	\$75,242
		01-0020-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0020-4102	Group Benefits	\$31,823	\$33,637	\$29,495	\$36,805	\$47,039
		01-0020-4103	WSIB	\$7,958	\$6,998	\$8,461	\$10,136	\$12,856
		01-0020-4199	Computer Software & Hardware	\$131	\$61	\$295	\$300	\$300
		01-0020-4200	Office Supplies & Equipment	\$1,871	\$927	\$1,111	\$1,500	\$1,500
		01-0020-4203	Fuel	\$2,237	\$3,780	\$0	\$2,016	\$2,116
		01-0020-4220	Vehicle Maintenance	\$322	\$868	\$1,425	\$1,000	\$1,000
		01-0020-4301	Postage	\$539	\$547	\$810	\$1,000	\$850
		01-0020-4302	Communication (phone, fax, internet)	\$2,960	\$3,592	\$2,543	\$3,196	\$4,397
		01-0020-4303	Professional Fees - Legal	\$32,964	\$7,871	\$15,129	\$20,000	\$35,000
		01-0020-4304	Professional Fees - Audit	\$7,767	\$6,374	\$5,043	\$6,600	\$6,600
		01-0020-4305	Professional Fees - Engineering	\$54,273	\$3,730	\$1,593	\$40,000	\$5,000
		01-0020-4308	Mileage	\$133	\$186	\$615	\$500	\$750
		01-0020-4309	Professional Development	\$3,123	\$4,508	\$4,794	\$13,309	\$11,404
		01-0020-4311	Membership and Subscription Fees	\$3,250	\$3,784	\$4,535	\$4,711	\$5,431
		01-0020-4312	Meals	\$0	\$0	\$0	\$250	\$100
		01-0020-4313	Travel - Accomodations & Parking	\$0	\$938	\$340	\$2,000	\$2,000
		01-0020-4315	Insurance	\$4,520	\$10,541	\$13,031	\$13,547	\$14,509
		01-0020-4316	Advertising	\$892	\$418	\$559	\$1,715	\$898
		01-0020-4318	Vehicle Plates	\$165	\$125	\$0	\$125	\$125
		01-0020-4320	Contract Services	\$49,254	\$55,272	\$67,175	\$72,503	\$84,276
		01-0020-4321	Clothing, Safety Allowance	\$300	\$519	\$537	\$720	\$980
		01-0020-4322	Emergency Management	\$467	\$508	\$462	\$530	\$566
		01-0020-4323	Municipal Office Costs Recovered from Building Department	\$20,922	\$21,676	\$17,373	\$20,387	\$20,289
		01-0020-4500	Bank Service Charges	\$6,591	\$5,402	\$3,422	\$5,400	\$5,100
	Expenditures Total			\$552,280	\$532,965	\$456,297	\$643,150	\$746,465
	ReserveTransfers							
		01-0013-3150	Contribution to Building Surplus RF	\$80,971	\$39,059	\$531,538	\$0	-\$58,696
			Transfer from Building Surplus RF	\$0	\$0	\$0	-\$103,910	\$0
	ReserveTransfers Total			\$80,971	\$39,059	\$531,538	-\$103,910	-\$58,696
	Revenues							
		01-0015-1185	Online Service Fee	-\$2,571	-\$4,447	-\$1,585	-\$4,300	-\$3,000
		01-0015-1192	Reproduction of Digital Drawings	-\$676	-\$371	\$0	-\$350	-\$100
		01-0015-3742	Other recoveries	-\$3,000	\$0	\$0	-\$500	-\$500
		01-0017-7210	Designated Structures Permit	-\$3,010	-\$2,265	-\$473	-\$2,000	-\$2,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Building	Revenues	01-0017-7211	Tent or Marquee Application Fee	-\$1,512	-\$3,520	-\$1,185	-\$3,500	-\$1,500
		01-0017-7242	Transfer of Permit	-\$161	-\$984	-\$176	-\$500	-\$181
		01-0017-7243	Revision to Approved Plans	-\$5,653	-\$2,796	-\$3,186	-\$4,700	-\$4,000
		01-0017-7244	Alternative Solution Application	-\$518	-\$528	\$0	-\$569	-\$586
		01-0017-7250	Residential Building Permits	-\$500,059	-\$470,724	-\$251,630	-\$420,000	-\$408,000
		01-0017-7251	Institutional, Commercial & Industrial Building Permits	-\$14,273	-\$9,355	-\$708,939	-\$31,080	-\$200,000
		01-0017-7252	Farm Building Permits	-\$28,223	-\$27,898	\$0	-\$24,000	-\$20,000
		01-0017-7253	Demolition Permits	-\$1,288	-\$2,624	-\$1,760	-\$1,500	-\$1,900
		01-0017-7254	Occupancy Permits	-\$10,465	-\$5,658	-\$1,748	-\$5,700	-\$5,700
		01-0017-7255	Sign Permits	-\$1,614	-\$548	-\$590	-\$1,250	-\$1,000
		01-0017-7257	Septic System Permit - New	-\$52,316	-\$35,203	-\$13,371	-\$34,000	-\$34,000
		01-0017-7258	Septic System Permit - Alter	-\$7,752	-\$4,940	-\$3,192	-\$4,940	-\$4,940
		01-0017-7291	Inspection of works not ready	-\$161	-\$164	\$0	-\$352	-\$362
	Revenues Total			-\$633,251	-\$572,025	-\$987,834	-\$539,241	-\$687,769

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
By-law								
	Expenditures							
		01-0140-4000	FT Wages	\$0	\$33,003	\$43,695	\$63,243	\$83,976
		01-0140-4001	PT Wages	\$105	\$0	\$0	\$700	\$700
		01-0140-4002	OT Wages	\$0	\$330	\$330	\$500	\$500
		01-0140-4100	FT Wage Related Expenses	\$0	\$6,052	\$8,481	\$11,803	\$15,715
		01-0140-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0140-4102	Group Benefits	\$0	\$1,328	\$4,612	\$5,139	\$7,187
		01-0140-4103	WSIB	\$0	\$471	\$1,686	\$2,084	\$2,745
		01-0140-4200	Office Supplies & Equipment	\$40	\$107	\$341	\$150	\$150
		01-0140-4203	Fuel	\$0	\$413	\$0	\$2,016	\$2,117
		01-0140-4208	Signage - 911 Signs	\$1,836	\$1,673	\$300	\$1,800	\$1,200
		01-0140-4220	Vehicle Maintenance	\$0	\$107	\$602	\$500	\$500
		01-0140-4302	Communication (phone, fax, internet)	\$1,583	\$1,331	\$549	\$752	\$1,144
		01-0140-4303	Professional Fees - Legal	\$40,364	\$56,189	\$69,948	\$30,000	\$76,000
		01-0140-4305	Professional Fees - Engineering	\$19,417	\$22,194	\$26,041	\$18,000	\$22,000
		01-0140-4308	Mileage	\$14	\$784	\$0	\$500	\$250
		01-0140-4309	Professional Development	\$102	\$2,173	\$1,630	\$1,900	\$3,631
		01-0140-4312	Meals	\$0	\$120	\$0	\$50	\$100
		01-0140-4313	Travel - Accomodations & Parking	\$0	\$1,577	\$0	\$250	\$250
		01-0140-4315	Insurance	\$0	\$0	\$10,586	\$10,653	\$12,064
		01-0140-4316	Advertising	\$0	\$1,351	\$0	\$1,500	\$1,000
		01-0140-4318	Vehicle Plates	\$0	\$0	\$0	\$125	\$125
		01-0140-4320	Contract Services	\$57,480	\$38,209	\$14,623	\$17,928	\$27,725
		01-0140-4321	Clothing, Safety Allowance	\$0	\$1,385	\$91	\$260	\$260
		01-0140-4324	Livestock Loss	\$780	\$0	\$0	\$353	\$353
		01-0140-4311	Membership and Subscription Fees	\$0	\$240	\$363	\$240	\$652
	Expenditures Total			\$121,721	\$169,034	\$183,877	\$170,446	\$260,343
	ReserveTransfers							
		01-0013-3090	Transfer from Capital Carry-forward	-\$11,494	\$0	\$0	\$0	\$0
	ReserveTransfers Total			-\$11,494	\$0	\$0	\$0	\$0
	Revenues							
		01-0015-1000	Lottery Licences	\$0	-\$30	-\$42	-\$100	-\$50
		01-0015-1255	Sign Permits	-\$269	\$0	\$0	-\$113	-\$116
		01-0015-1260	Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
		01-0015-1270	Engineering, Environmental and Legal Fees Recovered	-\$19,891	-\$24,167	-\$26,720	-\$13,000	-\$31,500
		01-0015-1280	Site Alteration Agreement	-\$9,717	-\$2,056	-\$8,012	-\$4,000	-\$20,000
		01-0015-3744	Other recoveries	-\$370	-\$400	-\$995	-\$257	-\$588
		01-0015-5240	Ontario Wildlife Damage Compensation	-\$810	\$0	\$0	-\$353	-\$353
		01-0017-7220	Dog Tags and Kennel Licences	-\$12,948	-\$13,336	-\$12,000	-\$13,876	-\$14,088
		01-0017-7230	Municipal addressing signs and posts	-\$3,211	-\$1,264	-\$429	-\$2,180	-\$1,650
		01-0017-7270	Septic Compliance Letter	-\$1,320	-\$794	-\$770	-\$1,117	-\$1,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
By-law	Revenues	01-0017-7280	Special Events Permit	\$0	\$0	-\$988	-\$1,711	-\$1,000
		01-0017-7281	Swimming Pool Enclosure Permit	-\$8,874	-\$7,925	-\$976	-\$8,177	-\$6,000
		01-0017-7282	Liquor License Letter	\$0	\$0	\$0	-\$177	-\$182
		01-0017-7283	Filming Permit Fee	-\$518	-\$528	\$0	-\$570	-\$587
		01-0017-7284	Property Standards Appeal Fee	-\$528	\$0	\$0	-\$290	-\$299
		01-0017-7285	Publicized Display Fees	\$0	\$0	\$0	-\$300	-\$154
		01-0017-7286	Reinspection Fee	\$0	\$0	\$0	-\$375	-\$77
	Revenues Total			-\$58,457	-\$50,500	-\$50,932	-\$46,596	-\$77,644

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Corporate								
	Expenditures							
		01-0150-4501	Taxes written off (Twp share only)	\$125,149	\$24,928	\$33,073	\$32,000	\$32,000
		01-0150-4700	Conservation Authorities Levy Payment	\$174,553	\$177,805	\$184,296	\$184,294	\$192,122
	Expenditures Total			\$299,702	\$202,733	\$217,369	\$216,294	\$224,122
	ReserveTransfers							
		01-0013-3090	Transfer from Capital Carry-forward	-\$87,616	\$0	-\$27,056	-\$27,056	-\$32,966
		01-0013-3100	Transfer from Operating Carryforward	-\$24,400	-\$41,500	-\$2,519	\$0	-\$50,001
		01-0013-3185	Contribution to Legal Contingency	\$50,000	\$0	\$0	\$0	\$25,000
			Transfer from Legal Contingency	\$0	\$0	\$0	\$0	\$0
		01-0013-3095	Transfer to Administrative Studies	\$0	\$0	\$0	\$0	\$200,000
		01-0013-3195	Transfer from Insurance Contingency	\$0	\$0	\$0	-\$10,000	-\$10,000
			Contribution to Insurance Contingency	\$25,000	\$10,000	\$25,000	\$25,000	\$25,000
	ReserveTransfers Total			-\$37,016	-\$31,500	-\$4,575	-\$12,056	\$157,033
	Revenues							
		01-0014-1220	Supplemental Billings	-\$112,591	-\$180,076	-\$205,223	-\$137,000	-\$366,000
		01-0015-3743	Donations	\$0	\$0	\$0	\$0	\$0
		01-0017-2310	Mun Tax Assistance	-\$27,173	-\$27,717	-\$19,891	-\$28,726	-\$28,726
		01-0017-2320	Host Kilmer (Service Ontario)	-\$30,599	-\$31,771	-\$34,078	-\$34,078	-\$34,078
		01-0017-2330	Ontario Hydro	-\$12,147	-\$12,147	-\$11,950	-\$12,147	-\$11,950
		01-0017-2340	Metrolinx	-\$11,261	-\$11,692	-\$14,249	-\$12,118	-\$14,249
		01-0017-2360	Hydro One	-\$6,310	-\$6,310	\$0	-\$6,310	-\$6,310
		01-0017-2400	Grant Guelph Junction Railway	-\$5,330	-\$824	-\$718	-\$824	-\$718
		01-0017-2500	Puslinch Landfill/Wellington County	-\$8,511	-\$8,581	-\$8,651	-\$8,651	-\$8,651
		01-0017-2600	City of Guelph	-\$36,731	-\$37,035	-\$37,334	-\$37,334	-\$37,334
		01-0017-2700	University of Guelph	-\$723	-\$750	-\$778	-\$778	-\$778
		01-0017-2800	CN Railway	-\$1,316	-\$356	-\$311	-\$356	-\$311
		01-0017-2900	CP Railway	-\$7,804	-\$1,206	-\$1,052	-\$1,206	-\$1,052
		01-0017-5110	OMPF	-\$419,800	-\$422,200	-\$317,325	-\$423,100	-\$433,800
		01-0017-7510	Penalties - Property Taxes	-\$120,797	-\$58,816	-\$51,101	-\$90,000	-\$75,000
		01-0017-7520	Interest - Tax Arrears	-\$100,960	-\$157,324	-\$208,522	-\$120,000	-\$155,000
		01-0017-7672	Interest on General	-\$62,819	-\$198,680	-\$276,674	-\$97,000	-\$180,000
		01-0017-7770	Other Revenues	-\$355	-\$356	\$0	\$0	\$0
	Revenues Total			-\$965,228	-\$1,155,841	-\$1,187,857	-\$1,009,627	-\$1,353,957

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Finance								
	Expenditures							
		01-0100-4000	FT Wages	\$335,392	\$368,500	\$248,029	\$405,233	\$402,467
		01-0100-4001	PT Wages	\$0	\$0	\$38,584	\$0	\$0
		01-0100-4002	OT Wages	\$2,944	\$3,235	\$0	\$500	\$500
		01-0100-4100	FT Wage Related Expenses	\$59,215	\$63,405	\$49,077	\$73,987	\$74,335
		01-0100-4101	PT Wage Related Expenses	\$0	\$0	\$3,867	\$0	\$0
		01-0100-4102	Group Benefits	\$40,939	\$44,498	\$41,400	\$48,136	\$45,908
		01-0100-4103	WSIB	\$9,278	\$7,562	\$10,760	\$12,622	\$12,370
		01-0100-4199	Computer Software & Hardware	\$536	\$884	\$1,758	\$1,000	\$1,000
		01-0100-4200	Office Supplies & Equipment	\$4,001	\$5,354	\$5,030	\$5,000	\$5,000
		01-0100-4301	Postage	\$13,729	\$13,011	\$13,181	\$12,200	\$13,300
		01-0100-4302	Communication (phone, fax, internet)	\$4,627	\$4,536	\$4,193	\$5,518	\$6,119
		01-0100-4304	Professional Fees - Audit	\$18,122	\$14,873	\$11,768	\$15,400	\$15,400
		01-0100-4308	Mileage	\$32	\$151	\$0	\$200	\$100
		01-0100-4309	Professional Development	\$2,109	\$2,848	\$1,641	\$4,559	\$3,868
		01-0100-4311	Membership and Subscription Fees	\$3,002	\$3,020	\$3,387	\$3,114	\$2,153
		01-0100-4312	Meals	\$0	\$62	\$0	\$100	\$100
		01-0100-4313	Travel - Accomodations & Parking	\$0	\$920	\$0	\$1,000	\$300
		01-0100-4316	Advertising and Tax Sale Expenses	\$25,371	\$13,887	\$24,854	\$12,994	\$13,994
		01-0100-4320	Contract Services	\$65,659	\$69,521	\$66,397	\$64,667	\$88,438
		01-0100-4322	Emergency Management	\$1,089	\$1,185	\$1,182	\$1,236	\$1,322
		01-0100-4326	Environmental Service - Garbage Bags	\$0	\$4,176	\$8,800	\$4,000	\$6,488
		01-0100-4450	COVID-19 Incremental Expenses	\$16,850	\$11,483	\$0	\$0	\$0
		01-0100-4500	Bank Service Charges	\$15,379	\$12,056	\$8,007	\$11,000	\$11,000
		01-0100-4502	Other written off (non collectible inv's)	\$11,886	\$10,725	\$10,138	\$0	\$0
		01-0100-4505	Debt Interest Repayment	\$0	\$0	\$0	\$0	\$0
		01-0100-4600	Community Grants	\$34,180	\$22,029	\$11,982	\$12,115	\$12,115
	Expenditures Total			\$664,339	\$677,923	\$564,034	\$694,582	\$716,276
	Revenues							
		01-0015-1160	Advertising, Legal, and Realtax Fees Recovered	-\$23,929	-\$12,175	-\$20,591	-\$14,000	-\$20,000
		01-0015-1170	NSF Fees	-\$600	-\$560	-\$1,078	-\$604	-\$700
		01-0015-1180	Online Service Fee	-\$6,642	-\$2,109	-\$2,145	-\$2,000	-\$2,500
		01-0015-3120	Tax Certificates	-\$10,260	-\$8,640	-\$9,756	-\$8,940	-\$9,500
		01-0015-3739	Other Recoveries	-\$7,104	-\$1,191	-\$169	-\$1,500	-\$1,000
		01-0015-5120	Provincial Safe Restart - COVID-19 Operating Grant	-\$159,882	\$0	\$0	\$0	\$0
		01-0017-7780	Garbage bags	\$0	-\$4,213	-\$8,698	-\$4,000	-\$6,488
	Revenues Total			-\$208,417	-\$28,887	-\$42,438	-\$31,044	-\$40,188

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Fire and Rescue								
	Expenditures							
		01-0040-4001	PT Wages	\$450,424	\$475,836	\$327,980	\$380,151	\$406,850
		01-0040-4101	PT Wage Related Expenses	\$35,290	\$38,417	\$27,950	\$33,958	\$39,019
		01-0040-4102	Group Benefits	\$18,762	\$19,657	\$16,220	\$18,903	\$29,591
		01-0040-4103	WSIB	\$12,553	\$9,759	\$11,690	\$12,431	\$16,665
		01-0040-4200	Office Supplies & Equipment	\$1,310	\$1,039	\$545	\$1,500	\$1,000
		01-0040-4203	Fuel	\$12,684	\$22,055	\$0	\$19,350	\$20,318
		01-0040-4205	Equipment Maintenance & Supplies	\$30,345	\$20,097	\$13,417	\$25,000	\$22,000
		01-0040-4206	Oxygen & Medical Supplies	\$2,003	\$5,375	\$2,148	\$3,100	\$3,100
		01-0040-4207	Public Education	\$693	\$816	\$2,445	\$3,000	\$3,000
		01-0040-4220	Vehicle Maintenance	\$44,691	\$63,687	\$47,599	\$40,000	\$52,000
		01-0040-4302	Communication (phone, fax, internet)	\$10,381	\$10,068	\$5,482	\$6,117	\$5,688
		01-0040-4308	Mileage	\$735	\$929	\$1,502	\$2,000	\$1,500
		01-0040-4309	Professional Development	\$23,389	\$13,281	\$16,265	\$18,370	\$18,370
		01-0040-4311	Membership and Subscription Fees	\$3,100	\$2,206	\$1,890	\$3,585	\$3,740
		01-0040-4312	Meals	\$479	\$715	\$361	\$1,000	\$700
		01-0040-4313	Travel - Accomodations & Parking	\$189	\$36	\$153	\$2,500	\$200
		01-0040-4315	Insurance	\$13,724	\$37,967	\$52,930	\$53,264	\$60,318
		01-0040-4316	Advertising	\$219	\$0	\$355	\$1,000	\$500
		01-0040-4318	Vehicle Plates	\$165	\$390	\$0	\$265	\$265
		01-0040-4319	Permits	\$490	\$507	\$541	\$507	\$541
		01-0040-4320	Contract Services	\$89,919	\$142,070	\$199,612	\$199,734	\$164,381
		01-0040-4321	Clothing, Safety Allowance	\$12,967	\$21,046	\$8,579	\$21,252	\$21,252
		01-0040-4000	FT Wages	\$0	\$0	\$0	\$0	\$105,914
		01-0040-4100	FT Wage Related Expenses	\$0	\$0	\$0	\$0	\$19,029
	Expenditures Total			\$764,515	\$885,952	\$737,663	\$846,988	\$995,940
	Revenues							
		01-0015-3210	Information/Fire Reports	-\$699	-\$714	-\$599	-\$513	-\$616
		01-0015-3215	Other recoveries	-\$2,856	-\$1,972	-\$272	-\$9,437	-\$9,437
		01-0015-3230	Open Burning Permit and Inspection	-\$14,661	-\$13,423	-\$14,722	-\$15,000	-\$15,000
		01-0015-3235	Burning Permit Violations	-\$977	\$0	\$0	-\$1,086	-\$543
		01-0015-3245	Fire Extinguisher Training	-\$326	-\$190	\$0	-\$563	-\$264
		01-0015-3250	Water Tank Locks	\$0	\$0	\$0	-\$20	-\$21
		01-0015-3260	Fireworks Permits	-\$103	-\$105	\$0	-\$113	-\$116
		01-0015-3270	Occupancy Load	\$0	\$0	\$0	\$0	\$0
		01-0015-3280	Fire Safety Plan Review	-\$124	\$0	-\$133	-\$273	-\$140
		01-0015-3290	Post Fire Watch	\$0	\$0	\$0	\$0	\$0
		01-0015-3320	Key Boxes	-\$460	\$0	\$0	-\$505	-\$173
		01-0015-3330	Inspections	\$0	\$0	\$0	\$0	\$0
		01-0015-3340	Motor Vehicle Emergency Responses	-\$70,323	-\$89,967	-\$65,993	-\$93,361	-\$93,361
		01-0015-3350	Fire Alarm False Alarm Calls	\$0	\$0	\$0	\$0	\$0
		01-0015-5220	Office of the Fire Marshal Grants	-\$6,400	\$0	\$0	\$0	\$0
	Revenues Total			-\$96,927	-\$106,372	-\$81,718	-\$120,871	-\$119,670

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Fire and Rescue								
Library								
	Expenditures							
		01-0090-4204	Library Water Monitoring	\$2,357	\$2,656	\$2,564	\$2,250	\$2,500
		01-0090-4600	Library Rent for Historical society	\$5,117	\$4,819	\$5,603	\$5,440	\$5,440
	Expenditures Total			\$7,474	\$7,475	\$8,167	\$7,690	\$7,940
	Revenues							
		01-0015-4224	Library Costs Recovered from County	-\$3,632	-\$3,313	\$0	-\$3,300	-\$3,472
	Revenues Total			-\$3,632	-\$3,313	\$0	-\$3,300	-\$3,472

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
ORC								
	Expenditures							
		01-0080-4000	FT Wages	\$45,131	\$46,971	\$38,703	\$58,906	\$61,277
		01-0080-4001	PT Wages	\$20,160	\$36,406	\$31,893	\$33,272	\$36,962
		01-0080-4002	OT Wages	\$368	\$5,045	\$3,118	\$4,000	\$4,000
		01-0080-4100	FT Wage Related Expenses	\$9,401	\$8,909	\$7,640	\$11,707	\$12,189
		01-0080-4101	PT Wage Related Expenses	\$907	\$2,156	\$3,506	\$6,382	\$7,106
		01-0080-4102	Group Benefits	\$7,168	\$2,218	\$3,628	\$5,350	\$9,947
		01-0080-4103	WSIB	\$1,969	\$1,973	\$2,739	\$3,145	\$3,323
		01-0080-4200	Office Supplies & Equipment	\$223	\$81	\$0	\$150	\$100
		01-0080-4201	Hydro	\$21,484	\$21,936	\$29,757	\$25,000	\$25,000
		01-0080-4202	Heat	\$4,932	\$6,362	\$4,663	\$6,000	\$5,500
		01-0080-4204	Water Protection	\$833	\$1,278	\$918	\$1,000	\$1,000
		01-0080-4205	Equipment Maintenance & Supplies	\$4,065	\$11,273	\$12,092	\$6,870	\$9,000
		01-0080-4215	Bldg-Cleaning, Maint,Supplies Interior	\$2,928	\$8,563	\$8,122	\$5,800	\$6,500
		01-0080-4217	Waste Removal	\$2,038	\$2,389	\$2,734	\$2,135	\$2,400
		01-0080-4222	Bldg-Cleaning, Maint,Supplies Exterior	\$5,014	\$19,900	\$5,565	\$8,000	\$8,000
		01-0080-4302	Communication (phone, fax, internet)	\$2,851	\$2,583	\$2,463	\$2,616	\$2,760
		01-0080-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0080-4309	Professional Development	\$0	\$0	\$0	\$1,000	\$0
		01-0080-4311	Membership and Subscription Fees	\$0	\$0	\$0	\$150	\$0
		01-0080-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0080-4315	Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		01-0080-4316	Advertising	\$175	\$1,323	\$418	\$2,100	\$1,000
		01-0080-4320	Contract Services	\$791	\$1,118	\$341	\$1,615	\$1,471
		01-0080-4321	Clothing, Safety Allowance	\$0	\$452	\$813	\$600	\$600
	Expenditures Total			\$133,759	\$189,366	\$169,698	\$196,600	\$210,347
	Revenues							
		01-0015-2600	Ice Rental - Prime	\$0	-\$36,021	-\$23,542	-\$38,808	-\$38,100
		01-0015-2700	Ice Rental - Non-Prime	\$0	-\$583	\$0	-\$628	-\$647
		01-0015-2800	Arena Summer Rentals	-\$12,850	-\$10,991	-\$6,048	-\$13,000	-\$10,310
		01-0015-2900	Gymnasium Rental	-\$3,948	-\$19,116	-\$24,992	-\$25,000	-\$25,775
		01-0015-3000	Rink Board and Ball Diamond Advertising	\$0	-\$1,518	-\$1,197	-\$1,617	-\$1,235
		01-0015-3735	Other Recoveries	\$0	-\$369	-\$353	-\$400	-\$400
	Revenues Total			-\$16,797	-\$68,599	-\$56,133	-\$79,453	-\$76,467

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Parks								
	Expenditures							
		01-0110-4000	FT Wages	\$30,311	\$42,624	\$85,149	\$110,523	\$119,359
		01-0110-4001	PT Wages	\$0	\$0	\$0	\$0	\$0
		01-0110-4002	OT Wages	\$255	\$2,486	\$2,607	\$1,000	\$1,700
		01-0110-4100	FT Wage Related Expenses	\$5,480	\$8,001	\$16,415	\$21,124	\$22,818
		01-0110-4101	PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
		01-0110-4102	Group Benefits	\$439	\$6,377	\$14,680	\$15,218	\$15,485
		01-0110-4103	WSIB	\$920	\$852	\$3,374	\$3,647	\$3,934
		01-0110-4201	Hydro	\$2,618	\$2,843	\$2,845	\$2,700	\$2,800
		01-0110-4203	Fuel	\$5,687	\$5,877	\$0	\$3,534	\$3,711
		01-0110-4204	Water Protection	\$0	\$0	\$0	\$500	\$200
		01-0110-4205	Equipment Maintenance & Supplies	\$2,332	\$1,831	\$4,196	\$1,800	\$2,800
		01-0110-4220	Vehicle Maintenance	\$263	\$46	\$350	\$0	\$350
		01-0110-4222	Maintenance Grounds	\$7,689	\$12,369	\$6,909	\$13,000	\$13,000
		01-0110-4315	Insurance	\$3,385	\$8,432	\$10,586	\$10,653	\$12,064
		01-0110-4316	Advertising	\$0	\$1,440	\$0	\$2,100	\$1,000
		01-0110-4320	Contract Services	\$684	\$728	\$661	\$2,294	\$2,294
	Expenditures Total			\$60,063	\$93,906	\$147,774	\$188,092	\$201,514
	Revenues							
		01-0015-2200	Horse Paddock Rental	\$0	-\$53	-\$91	-\$57	-\$74
		01-0015-2300	Picnic Shelter	-\$518	-\$1,075	-\$1,013	-\$1,159	-\$1,159
		01-0015-2400	Ball Diamond Rentals	-\$7,387	-\$7,879	-\$9,968	-\$8,475	-\$10,277
		01-0015-2450	Soccer Field Rentals	-\$4,232	-\$4,103	-\$2,213	-\$4,423	-\$3,609
		01-0015-2500	Tennis Courts	\$0	\$0	\$0	-\$800	-\$800
		01-0015-3746	Other recoveries	\$100	-\$350	-\$100	\$0	\$0
	Revenues Total			-\$12,037	-\$13,459	-\$13,385	-\$14,914	-\$15,919

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
PCC								
	Expenditures							
		01-0070-4000	FT Wages	\$59,255	\$65,522	\$50,088	\$70,429	\$73,091
		01-0070-4001	PT Wages	\$0	\$0	\$7,532	\$31,637	\$38,501
		01-0070-4002	OT Wages	\$1,184	\$1,322	\$2,979	\$500	\$1,800
		01-0070-4100	FT Wage Related Expenses	\$10,756	\$12,115	\$10,146	\$13,135	\$13,781
		01-0070-4101	PT Wage Related Expenses	\$0	\$0	\$323	\$6,069	\$7,401
		01-0070-4102	Group Benefits	\$8,381	\$8,513	\$8,604	\$9,409	\$10,392
		01-0070-4103	WSIB	\$1,822	\$1,545	\$2,227	\$3,354	\$3,685
		01-0070-4200	Office Supplies & Equipment	\$0	\$102	\$0	\$150	\$100
		01-0070-4201	Hydro	\$7,085	\$11,116	\$11,229	\$12,000	\$12,000
		01-0070-4202	Heat	\$4,549	\$3,782	\$5,252	\$4,300	\$4,500
		01-0070-4204	Water Protection	\$4,096	\$3,551	\$3,440	\$4,500	\$3,700
		01-0070-4215	Bldg-Cleaning, Maint,Supplies Interior	\$3,607	\$6,366	\$2,658	\$10,000	\$6,500
		01-0070-4216	Kitchen Supplies and Equipment	\$0	\$1,697	\$317	\$1,500	\$1,500
		01-0070-4217	Waste Removal	\$8,100	\$9,453	\$10,935	\$8,541	\$9,500
		01-0070-4222	Outdoor Maintenance of Building	\$5,360	\$3,753	\$4,040	\$4,000	\$4,400
		01-0070-4302	Communication (phone, fax, internet)	\$2,682	\$2,790	\$2,251	\$2,616	\$2,448
		01-0070-4308	Mileage	\$0	\$0	\$0	\$0	\$0
		01-0070-4309	Professional Development	\$0	\$0	\$0	\$0	\$0
		01-0070-4311	Membership and Subscription Fees	\$500	\$0	\$0	\$500	\$500
		01-0070-4312	Meals	\$0	\$0	\$0	\$0	\$0
		01-0070-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$0	\$0
		01-0070-4315	Insurance	\$3,321	\$8,432	\$10,586	\$10,653	\$12,064
		01-0070-4316	Advertising	\$0	\$1,507	\$0	\$2,100	\$1,000
		01-0070-4320	Contract Services	\$4,349	\$3,630	\$3,087	\$4,502	\$5,033
		01-0070-4321	Clothing, Safety Allowance	\$208	\$172	\$292	\$260	\$260
	Expenditures Total			\$125,256	\$145,368	\$135,986	\$200,154	\$212,157
	Revenues							
		01-0015-3110	Hall - Prime	\$26	-\$15,587	-\$24,637	-\$29,365	-\$34,739
		01-0015-3115	Hall - Non-Prime	\$26	-\$14,975	-\$19,820	-\$19,969	-\$20,434
		01-0015-3130	Meeting Room	\$0	-\$4,143	-\$10,632	-\$13,427	-\$13,427
		01-0015-3135	Projector and Microphone Rental Fee	\$0	-\$26	\$0	\$0	\$0
		01-0015-3160	Licensed Events Using Patio	\$0	-\$181	-\$126	-\$285	-\$130
		01-0015-3170	Hall - Commercial Rentals	\$0	\$0	\$0	-\$1,547	-\$1,547
		01-0015-3180	Bartenders	\$0	-\$234	\$0	\$0	\$0
		01-0015-3200	Kitchen Facilities - Non-Prime	\$0	-\$686	-\$2,124	-\$3,143	-\$2,570
		01-0015-3220	Advertising Sign	-\$34	\$0	\$0	\$0	\$0
		01-0015-3736	Other Recoveries	\$0	-\$2,101	-\$5,311	-\$5,000	-\$5,000
		01-0015-5250	Recreation Conditional Grants	\$0	-\$1,804	\$0	-\$5,167	-\$5,167
	Revenues Total			\$18	-\$39,737	-\$62,650	-\$77,903	-\$83,014

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Planning								
	Expenditures							
		01-0130-4000	FT Wages	\$68,699	\$74,060	\$56,225	\$79,061	\$114,373
		01-0130-4002	OT Wages	\$0	\$0	\$0	\$500	\$500
		01-0130-4100	FT Wage Related Expenses	\$12,333	\$13,471	\$11,284	\$14,564	\$21,230
		01-0130-4102	Group Benefits	\$5,459	\$5,620	\$5,468	\$6,112	\$9,746
		01-0130-4103	WSIB	\$2,074	\$1,708	\$2,108	\$2,602	\$3,733
		01-0130-4200	Office Supplies & Equipment	\$142	\$0	\$0	\$200	\$200
		01-0130-4302	Communication (phone, fax, internet)	\$28	\$0	\$42	\$100	\$100
		01-0130-4303	Professional Fees - Legal	\$4,821	\$25,843	\$149,120	\$17,000	\$52,000
		01-0130-4305	Professional Fees - Engineering	\$80,075	\$105,542	\$203,559	\$70,549	\$203,536
		01-0130-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0130-4309	Professional Development	\$371	\$0	\$182	\$800	\$800
		01-0130-4311	Membership and Subscription Fees	\$190	\$305	\$789	\$305	\$717
		01-0130-4312	Meals	\$0	\$0	\$0	\$50	\$50
		01-0130-4313	Travel - Accomodations & Parking	\$0	\$0	\$0	\$250	\$200
		01-0130-4316	Advertising	\$2,691	\$7,054	\$5,457	\$5,500	\$5,000
		01-0130-4317	Professional Fees - Water Monitoring	\$2,153	\$1,054	\$4,997	\$2,500	\$3,000
		01-0130-4320	Contract Services	\$38,435	\$74,115	\$18,015	\$49,990	\$42,440
		01-0130-4600	CIP Grants and other Economic Development Programs	\$0	\$9,024	\$0	\$0	\$19,854
	Expenditures Total			\$217,472	\$317,796	\$457,244	\$250,183	\$477,580
	ReserveTransfers							
		01-0013-3100	Transfer from Operating Carryforward	\$0	-\$7,500	\$0	\$0	-\$25,000
	ReserveTransfers Total			\$0	-\$7,500	\$0	\$0	-\$25,000
	Revenues							
		01-0015-1190	Engineering, Environmental and Legal Fees Recovered	-\$16,129	-\$45,544	-\$123,113	-\$115,000	-\$176,698
		01-0015-1200	Minor Variance	-\$28,142	-\$12,759	-\$20,904	-\$14,573	-\$22,370
		01-0015-1205	Agreements	\$0	-\$769	-\$2,556	-\$872	-\$2,635
		01-0015-1210	Part Lot Control Exemption By-law	\$0	\$0	\$0	\$0	\$0
		01-0015-1220	Site Plan Control	-\$97,157	-\$111,315	\$20,911	-\$10,500	-\$7,730
		01-0015-1225	Consent Review and Clearance	-\$3,753	-\$1,833	-\$2,712	-\$3,933	-\$3,180
		01-0015-1226	Ownership List Confirmation	-\$1,846	-\$1,656	-\$924	-\$1,463	-\$1,185
		01-0015-1227	Pre-Consultation	-\$18,125	-\$10,829	-\$16,488	-\$10,976	-\$19,988
		01-0015-1230	Zoning By-law Amendment	-\$74,845	-\$45,261	-\$7,500	-\$7,500	-\$7,731
		01-0015-1235	Telecommunication Tower Proposals	-\$543	\$0	\$0	-\$903	-\$2,890
		01-0015-1236	Lifting of Holding Designation Fee (Zoning)	-\$1,824	\$0	\$0	-\$668	-\$1,472
		01-0015-1240	Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	-\$17,111	-\$17,641
		01-0015-1241	Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	\$0	\$0
		01-0015-3240	Compliance Letter	-\$3,925	-\$2,888	-\$3,954	-\$3,022	-\$4,065
	Revenues Total			-\$246,290	-\$232,854	-\$157,239	-\$186,521	-\$267,585

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Public Works								
	Expenditures							
		01-0030-4000	FT Wages	\$409,925	\$482,710	\$347,155	\$502,682	\$530,974
		01-0030-4001	PT Wages	\$41,231	\$38,487	\$24,573	\$19,258	\$20,835
		01-0030-4002	OT Wages	\$22,250	\$44,563	\$30,167	\$27,795	\$32,300
		01-0030-4100	FT Wage Related Expenses	\$73,974	\$88,111	\$70,336	\$95,004	\$100,607
		01-0030-4101	PT Wage Related Expenses	\$3,970	\$5,697	\$3,196	\$3,694	\$4,005
		01-0030-4102	Group Benefits	\$49,418	\$54,703	\$48,607	\$58,241	\$63,845
		01-0030-4103	WSIB	\$13,828	\$13,197	\$14,863	\$17,460	\$18,219
		01-0030-4200	Office Supplies & Equipment	\$202	\$0	\$236	\$100	\$150
		01-0030-4201	Hydro	\$594	\$679	\$706	\$750	\$700
		01-0030-4203	Fuel	\$74,050	\$135,894	\$131,386	\$94,063	\$98,766
		01-0030-4205	Equipment Maintenance & Supplies	\$2,028	\$2,204	\$217	\$2,050	\$2,050
		01-0030-4208	Signage	\$25,497	\$12,295	\$13,399	\$14,500	\$14,500
		01-0030-4209	Pavement Markings	\$30,056	\$34,204	\$36,283	\$35,500	\$35,500
		01-0030-4210	Railway Maintenance and Upgrades	\$41,340	\$1,975	\$1,828	\$5,000	\$5,000
		01-0030-4211	Municipal Street Naming	\$0	\$5,280	\$0	\$1,000	\$1,000
		01-0030-4212	Maintenance Gravel	\$75,422	\$79,098	\$63,707	\$80,000	\$75,000
		01-0030-4213	Calcium	\$68,488	\$79,791	\$79,152	\$72,000	\$76,000
		01-0030-4214	Winter Maintenance	\$214,793	\$294,687	\$239,851	\$235,000	\$250,000
		01-0030-4217	Waste Removal	\$1,171	\$1,279	\$0	\$1,300	\$1,300
		01-0030-4218	Shop Overhead	\$7,724	\$12,206	\$4,759	\$7,400	\$7,400
		01-0030-4219	Road Maintenance supplies	\$57,203	\$30,999	\$24,238	\$35,400	\$35,400
		01-0030-4220	Vehicle Maintenance	\$27,517	\$65,034	\$28,613	\$46,500	\$42,000
		01-0030-4221	Speed Monitor	\$0	\$0	\$0	\$0	\$0
		01-0030-4222	Tree Maintenance Program	\$23,356	\$24,015	\$20,956	\$22,000	\$32,000
		01-0030-4224	Sidewalk Repairs	\$4,398	\$0	\$0	\$5,000	\$5,000
		01-0030-4302	Communication (phone, fax, internet)	\$2,832	\$3,761	\$1,797	\$2,040	\$2,100
		01-0030-4305	Professional Fees - Engineering	\$994	\$877	\$0	\$2,000	\$1,000
		01-0030-4308	Mileage	\$0	\$0	\$0	\$100	\$100
		01-0030-4309	Professional Development	\$0	\$0	\$0	\$1,420	\$1,200
		01-0030-4311	Membership and Subscription Fees	\$559	\$559	\$219	\$709	\$709
		01-0030-4312	Meals	\$0	\$0	\$0	\$50	\$350
		01-0030-4315	Insurance	\$20,406	\$55,369	\$74,102	\$74,570	\$84,446
		01-0030-4316	Advertising	\$350	\$3,562	\$212	\$2,000	\$1,500
		01-0030-4318	Vehicle Plates	\$5,547	\$11,813	\$0	\$6,595	\$6,595
		01-0030-4319	Permits	\$65	\$111	\$60	\$100	\$100
		01-0030-4320	Contract Services	\$31,156	\$33,821	\$38,111	\$49,807	\$74,778
		01-0030-4321	Clothing, Safety Allowance	\$2,021	\$2,279	\$2,043	\$2,800	\$2,800
		01-0030-4400	Street Lights: Repairs and Hydro Bills	\$20,528	\$11,999	\$13,000	\$14,850	\$14,850
	Expenditures Total			\$1,352,892	\$1,631,257	\$1,313,770	\$1,538,737	\$1,643,078
	ReserveTransfers							
		01-0013-3085	Transfer from Asset Management Discretionary Reserve	\$0	-\$1,975	\$0	-\$10,000	-\$10,000

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Public Works	ReserveTransfers	01-0013-3100	Transfer from Operating Carryforward	\$0	\$0	-\$27,110	-\$27,110	\$0
		01-0013-3205	Contribution from Winter Maintenance	\$0	-\$39,257	-\$4,851	\$0	\$0
			Contribution to Winter Maintenance	\$14,457	\$0	\$0	\$0	\$25,000
	ReserveTransfers Total			\$14,457	-\$41,232	-\$31,961	-\$37,110	\$15,000
	Revenues							
		01-0015-1290	Oversize-Overweight Load Permits	-\$103	-\$420	-\$226	-\$453	-\$232
		01-0015-2000	Third Party Cost Recovery	-\$16,370	-\$1,319	-\$100	\$0	-\$100
		01-0015-3310	Entrance Permit	-\$5,832	-\$1,647	-\$1,822	-\$4,745	-\$3,196
		01-0015-3315	Municipal Street Naming	\$0	-\$3,080	\$0	-\$1,000	-\$1,000
		01-0015-3740	Public Works Other Recoveries	-\$26,704	-\$28,516	\$0	-\$26,704	-\$28,516
	Revenues Total			-\$49,008	-\$34,981	-\$2,148	-\$32,902	-\$33,044

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Source Water Protection								
	Expenditures							
		01-0160-4320	Contract Services	\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
	Expenditures Total			\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
	Revenues							
		01-0015-3748	Source Water Protection Other Recoveries	\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912
	Revenues Total			\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912

Department	Account Type	Account	Description	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Youth Advisory Committee								
	Expenditures							
		01-0190-4200	Office Supplies & Equipment	\$0	\$0	\$52	\$500	\$500
	Expenditures Total			\$0	\$0	\$52	\$500	\$500
Grand Total				\$2,883,477	\$3,493,107	\$3,020,444	\$3,687,530	\$4,092,881

Department	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Expenditures					
Administration	\$652,979	\$798,259	\$650,166	\$821,237	\$876,281
Building	\$552,280	\$532,965	\$456,297	\$643,150	\$746,465
By-law	\$121,721	\$169,034	\$183,877	\$170,446	\$260,343
Corporate	\$299,702	\$202,733	\$217,369	\$216,294	\$224,122
Council	\$131,950	\$138,071	\$101,797	\$151,145	\$147,609
Elections	\$1,476	\$62,640	\$1,929	\$3,026	\$1,883
Finance	\$664,339	\$677,923	\$564,034	\$694,582	\$716,276
Fire and Rescue	\$764,515	\$885,952	\$737,663	\$846,988	\$995,940
Library	\$7,474	\$7,475	\$8,167	\$7,690	\$7,940
Municipal Office	\$69,741	\$72,255	\$57,909	\$67,958	\$67,630
ORC	\$133,759	\$189,366	\$169,698	\$196,600	\$210,347
Parks	\$60,063	\$93,906	\$147,774	\$188,092	\$201,514
PCC	\$125,256	\$145,368	\$135,986	\$200,154	\$212,157
PDAC	\$4,362	\$4,240	\$465	\$6,223	\$6,120
Planning	\$217,472	\$317,796	\$457,244	\$250,183	\$477,580
Public Works	\$1,352,892	\$1,631,257	\$1,313,770	\$1,538,737	\$1,643,078
Source Water Protection	\$8,885	\$9,206	\$6,958	\$9,682	\$9,878
Heritage Advisory Committee	\$4,173	\$10,008	\$10,547	\$17,977	\$14,719
Recreation Advisory Committee	\$2,709	\$1,611	\$586	\$2,941	\$4,413
Youth Advisory Committee	\$0	\$0	\$52	\$500	\$500
Expenditures Total	\$5,175,746	\$5,950,067	\$5,222,287	\$6,033,604	\$6,824,795
ReserveTransfers					
Administration	\$0	\$0	\$0	\$0	-\$10,600
Building	\$80,971	\$39,059	\$531,538	-\$103,910	-\$58,696
By-law	-\$11,494	\$0	\$0	\$0	\$0
Corporate	-\$37,016	-\$31,500	-\$4,575	-\$12,056	\$157,033
Elections	\$13,750	-\$41,250	\$13,750	\$13,750	\$13,750
Planning	\$0	-\$7,500	\$0	\$0	-\$25,000
Public Works	\$14,457	-\$41,232	-\$31,961	-\$37,110	\$15,000
ReserveTransfers Total	\$60,668	-\$82,423	\$508,752	-\$139,326	\$91,487
Revenues					
Administration	-\$41,987	-\$16,241	-\$6,302	-\$14,456	-\$14,223

Department	2021 Actuals	2022 Actuals	2023 YTD	2023 Budget	2024 Budget
Building	-\$633,251	-\$572,025	-\$987,834	-\$539,241	-\$687,769
By-law	-\$58,457	-\$50,500	-\$50,932	-\$46,596	-\$77,644
Corporate	-\$965,228	-\$1,155,841	-\$1,187,857	-\$1,009,627	-\$1,353,957
Elections	\$0	\$0	\$0	\$0	\$0
Finance	-\$208,417	-\$28,887	-\$42,438	-\$31,044	-\$40,188
Fire and Rescue	-\$96,927	-\$106,372	-\$81,718	-\$120,871	-\$119,670
Library	-\$3,632	-\$3,313	\$0	-\$3,300	-\$3,472
Municipal Office	-\$20,922	-\$21,676	-\$17,373	-\$20,387	-\$20,289
ORC	-\$16,797	-\$68,599	-\$56,133	-\$79,453	-\$76,467
Parks	-\$12,037	-\$13,459	-\$13,385	-\$14,914	-\$15,919
PCC	\$18	-\$39,737	-\$62,650	-\$77,903	-\$83,014
Planning	-\$246,290	-\$232,854	-\$157,239	-\$186,521	-\$267,585
Public Works	-\$49,008	-\$34,981	-\$2,148	-\$32,902	-\$33,044
Source Water Protection	\$0	-\$24,351	-\$40,085	-\$19,585	-\$19,912
Heritage Advisory Committee	\$0	-\$5,700	-\$4,500	-\$9,948	-\$10,248
Revenues Total	-\$2,352,937	-\$2,374,537	-\$2,710,595	-\$2,206,748	-\$2,823,401
Grand Total	\$2,883,477	\$3,493,107	\$3,020,444	\$3,687,530	\$4,092,881

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department _____ By-law _____ Priority **Medium**

1 - Purpose of Expenditure

To purchase print materials for distribution of public messaging regarding Township By-laws such as the Township's Parking By-law.

2 - Need

Staff are seeking to supply an annual postcard for the return to school to remind parents regarding the provisions of the Township's Parking By-law. In addition to this annual engagement, additional public messaging blitzes may be beneficial.

3 - Benefit of the Investment

To spread awareness of Township By-laws and seek compliance through education.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only?

Revenues Earned/Reserves Utilized

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

Expenses Incurred

Print Materials	\$500
Total Expenses	\$500

Net Expense/(Revenue) \$500

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

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Administration Priority Low

1 - Purpose of Expenditure

To purchase pins of the Township Crest/Logo to be provided to members of Council, Committee and staff to wear to events and be provided as tokens. The pin design and purpose aligned with the 2018 Puslinch Brand Guidelines. It is recommend that an inventory of 100 pins is maintained and staff will budget accordingly on a year over year basis.

Staff received quotes for both acrylic and enamel pins as outlined below:

Enamel (1.25") 200 - \$551.49 - made of metal, higher quality, more expensive.
Acrylic (1.22") 200 - \$317.00 - made of plastic, lower quality, less expensive.

Staff recommend that Council consider the higher quality pins as the lower quality ones may need to be replaced more frequently.

2 - Need

Council Members and Committee Members have expressed an interest in having pins of the Township Crest/Logo available to be worn to events and sold as tokens.

3 - Benefit of the Investment

Increase brand recognition of the Township at events attended by Council Members, Committee Members and Township staff.

4 - Risks

None

5 - Financial Impact

One-time request for 2024 Budget only? No

Revenues Earned/Reserves Utilized

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

Expenses Incurred

Enamel (1.25") 200	\$551
Total Expenses	\$551

Net Expense/(Revenue) **\$551**

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

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Administration Priority **Medium**

1 - Purpose of Expenditure

To provide the Clerks department with a GoPro to develop video and photo content in house to used on the Township website and social media channels in accordance with the Township's Advertising, Communications and Media Relations Policy.

2 - Need

Council has expressed a desire to see a reduction in the use of stock images used by the Township in communications. Staff recognize the importance of displaying the community in digital and print media to better connect with the community.

3 - Benefit of the Investment

Enhance the Township's inventory of local images and videos to be used in Township publications both digital and print to enhance connection with the community through the Township's media.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
2023 Surplus	\$450	N/A	N/A
Total Revenues/Reserves	\$450	\$0	\$0

Expenses Incurred

Hero10 Black GoPro	\$350
Compatible Micro USB	\$100
Total Expenses	\$450

Net Expense/(Revenue) (\$0)

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Administration Priority High

1 - Purpose of Expenditure

To provide an Open House to share the Township's Land Acknowledgement Report and Statement with the Community in accordance with direction received from Council Resolution No. 2023-257 at the August 16, 2023 Council Meeting.

2 - Need

Council directed staff to develop potential public engagement opportunities to be presented to Council with respect to the Township's Land Acknowledgement Report and Statement. It is staff's recommendation that an Open House be held with a presentation by the Consultants who prepared the Township's Land Acknowledgement Report and Statement.

3 - Benefit of the Investment

Provide a public engagement and education opportunity to the community with respect to the Township's Land Acknowledgement Report and Statement.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
2023 Surplus	\$1,080	N/A	N/A
Total Revenues/Reserves	\$1,080	\$0	\$0

Expenses Incurred

Consultant Fee	\$1,080	2 Consultants at a rate of \$135.00/hr
Total Expenses	\$1,080	

Net Expense/(Revenue)

\$0

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Heritage Advisory Committee Priority Low

1 - Purpose of Expenditure

To purchase a plaque and plaque stand to be installed on the Puslinch Community Centre (PCC) grounds to honour the Ord and Black Families history who resided on the PCC lands and whose families have made many contributions to the community over the decades. Council may wish to include this type of an expenditure to be funded through the newly established Heritage Financial Incentive Program.

2 - Need

This is a carryforward project from the 2018-2022 Heritage Advisory Committee Goals and Objectives. This plaque was originally requested by the descendents of the Ord and Black Families in 2018. With the recent upgrades to the PCC grounds, it has been identified as an ideal time to purchase and install this plaque to spotlight this aspect of the Township's history.

3 - Benefit of the Investment

To recognize the contributions of the Ord and Black families within the Township of Puslinch and their connection to the PCC grounds.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Heritage Financial Incentive Program Discretionary Reserve	\$0	\$2,200	N/A
Total Revenues/Reserves	\$0	\$2,200	\$0

Expenses Incurred

Plaque Purchase and Installation	\$2,200
Total Expenses	\$2,200

Net Expense/(Revenue) \$0

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

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Heritage Advisory Committee Priority High

1 - Purpose of Expenditure

To retain a peer reviewer to review Statements of Heritage Cultural Value or Interest prior to heritage properties being designated in 2024 as a result of changes in *Bill 23*. The Township's peer reviewer is a previous member of the Township's Heritage Advisory Committee and completed the peer review for 82 Queen St.

2 - Need

The Township's Heritage Advisory Committee and staff have been directed to propose designation for approximately 20 properties in 2024 that are currently listed on the Township's Heritage Register. Any properties currently listed on the Heritage Register that are not designated by January 1, 2025 will automatically be removed from the register and are not able to be considered for designation again until January 1, 2030. As a result of the de-listing, the properties will lose their interim protection from demolition.

3 - Benefit of the Investment

Ensure that accurate Statements of Heritage Cultural Value or Interest are drafted to support the Heritage Designation By-laws to be considered by Council.

4 - Risk Assessment

By not completing a peer review of the Statements of Heritage Cultural Value or Interest, Council is relying on the Heritage Advisory Committee and staff (no Township staff have heritage expertise) to draft these statements for Council's consideration and approval.

5 - Financial Impact

One-time request for 2024 Budget only? Yes

Revenues Earned/Reserves Utilized

	Revenues	Reserves	Balance in Reserves (as applicable)
Heritage Financial Incentive Program Discretionary Reserve	\$0	\$2,000	N/A
Total Revenues/Reserves		\$2,000	\$0

Expenses Incurred

Peer Review (\$50/hr)	\$2,000
Total Expenses	\$2,000
Net Expense/(Revenue)	\$0

Furniture/Fixtures Required for new staff?

Computer Required for new staff?

Fleet Vehicle Required for new staff?

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department	Youth Advisory Committee	Priority
		Low

1 - Purpose of Expenditure

The Youth Advisory Committee had requested that a clothing allowance be established to purchase t-shirts and sweaters with the Township's Logo and wording to identify them as volunteers when they are involved in Community Events as part of their role on the Youth Advisory Committee.

Currently, the Township's Expense Policy outlines which staff members have a clothing allowance. Currently, Council Members, Committee Members, and administrative support staff do not have a clothing allowance.

T-shirts are approximately \$20.00 each and sweaters are approximately \$45.00 each. If Council were to approve a clothing allowance for the Youth Advisory Committee, staff recommend that all Committees and Council should receive a clothing allowance as the Heritage and Recreation Advisory Committees can also be expected to act as volunteers in the execution of their roles. Staff also recommend that any staff that are expected to attend community events on behalf of the Township also have a clothing allowance.

Staff have outlined the clothing allowance for the purchase of t-shirts and sweaters that would be required for Council and each Committee below:

- Youth Advisory Committee - T-shirts - \$200.00
- Youth Advisory Committee - Sweaters - \$450.00
- Heritage Advisory Committee - T-shirts - \$120.00
- Heritage Advisory Committee - Sweaters - \$270.00
- Recreation Advisory Committee - T-shirts - \$80.00
- Recreation Advsory Committee - Sweaters - \$180.00
- PDAC - T-shirts - \$80.00 (may not be required)
- PDAC - Sweaters - \$180.00 (may not be required)
- Council - T-shirts - \$100.00
- Council - Sweaters - \$225.00

Staff have outlined the clothing allowance for the purchase of t-shirts and sweaters that would be required for staff below:

- Staff (5) - T-shirts - \$100.00
- Staff (5) - Sweaters - \$225.00

2 - Need

To identify Council, Committee and Staff when they are attending community events on behalf of the Township.

3 - Benefit of the Investment

Increase the Township's brand recognition within the community.

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only?

Every 2 Years

Revenues Earned/Reserves Utilized

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

Expenses Incurred

T-shirts (Council, Committees & Staff)	\$680
Sweaters (Council, Committees & Staff)	\$1,530
Total Expenses	\$2,210

Net Expense/(Revenue) \$2,210

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

TOWNSHIP OF PUSLINCH 2024 OPERATING BUDGET

2024 REQUESTED BASE BUDGET INCREASES

Department Youth Advisory Committee

Priority

High

1 - Purpose of Expenditure

To add the Canada's Wonderland Spark Youth Leadership Conference as the first approved conference for the Youth Advisory Committee to attend. This professional development opportunity is held annually in May at Canada's Wonderland. The 2024 cost is \$53.50 per participant and the conference includes programs and park admissions.

The Council, Committees and Other Appointments - Compensation, Benefits and Expense Policy indicates the following in Clause 6.5:

Conference, seminar, or training attendance must be pre-approved through the budget process by Council for Committee Members.

Should Council approve a conference (ie. Spark Youth Leadership Conference) for Youth Committee members to attend, it is recommended that the budget for the conference be for 6 Committee Members and two chaperones. If more Committee Members attend than what was budgeted, then the future year budget would be adjusted to account for this increase based on an average of previous year actuals.

2 - Need

Refer to the Advisory Committee report YOU-2023-012 Youth Advisory Committee 2024 Proposed Budget report approved by the Committee on June 5, 2023.

3 - Benefit of the Investment

See above

4 - Risk Assessment

None

5 - Financial Impact

One-time request for 2024 Budget only?

No

Revenues Earned/Reserves Utilized

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

Expenses Incurred

Registration	\$428	\$53.50 per person
Mileage/Travel	\$160	\$0.50/km for approximately 320 KM Round Trip assuming car pooling to Vaughan (2 cars)
Total Expenses	\$588	
Net Expense/(Revenue)	\$588	

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

Conference, Seminar and Training Budget

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Department	Position	Conference/Seminar/Training Session	Location	Budget	
Administration	To be Determined Based on Availability	AMO or ROMA Conference	Ontario	\$ 849.70	New in 2024
Administration	CAO	OMAA Workshops	TBD	\$ 1,400.00	
Administration	CAO	CAMA Workshops	TBD	\$ -	
Administration	Clerk	Management Training	Ontario	\$ 4,300.00	
Administration	Clerk	AMCTO Courses	Ontario	\$ 800.00	
Administration	Clerk	AMCTO Conference	Ontario	\$ 550.00	
Administration	Deputy Clerk	Management Training	Ontario	\$ 4,300.00	New in 2024
Administration	Deputy Clerk	AMCTO Courses	Ontario	\$ 800.00	
Administration	Deputy Clerk	AMCTO Conference	Ontario	\$ 550.00	
Administration	Deputy Clerk	National Trust Conference	Ontario	\$ 200.00	New in 2024 for the purposes of the Heritage Advisory Committee support
Administration	Deputy Clerk	Ontario Heritage Conference	Ontario	\$ 500.00	New in 2024 for the purposes of the Heritage Advisory Committee support
Administration	Communications and Committee Coordinator	AMCTO Courses	Online	\$ 800.00	
Administration	Communications and Committee Coordinator	Ontario Parks Association Education Forum or PRO Educational Forum.	Ontario	\$ 500.00	New in 2024 for the purposes of the Recreation Advisory Committee support
Administration	Legislative Assistant	AMCTO Courses	Online	\$ 400.00	
Administration	Communications and Committee Coordinator	OBOA Courses	Online	\$ -	
Administration	Legislative Assistant	OBOA Courses	Online	\$ 700.00	
Administration	All Employees - Corporate Wide Training	Health and Safety Certification (Part 1 and Part 2) for Joint Health and Safety Committee Members	Ontario	\$ 1,271.20	Separately itemized in 2024
Administration	All Employees - Corporate Wide Training	Staff Development and Training (ie. First Aid, Wellness, etc.)	Ontario	\$ 700.00	New in 2024
Administration	All Employees - Corporate Wide Training	Harassment and Violence in the Workplace Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Teamwork/Individual Coaching Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Code of Conduct/Municipal Conflict of Interest Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Website Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Records Management Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Microsoft Office Training	Township Office	\$ -	
Administration	All Employees - Corporate Wide Training	Keystone Training	Township Office	\$ -	
Building	Building Inspector	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 2,500.00	
Building	Chief Building Official	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 2,500.00	
Building	Building Services Technician	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 1,250.00	
Building	Building Inspector	OBOA/OOWA Conference	Ontario	\$ 1,500.00	
Building	Chief Building Official	OBOA/OOWA Conference	Ontario	\$ 1,500.00	
Building	Building Inspector	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00	
Building	Chief Building Official	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ -	
Building	Building Services Technician	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 300.00	
Building	Customer Service Coordinator	OBOA Courses	Online	\$ 508.80	
Building	Customer Service Coordinator	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 150.00	
Building	Allocation - Corporate Wide Training	Code of Conduct/Municipal Conflict of Interest Training	Township Office	\$ -	
Building	Allocation - Corporate Wide Training	Health and Safety Certification (Part 1 and Part 2) for Joint Health and Safety Committee Members	Township Office	\$ 544.80	Separately itemized in 2024
Building	All Employees - Corporate Wide Training	Staff Development and Training (ie. First Aid, Wellness, etc.)	Ontario	\$ 300.00	New in 2024
Building	Allocation - Corporate Wide Training	Harassment and Violence in the Workplace Training	Township Office	\$ -	

Conference, Seminar and Training Budget

Department	Position	Conference/Seminar/Training Session	Location	Budget
Building	Allocation - Corporate Wide Training	Teamwork/Individual Coaching Training	Township Office	\$ -
By-law	By-law Enforcement, Property Standards and Li	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting	Ontario	\$ 1,550.00
By-law	By-law Enforcement, Property Standards and Li	Municipal Law Enforcement Officer's Association and Ontario Association of Property Standards Officers Courses	Ontario	\$ 1,680.68
By-law	By-law Enforcement, Property Standards and Li	AMCTO Course	Ontario	\$ 400.00
Finance	Director of Finance/Treasurer	Management Training	Ontario	\$ -
Finance	Director of Finance/Treasurer	MFOA Conference	Virtual	\$ 508.80
Finance	Deputy Treasurer	MFOA Conference	Ontario	\$ 508.80
Finance	Deputy Treasurer	MFOA/AMCTO/Accounting/Payroll Courses	Ontario	\$ 800.00
Finance	Taxation and Customer Service Supervisor	AMCTO Courses	Online	\$ 800.00
Finance	Taxation and Customer Service Supervisor	Municipal Tax Administration Program through Seneca	Online	\$ -
Finance	Financial Assistant	MFOA/AMCTO/Accounting/Payroll Courses	Online	\$ 800.00
Finance	Customer Service Coordinator	Municipal Tax Administration Program through Seneca	Online	\$ 450.00
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs' Conference	Toronto	\$ -
Fire and Rescue	Fire Chief	Management Training	Ontario	\$ -
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ -
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs' Conference	Toronto	750
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Health and Safety Training Officer	Blue Card Command Instructors' Course	Ontario	\$ -
Fire and Rescue	Chief Training Officer	Ontario Fire College Fire Instructor's Seminar	Gravenhurst	\$ 65.00
Fire and Rescue	2 Health and Safety Committee Members	PSHSA H&S Certification Part 1 and Part 2	Ontario	\$ 1,400.00
Fire and Rescue	Volunteer Firefighters	Red Cross First Responder Certification	Ontario	\$ 1,290.00
Fire and Rescue	2 Volunteer Firefighters	Red Cross Instructors Certification	Ontario	\$ 630.00
Fire and Rescue	Volunteer Firefighters	Red Cross CPR Certification	Ontario	\$ 860.00
Fire and Rescue	Volunteer Firefighters	Canadian Critical Incident Stress Foundation's Conference	Ontario	\$ 1,800.00
Fire and Rescue	Volunteer Firefighters	Fire Service Women Conference	Ontario	\$ 1,050.00
Fire and Rescue	3 New Qualified Acting Captains or 28 Firefighters in the introductory module	Blue Card Command - On-line Course - 4 to 40 Hours	Online Course	\$ 1,800.00
Fire and Rescue	Other Firefighters not described above	Ontario Fire College Courses	Gravenhurst	\$ 995.00
Fire and Rescue	Resource Materials	Textbooks, dvds, training props, misc.	N/A	\$ 950.00
Fire and Rescue	Resource Materials	Blue Card Command Resources and Admin Centre	N/A	\$ 3,730.00
Fire and Rescue	Public Fire and Life Safety Educator	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 350.00
Fire and Rescue	Chief Fire Prevention Officer	OMFPOA Training and Educational Symposium	Windsor	\$ 575.00
Fire and Rescue	Facility Rental	Facility Rental	Guelph	\$ 1,000.00
Fire and Rescue	Facility Rental	Facility Rental	Cambridge	\$ 600.00
Planning	Development and Legislative Coordinator	Ontario Association of Committee of Adjustment Conference	Ontario	\$ -
Planning	Development and Legislative Coordinator	AMCTO Courses	Online	\$ 800.00
Public Works	Supervisor of Public Works, Parks and Facilities	Association of Ontario Road Supervisors	TBD	\$ -
Public Works	TBD	Road/Safety/Equipment Training	TBD	\$ 1,200.00
ORC	Facility Operator	Ontario Recreation Facilities Association Training	Guelph	\$ -
ORC	Facility Operator	Olympia Training	ORC	\$ -

New in 2024 for property standards best practices/certifications.

Required every 3 years
Required every 3 years

Directly from Expense Policy:

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

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

Conference, Seminar and Training Budget

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

Memberships and Associations Budget

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Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Administration	CAO	CAMA/ICMA	N/A	\$ 799.04	\$ 799.04	
Administration	CAO	Ontario Municipal Administrators' Association	N/A	\$ 621.50	\$ 621.50	
Administration	Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Communications and Committee Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Legislative Assistant	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Planning	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	
Administration	Development & Legislative Coordinator	Institute of Law Clerks of Ontario Certification – <i>only applicable if the employee is a Law Clerk</i>	N/A	\$ 200.00	\$ -	
Administration	Corporate Memberships	Top Aggregate Producing Municipalities of Ontario	\$ 5,000.00	N/A	\$ 5,000.00	
Administration	Corporate Memberships	Municipal World	\$ 60.00	N/A	\$ 60.00	
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 3,000.00	N/A	\$ 2,100.00	
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 916.00	N/A	\$ 916.00	
Administration	Corporate Memberships	Wellington County Clerks and Treasurers Association	\$ 200.00	N/A	\$ 200.00	
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 2,073.13	N/A	\$ 2,073.13	
Administration	Corporate Memberships	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 40.60	
Administration	Corporate Memberships	Human Resources Download Program	\$ 5,461.02	N/A	\$ 3,822.72	
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128.00	\$ 128.00	
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 343.95	\$ 343.95	
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 75.00	\$ 75.00	
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Building	Building Inspector	Ontario Onsite Wastewater Association	N/A	\$ 234.05	\$ 234.05	
Building	Chief Building Official	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128.00	\$ 128.00	
Building	Chief Building Official	Ontario Building Officials Association	N/A	\$ 343.95	\$ 343.95	
Building	Chief Building Official	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Chief Building Official	Ontario Plumbing Inspectors Association	N/A	\$ 75.00	\$ 75.00	
Building	Chief Building Official	Ontario Association of Certified Technicians and Technologists or Canadian Registered Building Official – <i>only applicable if the employee has a C.Tech., C.E.T., or CRBO designation</i>	N/A	\$ 250.00	\$ 250.00	
Building	Chief Building Official	Ontario Onsite Wastewater Association	N/A	\$ 234.05	\$ 234.05	

Memberships and Associations Budget

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Building	Chief Building Official	Wellington Waterloo Region Chief Building Official Committee	N/A	\$ 100.00	\$ 100.00	
Building	Building Services Technician	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 128.00	\$ 128.00	
Building	Building Services Technician	Ontario Building Officials Association	N/A	\$ 343.95	\$ 343.95	
Building	Building Services Technician	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Corporate Memberships	Canadian Farm Builders' Association	N/A	\$ 66.17	\$ 66.17	
Building	Corporate Wide Membership Allocation - 30%	Association of Municipalities of Ontario	\$ 3,000.00	N/A	\$ 900.00	
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 600.00	N/A	\$ 180.00	
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 305.28	N/A	\$ 91.58	
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 5,461.02	N/A	\$ 1,638.31	
Building	Corporate Wide Membership Allocation - 30%	Amazon Prime Membership	\$ 110.92	\$ -	\$ 33.28	
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 30.00	
Building	Corporate Wide Membership Allocation - 30%	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 17.40	
By-law	By-law Enforcement, Property Standards and Licensing Officer	Ontario Association of Property Standards Officers	\$ 120.00	\$ 120.00	\$ 120.00	
By-law	By-law Enforcement, Property Standards and Licensing Officer	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 412.13	\$ 412.13	New in 2024 for law/planning courses required for position.
By-law	By-law Enforcement, Property Standards and Licensing Officer	Municipal Law Enforcement Officers' Association	\$ 120.00	\$ 120.00	\$ 120.00	
ORC	Facility Operator	Ontario Recreation Facilities Association	\$ 700.00	\$ 150.00	\$ -	
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ 1,000.00	
Finance	Deputy Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ -	
Finance	Taxation and Customer Service Supervisor	Ontario Municipal Tax and Revenue Association	\$ 1,650.00	\$ 250.00	\$ -	
Finance	Corporate Memberships	Amazon Prime Membership	\$ 110.92	\$ -	\$ 77.64	
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 371.43	N/A	\$ 371.43	
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00	
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 305.28	N/A	\$ 213.70	

Memberships and Associations Budget

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Finance	Corporate Memberships	Municipal Information Network	\$ 600.00	N/A	\$ 420.00	
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief of Operations	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief of Administration	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief of Operations	Ontario Municipal Management Institute	N/A	\$ 155.00	\$ 155.00	New in 2024
Fire and Rescue	Chief Fire Prevention Officer	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Public Fire and Life Safety Educator	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175.00 USD	N/A	\$ 221.00	
Fire and Rescue	Corporate Memberships	National Fire Codes Subscription Service	\$1,500.00 USD	N/A	\$ -	
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50.00	N/A	\$ 50.00	
Fire and Rescue	Corporate Memberships	Ontario Association of Fire Training Officers	\$ 150.00	N/A	\$ 150.00	
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100.00	N/A	\$ 100.00	
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250.00	N/A	\$ 250.00	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Mutual Aid Membership	\$ 1,000.00	N/A	\$ 1,000.00	
Fire and Rescue	Corporate Memberships	Ontario Municipal Fire Prevention Officers Association	\$ 150.00		\$ 150.00	
Fire and Rescue	Individual Membership	Fire Service Women Ontario		\$ 40.00	\$ 200.00	
Fire and Rescue	Individual Membership	Ontario Fire Chiefs' Administrative Assistants Association		\$ 45.00	\$ 45.00	
Fire and Rescue	Corporate Memberships	Emergency Vehicle Technicians Association of Ontario	\$ 100.00	N/A	\$ 100.00	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150.00	N/A	\$ 150.00	
Fire and Rescue	Training Partner Membership	Canadian Red Cross	\$ 250.00	N/A	\$ 250.00	
Heritage Advisory Committee	Corporate Memberships	Community Heritage Ontario	\$ 75.00	N/A	\$ 75.00	
Heritage Advisory Committee	Corporate Memberships	Ontario Historical Society	\$ 102.25	N/A	\$ 102.25	

Memberships and Associations Budget

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
PCC	Corporate Memberships	Parks and Recreation of Ontario	\$ 1,050.00	\$ 250.00	\$ -	
PCC	Corporate Memberships	Taste Real - County of Wellington	\$ 500.00	N/A	\$ 500.00	
Planning	Development & Legislative Coordinator	Canadian Association of Certified Planning Technicians Associate - Membership (category 2)	N/A	\$ 155.00	\$ 155.00	
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150.00	N/A	\$ 150.00	
Public Works	Director of Public Works, Parks and Facilities	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Public Works	Director of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 208.61	
Public Works	Director of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	
Public Works	Supervisor of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ -	
Public Works	Supervisor of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	

Directly from Expense Policy:

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

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

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



REPORT ADM-2023-073

TO: Mayor and Members of Council

PREPARED BY: Laura Emery, Communications and Committee Coordinator

PRESENTED BY: Laura Emery, Communications and Committee Coordinator

MEETING DATE: December 13, 2023

SUBJECT: Priority Properties for Heritage Designation in 2024

RECOMMENDATION

That Report ADM-2023-073 entitled Priority Properties for Heritage Designation in 2024 be received; and

That Council endorse the following properties for consideration for designation and approves the recommended action plan as outlined in this report:

- 1. 4856 Sideroad 10 N;**
- 2. 6714 Concession 1;**
- 3. 4162 Highway 6;**
- 4. 7618 Leslie RD W;**
- 5. 8 Brock RD N;**
- 6. 413 Arkeil RD;**
- 7. 6 Victoria ST;**
- 8. 7839 Wellington RD 34;**
- 9. 56 Queen ST;**
- 10. 4726 Watson RD S;**
- 11. 4855 Pioneer TR;**
- 12. 4347 Concession 11;**
- 13. 4677 Watson RD S;**
- 14. 69 Queen ST;**
- 15. 6592 Concession 1;**
- 16. 7751 Maltby RD E;**
- 17. 6981 Concession 4;**

18. 4556 Sideroad 20 N; and
19. 7094 Concession 1.

Purpose

The purpose of this report is to provide Council with the Heritage Advisory Committee's recommendation for properties to prioritize for designation in 2024 and to seek Council's endorsement and approval of the proposed properties and action plan as outlined in this report.

Background

At the November 6, 2023 Heritage Advisory Committee meeting, the Committee discussed the resolved as follows:

Resolution No. 2023-056:

Moved by Andy Day and
Seconded by Kristine O'Brien

That Report HER-2023-022 regarding the properties for heritage designation in 2024 be received for information; and,

That the Heritage Advisory Committee recommend the following properties for Council's consideration as the priority properties for designation in 2024:

1. 4856 Sideroad 10 N
2. 6714 Concession 1
3. 4162 Highway 6
4. 7618 Leslie RD W
5. 8 Brock RD N
6. 413 Arkell RD
7. 6 Victoria ST
8. 7839 Wellington RD 34
9. 56 Queen ST
10. 4726 Watson RD S
11. 4855 Pioneer TR
12. 4347 Concession 11
13. 4677 Watson RD S
14. 69 Queen ST
15. 6592 Concession 1
16. 7751 Maltby RD E

17. 6981 Concession 4**18. 4556 Sideroad 20 N****CARRIED**

In addition to the properties listed above, staff recommend that the property municipally known as 7094 Concession 1 be included as a priority property to be added the 2024 Heritage Designation list. Staff have prepared draft statements of cultural heritage value or interest based on the information available in the Township's records to be reviewed by the Heritage Advisory Committee prior to being sent to the Township's peer reviewer. The draft statements are attached to this report as Schedules A-S.

Staff recommend the following action plan in order to facilitate the designation of the 2024 priority properties as follows:

Recommended Action Plan

1. That the Heritage Advisory Committee establish three sub-committees to review the draft statements of cultural heritage value or interest for completeness. The sub-committees will utilize the existing template used for the 2023 statements of culture heritage value or interest;
2. That the sub-committees contact the Puslinch Historical Society and Wellington County Archives for additional information and collaboration on this initiative;
3. That property owners be sent a letter from the Township advising that their property has been identified as a priority property for designation and requesting permission to take photographs of exterior architectural features of the property. This will provide staff with an opportunity to engage with the property owners to ensure there is adequate understanding of the designation process and seek assistance from the property owner in documenting the historical value of the property. Collaboration with the property owners will be essential as designations are subject to appeal through the Ontario Land Tribunal.
4. Following the Committee's review, the statements of cultural heritage value or interest will be sent to the Township's peer reviewer for a final review.
5. Staff will bring a report to Council seeking Council's direction for intention to designate the 2024 priority properties.

Financial Implications

Staff have submitted a base budget operating increase request for Council's consideration as part of the proposed 2024 Budget in respect to the peer review costs.

Applicable Legislation and Requirements

Ontario Heritage Act, R.S.O. 1990, c. O.18
Bill 23, More Homes Built Faster Act, 2022

Engagement Opportunities

As outlined in the report.

Attachments

Schedule A – 1-06500 – 4856 Sideroad 10 N – Draft Statement of Cultural Heritage Value or Interest

Schedule B – 3-01600 – 6714 Concession 1 – Draft Statement of Cultural Heritage Value or Interest

Schedule C – 5-16200 – 4162 Highway 6 – Draft Statement of Cultural Heritage Value or Interest

Schedule D – 5-18900 – 7618 Leslie Rd W – Draft Statement of Cultural Heritage Value or Interest

Schedule E – 6-15000 – 8 Brock Rd N – Draft Statement of Cultural Heritage Value or Interest

Schedule F – 8-18000 – 413 Arkell Rd – Draft Statement of Cultural Heritage Value or Interest

Schedule G – 5-13200 – 6 Victoria St. – Draft Statement of Cultural Heritage Value or Interest

Schedule H – 7-02700 – 7839 Wellington Rd 34 – Draft Statement of Cultural Heritage Value or Interest

Schedule I – 5-12000 – 56 Queen St. – Draft Statement of Cultural Heritage Value or Interest

Schedule J – 8-07800 – 4726 Watson Rd S – Draft Statement of Cultural Heritage Value or Interest

Schedule K – 1-05400 – 4855 Pioneer Trail – Draft Statement of Cultural Heritage Value or Interest

Schedule L – 7-01300 – 4347 Concession 11 – Draft Statement of Cultural Heritage Value or Interest

Schedule M – 8-06200 – 4677 Watson Rd S – Draft Statement of Cultural Heritage Value or Interest

Schedule N – 5-10100 – 69 Queen St – Draft Statement of Cultural Heritage Value or Interest

Schedule O – 3-03700 – 6592 Concession 1 – Draft Statement of Cultural Heritage Value or Interest

Schedule P – 7-06900 – 7751 Maltby Rd E – Draft Statement of Cultural Heritage Value or Interest

Schedule Q – 2-19600 – 6981 Concession 4 – Draft Statement of Cultural Heritage Value or Interest

Schedule R – 2-19700 – 4556 Sideroad 20 N – Draft Statement of Cultural Heritage Value or Interest

Schedule S – 4-08900 – 7094 Concession 1 – Draft Statement of Cultural Heritage Value or Interest

Respectfully submitted:

Reviewed by:

Laura Emery,
Communications and Committee
Coordinator

Justine Brotherston,
Interim Municipal Clerk

Short Statement of Cultural Heritage Value or Interest

The property located at 4856 Sideroad 10 North, Puslinch, has cultural heritage value due to its significant and complex history in regards to not only the Puslinch community, but to the entire country and beyond. The property itself resembles high artistic merit and includes various styles and details. The property served as a farm, residence, and rehabilitation center for the Township and has is heavily connected to Puslinch's early settlement, the First World War, local agriculture, and the British Government. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value

The property is a stunning example of a three storey residence built in the Georgian style. The exterior features that are of particular importance is the limestone used for the construction of the house, which was subsequently faced with a roughcast plaster, the portico fitted with highly detailed beams, 12x12 sash and circular gable windows. Additionally, the dormitory/woodwork shop also demonstrates a high degree of craftsmanship, as the stone foundation, 4x4 and gothic arched windows, and brick chimney demonstrate high artistic efforts.

Historical/ Associative Value

The property, located on Lots 9 and 10 on Concession 5, originally belonged to Roland Wingfield. However, his neighbour, Col. Thomas Saunders, purchased it in 1858. Saunders, who lived on Lot 10, had the residence built in 1846. The farm, known as "Woodlands," expanded with the addition of this land and gained fame for its size and scenic beauty.

Between 1863 and 1864, Walter Sorby bought the farm from Col. Thomas Saunders and built the current barn and a woodworking shop for himself and his three carpenter sons. After Walter's passing in 1890, the farm passed into the ownership of his son, Oswald. Oswald used the farm for animal raising and the importation and sale of valuable horses, particularly Clydesdales.

In 1912, Mr. Ralph Ballagh from Michigan purchased the Sorby farm for \$30,000. Ballagh owned the property until 1923, when the Ontario Government acquired it to provide employment for returning soldiers from World War I. The farm was subsequently renamed Vimy Ridge Farm.

However, the government initiative was short-lived due to the implementation of the Empire Settlement Act, 1922, by the British Government. This act facilitated the resettlement of agriculturalists, farm laborers, domestics, and juvenile immigrants across the Commonwealth. Vimy Ridge Farm was chosen as a location for orphaned children from Britain to be sent to, so they could learn how to do agricultural work. From 1923 to 1932, Vimy Ridge Farm served as a

home for numerous boys, and once they reached the age of 17, they would begin their new lives in Canada.

Contextual Value:

The property stands as one of the only remaining mid-19th century properties along Concession 5. With that, The Thomas Saunders/ Vimy Ridge Farm represents the architectural mindset of many early settlers, as well as the progressive changes in style given its additions throughout its history. Additionally, the property is considered a landmark for the area, as many communities are associated with it; hundreds of British immigrants see Vimy Ridge Farm as their first residence in Canada, as well as a key location for WWI veterans and various farmers and agriculturalists within the Township.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4856 Sideroad 10 North:

Thomas Saunders House/Vimy Ridge:

- All original doors and windows
- Front portico
- Original stone foundation
- All original walls; both stone and wood
- Height, scale, and massing of original three storey property



DRAFT

Short Statement of Cultural Value or Interest

The property situated at 6714 Concession 1, Puslinch, holds significant cultural heritage as it is directly linked to the founding of Killean and showcases a prominent architectural style. It serves as a testament to the early commercial and industrial history of the region, as well as the initial Scottish settlement. Moreover, the property exhibits a rich and diverse architectural composition as it features a wide range of styles. The Donald Ferguson property is distinct as it features various types of buildings constructed on a single lot. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property was constructed to act as a residence, store, and post office, therefore making its architectural aspects both unique and rare. The building is two stories and was constructed in the gothic style, which include features such as limestone brickwork, front verandah fitted with wood ornamentation, high pitched roof, 6x6 sash windows, and four pane transom. A significant feature of the property is the French windows located on the side façade. These windows are typical of the Regency and Italianate styles, making them unique to the buildings construction.

Historical/ Associative Value:

The Donald Ferguson property originally consisted of a store built in 1865, and the post office was added the same year. The Ferguson's were natives of Scotland and were some of the earliest settlers in the Killean region.

The store that Donald built and ran was one of the first in the area, alongside William Nicoll. The post office holds great historical significance for the area, as when Ferguson named it "Killean Post Office," it solidified the name Killean for the area. The post office ran until 1913, when Rural Mail Delivery was established.

During the early 1860s, lot 9 also served as a blacksmith and hotel. It would not be until later when the blacksmith shop would be taken down, and the hotel was turned into a dwelling.

In 1869, the residence was built and was added to lot 9, where Donald Ferguson would live out the rest of his life. The property is still in the possession of the Ferguson family, and both the store and post-office buildings are now used as part of the residence.

Contextual Value:

The Ferguson lot is heavily connected to Killean's surroundings. The residence is directly beside the Killean cemetery and is part of a streetscape that involves various other properties from the mid-to-late 19th century, such as John McMaster's, Archie McKellar's, and the Begerow's houses, as well as Puslinch Lake Hotel. Additionally, the property is intertwined with its surroundings as the Killean School (S.S. #7) was built with the same limestone bricks that the Ferguson store was constructed with, a kiln located on the back of lot 9. The property stands a landmark for the area as it was crucial to the formation and sustainability of Killean, as it served the community with goods and provided them various services.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6714 Concession 1:

- All original doors and windows.
- Original wood ornamentation.
- Front verandah.
- Height, scale, and massing.
- Exterior limestone brick walls.



DRAFT

Short Statement of Cultural Heritage Value or Interest

The property located at 4162 Highway 6, Puslinch, holds significant cultural heritage value due to its direct connection with one of the three founding families in the Morriston area. What makes this property unique is that it still contains both the original dwelling, a log house built in 1829, and the farmhouse that was constructed in 1875. The homestead was established by Paul Winer and represents the part of Morriston that was initially settled by Germans in the early 19th century. The dwellings situated on this lot showcase the evolving and dynamic architectural styles that were prominent throughout the Township during the 1800s. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property features two different residences that are both great representations of two drastically architectural styles. The log cabin follows the typical features that are associated with this style of building, including one storey, plain horizontal logs for the exterior walls, stone foundation, and small fixed panes. The log house featured on this property also includes a loft.

The later residence built on the property in 1875 is a great representation of the Gothic Revival or ‘Ontario House’ style. This house is of high craftsmanship and follows the features of the associated style, which includes its yellow brick exterior walls, arched windows under peaked gables, and the front verandah with the second storey balcony for an above entrance. The verandah and the front peak gable are fitted with ornamentation as well.

Historical/ Associative Value:

The log house, located Part Lots 33 and 34, Concession 7, was built by the Paul Winer family the year after their immigration from Germany to Puslinch in 1828. The Winers were among the first three settler families in the Morriston area, making this log house one of the earliest properties in the entire Township.

Forty-six years later, in 1875, the Paul Winer family decided to construct a new and much larger dwelling to accommodate their growing family. The yellow brick farmhouse, located further back on the lot, was erected using bricks supplied by the Morriston Brickyard.

Over time, the log house was repurposed as a farm shop and has served similar functions throughout its history. The homestead has remained largely unchanged, with the most recent restoration efforts taking place in 2019.

Contextual Value:

The Paul Winer homestead is part of a streetscape that includes various other early Morriston settler houses, such as the Morlock and Calfas houses. These families were among the earliest settlers in the area. Additionally, the homestead is closely linked to the German migration to Morriston, as many of the other residences were built and owned by German migrants. Furthermore, the homestead is associated with the German Evangelical Church, illustrating the close proximity in which these houses were constructed to facilitate attendance at the church.

The Ontario House, in particular, is connected to its surroundings through its construction, which is tied to the Morriston Brick Yard. This brickyard produced distinct bricks, thus making the property part of a wider network of Morriston properties. The property, particularly the log house, is considered a landmark as it serves as a physical representation of some of the earliest settlement in the Morriston area, as well as the early architectural style associated with it.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4162 Highway 6:

Paul Winer Homestead:

- Original windows and doors
- Original foundation
- Yellow brick wall exterior
- Log wall exterior
- Verandah
- Ornamentation
- Height, scale and massing of both properties



Short Statement of Cultural Heritage Value or Interest:

The property situated at 7618 Leslie Road West, Puslinch, possesses significant cultural heritage value due to its association with the Scottish, political, and military history of the Township. It was predominantly owned by the Nicoll family, with William Nicoll being of particular note, as he made notable contributions to the community in both military and political spheres. Additionally, the property holds value due to its distinct architectural composition, exemplifying vernacular elements that are exclusive to the township and showcasing an exceptional level of craftsmanship. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is an excellent and unique example of a homestead built with the Italianate style in mind, but incorporates vernacular elements throughout. The Nicoll house showcases several features associated with this style, such as its two-story height, "L" shaped configuration, stone façade, side and front gable low-pitched roof adorned with large brackets, and a portico entrance. However, what sets it apart is the use of square sash windows, whereas paired or ocular windows are typically favored in the Italianate style. Additionally, the absence of a bay window, which is indicative of this style, and the addition of quoins, is also noteworthy of its vernacular aspects.

Historical/Associative Value:

The property was originally constructed in 1860 as a one-story residence by Alexander Nicoll, who purchased the lot from Andrew Stahl. Alexander Nicoll and his wife immigrated to Puslinch from Forfarshire, Scotland in 1834, settling on Lot 35, Rear Concession 8, as well as the lot they purchased from Andrew Stahl. They lived in a log house for many years until Alexander Nicoll passed away in 1860.

Following his father's death, William Nicoll, who was only 15 years old at the time, undertook the construction of the current property with the assistance of the Leslie family. They aided Mary Nicoll, who was widowed, in overseeing the building of the new property, which incorporated the original log house. Initially, the residence consisted of only one story.

Over the course of several years, the property underwent updates, and sometime around 1880, a second story was added. William Nicoll would spend the remainder of his life in the farmhouse. It was during this time that he held the position of Reeve of Puslinch and served as the Warden of Wellington County. Additionally, he resided on the property while serving in the local militia during the Fenian Raids.

Contextual Value:

The Nicoll property stands out as a distinctive residence within its surroundings. While it may not be the oldest property in the immediate vicinity, the farmhouse holds the distinction of being the sole house influenced by Italianate architecture, showcasing early architectural liberties taken in the Township. Moreover, the property is nestled among numerous other Scottish households in and around Concession 8, establishing a context and fostering a stronger connection to the settlement of these individuals in which participated in early settlement efforts. As a result, it contributes to the character of this particular region within the Township.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7618 Leslie Rd. W:

William Nicoll House:

- Original doors and windows
- Height, scale, and massing of property
- Stonework done for the exterior walls
- Original foundation
- Eaves and their ornamentation
- Chimneys



DR

Short Statement of Cultural Heritage Value or Interest:

The property at 8 Brock Road North, Puslinch, holds cultural heritage significance due to its historical connections to various industries and communities in the Aberfoyle region. Constructed around 1860, the property has served multiple purposes throughout its existence, including functioning as a blacksmith shop, a wagon and carriage shop, and even as a residential building. Its location along the historic Brock Rd adds to its historical value. Notably, the property stands as the sole surviving blacksmith shop building in Aberfoyle. Today, the property has returned its focus to industry, serving as a vivid reminder of the important role it played in the region's past. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property stands as an early representation of an industrial building within the Township. While it doesn't conform strictly to a specific architectural style, the structure incorporates neoclassical elements. These include a two-story height, a three-bay front façade, an end gable roof, small paned windows, and a central door. Over time, the property has undergone modifications, including the addition of large double doors at the rear and sizable paned windows at each end of the building.

Historical/ Associative Value:

The building was constructed circa 1860, and McKenzie is credited as the stonemason responsible for its creation. Originally intended as a blacksmith shop, the property was operated by John Bickley for a number of years.

Later on, the upstairs of the building was purchased by Mr. Campbell, who established a wagon and carriage shop. In order to accommodate the construction and movement of wagons, significant renovations were carried out, including the addition of large double doors and windows, as well as raising the ground level at the back of the building.

In 1896, James Mason took over the basement and transformed it into a blacksmith shop, while converting the upstairs into a residence for his family. The building continued to be used as a residence until the 1900s, eventually coming under the ownership of Fred Hamilton by 1950. (*Annals of Puslinch: 1850-1950*, 36)

However, in recent years, the property has been repurposed for commercial use. In 2005, a 3380 square foot additional structure was erected adjacent to the side and rear of the original property. During this period according to Township building permit documents, parking lots were also created at both the front and back of the premises.

Contextual Value:

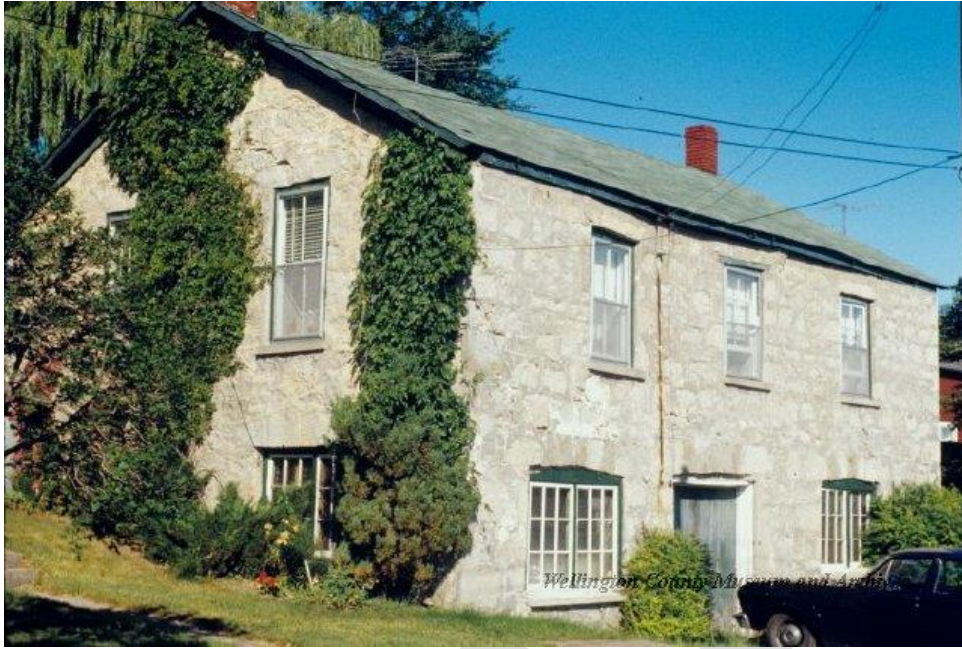
The building holds a prominent position on Brock Rd, a historically significant thoroughfare in the establishment of the Township, particularly in the Aberfoyle area. It stands as the sole remaining blacksmith shop in the vicinity, connecting it directly to its surroundings. The other two blacksmith shops, one operated by Robert Earon on the west side of Brock Rd and the other by Joseph Roach just east of the Aberfoyle Hotel, have since disappeared. (*Annals of Puslinch: 1850-1950*, 36) As such, the old blacksmith shop serves as a visual representation of Aberfoyle's flourishing industrial aspirations during the mid-19th century.

Moreover, the property has been a hub for various services over the years, further cementing its connection to the community. Its significance as a landmark in Aberfoyle lies in its ability to resonate with multiple generations and diverse communities, serving as a testament to the area's rich heritage and cultural associations.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 8 Brock Rd. N:

- Original doors and windows
- Height, scale, and massing of the original two storey building
- Original foundation
- Stonework on exterior walls



DRAFT

Short Statement of Cultural Heritage Value or Interest:

The property situated at 413 Arkell Road, Puslinch, holds immense cultural heritage significance owing to its remarkable architectural construction and rich historical legacy. Constructed in 1852 by Thomas Arkell, the farmhouse, aptly named "Stonehaven," played a pivotal role in various communities and individuals throughout its existence. Notably, it symbolized the commencement of English immigration to the area, served as a center for extensive agricultural practices and research, and played a vital part in establishing Farnham Rd and the region of Arkell. The property stands as a tangible embodiment of these multifaceted historical contributions, making it a cherished treasure of cultural heritage. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value

Design Value:

The Thomas Arkell property stands as an outstanding representation of a residence constructed in the Georgian architectural style. Author Jean Hutchinson, wrote in *The History of Wellington County* that the Arkell house is "The finest example of English architecture in Canada." The property faithfully captures the essence of the houses found in England during the late 1700s to early 1800s.

The exterior design features characteristic of the Georgian style, such as stone or brick construction, a two-and-a-half-story structure, and either a hip or an end gable roof, are all present in the Thomas Arkell property. The small-paned sash windows, along with the central entrance adorned with a square transom window and sidelights, further contribute to its authentic representation of the Georgian style. Thomas Arkell meticulously adhered to these architectural patterns, showcasing the exceptional and almost picturesque nature of the property's exterior.

Historical/ Associative Value:

The Thomas Arkell property holds a rich historical connection to various communities and locations. In 1828, brothers John and Thomas Arkell embarked on a journey from Berkshire, England in search of fertile farming land. Their efforts led them to acquire Lots 1-9, Front and Rear of Concessions 9 and 10, which they named Farnham in May 1829.

After returning to England in 1833, Thomas Arkell came back to the area in 1843 and settled on Lots 7-10. Initially, he built a log house on the property before envisioning the construction of a Georgian manor. In 1844, he cut the lumber, allowing it to dry for five years in preparation for the new residence. Construction of the building, known as "Stonehaven," commenced in 1849.

To accomplish the stonework, Thomas enlisted the expertise of stonemason George Batterson, who came from England. The stone was quarried by local carpenters Mr. Cook and Mr. Roberts, and it took three years to complete the stonework. Notably, Thomas deviated from the usual practice of positioning the front of the house towards the road; instead, he arranged it to face away from the road to avoid witnessing activities on his farm.

George Nichols, a local blacksmith, was entrusted with crafting the hardware for the doors, windows, and woodwork. The property changed hands in 1906, and in 1918, it was purchased by William J. Kay, a prominent shorthorn breeder. He and his wife preserved the exterior of the property and, in an effort to maintain its English design and heritage, furnished the interior with valuable period-correct furniture and an array of antiques.

In 1955, the Ontario Agriculture College (O.A.C.) acquired the 200-acre farm, including Stonehaven. The property became the headquarters for the Research Department of the Branch of Animal Husbandry, a role it continues to fulfill today. As the O.A.C. still owns the property, it remains a site for conducting similar research activities.

Contextual Value:

The farmhouse holds a prominent position as the cornerstone of the Farnham Rd streetscape and stands as one of the earliest properties in the Arkell region. It bears a significant historical association with English immigration to the area, marking the commencement of the influx of settlers from England to the Township. Notably, the property is closely linked to the Arkell brothers' sawmill and woolen mill, as the logs processed at the mill were utilized in the construction of Stonehaven.

The architectural design of the property serves as a testament to the collective efforts of early English settlers in the region, as the Georgian style, which was not yet widely employed, was carefully implemented. This unique design distinguishes the property and emphasizes its role in reflecting the aspirations and achievements of those early settlers from England. As a result, the property stands as a cherished landmark, intimately connected to the pioneering families of the township and showcasing its rich agricultural heritage.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 413 Arkell Rd:

- Original doors and windows
- Stonework wall exterior
- Height, scale and massing of the two storey property
- Original stone foundation

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Statement of Cultural Heritage Value or Interest:

The property located at 6 Victoria St, Moriston, holds significant cultural heritage value due to its association with German settlement in the Morriston area. Specifically, the property is associated with Herbert Leitch, a skilled stonemason and August Wurtz, both of whom were German immigrants. The property's architectural value lies within its distinctive shape and intricate design elements. The silhouette of the residence is used on the Puslinch Heritage Committee plaques, which are affixed to historical properties across the Township. The property meets the requirements for designation prescribed by the Province Ontario as it satisfies at least two of the nine criteria for determining cultural heritage value or interest under Ontario Regulation 9/06 (as amended by O. Reg. 569/22) under the Ontario Heritage Act.

Design Value:

The property contains an exceptional and distinctive example of a one-and-a-half-storey cottage that was converted into an "Ontario House" style residence later on. Exterior elements of this style, which can be seen on the residence include the dolomite and fieldstone façade, end gabled roof with peaked front gables, gothic arched windows under the peaked gables, as well as sash windows throughout. The entrance is centered and is fitted with transom. Whirlpool sandstone was used for quoins, lintels, and some of the voussoirs. Aside from its detailed craftsmanship, the property is of particular interest due to its unusual design, as it has two twin gables joined by a keyhole entrance which is now covered by a porch.

Historical/ Associative Value:

The property, located on Lots 38-39, PLAN 131, was originally constructed by Herbert Leitch, a Prussian-born resident of Morriston, in the early 1880s. In 1885, given his profession as a stonemason, he built the initial cottage residence. In 1890, the property was purchased by August Wurtz, another German settler, for a sum of \$350. After acquiring the residence, Wurtz took on renovations that transformed the property into the current "Ontario House", which was the most common architectural style in the region after 1864. When the Puslinch Heritage Committee initiated their plaquing program for historical properties in 2000, they selected the silhouette of the Leitch/Wurtz house as the program's logo.

Contextual Value:

The property forms an integral part of a streetscape that holds strong connections to the German settlement in the Morriston area. In close proximity to the Leitch/Wurtz house, one can find other significant residences, such as the Morlock, Calfas, and Winer houses. These three families, considered the founding families of Morriston, further emphasize the historical

importance of the area. Moreover, the property's proximity to the German Evangelical church demonstrates the preferred settlement location for subsequent German migrants arriving in Morrilton after the initial 'boom' seen in the 1830-50s.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6 Victoria St:

Herbert Leitch/ August Wurtz House:

- Original doors and windows
- Original foundation
- Fieldstone, dolomite, and limestone used for exterior walls
- Voussoirs, lintels, and quoins
- Height, scale, and massing of the original one and a half story residence



Short Statement of Cultural Heritage Value or Interest:

The property situated at 7839 Wellington Road 34, Puslinch, possesses significant cultural heritage value owing to its direct association with the early settlement of the Corwhin region, specifically linked to the Highland Scottish immigrants, including Duncan Campbell. In addition to its historical significance, the property showcases unique architectural features that are complemented by exceptional craftsmanship, underscoring its value as a testament to skilled construction techniques of its time. Moreover, the inclusion of the Corwhin Post Office on the property highlights its multifunctional nature, extending beyond being solely a farmstead. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property serves as an exceptional illustration of a two-storey residence designed in the Georgian architectural style. Its exterior features exemplify the characteristics associated with this style, such as a three-bay stone façade, an end gable roof accompanied by matching chimneys, small-paned sash windows, and a centrally positioned door embellished with a transom and sidelights.

The stone façade of the property is meticulously crafted using fieldstone, with soldier lintels adorning the front, while striated lintels are found on the sides. A fire that occurred many years ago resulted in the front lintels becoming charred, imparting a unique color and overall appearance to them. Furthermore, the property was constructed into a bank on the front, allowing it to be situated in an elevated position, thereby requiring steps leading up to the front door.

Historical/ Associative Value:

The Campbell family migrated to Puslinch from Perthshire, Scotland in 1833 and settled on Lot 21, Rear Concession 10, which is the current location of the property. By the 1850s, Duncan Campbell had become the owner of the property, and the construction of the stone house took place during that period, as documented in the 1860s and 1877 Puslinch maps. Additionally, Duncan Campbell acquired Lots 19-21 on Concession 11, which included the Corwhin Post Office and store as part of the property. (Annals of Puslinch: 1850-1950.)

During the late 1900s, the property came under the ownership of Duncan Ross. The Post Office continued its operations on the property until 1912, coinciding with the introduction of rural mail services in the Township, leading to its closure.

Throughout its existence, the property's exterior has remained relatively unchanged. The current owners have shown careful attention by replacing windows and doors in a style that pays homage to the original design and character of the house.

Contextual Value:

The Duncan Campbell property stands in close proximity to several other Scottish migrant properties, reinforcing the collective heritage of the area. Notably, it is one of only two properties in the immediate vicinity that showcases the Georgian architectural style. This unique characteristic aligns with the earlier Scottish migration patterns, as the Georgian style was commonly associated with the early settlement period and distinguishes itself from the prevalent stone cottages and "Ontario Houses" in the surrounding area.

Furthermore, the property holds historical significance as it is intricately linked to the Scottish immigration, particularly from Perthshire to the Corwhin area. Its presence contributes to the narrative of the location established by Scottish settlers, and due to its relatively early construction, it stands as a symbol of community strength and resilience.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7839 Wellington Rd. 34:

- Original foundation
- Stonework on exterior walls
- Height, scale, and massing of original two storey property
- Paired Chimneys



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Short Statement of Cultural Heritage Value or Interest:

The property located at 56 Queen Street, Morriston, is of cultural heritage as it directly associates with one of the three founding families of Morriston. It stands as the original property owned by John Calfas on Lot 6 of PLAN 135. The property showcases an early architectural style, characterized by its log house construction, which reflects the initial house style prevalent in the area during the earliest settlement period. Additionally, the property holds cultural heritage significance due to its deep-rooted connection with German settlement, as evidenced by the three German migrant owners who possessed the property throughout the 19th and early 20th centuries. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is a rare and early example of a one storey log house in the Township. The exterior features of this style, which also appear on the homestead include the plain horizontal log façade that was chinked with moss or plaster, fixed and small paned windows, and a central entrance.

Historical/ Associative Value:

The property was originally constructed in 1842 by John Calfas on Lot 6, PLAN 135. John Calfas, a German immigrant, along with the Morlock's and Winer's families, formed the three settling families in the Morriston area. It is believed that John Calfas and his family built the property.

In 1854, the property was acquired by another German immigrant named John (Johann) Stein. During his tenure, he operated his cooperage business from the basement located at the rear of the house. The back opening of the house also led to his garden, where he cultivated fruit trees.

Following John Stein's passing in 1894, his wife Elizabeth and their daughter Mary relocated to Victoria St. in Morriston, engaging in a house exchange with George Finkbeiner. After Elizabeth's demise in 1903, the Finkbeiner family purchased the property.

All three owners of the property, Calfas, Stein, and Finkbeiner, held significant connections to the church, playing integral roles in establishing the German Evangelical Church, which still exists today.

Contextual Value:

The property holds significant importance in defining the character of the area due to its direct association with the early settlement in the Morriston area. It forms an essential part of the streetscape that distinctly represents this early settlement, featuring neighboring residences such as the Morlock's, Schlegel, and Leitch/Wurtz houses. Moreover, the property's proximity to the church serves as a testament to its historical connection with the surrounding community.

Furthermore, the property stands as one of the earliest log houses in the entire Township, reflecting the architectural ideals embraced by the area's earliest settlers. Its construction aligns with the architectural concepts prevalent during that time.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 56 Queen St:

John Calfas/Stein House:

- Original doors and windows
- Original foundation
- Height, scale, and massing of original one storey property
- Wood and other material used in the construction of the façade



DR

Short Statement of Cultural Heritage Value or Interest:

The property located at 4726 Watson Road South, Puslinch, has cultural heritage value due to its association with Scottish settlement in the Arkell area, specifically that of Robert Green and William Rae. Additionally, the property has cultural value due to the residence being a representative example of the "Ontario House" style, as well as featuring a stone bank barn with an unusual central opening. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is an excellent representative example of a one-and-a-half-storey "Ontario House" style residence that was built with a high degree of craftsmanship. This style's exterior features include the three-bay front façade, stone brickwork on the exterior walls, an end gable roof with a peaked front gable, sashed windows with a gothic arched window beneath the peaked gable, and a central entrance with sidelights and a transom. Additionally, the property's bank barn is of high craftsmanship, as it is also made of stone and consists of an interesting drive-through central opening made for horses to go right through after being unhitched from their loads.

Historical /Associative:

The property, located on Lot 11, Rear Concession 9, was originally bought and settled on by Robert Green, who moved from Scotland to the Arkell community in 1853. The house is believed to be built sometime in the 1860s. By 1867, the property was sold to William Rae and it remained in the possession of the family until 1926.

Contextual Value:

The property is part of a streetscape that represents the formative properties in the Arkell region. Additionally, given that the property's stone was sourced from the immediate area, the house is both physically and historically linked to its surroundings, representing the efforts made to use both local materials and similar architectural design.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4726 Watson RD S:

William Rae House and Barn:

- Original windows and doors

- Original foundation
- Stone used for exterior walls
- Height, scale, and massing of original buildings

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Short Statement of Cultural Heritage Value or Interest:

The property located at 4855 Pioneer Trail, Puslinch, holds cultural heritage value due to its direct association with Scottish immigration, livestock breeding, and the Puslinch Farmer's Club. James Anderson, known as the "Laird of Puslinch," around 1862, purchased the property. Moreover, the property is closely linked to the early Scottish immigration to the area and is situated among many other properties that share similar historical significance. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is an outstanding representation of a two-storey farmhouse constructed in the Italianate style with notable Georgian influences. The Italianate features of the property include the use of yellow brick for the facade, a low-pitched hip roof, and a front gable roof resulting from its "L" shape configuration. The front facade is adorned with double arched windows, adding to its distinct Italianate character. Additionally, the Georgian influence is evident in the five-bay front facade design, with the majority of the windows featuring small paned sash windows, while the paired windows were placed in the centre. Overall, the property's architectural elements demonstrate a harmonious blend of Italianate and Georgian styles, showcasing the skillful craftsmanship involved in its construction.

Historical/ Associative Value:

Edward Yeomans (check property file for source) originally purchased the property, located on Lot 13, Concession 5, in 1839. By 1861, James Anderson from Ayrshire, Scotland, purchased the land. Sometime in the next few years, the current farmhouse was erected. Under Anderson's ownership, the farm would be known as "Springfield" and was regarded as an extremely well kept and high production farm. Anderson during his ownership he was also intertwined in the creation of the Puslinch Farmer's Club and its prosperity. He gave speeches to members regarding turnip culture the implementation of artificial manure, which were reflective of the farming efforts that commenced on the property. Eventually, he would become President of the Puslinch Farmer's Club and be known as the "Laird of Puslinch". The property was owned Anderson until 1909.

Contextual Value:

The property is a key component of a streetscape that displays a collection of other Scottish immigrant houses. It stands out and contributes to the area's distinct character through its substantial size and exquisite architecture, which is a rarity among its neighbouring properties. Additionally, the property played a historic role as The Puslinch Farmer's Club, further solidifying its associations with the numerous farms and residences throughout the Township.

Description of Heritage Attributes:

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4855 Pioneer Tr:

James Anderson House:

- Original windows and doors
- Original foundation
- Stonework exterior walls
- Height, scale, and massing of original one and a half storey property



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Short Statement of Cultural Heritage Value or Interest:

The property, situated at 4347 Concession 11, Puslinch, holds significant cultural heritage value as it is closely linked to the early Scottish settlement in the Badenoch area and is particularly associated with the McLaren family, who were among the earliest settlers in the region. The residence on the property exemplifies the architectural style prevalent in the mid-1800s, and it forms an integral part of a streetscape characterized by similar dwellings, collectively representing the architectural heritage of the time. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property stands as an exceptional example of a two-storey Georgian style residence, displaying a range of distinctive exterior features. These include a five-bay front façade, stone wall exterior, an end gable roof adorned with bargeboard detailing and paired chimneys. The house also showcases small paned sashed windows. The central entrance is fitted with elegant sidelights and a transom, which are covered by a charming portico, completing the overall grandeur of the property's architectural design.

Historical / Associative Value:

The property, situated on Lots 25 and 26, Concession 11, was initially acquired by Peter McLaren, a Scottish immigrant who arrived in the Badenoch area in 1831. Around 1865, James McLaren and his wife Margaret Stewart commissioned the construction of the stone house on the property, where they resided until 1883. Following their departure, James' nephew, John McKenzie, purchased the farm while James and his family relocated to Drumbo. John McKenzie later sold the property to his son-in-law, R.T. Amos, who held ownership until 1944. With the sale in 1944, the remarkable 110-year ownership by Peter McLaren and his descendants came to an end.

Contextual Value:

The property seamlessly aligns with and enhances the character of the area as it contributes to a series of properties in the Badenoch region that were constructed in the Georgian/Neoclassic style. Among these residences are notable examples such as the Duncan Campbell, James Orme, and William Hume houses, which collectively shape the distinctive character of the locality. Additionally, the property serves as a testament to the architectural endeavors undertaken by the Scottish settlers during the late 18th to mid-19th century in the Township, reflecting their influence and contributions to the area's heritage.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4347 Concession 11:

Peter McLaren:

- Original doors and windows
- Original foundation
- Stonework used for exterior wall
- Bargeboard ornamentation
- Portico
- Height, scale, and massing of original two storey property



DRAFT

Short Statement of Cultural Heritage Value or Interest:

The property located at 4677 Watson Road South, Puslinch, has cultural heritage value owing to its close association with the Arkell community. The property was built for John Murray in 1896, where he lived for many years. Moreover, the property holds cultural heritage significance due to its architectural nature, which is rare in terms of construction techniques and distinctive features. Furthermore, the property is linked to local stonemasons and carpenters who played a crucial role in its construction, adding to its cultural significance. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is a rare and exemplary of a two-and-a-half-story Queen Anne style house. The property's exterior showcases notable features that are characteristic of the architectural style it represents, and these features are consistently present throughout the entire property. These distinctive elements include an irregular and multi-surfaced façade embellished with intricate woodwork and brickwork. The steeply pitched roof adds to the overall aesthetic, while a variety of window styles, such as tall sash, palladium, bay, and oriel windows, contribute to the unique character of the house. Moreover, an entrance verandah complements the overall design. It is worth mentioning that the presence of a bay window at the front of the house and double windows on the upper level of the side-gable is uncommon particularly in the context of Puslinch.

Historical/Associative Value:

The property was originally owned by John Murray and had it built in 1896. The house was situated on Lot 13, Concession 10, which Murray purchased in 1881. The property was built by local stonemason Robert Lamb and carpenter William Stratton and Son. The work that was done in constructing the property demonstrate the advanced skill of the stonemasons in the 1800s in the area.

The size of the property and the unique exterior features as demonstrate the increased wealth of homeowners in the late 19th century.

Contextual Value:

The property is located on the historic Watson Rd. and stands alongside other late 19th-century properties in the vicinity, including the William Hume and James Orme houses, among others. These houses collectively exemplify the affluence prevalent in the Arkell area, as they are all

grand, meticulously designed residences. Additionally, the property is physically connected to its surroundings through the use of local fieldstone and granite for the house's façade.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4677 Watson Rd S:

John Murray House:

- All original doors and windows
- Original foundation
- Stonework bricks used in façade
- Verandah and ornamentation
- Height, scale, and massing of original two storey property



DRAFT

Short Statement of Cultural Heritage Value or Interest:

The property located at 69 Queen Street, Morriston, is of cultural heritage value due to its close connection with the Morriston community, specifically its industrial history. The property stands as one of the last few industrial buildings from the early 19th century, and is associated with many of the early settler families in the area, including the McEdwards and the Huether's. Additionally, the property holds valuable architectural significance based on its construction and later additions which were carried out in tandem with changing industrial demands. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is an early representation of an industrial building. The one storey property features fieldstone and dolomite exterior walls, small paned windows, a garage bay, and a low pitched roof.

Historical/ Associative Value:

The property, located at Lot 5 (PLAN 135), was initially built as a cooperage around 1856, but was later used as a blacksmith and garage shop. The stones used to build the property's exterior were imported from Guelph. By 1922, the property was purchased by Albert Huether and was known for many years as a garage shop.

Once Albert had passed away, the shop was owned and operated by his son, William until 1965, where the eventually opened a new garage in 1965.

Contextual Value:

The property is situated along Brock Rd. and is surrounded by many residences that were constructed around the same time in Morriston. Additionally, the property is closely connected to its surroundings, having served as a location that provided various services over the years. Its location, where many Morriston settlers resided, highlights the significance of being near a populated hub and reflects the changes in required services as carriages gave way to cars and coopers were replaced by mass production. As such, the property stands as a defining feature of both the landscape and the area's physical history, reminiscent of the initial drive to establish settlement in Morriston.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 69 Queen St:

- All original doors and windows
- Original foundation
- Stone used for exterior wall
- Height, scale and massing of original the original one storey

DRAFT



Short Statement of Cultural Heritage Value or Interest

The property located at 6592 Concession 1, Puslinch, has cultural heritage value due to its association with German immigration to Killean, as well as holestry and entertainment around the Puslinch Lake area. The property was built around the 1860s, a short time after Frederick Begerow came to the area. The property is situated along Concession 1, where a number of other houses from the mid-19th century reside. Additionally, the Inn that is located on the property served as a value and crucial piece of the Puslinch Lake community, serving a wide array of visitors. . The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is a beautiful representation of architecture brought over from Germany in during the mid-19th century. The farmhouse is one and a half stories and features stone exterior walls, a high pitched roof, 4x4 sash and French windows, low pitched roof, and small rooms, which are all associate with the German architectural style of this period. There has been later additions added onto the original stone dwelling and the roof. (Unsure of when they were added)

Historical/ Associative Value:

Frederick Begerow came to Puslinch in 1851 from Germany and settled near Puslinch Lake on Concession 1 Lot 5, where the Highland Chief Inn and farmhouse still reside. His youngest son, August, occupied the property once his father had passed away.

During the summer months, the Highland Chief Inn would be one of five hotels near Puslinch Lake that hunters, fishers, and boaters would stay at, as the lake offered an abundance of game to be caught, as well as ample room for leisure. August considered the location one of the healthiest summer resorts within Western Ontario.

The Begerow's also provided entertainment on their property while they lived there, as August was an avid accordion player and could be seen playing alongside Archibald Ramsay, William Young, and Anthony Robertson, who were all local violinists.

Contextual Value:

The Begerow farmhouse is heavily connected to the surrounding areas as it forms part of the streetscape along Concession 1. What makes this property particularly interesting is the distinct

nature in which a German style house is situated between a series of primarily Scottish settler properties. The property also reflects the early establishment in Killean, particularly those of German descent. Furthermore, the Begerow property is considered a landmark as it served a variety of individuals from various parts of the Township and beyond, and resembles the importance of entertainment and holestry around Puslinch Lake.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6614 Concession 1:

- All original doors and windows.
- Stone exterior wall.
- Original foundation.
- Height, scale and massing of the original two and one half-storey structure.



DRAFT

Short Statement of Cultural Heritage Value or Interest:

The property situated at 7751 Maltby Road East, Puslinch, holds significant cultural heritage value owing to its association with the pioneering McFarlane family, who were among the earliest settlers in the vicinity of S.S. No. 10, having migrated from Scotland. Furthermore, the property is connected to the local stonemasonry tradition and showcases exceptional architectural endeavors that were prevalent in the region during the mid-19th century. Moreover, the property carries a direct association with Duncan McFarlane, a prominent figure who actively served various facets of the community. His involvement and contributions further enhance the historical significance of the property. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property stands as a remarkable representation of a two-and-a-half-story residence constructed in the neoclassical style. It encompasses various features that epitomize this architectural style, such as the three-bay front façade crafted from stone, complete with quoin corners. The property showcases small-paned windows, an end gable roof, and a centrally positioned entrance adorned with sidelights and a transom. Notably, the façade of the property is meticulously constructed using fieldstone and granite, lending it a distinctive and appealing appearance.

Historical/ Associative Value:

The property was established on the land originally owned by John McFarlane, the father of Duncan McFarlane. John purchased Lot 16 and part of 17 on Concession 10 upon his arrival from Perthshire, Scotland in 1834, becoming one of the early settlers in S.S. No. 10. Duncan, at the age of 16, accompanied his father to the new land and assisted in clearing the farmland (Annals of Puslinch: 1850-1950, 73).

Duncan McFarlane remained on Lot 16 and in 1870, he commissioned the construction of the present property. He employed stonemason Peter Hume, who utilized large limestone slabs from Georgetown to build the house. The property served as Duncan McFarlane's residence while he dedicated his time to various roles in the community. He served as a School Trustee, Township Councillor for twenty years, Deputy Reeve for three years, and was a Justice of the Peace member until his passing in 1892.

Following Duncan's death, his youngest son, Robert James McFarlane, took over the homestead and resided there until his own passing in 1927. By 1950, Duncan, the son of Robert, had become the occupant of the property.

The property remained within the McFarlane family for several generations until recently when it was sold. The new owners conducted sympathetic renovations, aiming to preserve the physical appearance of the property as closely as possible to its original state.

Contextual Value:

The property maintains a strong visual and historical connection to its surroundings, as it stands amidst numerous residences belonging to Scottish settlers in the Badenoch/Corwhin area. Its physical presence serves as a testament to the craftsmanship of local tradesmen and highlights the interplay between industries beyond Puslinch, as the building materials were sourced from nearby areas. Furthermore, the property effectively exemplifies its purpose within its immediate environment, having served as a farmhouse for the adjacent farmland owned by the McFarlane family.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7751 Maltby Rd. E:

Duncan McFarlane:

- Original doors and windows
- Limestone and granite bricks on exterior walls
- Original foundation
- Height, scale, and massing of the original two and a half storey property



Statement of Cultural Heritage Value or Interest:

The property located at 6981 Concession 4, Puslinch, has cultural heritage value due to the residence located on the property having exceptional architectural craftsmanship and design, as it is an early and representative example of an "Ontario House." Its historical significance is further accentuated by its connection to early Scottish immigration, as Peter Stewart, the original property owner, was among the earliest settlers in the Township. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is a remarkable and early example of a one-and-a-half-storey "Ontario House" style residence. It exhibits several features that are characteristic of this style, including a stone façade with quoins, a high-pitched roof with peaked gables, and a centred entrance adorned with sidelights and transoms. The exceptional craftsmanship displayed on the property is evident in the intricately detailed rusticated quoins and the beautifully arched lintels found on the doorway. One particularly interesting aspect of the property is the inclusion of a paired window beneath the central gable, which is a distinctive feature commonly associated with the Italianate architectural style.

Historical/ Associative Value:

The property, situated on Rear Part Lot 19, Concession 3, was originally built for Peter Stewart around 1865. Peter Stewart, an immigrant from Perthshire, Scotland, arrived in Puslinch in 1834 and settled on the very land where the current house stands. The Stewarts were among the earliest settlers in Puslinch, initially residing in a log house until the construction of the stone property.

Throughout its history, the property thrived as a prosperous farm, boasting a diverse range of animals, and yielding harvests of grain, wheat, and vegetables. It served as a hub for various agricultural activities, with Peter Stewart engaging in the production of butter, cheese, wool, and cloth.

In more recent times, the property has undergone a transformation and currently serves as the Donkey Sanctuary of Canada. Today, it continues to fulfill its role as a donkey sanctuary.

Contextual Value:

The property is an integral part of a streetscape that showcases a series of properties characterized by their unique Scottish construction style dating back to the 1860s-70s. Notably, the houses of Alexander McKay on Lot 19 Front Concession 3 and John McCormick on Lot 15 Front Concession 3 bear a striking resemblance to the Peter Stewart house in terms of their construction. Additionally, the property contributes to maintaining the distinctive character that arose from the efforts of Scottish masons in the Township. Its presence stands as a testament to the craftsmanship and construction techniques employed by Scottish settlers.

Description of Heritage Attributes:

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 6981 Concession 4:

Peter Stewart House:

- Original doors and windows; including paired window
- Original foundation
- Stone bricks used in the exterior wall construction; including quoins, arched lintels
- Height, scale, and massing of the original one and a half storey property



Statement of Cultural Heritage Value or Interest:

The property located at 4556 Sideroad 20 N, Puslinch, holds significant cultural heritage value due to its early and rare construction, as it is one of the few remaining log houses in the Township. Additionally, the property is closely connected to the Scottish immigration to Puslinch and the McLennan family. Being one of the few log houses that have survived over time, the property provides a glimpse into the early architectural practices in the Township. Moreover, the property's association with Scottish immigration adds to its cultural significance. The McLennan family, who owned the property, represents a part of the Scottish community that played a role in the early establishment of Puslinch. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The homestead on the property is a rare and early example of a one-storey log house. It exhibits distinctive features that are characteristic of this architectural style. These features, which can be observed on the property, include a plain horizontal log façade with plaster chinking, an end gable roof, small paned windows, and a simple central entrance. The notches in the log construction are executed in the dovetail style. What sets this homestead apart from other log houses in the area from the 1840s-50s is its larger size, making it an unusual and noteworthy representation of its time,

Historical /Associative Value:

The property, located on Lot 20, Concession 3, was settled on by the Margaret McLennan and her family, who initially came from Scotland around 1841. The residence was constructed sometime around 1850 by Alexander, who was one of her sons.

Contextual Value:

The property, forms part of a streetscape where numerous other Scottish settler residences still stand today within the Township along Concession 3. Some of these properties include the Peter Stewart, Alexander McCaig, and John McCormick houses. Given its early construction, it visually represents the typical houses that would have been built in the area during the 1840s-50s.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 4556 Sideroad 20 N:

Margaret McLennan House:

- Original doors and windows
- Original foundation
- Wood used in the exterior wall construction
- Height, scale, and massing of one storey property

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Short Statement of Cultural Heritage Value or Interest

The log house situated at 7094 Concession 1, Puslinch, has cultural heritage value for a variety of reasons. Constructed in 1845, it was intended as the residence for John Thompson, a prominent early settler in the Crieff area of the Township. Notably, the property showcases an exceptional level of craftsmanship and represents some of the earliest architectural styles employed during the initial settlement period in Puslinch. Moreover, the property maintains direct associations with local carpenters and stonemasons, further enhancing its historical significance. Additionally, it serves as a tangible connection to the Scottish immigration that shaped the area. Furthermore, the property shares a notable link with Crieff School, as it was later generously donated by John Thompson to the institution. The property meets the requirements for designation prescribed by the Province of Ontario under the three categories of design/physical value, historical/associative value, and contextual value.

Design Value:

The property is an excellent and rare example of a typical one-and-a-half-storey log house. It features exterior elements that are characteristic of this style, such as a plain horizontal log façade, small fixed-paned windows, and a central entry. What makes this property truly unique is the type of wood used. Instead of black ash or cedar logs, it was constructed using pine logs that were hewed on two sides. This material choice has contributed to the exceptional preservation of the property.

Historical/Associative Value:

The log house on the property, located at Lots 23-25, Front Concession 1, holds a significant place among the oldest properties in the Township. Constructed in 1845, it has a strong connection to the Scottish immigration from Argyllshire. Its first owner, John Thompson, migrated from Argyllshire to Crieff in the early 1840s, along with many others from that area.

The property is also tied to skilled local craftsmen. Peter Lamont, the carpenter, played a pivotal role in hewing the pine logs to be used in its construction. Furthermore, Angus McDonald, a highly esteemed mason in the Township, contributed his expertise to the project.

The log house served as a house in which John Thompson and Ann Campbell raised their family. At some point in time, John Thompson had given the lot for the Crieff School.

Contextual Value:

The Thompson log house is an integral part of a streetscape that encompasses several other early settler residences, including the Archibald Thompson and Malcolm Gilchrest Sr. houses. This property holds exceptional significance for the Township, as it exemplifies the appearance of many early Scottish settler residences, as Knox Presbyterian Church was also located close by. Moreover, it is historically interconnected with its surroundings, representing the diverse

architectural styles adopted by Scottish settlers during a short period. The aforementioned houses display varying styles, further enhancing the property's historical relevance.

The property is considered a landmark in the area, as it serves as a symbol of Scottish settlement in the Crieff area, representing the enduring legacy of the Scottish community in the region.

Description of Heritage Attributes

The following are to be considered as heritage attributes to be protected by a heritage designation by-law for 7094 Concession 1:

John Thompson House:

- All original doors and windows
- Pine logs used for the exterior wall
- Height, scale and massing of the original one and a half-storey structure
- Stone foundation
- Roof support beams



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THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 055-2023

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on DECEMBER 13, 2023.

WHEREAS by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Council meeting held on DECEMBER 13, 2023 be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13 DAY OF DECEMBER, 2023.

James Seeley, Mayor

Courtenay Hoytfox, Municipal Clerk