The Corporation of the County of Wellington
County Council
Agenda

Thursday, June 25, 2015

10:00 am

County Administration Centre

Council Chambers

Pages

1. **O Canada**

2. **Warden's Remarks**

3. **Roll Call**

4. **Declaration of Pecuniary Interest**

5. **Confirmation of Council Minutes - Councillor Breen**

   5.1 May 28, 2015 — 4 - 10

6. **Resolution to Permit Delegations - Councillor Alls**

   6.1 Mr. Ted Arnott, MPP, Wellington - Halton Hills

   Tree Planting - Canada's 150th Anniversary

   6.2 Wellington County Historical Society - 175th Anniversary of the District of Wellington — 11 - 16

   Mr. Ron Hattle, President

   Mr. Ian Easterbrook

   Ms. Kathy Bouma

   Mr. Gary Bryant

   6.3 Mr. Richard Gorrie, President, Friends of Luther Marsh and Ms. Wendy Agnew, Resident, Wellington County — 17 - 20

   Proposed Wilson Quarry, Township of Wellington North

7. **Resolution First and Second Reading of By-Laws - Councillor Driscoll**

   5436-15 A by-law to provide for certain tax decrease limitations with respect to the capping of property taxes for properties in the commercial, industrial and multi-residential classes in the 2015 taxation year.

5437-15 A by-law to regulate the stopping of vehicles on County Roads, within the County of Wellington.

5438-15 A by-law to authorize the Warden and Clerk to execute an agreement between the Corporation of the County of Wellington and the Ontario Provincial Police for the provision of 9-1-1 CERB Services and to repeal by-law 5108-09.

5439-15 A by-law to erect stop signs on County Roads.

5440-15 A by-law to confirm the proceedings of the Council of the Corporation of the County of Wellington at its meeting held June 25, 2015.

8. Resolution Moving Council into Committee of the Whole - Councillor Watters

9. Closed Meeting - Councillor Davidson

(Agenda emailed under separate cover)

10. Rise and Report - Councillor Linton

11. Report from Closed Meeting - Warden Bridge

12. Committee Minutes and By-Laws For Action

12.1	Roads Committee	21 - 69
12.2	Solid Waste Services Committee	70 - 117
12.3	Police Services Board	118 - 160
12.4	Social Services Committee	161 - 323
12.5	Information, Heritage and Seniors Committee	324 - 365
12.6	Planning Committee	366 - 479
12.7	Economic Development Committee	480 - 501
12.8	Administration, Finance and Human Resources	502 - 563
12.9	Warden's Advisory Committee To be distributed at the meeting.	

13. Proposed By-Laws Resolution to Refer to Council - Councillor Brianceau

14. Reports from Staff

14.1	Tender Award – Shingle Roof Replacement – 38 Elizabeth St & 56 Mill St., Harriston	564 - 566
14.2	Riverfest Elora Arts and Music Festival	567 - 569

15. Correspondence for Council's Information

16. Resolution that the Committee of the Whole Rise and Report - Councillor Williamson

17. Resolution to Adopt Action of Council in Committee of the Whole - Councillor Linton

18. Resolution for Third Reading of By-Laws - Councillor McKay

19. Notice of Motion

20. Cultural Moment

21. Adjournment

The Corporation of the County of Wellington
County Council
Minutes

May 28, 2015
County Administration Centre
Council Chambers

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1. O Canada

Councillor Watters led Council in the singing of O Canada.

2. Warden's Remarks

Warden Bridge welcomed everyone to the Chambers. He thanked Councillors and staff who attended a reception hosted by the County on May 27 at the Museum and Archives to welcome over 50 Dutch Trade delegates touring Canada. The event was planned to foster economic development with the Dutch business representatives.

3. Roll Call

Present: Warden George Bridge, Councillors Allan Alls, David Anderson, Rob Black, Doug Breen, Pierre Brianceau, Gregg Davidson, Neil Driscoll, Andy Lennox, Dennis Lever, Kelly Linton, Don McKay, Shawn Watters, Chris White, Lynda White and Gary Williamson.

4. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

5. Confirmation of Council Minutes

1/6/15

Moved by: Councillor Alls
Seconded by: Councillor L. White

That the Minutes of the Council Meetings in Committee of the Whole and Council Session held on April 30, 2015 be confirmed as recorded and distributed.

Carried

6. Resolution to Permit Delegations

2/6/15

Moved by: Councillor Driscoll
Seconded by: Councillor Lever

That persons desiring to address Council be permitted to do so.

Carried

6.1. Mr. Ron Faulkner, Chair, International Plowing Match 2016 Update

Mr. Faulkner provided an update to Council on the planning and activities underway to prepare for the 2016 International Plowing Match being hosted by Wellington County. Mr. Faulkner would provide a further update in September.

7. Resolution First and Second Reading of By-Laws

3/6/15

Moved by: Councillor Watters
Seconded by: Councillor Linton

That by-laws numbered 5434-15 and 5435-15 inclusive, be taken as read by the Clerk; and that they be given consideration in Committee of the Whole.

Carried

8. Resolution Moving Council into Committee of the Whole

4/6/15

Moved by: Councillor Linton
Seconded by: Councillor Brianceau

That Council now go into Committee of the Whole to consider correspondence, minutes and by-laws.

Carried

9. Closed Meeting

5/6/15

Moved by: Councillor Breen
Seconded by: Councillor Williamson

That Council move into a closed meeting for the purposes of considering labour relations or employee negotiations, litigation or potential litigation and authority under another act.

Carried

10. Rise and Report

6/6/15

Moved by: Councillor Brianceau
Seconded by: Councillor Linton

That Council rise and report from the closed meeting.

Carried

11. Report from Closed Meeting

There was nothing to report from the closed meeting.

12. Committee Minutes and By-Laws For Action

12.1. Roads Committee

7/6/15

Moved by: Councillor Williamson
Seconded by: Councillor Lever

That the May 12, 2015 Minutes of the Roads Committee be received and referred to Council for adoption.

Carried

12.2. Solid Waste Services Committee

8/6/15

Moved by: Councillor McKay
Seconded by: Councillor Davidson

That the May 12, 2015 Minutes of the Solid Waste Services Committee be received and referred to Council for adoption.

Carried

12.3. Police Services Board

9/6/15

Moved by: Councillor L. White
Seconded by: Councillor Alls

That the May 13, 2015 Minutes of the Police Services Board be received and referred to Council for adoption.

Carried

12.4. Social Services Committee

10/6/15

Moved by: Councillor Anderson
Seconded by: Councillor Davidson

That the May 13, 2015 Minutes of the Social Services Committee, be received and referred to Council for adoption.

Carried

12.5. Information, Heritage and Seniors Committee

11/6/15

Moved by: Councillor Black
Seconded by: Councillor Anderson

That the May 13, 2015 Minutes of the Information, Heritage and Seniors Committee be received and referred to Council for adoption.

Carried

12.6. Planning Committee

12/6/15

Moved by: Councillor Lennox
Seconded by: Councillor Brianceau

That the May 14, 2015 Minutes of the Planning Committee be received and referred to Council for adoption.

Carried

12.7. Economic Development Committee

13/6/15

Moved by: Councillor C. White
Seconded by: Councillor Driscoll

That the May 19, 2015 Minutes of the Economic Development Committee be received and referred to Council for adoption.

Carried

12.8. Administration, Finance and Personnel

14/6/15

Moved by: Councillor Lever
Seconded by: Councillor Williamson

That the May 19, 2015 Minutes of the Administration, Finance and Personnel Committee be received and referred to Council for adoption.

Carried

13. Proposed By-Laws Resolution to Refer to Council

15/6/15

Moved by: Councillor McKay
Seconded by: Councillor Black

That by-laws numbered 5434-15 and 5435-15 inclusive, be considered and referred to Council for third reading.

Carried

14. Reports from Staff

14.1 Canada 150 Community Infrastructure Programme Funding Application

16/6/15

Moved by: Councillor Black
Seconded by: Councillor Lennox

That County Council direct staff to complete the application for funding under the Canada 150 Community Infrastructure Programme; and

That County Council endorse the project "Upgrade of Wellington Place Lands, a National Historic Site."

Carried

15. Correspondence for Council's Information

There was no correspondence for Council's information.

16. Resolution that the Committee of the Whole Rise and Report

17/6/15

Moved by: Councillor Davidson
Seconded by: Councillor Brianceau

That the Committee rise as Council to report and confirm the actions taken in Committee of the Whole.

Carried

17. Resolution to Adopt Action of Council in Committee of the Whole

18/6/15

Moved by: Councillor Watters
Seconded by: Councillor Linton

That the actions taken in Committee of the Whole today be confirmed by this Council and the Minutes of the Committees be adopted.

Carried

18. Resolution for Third Reading of By-Laws

19/6/15

Moved by: Councillor Black
Seconded by: Councillor McKay

That by-laws numbered 5434-15 and 5435-15 inclusive be taken as read a third time and passed.

Carried

19. Notice of Motion

There were no notices of motion.

20. Cultural Moment

Ms. Janice Hindley, Wellington Place Administrator presented artifacts from the Wellington County Museum and Artifacts collection that reflected a summer theme from the early to mid 20th century.

Items included a man's burgundy woollen bathing trunks with white cotton belt dated to 1945; a man's straw 'boater' hat, circa 1910-1930; a man's 1920s one-piece blue wool bathing suit; and a wicker picnic basket, circa 1930, complete with plates, cups, thermos, cookie tins and butter crock, that were used for picnics and fishing trips.

21. Adjournment

At 12:24 pm, the Warden adjourned the meeting until June 25, 2015 or at the call of the Chair.

_____ _____

George Bridge - Warden | Donna Bryce - County Clerk

June 12 2014

Dear Mr. Easterbrook

I have put together a bit of information hoping you might see fit to draw the date to the attention of the Wellington County history family.

It seems to me this might be the perfect excuse for an old fashioned garden party or pot luck picnic.

Perhaps such a "do" would get a few new members signing up or bring back those who are temporarily lost due to family reasons.

Perhaps the Wellington County History could devote one year to outline families' history from settler to present day member or begin with the newest citizens showing where they came from and why. that is information many older families do not have and it can be priceless to the addicted genealogist.

Lots of good history days
To all

H. Leone Hinds

In April 1838[1] The Colonial Government in York, (Toronto) saw fit to begin dismantling the District of Gore, a large Judicial area of Ontario geography that took in Halton and Wentworth Counties along with a number of Townships in the back country, east, north and west of the then Village of Guelph, who were added to Halton for land registration and other legal necessities.

The one regulation the Colonial Government said must be concluded before the back country area would be defined as a new District was that a Court House and Jail must be planned, approved and in the process of ready-to-be-built before proclamation. (2)

June 18 1840 was by Royal Proclamation[3] the natal day of the District of Wellington. It was to be officially known as the District of Wellington, The County of Waterloo. It ran from Puslinch Township to Owen Sound and from Orangeville west to the present day boundary of old Waterloo County.

June 18 1840 was a very special day in the history of a lot of settlers in and around Guelph because it was the (silver) 25-Th Anniversary of a great Battle where British and other armies defeated Napoleon, the Battle of Waterloo.

Men, once soldiers in British Regiments who fought the Peninsular War and at the Battle of Waterloo had come to Canada, sometimes as troops, more often as

retired half-pay officers and common soldiers, These were men who wished to settle here.(4) They were welcomed, not just for their English and Scottish heritage which was important but also for their military know-how.

Men who fought with Wellington probably had a special feeling for a District that was named for their commander.

Sir Arthur Wellesley, The Duke of Wellington was born in Dublin, Ireland in 1769. He joined the British Military in his 18th year; twenty-one years later he was given command of all British forces along with the Portuguese and Spanish military to fight the French who had invaded both Portugal and Spain. That was his Peninsular War. Seven years later he defeated Napoleon at Waterloo. He was hero to many, both soldier and civilian.(5)

As happens, Colonial Tokens, bearing the image of the Duke, were issued to soldiers to commemorate his military career and political service. Some say it was the lack of small change currency in the colonies that made striking the tokens necessary, others choose to believe such commemorative tokens bring military people closer together as brothers-in-arms.(6)

These tokens were issued in most of the colonies in the British Empire. A hoard of them turned up in archological digs at Fort York in Toronto. (7)

There were a number of varieties of the token issued. At least one especially meant for

circulation in Ontario and Quebec. That Token has a laureated bust of Wellington facing left within a circle. The words half-penny Token and a date complete the obverse.

The reverse depicts a ship under full sail facing right within a circle. The word Montreal is at the Top between the circle and the rim of the Token. (8)

Unfortunately counterfeiters cast forgeries of the half-penny Montreal Token so if you should wish to purchase that little piece of history you have to know more about the Wellington Token than just a description. It has been found that at least one forger took a quantity of Portuguese five-reis coins and over struck the Wellington onto them.

Until fairly recently it was believed by coin collectors that very few forged tokens of the Wellington Montreal design existed; now they are not so sure. There may be more counterfeits and overstrikes than was once believed to be so.

Perhaps it is time for avid Wellington County history buffs to think about a new token. The 175th anniversary of the District of Wellington will be upon us on June 18 2015.

What better time or what better design than a portion of the old seal of the County of Wellington — The Duke on his trusty steed.

A Leone Hinds

end notes

1. "Conings by School Centennial Booklet complication by Ethel Broughton SS #5 Erin 1862-1962" page 6

2. Archives Ontario

3. Ibid.

4. Geneological research into a number of Wellington families show ties to Old Country military regiments.

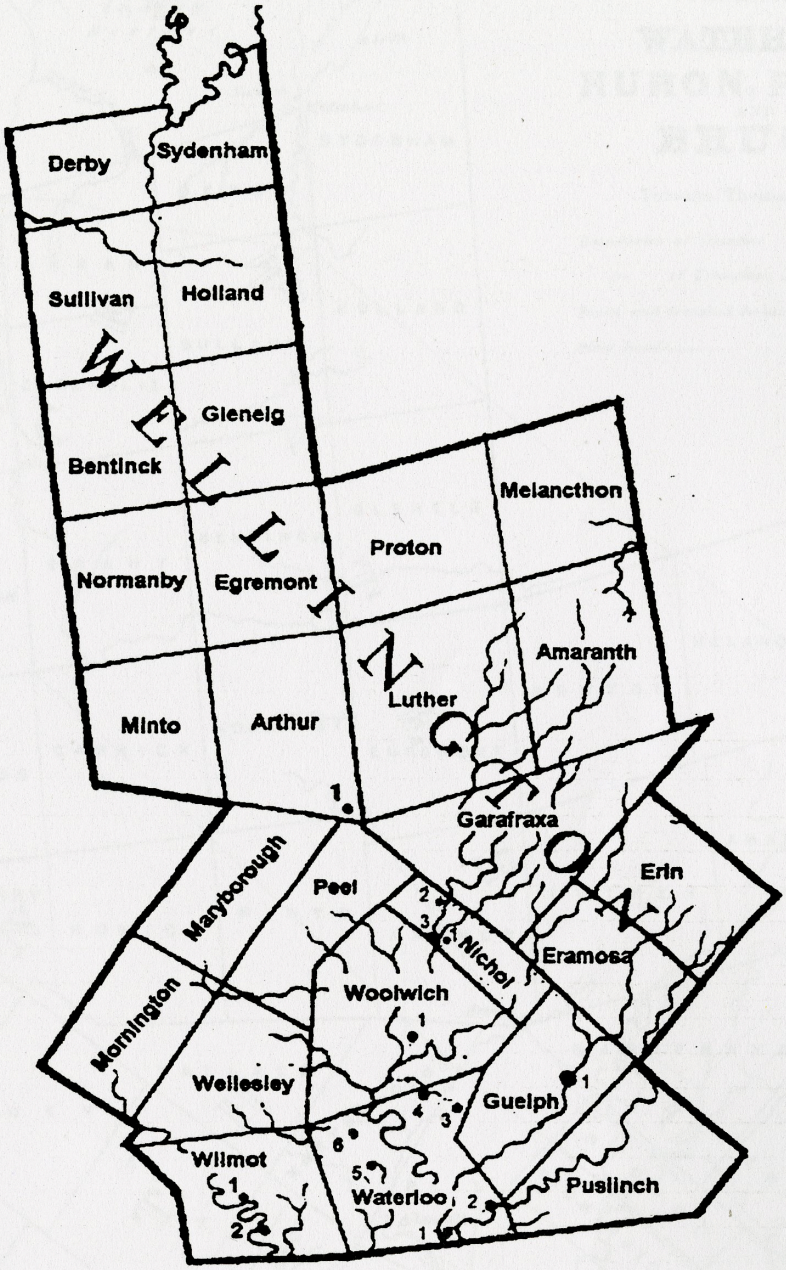
5. Archives Ontario

6. Numismastic periodical: Canadian Coin News Vol. 52 # 02 May 6 2014

7. Ibid

8. Ibid

Wellington District 1846



Towns shown on the map:

Arthur Township	1. Arther
Guelph Township	1. Guelph
Nichol Township	1. Elora
	2. Fergus
	3. Irvine Settlement (now Salem)
Wilmot Township	1. Hamburgh (now New Hamburg)
	2. Haysville
Woolwich Township	1. Woolwich (now Elmira)
Waterloo Township	1. Preston
	2. New Hope (now Hespler)
	3. Little Germany (now Maryhill)
	4. Glasgow (now Bridgeport)
	5. Berlin (now Kitchener)
	6. Waterloo

Source: Smith's *Canadian Gazetter* (Toronto: Wm. H. Smith, 1846)

Position of "Friends of Luther Marsh" and Request for Deferment Regarding Draft Minutes of Settlement for the Wilson Quarry (near Monck and Luther Marsh)

Draft Minutes of Settlement regarding the Wilson Quarry have been prepared with input from the Proponent, the County of Wellington, the Grand River Conservation Association (GRCA), the Ministry of Natural Resources and Forestry (MNRF), and the Township of Wellington North in order to proceed to the OMB where this matter was deferred several years ago.

Friends of Luther Marsh, Inc., has been a participant in opposition to this quarry based on concerns about the potential damage to the Luther Marsh and the downstream effects on the watershed, wildlife, the quality of this precious resource, the safety of the community it impacts, and the quality of life of the citizens.

At the last OMB hearing, to which Friends of Luther Marsh is a party, this matter was deferred pending more detailed plans encompassing all concerns raised, and the Proponent was direct to ensure we were consulted and specifically that citizen concerns were heard. Indeed, that is the responsibility of this Council as well.

Much has transpired over the past number of years to ensure that a proposed quarry in this sensitive area could be undertaken without damage and many experts have been involved in putting monitoring processes in place to ensure on-going safety to the Luther Marsh is met. The County has played an important role in this technical process and Friends of Luther Marsh appreciates and recognizes the assistance specifically of your planning committee.

Friends of Luther Marsh was made privy to the fact that a possible solution to the sensitive quarrying process had been reached by the County, the GRCA and the MNRF in April of this year when Draft Minutes of Settlement and attached Schedules were shared with our citizen association. Over the past weeks, our own expert has reviewed this proposal and requested some additional changes to those documents - specifically that testing and monitoring of the potential fracture shifts of the bedrock that may result from the quarry operation. Mr.

Wilson's planner has agreed to these additional conditions, although it has yet to be reflected in the Draft Minutes of Settlement before you.

We have also made a request to be added as a party to receive the various monitoring reports, the reports to be sent to the Country and the GRCA, but again this is not reflected as yet in the documents before you.

What is also lacking in the Draft Minutes of Settlement which support the proposed License to operate the quarry is who that operator will be - and specifically there is no reference as to what qualifications or track record of any proposed quarry operator must have to carry on operations on this acknowledged sensitive area. The numerous conditions, triggers, and monitoring and reporting requirements needs a high level of expertise and risk management. We believe it is only prudent to require vetting by the County and/or the MNRF as to who would qualify to operate the quarry, given the recognized potential risks here, that such operator carry a substantial liability insurance to cover any damages to the GRCA as steward of the Luther Marsh, the County, and the citizens impacted, should problems arise.

Further, very concerning to our association is that these Draft Minutes of Settlement do not reflect the social and safety concerns of the citizens of Wellington County directly impacted by this proposed quarry, particularly with respect to: the haul route south of the quarry site on Wellington County Rd 16, which would travel through the growing Hamlet of Damascus, the public use of the Damascus Lake Conservation Area, and the Lutherwood School, all to the south of the proposed quarry.

These concerns have been raised over the many years of planning for the quarry, but as things moved forward, the experts have focused more narrowly on the technical aspect of the quarry process. These social and safety concerns of the Wellington County citizens have been lost in what has culminated in the Draft Minutes of Settlement before you.

Yes, there were traffic and noise reports prepared in the planning process however these reports fail entirely to mention that in the proposed north/south trucking route, the south portion will pass through the Damascus. No mention is made of the school bus traffic picking up children in the Hamlet, nor the fact that

Damascus Lake Conservation area is actively used and accessed by the public, accessed directly on County Rd 16, particularly for weekend enjoyment. There is also no acknowledgement of the Lutherwood School on County Rd 16 which currently does not have any traffic calming areas.

Friends of Luther Marsh believe that County citizens should be afforded the same careful safety considerations that have been part of the quarry operation itself. Specifically, a condition that the haul route avoid the Hamlet, Conservation area, and the school south of the quarry. The haul route County Rd 16 is roughly 3 minutes to to Hwy 89 and the east/west access needed. The proposed south haul route is approximately 10 minutes to 109 (a similar east/west access route, yet it is this south route that directly pass through Damascus, the Conservation area and the Lutherwood school. The south route is much riskier to County citizens and avoidable to access east/west haulage.

If a south route is deemed worth the risk, and we respectfully submit it is not, given the alternate route, then surely the County should put safety restrictions in place to mitigate this social and safety risk. At the very least, the current 50 kph speed limit at Damascus should be extended to allow time for large gravel trucks to slow before they reach the Hamlet and should be extended past the Damascus Lake Conservation area park entrances. Similar speed limit should be posted at the Lutherwood school to avoid harm to those school children.

Finally, the current proposed license would allow haulage every week day and Saturday mornings. Saturdays are times when the citizens enjoy outdoor activities that put them in harms way of increased gravel truck traffic and is also the peak time for use of the Conservation area by County citizens. We are asking that the Draft settlement be amended to allow haulage on weekdays only.

In summary, Friends of Luther Marsh have raised 6 specific concerns:

1. Inclusion of the further technical monitoring agreed to by the quarry applicant but not yet included in the Draft Minutes of Settlement
2. The addition of Friends of Luther Marsh as a party to receive the monitoring reports the County and GRCA will receive
3. A requirement that any operator of the proposed quarry be vetted as to appropriate qualifications to safely operate same

4. That any operator of the proposed quarry must carry liability insurance coverage for damages caused by quarry related operations
5. Restriction of the the haul route to northbound trucks only on CR 16, or alternatively that speed limits changes be made south on CR 16 to protect the citizens of Damascus, citizens using the Damascus Lake Conservation Area and Lutherwood School, and
6. Limit truck haulage from the proposed quarry to weekdays only.

All of these issues are currently under negotiation with the parties to the OMB proceedings, but nothing is reflected in the Draft Minutes of Settlement presently submitted, yet they are before you with the recommendation to direct signing of same.

We believe it only prudent for Council to defer the recommendation to sign these Draft Minutes of Settlement and attached schedules in their current form with a recommendation that all parties work to revise same to reflect the concerns of the Friends of Luther Marsh. We ask that you recognize and consider the citizens of Wellington county - not just the applicant for this proposed quarry.

Thank you.

Friends of Luther Marsh
info@friendsofluthermarsh.org

Corporation of the County of Wellington
Roads Committee
Minutes

June 9, 2015
County Administration Centre
Keith Room

Present:	Warden George Bridge Councillor Gary Williamson (Chair) Councillor Doug Breen Councillor Neil Driscoll Councillor Kelly Linton
Staff:	Mark Bolzon, Manager, Purchasing and Risk Management Pasquale Costanzo, Technical Services Supervisor Mark Eby, Construction Manager Paul Johnson, Operations Manager Gord Ough, County Engineer
Also Present:	Councillor Allan Alls Councillor Pierre Brianceau Councillor Don McKay

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1. Call to Order

At 9:00 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Delegation:

3.1. Mayor Allan Alls and Mr. Larry Van Wyck, Road Superintendent, Town of Erin regarding Urban Cross Section at the North End of the Village of Erin.

1/6/15

Moved by: Warden Bridge
Seconded by: Councillor Driscoll

That the Town of Erin pursue the option of constructing their sidewalk on private property adjacent to WR 124 to connect the Tim Horton's to the sidewalk in the Village of Erin.

Carried

4. Financial Statements and Variance Projections as of May 31, 2015

2/6/15

Moved by: Councillor Linton
Seconded by: Councillor Driscoll

That the Roads and Engineering Financial Statements and Variance Projections as of May 31, 2015 be approved.

Carried

5. Tender Award - Rehabilitation of Wyandot Bridge Structure B010024

3/6/15

Moved by: Warden Bridge
Seconded by: Councillor Breen

That County of Wellington Project No CW2015-009, a tender for the rehabilitation of the Wyandot Bridge, Structure No. B010024 on Wellington Road 10 in the Township of Mapleton be awarded to Finnbilt General Contracting Ltd., of Stratford, at the tendered amount of $1,139,864.52, exclusive of HST @ 13%; and

That the funding for this project be approved as set out in the Funding Summary; and

That the additional funding required to complete the project be included in the 2016 Budget; and

That the Warden and Clerk be authorized to sign the construction agreements.

Carried

6. Tender Award - Asphalt and Shoulder Gravel - Parts A and B

4/6/15

Moved by: Councillor Linton
Seconded by: Councillor Breen

That County of Wellington Project No. CW2015-030 a tender for Hot Mix Asphalt and Shoulder Gravel (Supply and Place), Part A & B for the supply and placement of asphalt and gravel be awarded as follows - Part A - The Murray Group Limited, Moorefield, at the tendered amount of $859,849.57, and Part B – Cox Construction Limited, Guelph at the tendered amount of $2,058,744.05. with prices shown exclusive of HST @ 13%; and

That the Warden and Clerk be authorized to sign the contract documents with the lowest bidders for the completion of the proposed works; and

That the County Treasurer be authorized to apply $250,000 of Ontario Community Infrastructure Funding to WR 32, WR 124 to Highway 7 that was originally earmarked for the WR 11 Culvert 111020 project; and

That the County Treasurer be authorized to transfer the funds to cover the variances from the projects from the Roads Capital Reserve; and

That the project overage of $650,000 be included in the 2016 budget as a transfer to reserve to replenish the funds in the Roads Capital Reserve; and

That staff make the necessary adjustments to the timing and amounts of projects in the 2016 capital budget so that it does not create an additional burden on the 2016 tax levy.

Carried

7. Tender Cancellation - Rehabilitation of Culvert C111020 Located on WR 11

5/6/15

Moved by: Councillor Driscoll
Seconded by: Councillor Linton

That staff be authorized to cancel County of Wellington Project CW2015-036, a tender for the rehabilitation of Culvert C111020 located on Wellington Road 11, approximately 100 m south of Concession Road 14 in the Township of Mapleton; and

That the project as a whole be reviewed and reevaluated for different potential solutions to complete the work in a more cost effective manner. Once an acceptable solution has been determined, the project will proceed in a future year with the appropriate budget to cover all costs of the proposed work.

Carried

8. Brisbane Public School Update Report

6/6/15

Moved by: Councillor Driscoll
Seconded by: Councillor Linton

That a by-law to prohibit vehicles from stopping on the shoulder of Wellington Road 124 opposite the Brisbane Public School effective August 1, 2015 be prepared and presented to County Council.

Carried

7/6/15

Moved by: Warden Bridge
Seconded by: Councillor Driscoll

That a by-law to appoint a County By-law officer be prepared and presented to County Council for consideration.

Lost

9. Wellington Road 46 Request for Early Tender and Partial Approval

8/6/15

Moved by: Councillor Driscoll
Seconded by: Councillor Breen

That staff proceed with the tendering of the Wellington Road 46 reconstruction project in July as indicated in two Parts, A and B; and

That the CAO, County Treasurer and County Engineer be authorized to award Part A to the overall lowest bidder of Parts A and B meeting all requirements for the completion of the proposed works; and

That Part B be taken to Committee in September for approval.

Carried

10. Roundabouts: The Sustainable Intersection Choice

9/6/15

Moved by: Warden Bridge
Seconded by: Councillor Breen

That the Article, Roundabouts: The Sustainable Intersection Choice, Marshall Elizer, P.E., PTOE, APWA Reporter, May 2015 be received for information.

Carried

11. Correspondence from the Ministry of Transportation

10/6/15

Moved by: Councillor Driscoll
Seconded by: Councillor Linton

That the correspondence from the Ministry of Transportation dated May 4, 2015 regarding the Auditor General's report on winter highway maintenance be received for information.

Carried

12. Adjournment

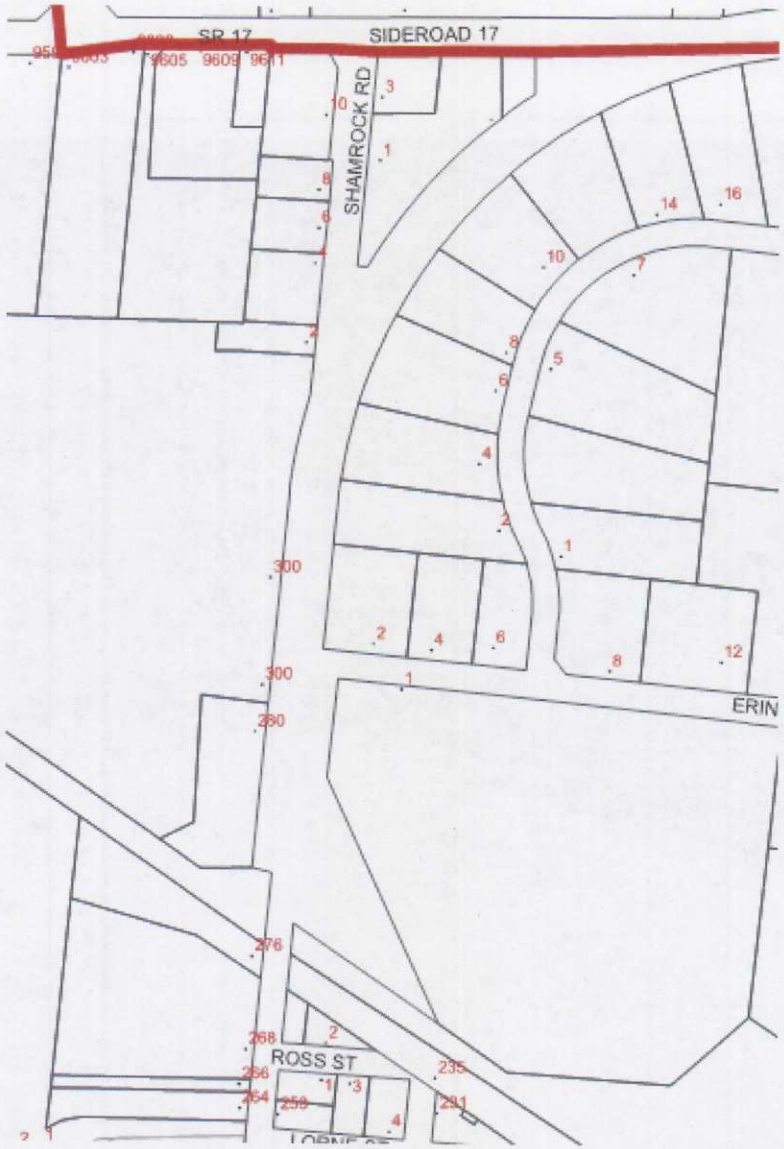
At 10:46 am, the Chair adjourned the meeting until September 8, 2015 or at the call of the Chair.

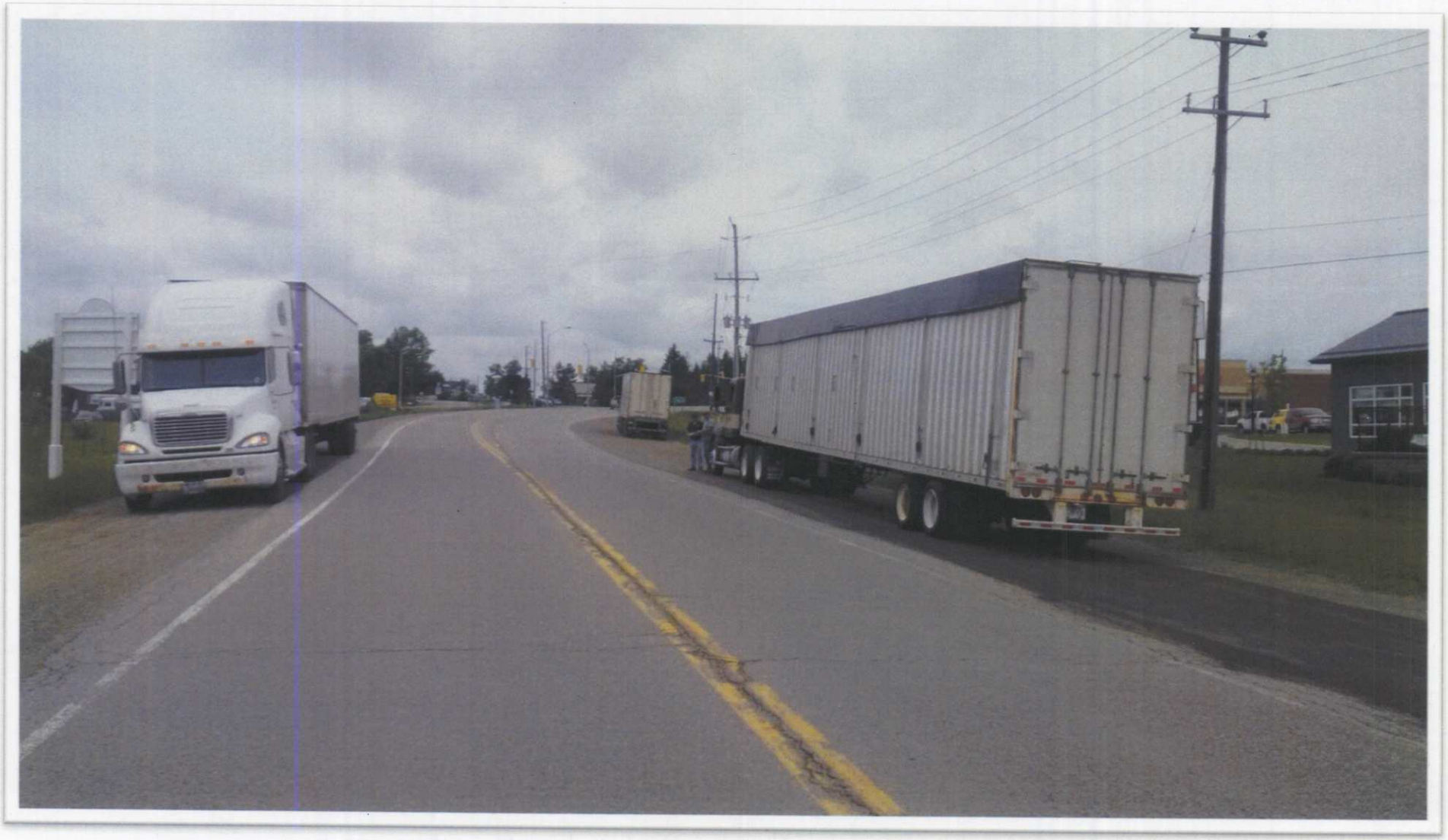
_____
Gary Williamson
Chair
Roads Committee

Reason for todays delegation:

- to request the County of Wellington's participation in a joint project to extend the Urban Cross Section at the North end of the Village of Erin
- to improve safety
- to facilitate the installation of a sidewalk
- finally to improve road drainage by eliminating existing double ditch

124
Thompson Cr
Erin Park DR
Culvert crosses Cty Rd. 124
Ditch
Approximate property limit
Deer Pit SWM facility
Town owned property
Town owned property
Erinville DR
Main ST
Ross ST
Lane ST
Daniel ST
May ST


SR 17
SIDEROAD 17
SHAMROCK RD
ERIN
ROSS ST



Approximate Location of Box Culvert
conveying water from North to South Side of
Cty. Rd. 124

BOLD CANINE.COM
BOLD RAW
NEW
DUCK BLEND
COME IN FOR DETAILS
FOR LEASE
BOLD
CANINE
LEASE
Ditch conveying flow Southerly located off of ROW and on private property
Road Ditch

Culvert conveying
ditch flow Southerly
off ROW
Approximate property limit

Ditch actually conveying water (off ROW)
Approximate property limit
Roadside Ditch

Ditch actually conveying water (off ROW)
Approximate property limit
Roadside Ditch

Tim Hortons
ALWAYS FRESH
DRIVE THRU
Ditch actually conveying water (off ROW)
Approximate property limit
Roadside Ditch

Approximate property limit
Ditch actually conveying water (off ROW)

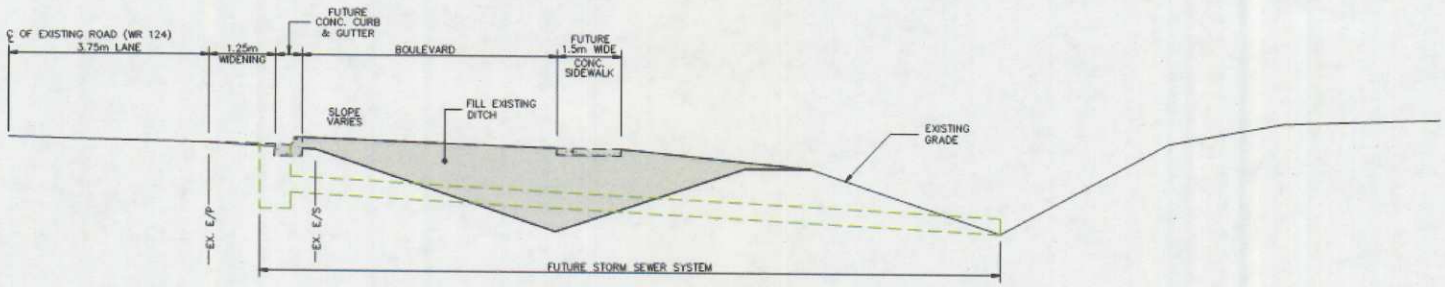
Culvert conveying flow under
Erinville Dr. on Town ROW
Ditch actually conveying
water (off ROW)
Town owned property
Approximate property limit

Approximate property limit
Town owned property
Town owned property

Town owned property
Approximate property limit

Town owned property
Approximate property limit
Ditch actually conveying water (off ROW)

Approximate property limit
Town owned property
Problematic Culvert freezes annually (can be removed as Engineered Storm Water Management in place Deer Pit SWM)


℄ OF EXISTING ROAD (WR 124)
3.75m LANE
1.25m
WIDENING
FUTURE
CONC. CURB
& GUTTER
BOULEVARD
FUTURE
1.5m WIDE
CONC.
SIDEWALK
SLOPE
VARIES
FILL EXISTING
DITCH
EXISTING
GRADE
EX. E/P
EX. E/S
FUTURE STORM SEWER SYSTEM

Estimate Lane Urbanization in Erin from Ross Street to Shamrock Road on Wellington Road 24 (Main St.)

Item	Description	Quantity	Unit Price	Total Amount	Road Works
1	Curb Removal existing curb to Ross St.	80	15	$1,200.00	$1,200.00
2	Curb and Gutter Sta 2+560 to Sta 3+115 Quantity increased for Erinville Dr. returns	570	55	$31,350.00	$31,350.00
3	Catch Basins length of road is 550m, assume spacing of	11	1350	$14,850.00	$14,850.00
4	Frames and Grates	11	500	$5,500.00	$5,500.00
5	Supply, Excavate for Install 250 mm dia Storm Sewer 11 structures at 20 m each	220	155	$34,100.00	$34,100.00
6	Asphalt Milling(for lap joint entire length)	166.5	10	$1,665.00	$1,665.00
7	Base Course Asphalt (100 mm depth) Assume widening of existing road which is 7.5 m E/P to E/P has sufficient granulars to widen road to Urban standard of 10m wide E/P to E/P	200.0	115	$23,000.00	$23,000.00
8	Surface Course Asphalt (40mm depth)	100.0	120	$12,000.00	$12,000.00
9	Removal of Granular	1050	4	$4,200.00	$4,200.00
10	Concrete Sidewalk	900	60	$54,000.00	
11	HL3 For commercial driveways	50	110	$5,500.00	
12	Topsoil/Sod	7500	12	$90,000.00	$45,000.00
	SUBTOTAL			$277,365.00	$172,865.00
	ENGINEERING & CONTINGENCY (33 %)			$91,530.45	$57,045.45
	GRAND TOTAL			$368,895.45	$229,910.45
	TOTAL ESTIMATE			**$370,000.00**	$230,000.000

REQUESTED COST SHARING

DEVELOPER	30%	$111,000.00
TOWN	33.30%	$123,210.00
COUNTY REMAINDER	36.70%	$135,790.00

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Tuesday, June 9, 2015
Subject: **Tender Award – Rehabilitation of Wyandot Bridge Structure B010024**

Background:

Staff recently issued Project No. CW2015-009, a tender for the rehabilitation of the Wyandot Bridge, Structure No. B010024 on Wellington Road 10 in the Township of Mapleton.

The structure rehabilitation of Wyandot Bridge includes the removal of the asphalt and granular fill, removal of concrete curb and post and railing barrier, removal of deck (roof) slab and top of rigid frame abutment walls, reconstruction of the tops of rigid frame abutment walls and deck (roof) slab, parapet wall with railing, approach slabs, concrete slope paving, bridge deck waterproofing and asphalt paving. Repair of the substructure includes CFRP bar strengthening, sawcut and removal of problem areas and patching using a form and pump method. Miscellaneous road works are also included such as concrete curb and gutter on grade, curb outlets and rip rap spillways, steel beam guide rail, steel beam guiderail connection to structure, full depth asphalt pulverizing and asphalt (binder course only) paving, temporary (line tape) pavement markings on the binder course asphalt, and site restoration.

On Friday May 29, 2015, six (6) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	BID AMOUNT (excluding HST)
Finnbilt General Contracting Ltd, Stratford, Kitchener	$1,139,864.52*
Clearwater Structures Inc, Ajax	$1,275,419.00*
McLean Taylor Construction Limited, St. Mary's	$1,347,108.56
Xterra Construction Inc, Kitchener	$1,427,597.41
Toronto Zenith Contracting Limited, Concord	$1,439,079.00*
Maloney & Pepping Construction Ltd., Stratford	$1,446,720.00*

Note – Mathematical correction were made to the submission as noted (*).

The submissions were all in order and staff are recommending awarding the contract to Finnbilt General Contracting Ltd. of Stratford, at the tendered amount of $1,139,864.52, exclusive of HST @ 13%.

The funding for this project is provided in detail in the attached Funding Summary.

The main reason that the project is over budget is that under the original budget it was suggested that the bridge deck only required a patch, waterproof and pave. It was since been determined that the deck requires a full replacement. In conjunction with the full deck replacement it was decided that the road work between Concession 4 and 5 would be better severed to be completed under this project once the bridge deck was in place. This way the new guiderail through the causeway and the road grade approaching the bridge would be correct. The road works were originally budgeted for under Part A of the Asphalt Paving and Shoulder Gravel project on Wellington Road 10.

The work will commence in the fall and be completed in 2016. This schedule will allow for the extra funding required to complete the project to be budgeted for in 2016.

Recommendation:

That County of Wellington Project No CW2015-009, a tender for the rehabilitation of the Wyandot Bridge, Structure No. B010024 on Wellington Road 10 in the Township of Mapleton be awarded to Finnbilt General Contracting Ltd., of Stratford, at the tendered amount of $1,139,864.52, exclusive of HST @ 13%; and

That the funding for this project be approved as set out in the attached Funding Summary; and

That the additional funding required to complete the project be included in the 2016 Budget; and

That the Warden and Clerk be authorized to sign the construction agreements.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

COUNTY OF WELLINGTON
CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE

Project name: WR10, Wyandot Bridge
Project number : 21140181

PROJECT COSTS

	Total
Tendered Construction Cost*	$1,160,000
Previously Incurred Professional Fees	$156,500
Professional Fees	$43,500
Previously incurred operating supplies	$65,000
County Labour & Materials	$10,000
Contingency	$60,000
Project total	$1,495,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Tax Levy	Federal Gas Tax
2014 Capital Budget	$ 75,000	$ 75,000	
2015 Capital Budget	$ 500,000	$ 125,000	$ 375,000
	$ 575,000	$ 200,000	$ 375,000
2016 Capital Budget Request	$ 920,000	$ 92,000	$ 828,000
Revised cost and sources of financing	$ 1,495,000	$ 292,000	$ 1,203,000

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Tuesday, June 09, 2015
Subject: **Roads Committee – Tender Award Asphalt and Shoulder Gravel – Parts A & B**

Background:

Staff recently issued County of Wellington Project No. CW2015-030 a tender for Hot Mix Asphalt and Shoulder Gravel (Supply and Place). The contract is for the supplying and placement of approximately 29,200 tonnes of HL-8, HL-4 Modified and HL-3 asphalt and the supply and placement of approximately 9,975 tonnes of shoulder gravel on County Roads in the County of Wellington.

On Tuesday, May 12, 2015 seven (7) tender submissions were received for Parts A and B (Asphalt and Gravel). Attached is a spreadsheet summarizing the various sections of the tender submissions. The pricing shown is exclusive of HST @ 13%. (Parts C & D of the tender closed on Tuesday, May 12 and were awarded at the May Committee/Council meetings).

Based on the submissions received staff are recommending the award of the contract based on the lowest overall qualified bid, by section, as per the summary table below –

PART	ROAD	RECOMMENDED COMPANY/FIRM	TOTAL AMOUNT (excluding HST)
A	Wellington Road 10 - 120 m south of Concession 5 to the South side of the Moorefield Bridge - 4.51 km	The Murray Group Limited, Moorefield	$ 859,849.57
B	Wellington Road 32 – Wellington Road 124 to Highway 7- 5.5 km	Cox Construction Limited, Guelph	$2,058,744.05
		TOTAL AMOUNT	**$2,918,593.62**

Summary of Bid Results

COMPANY	PART A Excluding HST	PART B Excluding HST
Cox Construction Limited, Guelph	No bid	$2,058,744.05
The Murray Group Limited, Moorefield	$859,849.57	No bid
E & E Seegmiller Ltd., Kitchener	$918,846.19	$2,242,020.70
Capital Paving Inc., Guelph	$893,774.63	$2,255,302.96
Steed and Evans Limited, St. Jacobs	$913,106.25	$2,367,069.25
Coco Paving Inc., Petersburg	No bid	$2,692,000.00
Ekum-Sekum Incorporated o/a Brantco Construction	$913,931.50	$2,309,810.68

Part A was originally to include the section of Wellington Road 10 between Concession 4 and 5. The section in question was removed from the Part A contract and will be included in the Wyandot Bridge tender as the road work cannot proceed until the bridge work is completed.

Part B was budgeted in the fall with the anticipation that the same treatment that was completed on Wellington Road 7 last year to construct the passing lanes would be acceptable for Wellington Road 32. A geotechnical investigation was completed and the results indicate that a more extensive treatment (thicker asphalt and recycling) was required to construct a road that should last for 20 years based on current and projected traffic loading. The project was tendered with the new information from the geotechnical report and the associated thicknesses of asphalt and recycling. Pricing received is competitive for the amount and type of work required to complete the contract.

It is staff's recommendation that the project proceed in 2015 based on the known tender prices received in May and that the 2016 budget reflect the additional funds required to pay back the Roads Capital Reserve. The timing and amounts of projects in the 2016 budget will be adjusted so that it doesn't create an additional burden on the 2016 tax levy. In addition, Ontario Community Infrastructure Funding of $250,000 will be applied to this project rather than the WR 11 Culvert project, for which the tender is being cancelled in a separate report on this agenda.

The submissions were all in order. Staff are recommending awarding the supply and application of asphalt and gravel on County roads to the lowest bidders meeting the specifications as indicated in the table above. Complete tender results are attached with prices shown exclusive of HST @ 13%.

Refer to "Schedule A – 2015 Paving and Recycling Tender Results" for a summary of project budgets, tender awards and budget adjustments for the tender reports to award Asphalt and Gravel; and Asphalt Recycling, Supply and Applied on Various County Roads.

Recommendation:

That County of Wellington Project No. CW2015-030 a tender for Hot Mix Asphalt and Shoulder Gravel (Supply and Place), Part A & B for the supply and placement of asphalt and gravel be awarded as follows -

Part A - The Murray Group Limited, Moorefield, at the tendered amount of $859,849.57.
Part B – Cox Construction Limited, Guelph at the tendered amount of $2,058,744.05.

with prices shown exclusive of HST @ 13%; and

That the Warden and Clerk be authorized to sign the contract documents with the lowest bidders for the completion of the proposed works; and

That the County Treasurer be authorized to apply $250,000 of Ontario Community Infrastructure Funding to WR 32, WR 124 to Highway 7 that was originally earmarked for the WR 11 Culvert 111020 project; and

That the County Treasurer be authorized to transfer the funds to cover the variances from the projects from the Roads Capital Reserve; and

That the project overage of $650,000 be included in the 2016 budget as a transfer to reserve to replenish the funds in the Roads Capital Reserve; and

That staff make the necessary adjustments to the timing and amounts of projects in the 2016 capital budget so that it does not create an additional burden on the 2016 tax levy.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

Schedule A - 2015 Paving and Recycling Tender Results

Road Length & Code No.	Item	Budget Inc Lab & Equip	ROUNDED TO THE NEAREST $100 Low Tender	County Labour, Equip, Rd Works and Contingency	Total	Budget Difference
Asphalt Resurfacing						
	Contracted Construction*	1,300,000	875,000			
WR10, Conc 8 to Conc 4	Professional Fees		35,000			
21150271	Culvert Extension		110,000			
	County Labour and Equipment			175,000		
	Contingency			105,000		
	Total	1,300,000	1,020,000	280,000	1,300,000	0
	Contracted Construction*	1,500,000	2,095,000			
WR32, WR124 to Highway 7	Professional Fees		35,000			
21150111	County Labour and Equipment			50,000		
	Contingency			220,000		
	Total	1,500,000	2,130,000	270,000	2,400,000	(900,000)
	GRAND TOTAL	**2,800,000**	**3,150,000**	**550,000**	**3,700,000**	**(900,000)**

* includes net cost to County of HST

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Tuesday, June 9, 2015
Subject: **Tender Cancellation - Rehabilitation of Culvert C111020 located on Wellington Road 11**

Background:

Staff recently issued Project No. CW2015-036, a tender for the rehabilitation of Culvert C111020 located on Wellington Road 11, approximately 100 m south of Concession Road 14 in the Township of Mapleton.

The structure rehabilitation of Culvert C111020 includes concrete removals, cast-in-place concrete headwall and curtain walls, reinforcing steel bars, dowels into concrete, welded wire fabric, galvanic anodes, concrete repairs to the roof slab and walls, mechanically stabilized earth wall systems, topsoil, erosion control blankets, landscaping with native seed mixes / live plantings, earth excavation and granular backfill to structure and hot mix asphalt paving. Miscellaneous road works are also included such as removals, rip-rap spillways, steel beam guide rail, asphalt paving, pavement markings and site restoration.

On Tuesday, June 2, 2015, two (2) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	**BID AMOUNT (excluding HST)**
Moorefield Excavating Ltd, Harriston	$969,510.10
Drexler Construction Ltd., Rockwood	$984,956.25

The submissions were all in order however they were well over the approved capital budget of $400,000.00.

This project was originally intended to be funded using $250,000 of Ontario Community Infrastructure Funding (OCIF). The funding is recommended to be applied to the WR 32 – WR 124 to Hwy 7 paving project as a result of the closure of this tender.

Staff is recommending that the tender be cancelled, and that the project as a whole be reviewed and reevaluated for different potential solutions to complete the work in a more cost effective manner. Also, the entire section of the embankment will be considered and included in one tender. Once an acceptable solution has been determined, the project will proceed in a future year with the appropriate budget to cover all costs of the proposed work.

Recommendation:

That staff be authorized to cancel County of Wellington Project CW2015-036, a tender for the rehabilitation of Culvert C111020 located on Wellington Road 11, approximately 100 m south of Concession Road 14 in the Township of Mapleton; and

That the project as a whole be reviewed and reevaluated for different potential solutions to complete the work in a more cost effective manner. Once an acceptable solution has been determined, the project will proceed in a future year with the appropriate budget to cover all costs of the proposed work.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee and Police Services Board
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, June 09, 2015
Subject: **Brisbane Public School**

Background:

Attached for easy reference is the staff report that was considered by the Roads Committee on March 10, 2015 related to the safety concerns associated with parents loading and offloading young students on the shoulders in front of the Brisbane Public School on both sides of Wellington Rd 124 (former Provincial Highway 24).

Gary Cousins and I have met twice with staff at the Upper Grand Public School Board to explore changes that could take place on the school property and we were encouraged by the cooperation and willingness of the staff to consider on site options.

The Committee indicated that it was comfortable moving forward with the designation of a no stopping zone, in the vicinity of the school on the shoulder on the opposite side of road from the school, and that a by law should be in place by the end of June so that the signs could be erected prior to the opening of the school in September.

The other possible options that were still in play but not to be acted on until the results of changes that the school board might be able to do on site are in place and their effectiveness evaluated, include: installing flashing lights to remind motorists that there is a school nearby, piping the ditch and widening the shoulder of the road on the school side of the road, establishing a “Community Safe Zone” as requested by the delegation in February, and, reducing the 60km/hr zone to a 40km/hr zone during the times that children are being picked up from or delivered to school.

At the time this report was prepared the findings or recommendations of the staff at the school board were not yet known.

Concerns have been expressed by some, that a no stopping zone without regular enforcement will be of little value. Appointing a County By-law officer to pay special attention to this and perhaps other problem areas is an option that would reduce the dependence on the County OPP to enforce this no stopping zone.

Recommendation:

That a bylaw to prohibit vehicles from stopping on the shoulder of Wellington Road 124 opposite the Brisbane Public School effective August 1, 2015 be prepared and presented to County Council; and,

That a bylaw to appoint a County Bylaw officer be prepared and presented to County Council for consideration.

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Gord Ough, County Engineer
Date: Tuesday, March 10, 2015
Subject: Elementary Schools on County Roads – Drop off & Pick up on road side

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Background:

It is my understanding that several years ago there was an elementary school in Ospringe and an elementary school in Brisbane. The enrolment at the school in Ospringe declined to a level that inspired the school board to close the school in Ospringe and transfer the student population to the school in Brisbane. The increase of students at the school in Brisbane presumably resulted in an increase in bus traffic, staff and staff parking, as well as additional play and sports field development.

The Brisbane School was built as a bused school and no on site accommodations were protected for parents to drop off or pick up students either when it was originally built or when the students that were attending the school in Ospringe were moved over to the school in Brisbane.

Two additional grade levels (Junior Kindergarten and Senior Kindergarten) were added to the Brisbane School in recent years with busing being the officially designated method of accessing the school.

It is my understanding from the delegation that attended the County Roads Committee in February that many parents of the younger students have chosen to drive their children to school and that due to the limited vehicular space on site are choosing to park on both shoulders of former Hwy 24, now known as Wellington Road 124, to drop off their children in the morning and to pick up their children in the afternoon.

The parents are reportedly expressing concern for the safety of their children and themselves during these daily loading and unloading activities and are asking the County of Wellington to lower the speed limit in front of the school to 40km/hr from the existing 60km/hr and to install lights on the speed limit signs that flash during the peak student loading and unloading times as well as for "school events."

In addition to the speed reduction with the flashing light option, a second option of filling in the roadside ditch to accommodate the loading and unloading of the junior and senior kindergarten students was discussed briefly.

No one at the February Roads Committee Meeting seemed to consider either of these two options as safe options, whether one or both options were to be implemented.

There was some discussion regarding who was responsible for causing the problems being discussed and who should be responsible for fixing or at least improving the situation.

At the February Committee Meeting staff committed to look at the schools on other County Roads to determine whether the Brisbane issue was the tip of an iceberg or more or less one of a kind and to bring that information to the March Roads Committee Meeting. I can report that the Brisbane School seems to be unique.

The estimated cost of the purchase and the installation of the signage and flashing lights is $10,000.00, and the estimated cost of piping and filling in the ditch to widen and pave the shoulder on one side is $ 40K – $50K.

The option of doing whatever it takes to accommodate the loading and unloading of the junior and senior Kindergarten children on school property, which may well involve the elimination of some outside student activity space, was not prepared for this report.

Copies of the letters from the Upper rand District School Board and from the Brisbane Public School Parent Council that were presented to the County of Wellington Roads Committee at its February committee meeting are attached for easy reference.

Recommendation:

That this report be received for information.

Respectfully submitted,

Gord Ough,
County Engineer

Mark Bailey
Trustee, City of Guelph (Wards 1 & 5), Upper Grand District School Board
Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2
Email: mark.bailey@ugdsb.on.ca
Tel: 519-822-4420 ext. 735 or **Toll Free:** 1-800-321-4025

UPPER GRAND DISTRICT SCHOOL BOARD

December 17, 2014

George Bridge, Warden
The Corporation of the County of Wellington
74 Woolwich Street
Guelph ON N1H 3T9

Dear Mr. Bridge:

On behalf of the Upper Grand District School Board, I am asking for the County's consideration in a matter of student safety along Country Road 24 in front of Brisbane Public School ("BPS"), Town of Erin.

On October 7, 2014 members of BPS Parent Council and a concerned group of Brisbane parents attended a meeting with the school principal their School Board Trustee and representatives from the OPP, Wellington County and the School Board regarding road safety issues on highway 24, particularly during school drop off and pick up times.

At drop off and pick up times and school events, parents are required to park on the shoulder along both sides of Highway 24 in front of the school. Highway 24 is a County road and is a designated truck route. The speed limit in front of the school is 60 kmh (reduced from 80 kmh), but anecdotal evidence from parents of Brisbane students (and reports from the OPP who have ticketed in the area) indicate that there are violators who exceed the speed limit by more than 25 km/hr. The high traffic volume and speeds make it dangerous for children and their families. There has been at least one vehicular accident at the site this school year.

We are asking that the section of Highway 24 in front of the school be designated a school safety zone with a reduced speed limit of 40 kmh during drop off and pick up times and school events. This should include the installation of a flashing amber school safety zone sign.

We would very much appreciate your timely support and assistance with this matter.

Yours very truly,

Mark Bailey

Mark Bailey
Chair

Upper Grand District School Board

• Mark Bailey , Chair • Marty Fairbaim, Vice-Chair • Linda Busuttil • Kathryn Cooper • Barbara Lustgarten Evoy
• Martha MacNeil • Susan Moziar • Bruce Schieck • Lynn Topping • Barb White

BRISBANE PUBLIC SCHOOL PARENT COUNCIL

February 6, 2015

County of Wellington Roads Committee Members
The Corporation of the County of Wellington
74 Woolwich Street
Guelph, ON N1H 3T9

Dear Sirs:

On behalf of Brisbane Public School ("BPS") Parent Council and parent community, I request your consideration in a matter of student safety along Highway 24 in front of BPS in the Town of Erin.

At school morning drop off, afternoon pick up times and school events, parents are required to park on the shoulder along both sides of Highway 24 in front of the school. Highway 24 is a County road and is a designated truck route. The speed limit in front of the school is 60kmh (reduced from 80kmh), but abundant anecdotal evidence from parents of BPS students (and reports from the OPP who have ticketed in the area) indicate that there are violators who exceed the speed limit by more than 25km/hr. The high traffic volume and speeds make it dangerous for children and their families who must cross the road to reach their vehicles or load small children into vehicles. There has been at least one vehicular accident at the site this school year. As a lawyer by profession, I recognize the liability issues that may arise for the County in the tragic event of injury to a child or parent.

The addition of junior kindergarten and then the further addition of all day/every day kindergarten, has resulted in an increase in the size of the student body at BPS. The school parking lot is insufficient to accommodate the increased number of cars that require access to the school. We have explored with the UGDSB several options to address this issue, including increasing the size of the parking lot and imposing staggered entry/exit times. It is our understanding that any increase in the size of the parking lot would result in the infringement of the current playground area and require the removal of the baseball diamond which BPS students use on a daily basis during recess and physical education class. In addition, access to an expanded parking lot would be restricted during bus times, thus limiting flexibility in terms of coming and going, effectively trapping cars for certain periods. Staggered entry and exit times would result in staff being required to provide supervision in excess of the time periods permitted under the teachers' union collective agreement, and therefore is not feasible either.

The BPS community has rallied around this issue and we respectfully submit a petition signed by 320 parents/guardians whose children attend BPS. The petition urges you to act now to designate the section of Highway 24 in front of BPS a school safety zone with a reduced speed limit of 40kmh during drop off and pick up and times and school events, and install a flashing amber school safety zone sign.

Sincerely,

Rachel Ingram
Chair – BPS Parent Council

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Tuesday, June 9, 2015
Subject: **Roads Committee – Wellington Road 46 Request for Early Tender and Partial Approval**

Background:

Staff have been working with Triton Engineering Services Limited on the design of Wellington Road 46 (Brock Road) from Wellington Road 34 to Highway 401. The design will be ready in early July to tender the first phase of the project from Highway 401 to 400 m north of McLean Road. The intent is to tender the entire project as one tender with a Part A to be completed in 2015 and a Part B to be completed in 2016.

Part A includes all of the storm sewer within Phase 1. The main storm line is under the west shoulder and should be able to be installed with only reducing the 4 lane road to 3 lanes. Catch basin laterals will also be installed across the road and traffic will have to be managed to complete this work. The benefits of completing this work in the late summer or early fall of 2015 would allow any settlements over the new storm sewer to occur over the winter before paving operations in 2016. Completing the storm sewer in 2015 will also speed up the process to complete the remaining work in 2016.

To allow the above mentioned to occur, Committee and Council approval is required to tender the project as two parts with Part A proceeding with approval by the CAO, County Treasurer and County Engineer and Part B receiving Committee approval in September. Part A would have to be less than $500,000 as per County policy for approval without Committee and Council.

Tendering in July will also allow for the work to be available for contractors in the fall of 2015 when they are currently looking for work and competitive pricing to complete the project in 2016 when the contractor knows they have a project to start on at the beginning of the year. Also, the actual cost of construction would be known and budgeted for correctly in the 2016 budget.

Recommendation:

That staff proceed with with the tendering of the Wellington Road 46 reconstruction project in July as indicated in two Parts, A and B.

That CAO, County Treasurer and County Engineer be authorized to award Part A to the overall lowest bidder of Parts A and B meeting all requirements for the completion of the proposed works; and

That Part B be taken to Committee in September for approval.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: [Gordon J. Ough, P.Eng.], [County Engineer]
Date: Tuesday, June 09, 2015
Subject: **Roundabouts: The Sustainable Intersection Choice – Article from the APWA Reporter, May 2015**

Background:

In the May 2015 edition of the American Public Works Association magazine, APWA Reporter, an article was included about roundabouts. **Roundabouts: The Sustainable Intersection Choice**, Marshall Elizer, P.E., PTOE, APWA Reporter, May 2015.

The author has included information about the history of roundabouts, safety concerns at stop controlled intersections, use of roundabouts to prevent fatalities, sustainability benefits of roundabouts, selection of roundabouts and public acceptance. Much of the information within the article is applicable to the roundabouts already constructed in Wellington County and the roundabouts scheduled to be constructed in the future. Included on the last page of the article are two tables of information that demonstrate the improvement of safety and how public acceptance of roundabouts changes after construction.

Staff believes that the article should be shared with Committee and members of Council as it is relevant to Wellington County's continued use of roundabouts for improved safety at intersections and is from a third party source that has experienced the same challenges.

Recommendation:

That the Article, Roundabouts: The Sustainable Intersection Choice, Marshall Elizer, P.E., PTOE, APWA Reporter, May 2015 be accepted for information.

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer

Roundabouts: The sustainable intersection choice

Marshall Elizer, P.E., PTOE
Executive Vice President
Gresham, Smith and Partners, Nashville, Tennessee
Member, APWA Center for Sustainability

While there is no national database of intersections in the U.S. or Canada, it is estimated that there are well over three million roadway intersections in the United States alone, with about 300,000 of those being signalized. Further estimates are that approximately 0.001 percent (3,000) of those intersections are designed as modern roundabouts, with installations present in all 50 U.S. states and Canadian provinces. With so few roundabouts currently in use, there are tremendous opportunities to apply this proven intersection design to thousands, if not hundreds of thousands, of intersections in North America.

About half of all crashes and half of all injury crashes in the U.S. occur at intersections according to the Federal Highway Administration (FHWA). Most fatalities and injuries are due to right-angle crashes that occur at signalized and stop-controlled intersections. In the United States, over the last several years an average of approximately 21% of the fatalities and roughly 50% of the serious injuries have been attributed to intersections. Beyond the crash statistics, traditional signalized or stop-controlled intersections can also become very congested when traffic volumes are high, creating inefficiency that results in user delay, frustration, economic loss and environmental impacts.

Modern roundabouts are a type of intersection design that can be effectively used at all types of intersections, particularly those controlled by traffic signals and stop signs, and will aid in greatly reducing fatalities and injuries while improving traffic flow and the environment. The widespread use of roundabouts will bring a host of sustainable benefits to communities.

In addition to safety concerns, traffic congestion is also a growing and widespread problem in North America, especially in urban areas. Opportunities to improve traffic flow and safety are often missed when traffic signals or stop signs continue to be installed at locations that are suitable for roundabouts. Studies have shown that if many newly signalized intersections had been constructed as modern roundabouts, intersection crashes, vehicle stops and delay, and emissions would all have been greatly reduced at those locations.

For example, a study that examined ten signalized intersections in northern Virginia that were newly constructed or recently modified estimated that roundabouts would have reduced vehicle delays by 62-74 percent, depending on the intersection, thus eliminating more than 300,000 hours of vehicle delay on an annual basis. Annual fuel consumption would have been reduced by more than 200,000 gallons, with commensurate reductions in vehicle emissions. And, based on previous research on crash risk, it is estimated that use of roundabouts in place of traffic signals could have prevented 62 crashes, 41 with injuries, over four years at just five of the intersections for which crash data were available. These results show the magnitude of the traffic flow and safety costs when traffic signals are installed at locations where roundabouts are suitable alternatives.

Roadway Safety – A National Challenge

Motor vehicle crashes are the leading cause of death for age four and every age 11 through 27 in the U.S. according

A modern roundabout in Roswell, Georgia (Source: Gresham, Smith and Partners)

to the National Highway Traffic Safety Administration (NHTSA). In 2012 (the latest reporting year for NHTSA), 33,561 people were killed on U.S. roadways in the estimated 5,615,000 police-reported motor vehicle traffic crashes; 2,362,000 people were injured in those crashes; and 3,950,000 crashes resulted in property damage only. An average of 92 people died each day in motor vehicle crashes in 2012—one every 16 minutes.

With over 21% of these fatalities and roughly 50% of the serious injuries attributed to roadway intersections, FHWA has identified modern roundabout intersections (as opposed to larger traffic rotaries or smaller traffic circles) as one of nine proven life-saving roadway safety strategies. Modern roundabouts have consistently been proven to be substantially safer than traditional signalized and stop-controlled intersections, where appropriate for traffic needs and properly designed. They also typically operate more efficiently, have lower life-cycle costs, increase fuel efficiency and lower vehicle emissions. Overall, for many intersections, modern roundabouts are clearly the most sustainable intersection choice that a roadway designer can make.

Roundabout History

Traffic circles have been part of the roadway system in the United States since the early 1900s when one of the first circles, known as the Columbus Circle, was installed in New York City (*Roundabouts: An Informational Guide*, NCHRP Report 672, 2010). After that installation a number of large circles or rotaries were built in the United States that allowed for high-speed merging and weaving of vehicles. In those designs priority was given to entering vehicles, facilitating high-speed entries. Examples of high crash experience and congestion in the traffic circles led to many fewer rotaries being designed after the mid-1950s. Internationally, the experience with large traffic circles was equally negative, with many countries experiencing circles that became congested as traffic volumes increased.

While traffic circles were falling out of favor, the "modern" roundabout was developed in the United Kingdom in the 1960s to rectify problems associated with these traffic circles. In 1966, the United Kingdom adopted regulations that required entering traffic to give way, or yield, to circulating traffic at all circular intersections. This rule prevented circular intersections from "locking up" by not allowing vehicles to enter the intersection until there were sufficient gaps in circulating traffic. In addition, smaller radius circular intersections were proposed that required smaller horizontal curve features which achieved slower entry and circulating speeds.

These design changes significantly improved the safety characteristics of the circular intersections by reducing the number and the severity of crashes. The modern roundabout represents a significant design and operations improvement over rotaries and traffic circles. As a result many countries including the U.S. and Canada have adopted the modern roundabout as a common intersection form, and many agencies have developed extensive design guides and operational analysis methods for modern roundabouts.

Modern roundabouts have several distinguishing characteristics and benefits, setting them apart from other intersection types. Traffic can typically move more freely through roundabouts which makes them more efficient than signalized or stop-controlled intersections. Unlike other types of intersections, roundabouts are designed to slow the speed of vehicles entering by deflecting them from a straight-line path into the roundabout. Drivers approaching the roundabout have time to judge for gaps in the circulating traffic and either yield or adjust their speed before entering the intersection, thus allowing for safer entries into circulating traffic.

Roundabouts are also considered the "greenest" intersection alternative and not only because of their landscaping opportunities and aesthetic appeal. Reduced vehicle idling means fewer emissions and less wasted fuel. Less acceleration and fewer sudden "hard stops" means quieter, more peaceful transportation through communities. Landscaping in the central island, approach splitter islands, and along the approaches can further benefit and enhance community livability.

A common concern for people who have not experienced driving through

a properly designed roundabout is that they won't be able to get used to the new traffic pattern. But studies consistently show just the opposite—the public overwhelmingly supports roundabouts after they are constructed. Older Americans, in particular, are supportive of roundabouts.

By 2025, a quarter of all legal drivers in the United States are projected to be over the age of 65. Intersections are the single most dangerous traffic environment for drivers of any age with left-hand turns being the single most dangerous traffic maneuver that any of us can make. Forty percent of all crashes that involve drivers over the age of 65 occur at intersections. This is nearly twice the rate of experienced younger drivers.

Despite their benefits, roundabouts may not be the best solution at all locations. Roundabouts may not be feasible at locations where topographic or site constraints limit the ability to provide appropriate geometry. Also, intersections with very unbalanced traffic flows (i.e., very high traffic volumes on the main street and very light traffic on the side street) may preclude roundabouts for reasons of traffic flow. However, as the proportion of minor street traffic volumes increase, roundabouts typically become more feasible and provide greater reductions in vehicle delays compared with traffic signals.

Sustainability Benefits of Roundabouts

There are numerous benefits of modern roundabouts which contribute to a community's sustainability.

Safety. As noted above, roundabouts have been proven to typically be far safer than traditional stop sign or signal-controlled intersections. In a number of documented studies roundabouts reduced injury crashes by 75 percent at intersections where stop signs or signals were previously used for traffic control, according to the Insurance Institute for Highway Safety (IIHS). Studies by the IIHS and Federal Highway Administration have shown that roundabouts achieved these safety benefits:

- A 37 percent reduction in overall collisions
- A 75 percent reduction in injury collisions
- A 90 percent reduction in fatality collisions
- A 40 percent reduction in pedestrian collisions

There are several reasons why roundabouts help reduce the likelihood and severity of collisions:

- **Lower travel speeds** – Drivers are required to slow down and yield to traffic before entering a roundabout. Speeds in the roundabout are typically in the 15 to 20 miles per hour range. The collisions that occur in roundabouts are typically minor and cause few injuries since they occur at such low speeds.

- **No traffic signal to speed through or cause sudden stops** – Roundabouts are designed to promote a continuous, circular flow of traffic. A driver's primary obligation is to yield to traffic before entering a roundabout; if there is no traffic in the roundabout, drivers are not required to stop. Because traffic is constantly flowing through the intersection, drivers don't have the need to speed up or come to a stop quickly when a signal cycles to yellow or red.

- **One-way movement** – Roads entering a well-designed roundabout have slight curves to direct drivers into the intersection at the correct angle and help them travel counterclockwise around the roundabout. This movement eliminates the possibility for right-angle or head-on collisions that occur at traditional intersections.

Roundabouts are also generally safer for pedestrians. Pedestrians walk on sidewalks around the perimeter and cross only one direction of traffic at a time. Crossing distances are relatively short, and traffic speeds are lower than at traditional intersections.

Reduce delay, improve traffic flow. Contrary to some perceptions, roundabouts normally move traffic through an intersection more quickly, and with less congestion on approaching roads. Roundabouts promote a continuous flow of traffic whereas intersections with traffic signals and stop signs have to wait for a green indication or come to a full stop before proceeding through the intersection. Traffic is only required to stop or yield when necessary so many roundabouts usually process more traffic in the same amount of time.

Studies by Kansas State University measured traffic flow at intersections before and after conversion to roundabouts. In each case analyzed, installing a roundabout led to at least a 20 percent reduction in delay. Additional studies by the IIHS of intersections in three states found that roundabouts contributed to an overall 89 percent reduction in vehicle delays and 56 percent reduction in vehicle stops.

Cost. A roundabout may need more property within the actual

West Sandtown Road, Cobb County, Georgia (Source: Gresham, Smith and Partners)

intersection, but often takes up less space on the streets approaching the roundabout. Because roundabouts can handle greater volumes of traffic more efficiently than signals, where drivers may need to line up to wait for a green light, roundabouts usually require fewer lanes approaching the intersection.

The cost difference between building a modern roundabout and a traffic signal is often comparable depending on right-of-way conditions. Where long-term costs are considered, roundabouts have the benefit of eliminating signal hardware, maintenance and electrical costs.

Roundabouts also remain effective during power outages. Unlike traditional signalized intersections, which must be treated as a four-way stop or require police to direct traffic, roundabouts continue to work in their normal condition.

Pedestrians and Bicyclists. In general, pedestrians face less risk crossing roundabouts than traditional intersections, primarily because of the slower speeds and the elimination of left turns across the pedestrian crosswalks. Entry "splitter" islands both shorten the crossing distance for pedestrians and allow them to cross one direction of traffic at a time. Bicyclists can dismount and use the pedestrian crosswalk, or experienced bicyclists can ride through the roundabout.

There is ongoing research to determine the most effective strategies for making roundabouts accessible for visually impaired pedestrians. The U.S. Access Board has been active in the development of design guidelines for roundabouts. The National Cooperative Highway Research Program (NCHRP) also continues to research a range of geometric designs, traffic control devices, and other treatments to make roundabouts more accessible to pedestrians with vision impairments.

Trucks, Buses and Other Large Vehicles. Roundabouts can be designed to accommodate the turning radii of large trucks, trailers and buses just like any other intersection. Roundabouts generally are designed with truck "aprons"—a slightly raised area around the inner circle that provides trucks, buses, and other large vehicles additional room to navigate the roundabout.

Emergency Responders. Roundabouts can be designed such that emergency service providers are able to navigate through roundabouts with their largest vehicles. In emergency call situations, roundabouts can be safer and more efficient for an emergency vehicle than traveling through traditional intersections.

Good locations for roundabouts

Roundabouts are safe and efficient, but as noted earlier they are not the ideal solution for every intersection. Several factors should be evaluated when deciding to build a modern roundabout at a specific intersection. Designers typically consider these characteristics when determining the best design solution for a particular intersection:

- **Crash history** – data about the number and types of crashes, speeds, and other contributing factors are analyzed.
- **Intersection operation** – the level of current and projected travel delay being experienced, and backups on each leg of the intersection.
- **Types of vehicles and users traveling through the intersection** – the vehicle mix and number and type of pedestrians and bicyclists that use the intersection. This is especially important for intersections frequently used by large trucks or buses.
- **Cost** – this includes the societal cost of accidents, right-of-way (land purchase) requirements, and long-term maintenance and operations requirements.

The importance of proper design cannot be overstated. Good design is critical to the success of a modern roundabout. Other keys to success include public involvement and stakeholder support. FHWA through its Safety website offers numerous resources, including a one-day informational workshop for state and local transportation agencies.

Public Acceptance

While not necessarily an indicator of sustainability, public acceptance is a critical element of an effective approach to implementing modern roundabouts in a jurisdiction. Good design and good public involvement throughout the entire planning and design process will ensure the best chance of success at starting and growing a roundabout program in a community. The information below illustrates just how effective roundabouts can be and how supportive the public can become once they actually experience effectively located and designed modern roundabouts.

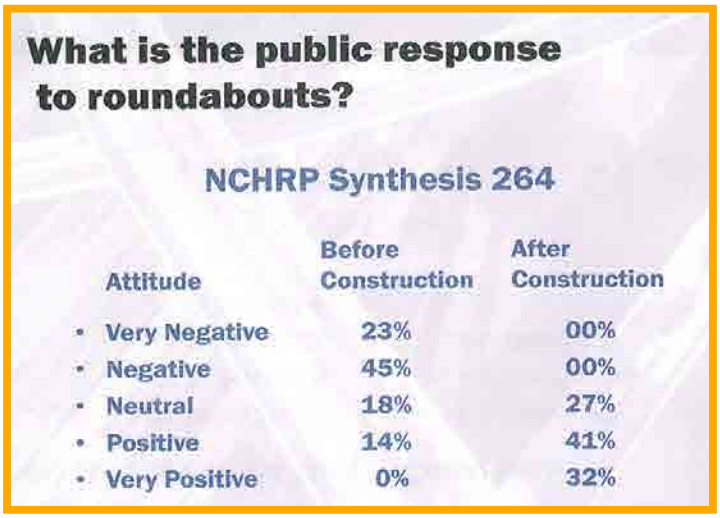
Summary

Every agency should routinely consider the use of modern roundabouts for any new or retrofitted intersections in their jurisdiction. It will often be the most sustainable choice and provide much greater long-term safety and other benefits than a traditional stop-controlled or signalized intersection.

Marshall Elizer is a member of APWA's Center for Sustainability and the AASHTO Committee on Geometric Design, and is a former member of APWA's Board of Directors. He can be reached at (615) 604-6721 or meliz@gspnet.com.

Question	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
Did the roundabout improve safety?	54%	23%	14%	4%	4%
Did the roundabout improve traffic operations?	70%	18%	5%	4%	3%
Do you view this roundabout as successful?	68%	19%	6%	4%	3%
Agreeable with other roundabouts in City?	67%	18%	4%	3%	7%

Source: City of Roswell, GA Survey via e-mail newsletter, Twitter and Facebook. 742 responses – 99% had driven through the roundabout.



NCHRP Synthesis 264, Modern Roundabout Practice in the United States

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M2015-1860

May 4, 2015

COUNTY OF WELLINGTON
MAY 12 2015
ENGINEERING SERVICES DEPARTMENT

Mr. George Bridge
Warden
County of Wellington
74 Woolwich Street
Guelph ON N1H 3T9

Dear Warden Bridge:

The Auditor General released her report on winter highway maintenance in Ontario on April 29, 2015. We thank her for this thorough and thoughtful review, and her recommendations. While we have already taken action on many of them, we continue to work with our contractors and the OPP to improve highway snow clearing operations.

Being able to travel safely on our highways is very important to Ontarians, and at the Ministry of Transportation (MTO) it's our top priority. Over the past few years, MTO has worked to improve the quality of highway snow clearing by adding more than 100 pieces of equipment. We've also strengthened our oversight and enhanced the way we plow truck climbing and passing lanes, and freeway ramps and shoulders. In the coming months, we'll be doing more to make driving conditions better in winter 2015/16.

The Auditor General's report provides eight recommendations to the ministry. These recommendations identify improvements to how maintenance contracts are awarded; oversight of highway maintenance contractors; the effective use of equipment, sand, salt or anti-icing liquid to achieve the ministry's snow clearing standards; contractors' patrolling and reporting; and improved communications with the public on winter driving conditions and winter maintenance performance.

As a ministry, we have a lot of work to do and so do our contractors. I will be meeting with them in person as soon as possible to determine how we can work together to improve this program and their performance.

.../2

Further, I have directed ministry staff to provide me with an action plan within 60 days that outlines ways to further strengthen and improve winter maintenance, while addressing the Auditor's recommendations, to ensure that we are doing everything possible to provide Ontarians with safe highway conditions. I will make that action plan public.

I have heard from some municipalities regarding how winter maintenance has improved this past winter season but there is more we need to do. I look forward to reporting back on our action plan, our progress implementing the Auditor's recommendations and the additional steps we will be taking to enhance winter maintenance in Ontario.

Sincerely,

Steven Del Duca
Minister

Corporation of the County of Wellington
Solid Waste Services Committee
Minutes

June 9, 2015
County Administration Centre
Keith Room

Present:	Warden George Bridge Councillor Don McKay (Chair) Councillor Pierre Brianceau Councillor Gregg Davidson Councillor Gary Williamson
Also Present:	Councillor Neil Driscoll
Staff:	Donna Bryce, County Clerk Ken DeHart, County Treasurer Gord Ough, County Engineer Das Soligo, Operations Superintendent Cathy Wiebe, Admin Supervisor Solid Waste Services

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1. Call to Order

At 10:56 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Financial Statements and Variance Projections as of May 31, 2015

1/4/15

Moved by: Councillor Brianceau
Seconded by: Councillor Davidson

That the Financial Statements and Variance Projections as of May 31, 2015 for the Solid Waste Services Division be approved.

Carried

4. Extended Producer Responsibility

2/4/15

Moved by: Warden Bridge
Seconded by: Councillor Williamson

That the Extended Producer Responsibility Report be received for information.

Carried

5. SWS 2014 Annual Report

3/4/15

Moved by: Councillor Davidson
Seconded by: Councillor Williamson

That the SWS 2014 Annual Report be received for information.

Carried

6. Municipal Hazardous and Special Waste Funding Change

4/4/15

Moved by: Councillor Davidson
Seconded by: Councillor Brianceau

That the Warden and Clerk be authorized to sign the Product Care Association agreement documents once they are finalized.

Carried

7. SWS Items of Interest

5/4/15

Moved by: Councillor Davidson
Seconded by: Councillor Williamson

That the Items of Interest report be received for information; and

That staff report on the items discussed with further details in October, 2015.

Carried

8. Adjournment

At 12:10 pm, the Chair adjourned the meeting until September 8 or at the call of the Chair.

_____
Don McKay
Chair
Solid Waste Services Committee

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Solid Waste Services Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, June 09, 2015
Subject: **Extended Producer Responsibility**

Background:

Extended Producer Responsibility (EPR) is the concept of making producers responsible for the cost of the recycling and/or disposal of their products and packaging at the end of their useful life. EPR is the basis of the current Waste Diversion Ontario (WDO) funding programmes in Ontario.

There are many examples of EPR programmes outside of Ontario. The European Union has various EPR models for many different materials, some of which have been operating for decades. The Province of British Columbia implemented full EPR for residential packaging and printed paper in May 2014.

The Honourable Glen Murray, Minister of the Ontario Ministry of the Environment and Climate Change, spoke at the Recycling Council of Ontario EPR workshop in February. He indicated that he expects legislation on waste diversion and reduction will be released in this province in 2015. It is widely expected that this legislation will include the concept of full EPR for blue box materials.

The possibility of moving from the current shared model to full EPR for Ontario's blue box programme is currently being discussed by stakeholders. What the EPR programme would look like, how it would operate, what it will cover, and what role municipalities would play have been discussed at workshops, consultations, and in discussion papers.

There are many perspectives on EPR and how it might work. The following articles are provided as attachments to this report for Committee's information.

Recommendation:

That the Extended Producer Responsibility Report be received for information

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer

Solid Waste & Recycling

Blog

The relative economic efficiency of shared responsibility vs. EPR

"Shared responsibility" is firmly entrenched in Ontario's printed paper and packaging (Blue Box) recycling lexicon. It is therefore not surprising that to many "full responsibility" means 100% producer funding of the Blue Box.

In the linked policy brief I suggest that full producer responsibility is more than just financial responsibility but producer self-determinacy and the discretion to design reverse supply chains for recovering, reusing and recycling printed-paper and packaging.

The brief begins by defining economic efficiency in the context of EPR and highlighting innovation as its essence. It goes on to describe the decisions that producers make (or are able to make) under shared responsibility and compares them them to decisions they make (or have a much better chance of making) under a principled application of EPR.

To be clear, this paper is neither a critique of producer packaging choices nor of existing municipal recycling efficiency. Rather, it is an analysis of the relationship between producer packaging choices and the current approach to recycling those choices in Ontario versus that in British Columbia (as Canada's first EPR jurisdiction for printed paper and packaging).

It concludes by making the case that revisiting the fundamentals of EPR may provide for better environmental and financial outcomes.

Policy Brief

The relative economic efficiency of shared responsibility versus the principled application of extended producer responsibility for printed paper and packaging

February 1, 2015

Usman A. Valiante
Senior Policy Analyst

Corporate Policy Group LLP

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Appendix A: Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC 18

"At the heart of the original vision for extended producer responsibility (EPR) was the desire for a policy strategy that could provide ongoing incentives for the incorporation of environmental concerns into the design of products. If producers were made responsible for end-of-life management (i.e., reuse, recycling, energy recovery, treatment, and/or final disposal) of products, they would find it in their self-interest to anticipate end-of-life costs and obligations and design their products to minimize those costs...

This vision also included other aspirations. One was that the resulting policy schemes would be dynamic—that is, as the product mix, production and processing technologies, or market and societal conditions changed, so too would the responses by the producers facing EPR requirements. Advocates of EPR hoped that when the task of meeting the goals of EPR was assigned to producers, business acumen would be mobilized to find the most clever and cost-effective means of reaching those goals, without detailed prescriptions by governments."

Producer Responsibility at a Turning Point?
Reid Lifset and Thomas Lindhqvist[1]

Introduction

Unlike the description of EPR above, the traditional Canadian approach to regulation of producer responsibility for printed paper and packaging[2] (PPP) has not made producers "responsible for end-of-life management". Rather, Canadian jurisdictions such as Ontario and Quebec have chosen to regulate PPP by making producers financially responsible for some or all of the costs[3] associated with municipal delivery of PPP recycling (collection, processing and sale of materials to secondary commodity markets).

Under the policy approach of "shared responsibility" producers have little or no influence on recycling system design and no role in system operation. Instead, producers (and ultimately their consumers) are mere ratepayers to municipalities who individually design and operate their PPP recycling programs that collectively run much as a public utility comprised of hundreds of municipal recycling systems.

It wasn't until British Columbia designated residentially generated PPP in 2011 that any Canadian jurisdiction made producers responsible for the end-of-life

[1] Lifset, R., Lindhqvist, T. *Producer Responsibility at a Turning Point?* Journal of Industrial Ecology, Volume 12 No. 2. 2008. Yale University. New Haven, CT, USA.

[2] The definition of printed paper and packaging varies from jurisdiction to jurisdiction. For the purpose of this discussion refer to the definition used by Multi Material British Columbia (MMBC). See: http://www.multimaterialbc.ca/wp-content/uploads/2014/10/MMBC-PPP-Stewardship-Plan-Apr8-2013.pdf at Pg. 2

[3] In Ontario the financial responsibility for covering the costs of operating municipal blue box programs is split 50%-50% between municipalities and producers under the *Waste Diversion Act* 2002.

management of PPP in what we term the "principled application of EPR" as envisioned in the quote above.

This paper discusses the relative economic efficiency of a shared responsibility policy approach for the end-of-life management of PPP versus the principled application of EPR towards the same ends.

We begin by defining economic efficiency and highlighting innovation as its essence. We go on to describe the decisions that producers make (or are able to make) under shared responsibility and compare them to decisions they make (or have a much better chance of making) under a principled application of EPR. We conclude by making the case that a principled application of EPR to PPP is the best means to innovation and hence greater economic efficiency.

Let's now define economic efficiency in the context of EPR.

Economic efficiency and extended producer responsibility

A simple expression of economic efficiency is the long-run minimization of overall cost to consumers. However cost minimization is driven by component efficiencies. In the context of EPR these component efficiencies play as much of a role in ensuring environmental protection as they do in reducing costs to consumers.

The first component efficiency – **static efficiency** - is about minimizing waste diversion costs given the technologies and practices available today (e.g. improving processing economies of scale, reducing collection costs through collection route optimization, modifying existing handling or recycling procedures etc.).

The second component efficiency – **dynamic efficiency** – is about innovation whereby the cost of waste diversion declines over time through technological progress.

As described in the opening quote, EPR related technological progress may arise in the design of products so that they generate less waste, are less costly to collect and process and more valuable after processing. Critically, and as we discuss further on, technological progress also arises in the end-of-life collection, consolidation and transportation, and processing and marketing of printed paper and packaging.

Of the two efficiencies, the importance of dynamic efficiency - innovation and technical change - cannot be overestimated[4]. For example, the innovation that drives the design and manufacture of new products can significantly contribute to reducing

[4] Dewees, Donald N. 2009. *Extended Producer Responsibility, Economic Efficiency and Competition Policy.* Department of Economics, Faculty of Law, University of Toronto.

or eliminating wastes generated by those same products (and products they may displace)[5].

The third efficiency – **allocative efficiency** – concerns itself with the production of goods (i.e. products or services) in optimal amounts and the allocation of those goods to the right consumers. In the context of EPR, the goods in question are reduced waste and increased resource efficiency[6], and the beneficiaries of these goods are citizens, the environment and economy.

Public policies that mandate waste diversion targets and recycling standards drive allocative efficiency by driving recovery and recycling of secondary materials thereby displacing the same materials drawn from virgin sources. Conversely, absent or low waste diversion targets, or low recycling standards for waste processors, yield insufficient reduction of environmental harm and provide insufficient incentives for innovation[7,8].

Low environmental performance targets may be readily achieved at lower cost using existing waste diversion means (i.e. improve static efficiency), whereas more aggressive environmental performance targets may incur high short-term costs as producers strive to meet them but drive longer-term efficiencies through innovation in product and waste diversion system design (i.e. drive dynamic efficiency).

---

[5] Consider the remarkable innovation we see in today's information technologies – the smartphone is displacing land line telephones, Polaroid cameras, CDs, DVDs, disc players, newsprint newspapers, magazines, books, paper maps and postage stamps.

[6] With the objectives of minimizing depletion of nonrenewable resources; reducing dependence on imports of materials especially those in short supply; reducing the demand of other resources, particularly energy; and Reducing unwanted emissions (such as greenhouse gases) generated by material production and use. Michael F. Ashby (2012). *Materials and the Environment*, Second Edition: Eco-informed Material Choice

[7] This is the basic premise of Porter, Michael E., van der Linde, Claas 1995. *Toward a New Conception of the Environment-Competitiveness Relationship*. The authors argue that, "The new paradigm of international competitiveness is a dynamic one, based on innovation.", and, "...properly designed environmental standards can trigger innovation that may partially or more than fully offset the costs of complying with them... By stimulating innovation, strict environmental regulations can actually enhance competitiveness."

It is also possible to set environmental performance targets that provide for too little environmental good in the context of high costs to producers and consumers. This would have the effect of stifling productive economic activity. Policy makers need to be judicious in designing regulation and setting targets that protect the environment and drive innovation while minimizing deadweight losses (i.e. forgone economic benefit to consumers or inefficient allocation of financial resources against activities with little benefit). In this regard, the optimal amount of waste reduction and diversion for a given material or product is such that the ***long-run*** environmental and economic benefits of meeting the last unit of waste reduction or diversion target exceeds the cost of achieving the last unit of that target.

[8] Twenty years after the "Porter Hypothesis" LSE researchers have concluded that, "There is ample evidence that environmental regulations induce innovation in clean technologies and discourage research and development in conventional (polluting) technologies. Thus, environmental regulations can help economies break away from a polluting economic trajectory and move to a 'clean' one." Dechezleprêtre, A., Sato, M. November 2014. *The impacts of environmental regulations on competitiveness*. Grantham Research Institute on Climate Change and the Environment, London School of Economics and Political Science.

Again, it is difficult to overstate the importance of innovation in driving environmental protection and long-term competitiveness. As discussed in the following sections, the opportunity for innovation is what really differentiates the relative economic efficiency of the principled application of EPR for the end-of-life management of PPP from that of shared responsibility.

Having defined economic efficiency we now describe the **system of recycling** as the context in which we will compare the economic efficiency of shared responsibility and the principled application of EPR to the end-of-life management of PPP.

Systems of production and systems of recycling

What is a system?

> "A system is a network of interdependent components that work together to try to accomplish the aim of the system."
>
> "The secret is cooperation between components toward the aim..."
>
> "A system must be managed. It will not manage itself."
>
> W. Edwards Deming[9]

If under EPR the aim is for producers to meet regulated PPP recycling targets (i.e. produce more recycling) then the pertinent question is how are the components that comprise the PPP recycling system best managed in order to foster cooperation between components towards the aim?

Before answering these questions it is important to delve into the component-based nature of production systems and the role of cooperation between components within those systems. Perhaps the best way to explore these concepts is to look at an existing system that is better understood – that is, the ***system of production*** by which consumer products are produced, distributed and sold (and which ultimately result in end-of-life PPP).

Systems of production

In a modern economy to say producers produce products is an oversimplification. It is more accurate to say that producers generate concepts and designs for new products and orchestrate their production, distribution and sale.

Producers rely on networks of upstream suppliers to provide them with inputs (whether raw materials, processed materials or fabricated sub-assembles) that they

[9] Deming, W. Edwards. *The New Economics for Industry, Government, Education*. 2nd Edition. The MIT Press, Cambridge Massachusetts. 1994. Also see: https://www.deming.org/theman/theories/profoundknowledge

themselves, or their contract manufacturers use to produce and package finished goods for market.

In addition to an upstream network of suppliers, producers also rely on elaborate networks of distributors and retailers to ensure their products are available to consumers.

Thus producers not only manage their own internal manufacturing and distribution operations but also manage upstream and downstream suppliers, third party distributors, and sales networks, as distinct components of the system of production.

These components need to work in absolute cooperation if the products in question are to be produced in a cost-effective manner such that consumer demand and quality expectations are consistently met and producer profitability is ensured.

For example, a potato chip producer's system of production ensures that potato chips it makes in Mississauga, Ontario from potatoes sourced in Prince Edward Island will be on sale in Prince George, British Columbia. It knows its chips will be available in Prince George because it knows its contracted distributor has a strong incentive to make sure they are available for sale throughout the distributor's assigned area.

Driven by the potato chip producer, each component of the system of production from potato grower to retailer works in its own interest by acting cooperatively with other components of the system to achieve the aim of getting potato chips to consumers.

As the creator of product concepts and the orchestrator of activity in both upstream and downstream supply chains, it is producers that are the nexus of activity. No component in the system falls outside of the producer's scrutiny and measurement because each component must work well within itself and with other components of the system of production.

Without overtly owning or controlling every component of the system of production, producers can nonetheless optimize the system by refining the aims of individual components towards the overall aim while building in flexibility to address changing conditions. A systems approach is highly conducive to continuous improvement[10] and innovation.

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[10] The Deming Cycle of Plan, Do, Study, Act (PDSA) is the basis of continuous improvement, "The cycle begins with the Plan step. This involves identifying a goal or purpose, formulating a theory, defining success metrics and putting a plan into action. These activities are followed by the Do step, in which the components of the plan are implemented, such as making a product. Next comes the Study step, where outcomes are monitored to test the validity of the plan for signs of progress and success, or problems and areas for improvement. The Act step closes the cycle, integrating the learning generated by the entire process, which can be used to adjust the goal, change methods or even reformulate a theory altogether. These four steps are repeated over and over as part of a never-ending cycle of continual improvement." https://www.deming.org/theman/theories/pdsacycle

Taking what we know about component cooperation in systems of production we now apply it to systems of recycling.

Systems of recycling

The discussion regarding production systems is readily translated to systems of recycling. By defining systems of recycling we can answer our earlier question about how the components of a PPP recycling system can be managed in order to foster cooperation towards the aim of maximizing recycling.

Building a PPP recycling system is essentially a problem of reverse distribution of PPP from millions of consumers/residents to dozens of recycled material end-markets.

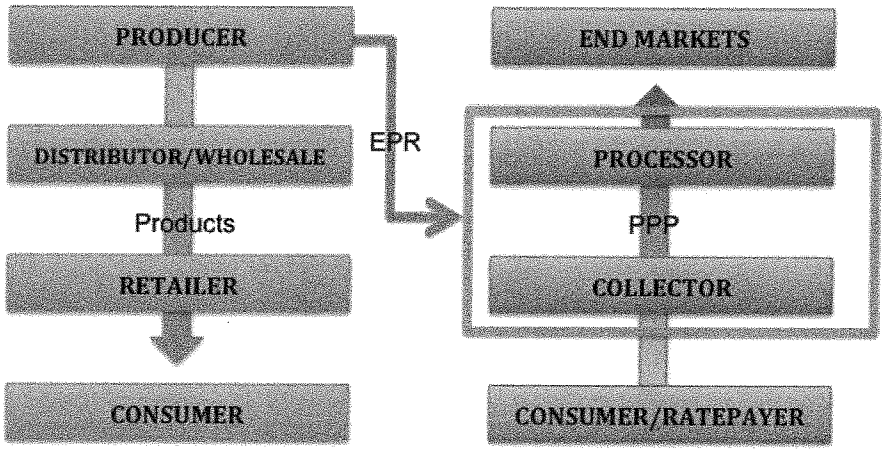

Figure 2 Producer to consumer supply chain system and consumer/resident to recycled material end-market supply chain

In the figure above, the roles of collectors and processors are the inverse analogue of retailers and distributors. Collectors collect PPP from millions of consumers/residents ("collection") whereby materials are then transferred, consolidated and shipped to processors that separate materials for delivery to a limited number of recycled materials end-markets ("post-collection").

In unregulated and shared responsibility jurisdictions, municipalities are collectors and processors of residentially generated PPP. Municipalities collect PPP themselves or contract out collection to the private sector and collected materials are separated using municipal Material Recycling Facilities (MRFs) or private sector facilities under contract.

Typically, each municipality has its own waste management and recycling aims and optimizes its collection and recycling system to meet those aims without

coordination with other adjacent municipal systems. As such, PPP recycling in most Canadian provinces is a patchwork of municipal recycling systems.

We now discuss economic efficiency in the context of Ontario's shared responsibility approach – that is the legislated producer funding of half of the cost of municipal PPP recycling programs[11].

The economic efficiency of shared responsibility for PPP

In Ontario, municipal curbside recycling for residentially-generated PPP (the "blue box program") was established in the mid- 1980s with seed capital funding from producers. Ontario was the first jurisdiction in the world to have such a program.

The blue box program was expected to be self-financing with revenues from recyclable materials covering municipal operating costs. It soon became evident that with fluctuating commodity markets blue box operations posed an ongoing and uncertain financial burden to municipalities.

With some municipalities suggesting they might abandon curbside recycling, the provincial government regulated municipal delivery of Blue Box programs through Ontario Regulation 101/94 under the *Environmental Protection Act* ("blue box regulation"). The blue box regulation requires municipalities with more than 5,000 residents to provide a blue box waste management system.[12]

Since then costs to collect and recycle printed paper and packaging have escalated due to:

- Declining size and distribution of newspapers, reducing the proportion of printed paper to packaging in the Blue Box system;
- Light weighting of printed paper products and packaging, increasing the number of units per tonne for sorting and processing;
- A shift from glass, metal and paper packaging to plastic packaging;
- Increasing use of composite and multi-layer plastic packaging which is difficult to sort and lacks end-markets; and

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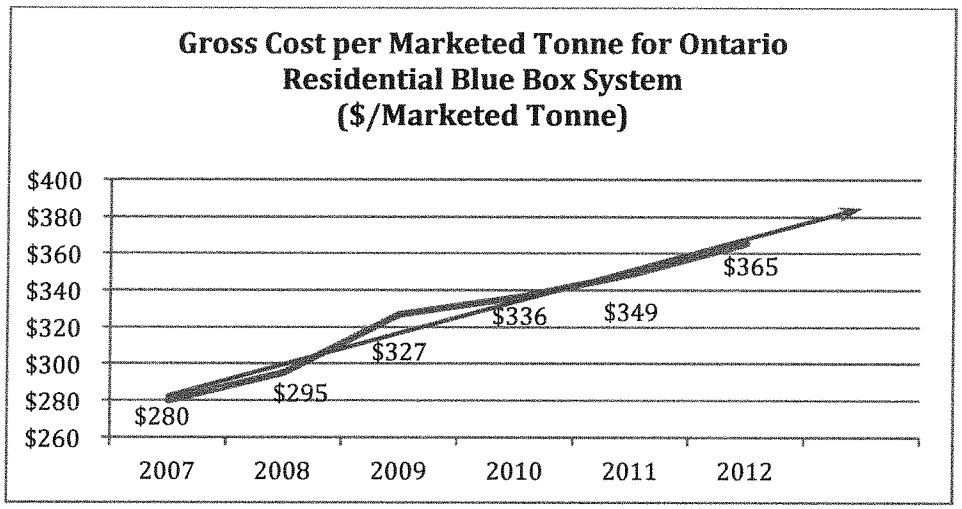
[11] Since the creation of "blue box" PPP recycling in the mid-1980s a number of industry proposals for funding the blue box were proposed but none saw fruition in law. With the passage of the *Waste Diversion Act* in 2002, the financial responsibility for covering the costs of operating municipal blue box programs is divided 50%-50% between municipalities and industry and the concept of "shared responsibility" is thereby entrenched in legislation in Ontario. Since 2002 Quebec, Manitoba and Saskatchewan have all regulated versions of Ontario's "shared responsibility" model although producers have been given greater financial responsibility as well as regulated recycling performance targets but without shared decision-making with the municipalities that actually undertake collection and processing.

[12] "A local municipality that has a population of at least 5,000 shall establish, operate and maintain a blue box waste management system if the municipality is served by a waste management system owned by or operated by or for the municipality that collects municipal waste or accepts such waste from the public at a waste disposal site." Ontario Regulation 101/94 *Recycling And Composting of Municipal Waste*.

- Inability of processing and logistics systems to adapt to the rapidly changing mix of printed paper and packaging.

The following chart presents the gross cost per tonne for Ontario municipalities to deliver the Blue Box system since 2007[13].



As costs have escalated under shared responsibility, discord between producers and municipalities intensified to the point that disagreements in producer payments to municipalities led to arbitration between the parties in 2014[14].

The frustration between producers and municipalities has arisen because responsibility and accountability are, like system costs, divided between producers and municipalities, leaving neither party either able to make decisions nor take the steps necessary to manage the other's cost drivers that jointly contribute to escalating costs.

In Ontario there is no system of recycling – each municipal recycling system is self-contained with little or no coordination with other municipal recycling systems and with no connection to the producers whose packaging they manage. The only transaction is a financial one, as required by law.

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[13] WDO data call. See: http://www.wdo.ca/partners/municipalities/municipal-datacall/

[14] The dispute between Ontario municipalities and Stewardship Ontario (the producer compliance organization) was with regard to the nature of producer payments to municipalities under the *Waste Diversion Act.* The dispute centered on an interpretation of the statutory requirement that, "the total amount paid to all municipalities under the program being equal to 50 per cent of the total net costs incurred by those municipalities", specifically, whether the 50% referred to in law is based on the actual costs incurred by municipalities or whether it refers to 50% of reasonable costs they incur. The arbitration decision rendered in November 2014 favored the reasonable cost interpretation leaving Stewardship Ontario and Ontario municipalities to negotiate a mechanism to determine what is reasonable.

Ontario's shared responsibility approach is economically inefficient. Specifically:

- **It limits the opportunities to reduce collection and recycling costs with today's practices and technologies (static efficiency)**

  - Where municipal blue box programs have realized static efficiencies, they have been realized within individual municipal systems but not across the province. While a given municipality may optimize the collection, consolidation, processing and marketing of materials, it is only optimized in the context of that municipality; further to this,

  - Individual municipal processing systems acting independently means duplication of MRF capital, higher fixed costs and poorer economies of scale. Fewer MRFs fed with larger processing volumes from a number of municipalities would improve both processing economies of scale as well as post-collection logistic (transfer, consolidation and transport) efficiency; and

  - The marketing of processed materials occurs on a municipality-by-municipality basis. Larger PPP volumes consolidated by regional catchment area or on a provincial basis would command higher prices in secondary materials markets thereby providing more revenue to offset system costs.

- **It limits the ability to drive the optimal amount of recycling (allocative efficiency)**

  - Where producers are regulated to recycling targets[15] and municipalities actually deliver PPP collection and processing, the regulated party has little or no ability to effect changes that will result in the targets being met. In Ontario residential collection and recycling rates are stagnant at just over 60%[16];

  - There is no interconnection between producers that introduce difficult to recycle materials and municipalities that actually process them. This results in processing inefficiency and misallocation of processing investment against an incoming stream of recyclable materials that is of uncertain composition and continuously changing; further to this,

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[15] The recycling target is the product of the collection rate and the recycling efficiency of processing. As an example a 70% PPP collection rate with a 90% processing efficiency (10% residual rate) yields a PPP recycling rate of 63%.

[16] Ibid. Footnote 13

- With many municipalities and private sector operators investing in post-collection infrastructure there is too much investment for the amount of recycling that is required for Ontario on the whole. This "overinvestment" requires a return that drives up costs.

- **It reduces opportunities for innovation (dynamic efficiency)**

  - A patchwork of municipal recycling systems precludes investments in capital intensive sorting (i.e. optical sorting of plastics and glass) and processing technologies that can address the changing composition of the stream of recyclable materials. These technologies require large capital investments that only make sense in larger facilities with attendant economies of scale;

  - In a patchwork of municipal recycling systems there is no opportunity for innovative logistic solutions for the consolidation, transfer and "pre-processing" of PPP. As discussed in the next section, the conversion of a patchwork of recycling systems to an integrated provincial system creates opportunities to send some materials (e.g. paper) to end-markets from points closer to collection with more complicated mixes of packaging materials being sent to more specialized MRFs; and

  - It distances producers from the system that recycles their materials thereby preventing feedback on the relative impacts of their packaging choices. A producer driven system closes the information loop – a necessary first step in order for producers to keep the recycling system that manages packaging in mind as they consider packaging design.

In the next section we make the case that as producers are the nexus of activity in economically efficient systems of production, it is also producers that must co-ordinate PPP collection and post-collection activities into an integrated system of recycling such that the efficiency opportunities discussed above can be realized.

We make this case by providing a case study of the efficiencies that are being realized by the implementation of EPR for PPP in British Columbia.

EPR for PPP in British Columbia – the economic efficiency of a producer directed provincial recycling system

Extended Producer Responsibility in British Columbia is regulated under the BC Recycling Regulation under the *Environmental Management Act.* Schedule 5 of that regulation – Packaging and Printed Paper Product Category – came into force on May 19, 2011. Under the regulation, producer responsibility plans for printed paper and packaging were to be submitted to the BC Ministry of Environment by November 12, 2012 and EPR programs were to be implemented by May 19, 2014.

The BC Recycling Regulation specifies that the PPP stewardship program must achieve, or is capable of achieving within a reasonable time, a 75% recovery rate.

In response to this regulatory requirement key producer groups formed Multi-Material BC (MMBC). MMBC's mandate is to develop and implement a compliance scheme program on behalf of subscribing producers in order to satisfy EPR requirements imposed on them by the BC Recycling Regulation.

MMBC's "stewardship plan[17]" essentially involves two core components:

1. A uniform province-wide list of PPP materials to be collected. The list includes all types of residential PPP for which a recycling market exists.[18]

2. Categorization of PPP collection and post-collection activities as two distinct system components and engaging those components through differing but complimentary approaches:

    a. **Collection.** Provision of financial incentives to collectors based on their agreement to operate to set terms and conditions. Collectors include:

        - Municipalities that were providing PPP or garbage curbside collection; and
        - Municipalities, private companies and not-for-profit organizations that wished to provide multi-family building and/or depot collection

    b. **Post-collection.** Issue of a request for proposals (RFP) for post-collection services for 10 PPP catchment zones. The winning bidder[19] – Green by Nature EPR ("GBN") – proposed a logistic solution for all 10 zones and now undertakes the following activities province-wide (see Figure 1 GBN post-collection system):
        - Provides receiving facilities for curbside and multi-family collectors within a defined drive distance of each collector;

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[17] http://www.multimaterialbc.ca/wp-content/uploads/2014/10/MMBC-PPP-Stewardship-Plan-Apr8-2013.pdf In BC stewardship plan approval by the delegated civil servant effectively gives it the normative effect of a regulation.

[18] Types of PPP for which there is not an existing recycling market are being addressed through a research and development program and will be included in the collection system at a future date These materials include laminates, composites and biodegradable plastics.

[19] Green by Nature EPR – a joint venture comprised of Cascades Recovery, Emterra Environmental and Merlin Plastics. GBN's submission to MMBC included approximately 40 subcontractors representing municipalities, not-for-profit organizations and private companies operating receiving, consolidation and processing facilities across BC.

- Provides containers used to transport PPP from depots and pick up PPP from depots;
- Consolidates, transfers, transports, processes and markets the collected PPP; and
- Reports the quantity of PPP delivered by each curb and multi-family collector and picked up from each depot location and the quantity of each type of PPP marketed.

For complete details about the implementation of the BC EPR program for PPP see Appendix A: Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

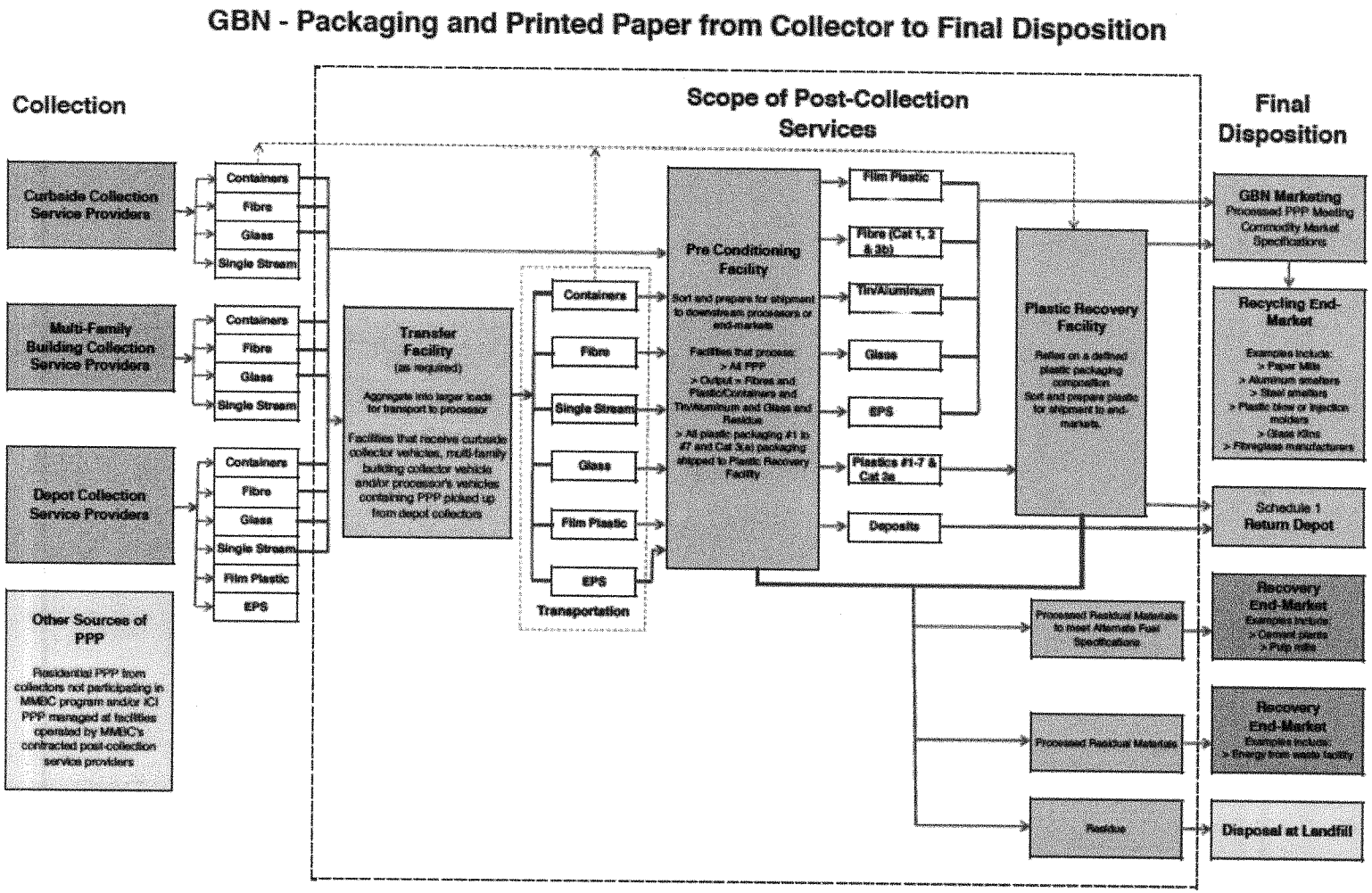

Figure 1 GBN post-collection system (Source: Green by Nature)

MMBC's approach to compliance coordinates two distinct components (i.e. collection and post-collection) into a province-wide system of recycling which maximizes economic efficiency. Specifically:

- **It preserves the efficiency of municipal PPP collection (static efficiency)**

    - Municipalities continue to play an important role in EPR for PPP as collectors. Doing so preserves the economic efficiencies for PPP collection that municipalities have been able to achieve to date.

    BC municipalities often design their PPP collection services to work synergistically with other waste management collection activities (e.g. collection of garbage and compostable materials). By doing so, municipalities achieve collection logistic efficiencies that would not be possible were producers to separate PPP collection from other municipal waste management activities; and

    - BC municipalities are administratively efficient in dealing with their residents. They are also highly effective at communicating with them. Municipalities are well positioned to promote residential participation in PPP recycling and educate residents on the uniform list of PPP materials to be collected. Increasing participation means increased collection volumes resulting in better collection economies of scale and quicker compliance with regulated recycling targets.

- **It enhances the efficiency of post-collection operations (static efficiency)**

    - Fewer MRFs receiving more materials improves processing economies of scale;

    - Coordination of post-collection logistics (transfer, consolidation and shipment to MRFs) across the province has improved logistic efficiency and reduced overall truck trips; and

    - Larger consolidated quantities of processed PPP command higher commodity prices than smaller quantities marketed on a municipality-by municipality or MRF-by-MRF basis. Higher commodity revenues offset system operating costs.

- **It incentivizes producers and collection and post-collection service providers to increase recycling (allocative efficiency)**

- By assuming financial responsibility for collection and using financial incentives, MMBC is able to induce municipalities and private collectors[20] to collect more PPP; additionally,

- By setting collection operating standards in conjunction with financial incentives, MMBC ensures collectors collect PPP in a manner that maximizes material quality and attendant recycling rates while minimizing processing residue at MRFs[21]. Similar operating standards for GBN MRFs also enhance processing productivity by reducing processing residue; and

- MMBC initially set post-collection requirements in its RFP and works cooperatively with GBN to ensure that GBN's investments in post-collection infrastructure match the incoming stream of recyclable materials. We discuss the specific investments that have been made in this regard in the discussion of innovation below.

- **It maximizes opportunities for innovation (dynamic efficiency):**

  - The post-collection component of the PPP system of recycling in BC has been transformed from a disconnected patchwork of municipal recycling systems to an integrated system for moving PPP from collection to end-markets;

  - GBN has made significant investments in processing technologies that can address the changing composition of the stream of recyclable materials. These include:

    - The integration of 40 PPP subcontractors that largely operate the integrated PPP post-collection supply chain by receiving, consolidating and transferring PPP from collectors to GBN pre-conditioning and plastic/container sorting facilities;

    - The conversion and upgrading of 7 existing MRFs into pre-conditioning facilities that produce a uniform output whereby fiber can be directly marketed and plastic/containers that are sent for sorting to the dedicated plastic/container sorting facility;

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[20] The structure of the collection financial incentives provides for tiered financial bonuses when PPP collections exceed certain weight thresholds per household.

[21] To improve material quality and reduce residue, MMBC required curb and multi-family collectors to segregate glass from other materials and to exclude film and polystyrene plastics. Glass, # 2 and # 4 polyethylene film and clear and coloured polystyrene are accepted at all MMBC depots.

- The construction of a dedicated container sorting facility that utilizes 16 optical sorters to separate containers, including plastics by resin type, for sale to recycled material end-markets. Prior to EPR plastics collected by BC municipalities were often exported as a mixed commodity for sorting and recycling in Asia; and

- There is a direct connection between producers introducing difficult to recycle materials and MMBC's costs of providing compliance by collection and recycling those materials. These costs translate into fees that producers pay MMBC thereby providing price signal feedback to inform producers' packaging choices.

While MMBC's program has been in operation only since May 2014, the basis for increased PPP recycling and system cost reductions has been established.

Critically, the weaving of pre-existing municipal recycling systems into a provincial system allows for system wide and systematic measurement – essential for continuous improvement in recycling system operation.[22].

Unlike shared responsibility jurisdictions, under a principled application of EPR the role of a producer compliance agent (such as MMBC) extends well beyond that of a clearinghouse for producer payments to municipalities. Rather, it primary role is as a coordinator of independently operating PPP recycling systems into an integrated system that becomes the means towards economic efficiency.

Conclusion

> "With shared responsibility no one is responsible.[23]"

Recently, Recycle New Brunswick in cooperation with the RRFB Nova Scotia, the Multi-Material Stewardship Board (MMSB) of Newfoundland and Labrador and the Prince Edward Island Department of Environment commissioned a study to recommend a policy approach for regulating producer responsibility for PPP in Atlantic Canada.

The consultants recommend that Atlantic jurisdictions adopt shared responsibility noting that it is "...desirable for most municipalities / regional authorities..." while also noting that many producers, "...dislike this model because their ability to control program efficiencies or minimize costs is somewhat inhibited" [24].

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[22] Ibid. Footnote 10.

[23] Ibid. Footnote 9.

From Ontario's experience it is clear that shared responsibility results in stagnant recycling rates and increasing unit costs as hallmarks of economic inefficiency.

Under shared responsibility, producer payments to municipalities are taxes not only in the legal sense (in that they are regulatory charges) but more importantly in the sense that unlike other input costs to production there is no ability for producers to change the quantum of the payments by driving efficiencies borne of innovation.

As such, we contend that any recommendation of shared responsibility for PPP is ill advised.

Furthermore, while policy-makers might state the public policy objective for EPR as waste reduction and diversion we believe this view to be rather parochial. Rather, the aspiration should be towards transformation of existing systems of production and recycling towards one where wastes become resources for the next cycle of production – a concept known as the "circular economy"[25].

Transformation to a circular economy will neither occur through taxation nor by government fiat. Transformation of existing production and recycling systems will only occur if producers are provided with both the incentive (through regulation) and self-determinacy (in the free-market) to innovate. The principled application of Extended Producer Responsibility for printed paper and packaging is the ideal policy platform to provide both.

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[24] Giroux Environmental Consulting. May 2014. *Framework and Implementation Plan for a Waste Packaging and Paper Stewardship Program across Atlantic Canada: Deliverable 4: Final Framework and Proposed Implementation Plan.* Kanata, Ontario.

[25] A useful definition of the circular economy concept can found at the Ellen MacArthur Foundation website.

Appendix A:

Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

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Legislated Producer Obligations

Producer responsibility for printed paper and packaging (PPP) is set out in BC's Recycling Regulation, including Schedule 5. Producers, acting individually or as a collective, are obligated to develop a plan through consultation with stakeholders and submit the plan for approval by the Director of the Ministry of Environment (MOE).

The plan must describe, to the Director's satisfaction, how the producers will:

- Achieve a 75% recovery rate within a reasonable time;
- Achieve specific performance requirements set by the Director;
- Provide reasonable and free consumer access to collection facilities;
- Deliver communications to consumers;
- Assess the performance of the program;
- Manage disputes with persons providing services during implementation and operation of the program; and
- Manage the collected material in accordance with the pollution prevention hierarchy.

Prior to plan approval, the MOE directed Multi-Material BC (MMBC)[1] to include specific collection and accessibility targets in its PPP Stewardship Plan, with the objective of

[1] MMBC is is a not-for profit agency formed under the BC *Society Act* to develop a stewardship plan to satisfy the requirements imposed on producers by the BC *Recycling Regulation*. MMBC is governed by a Board of Directors that includes representatives from Canada's largest national companies.

continuing PPP collection services available to residents prior to the introduction of producer responsibility.

Schedule 5 came into effect on May 19, 2011, producer responsibility plans were to be submitted to the MOE by November 12, 2012 and programs were to be implemented by May 19, 2014.

Following the Director's approval of MMBC's PPP Stewardship Plan on April 15, 2013, MMBC prepared for program launch on May 19, 2014.

Key Program Elements

Recognizing its obligation to collect and recycle all obligated PPP, MMBC identified all types of residential PPP for which a recycling market exists in order to include these materials in its collection system. Types of PPP for which there is not an existing recycling market[2] are being addressed through a research and development program and will be included in the collection system at a future date.

To improve material quality and reduce residue, MMBC required curb and multi-family collectors to segregate glass from other materials and to exclude film and polystyrene plastics. Glass, # 2 and # 4 polyethylene film and clear and coloured polystyrene are accepted at all MMBC depots.

Following the April 15, 2013 approval of its PPP Stewardship Plan, MMBC took steps to establish its collection network by:

- Setting collection incentives based on an external accountant's assessment of costs incurred by approximately thirty municipalities to deliver curbside, multi-family and depot collection services for PPP;
- Developing a standard Master Services Agreement (MSA) and a standard Statement of Work (SOW) for curbside, multi-family and depot collection that would be applied equitably to all service providers;
- Offering the collection incentives on the basis of the terms and conditions set out in the MSA and SOWs to:
    - Municipalities providing PPP or garbage curbside collection; and
    - Municipalities, private companies and not-for-profit organizations wishing to provide multi-family building and/or depot collection; and
- Executing MSA and SOWs with all municipalities, private companies and not-for-profit organizations that accepted the collection incentives within the timeline.

[2] E.g. laminates, composites, biodegradable plastics.

Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

Municipalities providing PPP or garbage curbside collection had three options to respond to MMBC's collection incentive offer[3]:

1. Accept the incentive, execute the MSA and SOW and continue to provide curbside collection services;
2. Decline the incentive and indicate that it wished MMBC to assume responsibility for delivering curbside collection services to its residents; or
3. Opt out of MMBC's program and continue to provide curbside collection services outside of MMBC's program.

Once MMBC received responses from municipalities, it proceeded to issue a request for proposal (RFP) for curbside collection where municipalities selected option # 2. After evaluating submissions, MMBC awarded contracts in all ten service areas where municipalities were previously providing PPP curbside collection and in three of the 23 service areas where municipalities were previously providing only garbage curbside collection.

With its curb, multi-family and depot collectors identified, MMBC proceeded to issue an RFP for post-collection services. After evaluating submissions, MMBC executed a contract with a newly-formed joint venture, Green by Nature EPR, established by three major BC processors[4] to:

- Provide receiving facilities for curb and multi-family collectors within a defined drive distance of each service area;
- Provide containers used to transport PPP from depots and pick up PPP from depots;
- Consolidate, transfer, transport, process and market the collected PPP; and
- Report the quantity of PPP delivered by each curb and multi-family collector and picked up from each depot location[5] and the quantity of each type of PPP marketed.

To support all of the preceding activities, MMBC also established a public-facing website and developed communications materials for use by MMBC and its contracted collectors.

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[3] These options were developed by MMBC in response to a Union of BC Municipalities policy position requesting a right of first refusal for municipalities to provide services under the PPP EPR program and through consultation with local governments. See: http://www.ubcm.ca/assets/Resolutions~and~Policy/Policy~Papers/2012/2012%20Policy%20Paper%202-Packaging%20and%20Printed%20Paper%20Product%20Stewardship.pdf.

[4] Cascades Recovery, Emterra Environmental and Merlin Plastics.

[5] Collectors are required to report the number of curbside and multi-family households serviced at the start of the contract with MMBC, with quarterly updates if the number of households changes. Collectors are not responsible for reporting the quantity of PPP collected to MMBC. Instead, MMBC distributes data received from its post-collection contractor to each collector on a weekly basis.

Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

Program Roll Out

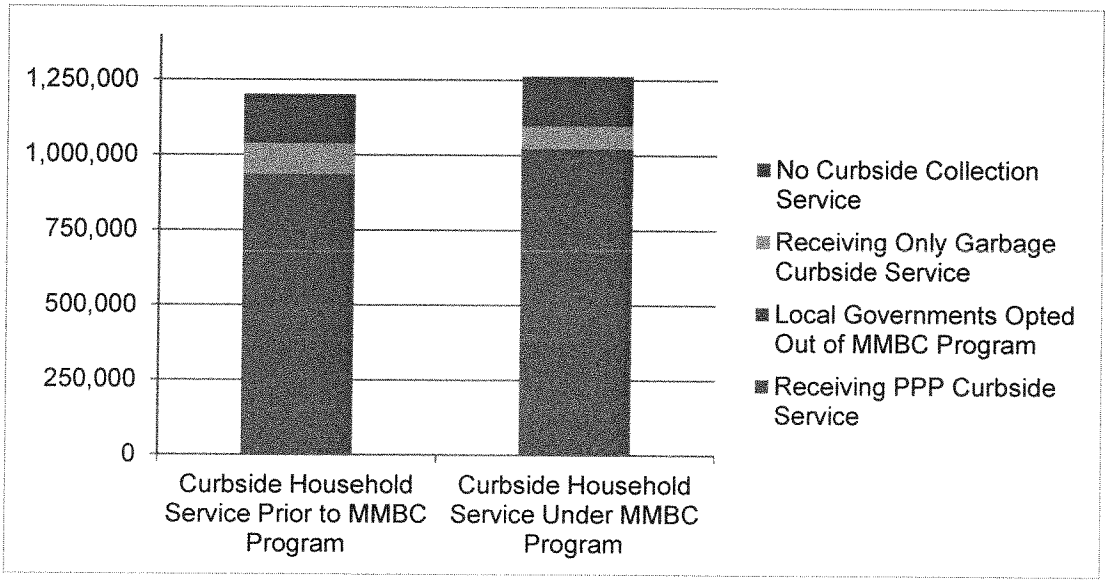
As MMBC's program launched on May 19, MMBC, together with its collectors and post-collection contractor, have been collecting and processing residential PPP for approximately four months.

Delivering Collection Services

MMBC has executed 164 collector agreements. Of these agreements, 66 are with regional districts or lower tier municipalities, 13 are with First Nations and 85 are with private companies or not-for profit organizations.

MMBC is delivering curbside collection services through contracts with municipalities that accepted the curbside collection incentive and through contracts with private companies selected through the RFP process. New PPP curbside collection service was introduced by a number of municipalities[6] and by MMBC in three service areas[7].

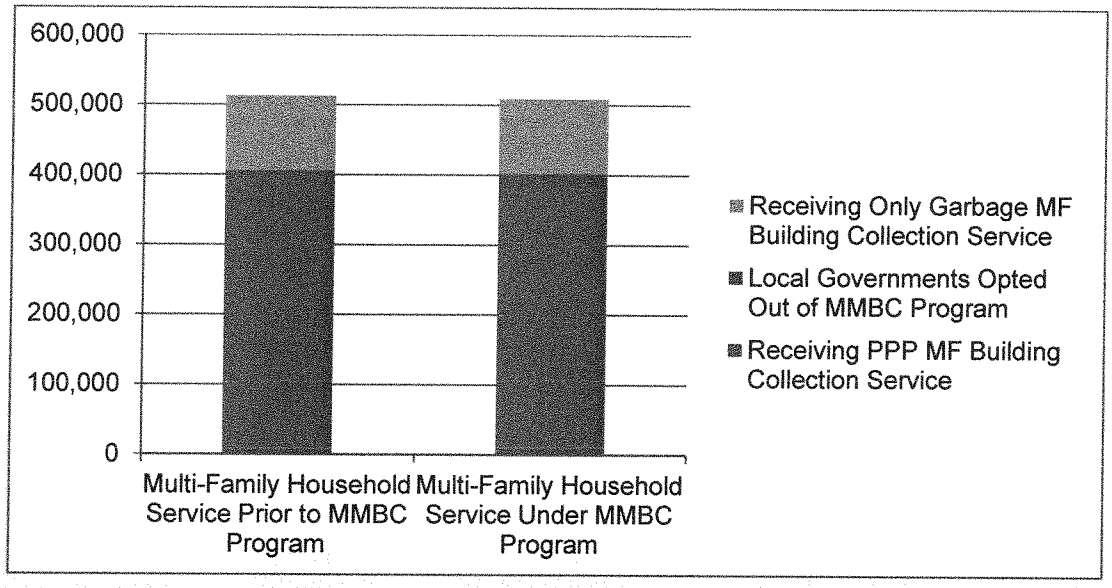
The following chart identifies the level of curbside collection service available to single-family households prior to MMBC's program (left column) and under MMBC's program (right column). The number of households without curbside collection (in purple) remained unchanged. The number of households receiving only garbage curbside (in green) declined and the number of households receiving PPP curbside (in blue) increased due to the introduction of curbside collection in a number of service areas. Households serviced by local governments that opted out of MMBC's program are shown in red in the right column.



[6] For example, in Port Hardy, Port McNeil, Coal Harbour, 100 Mile House, 108 Mile House, Smithers, Terrace, Kaslo, Nakusp.
[7] In the City of Prince George, the City of Quesnel and a portion of the University Endowment Lands.

Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

The following chart identifies the level of multi-family building collection service available to multi-family households prior to MMBC's program (left column) and under MMBC's program (right column). Households serviced by local governments that opted out of MMBC's program are shown in red in the right column.



In addition to curbside and multi-family building collection services, MMBC has contracted with depot collectors to operate 175 depots in more than 100 municipalities and electoral areas. Another 50 depots in an additional 30 municipalities and electoral areas are scheduled to launch in coming months. MMBC's depot collection network includes approximately 80 Encorp depots now accepting PPP (as well as deposit beverage containers) and new municipal depots in a number of outlying regional districts.

MMBC pays curb and multi-family collectors via a monthly electronic fund transfer[8] and will track each collector's eligibility for the annual performance bonus to be paid following year end.

MMBC pays depot collectors via a monthly electronic fund transfer for PPP picked up.

Delivering Post-Collection Services

Following MMBC's selection of GBN as its post-collection contractor, GBN finalized subcontracts with forty transfer and processing facilities located across BC to act as receiving facilities to which curb and multi-family building collectors deliver their PPP and to act as transfer facilities for PPP picked up by GBN haulers from MMBC depots. GBN also proceeded to invest $32 million in a new container recycling facility expected to be

[8] Calculated as the annual incentive rate per household multiplied by the households served divided by 12.

operational by year end. GBN, through its various receiving, transfer and processing facilities, is employing more than 500 staff across BC.

Prior to May 19, GBN delivered mega bags to depots to act as the depot transport container or made arrangements with depots where quantities warranted roll-off service. To launch the program, GBN serviced depots upon request but as GBN is able to predict the rate of PPP generation at each depot location, GBN is shifting to a defined pick up schedule.

GBN is responsible for weighing all inbound PPP and reporting this information to MMBC. GBN is also responsible for taking samples of inbound PPP, at times and locations specified by MMBC, and sorting the samples according to a protocol established by MMBC. These data are used to monitor the quality of PPP collected and, if quality concerns are identified, to provide feedback to and resident education support for collectors. These data are also used as the basis for revenue sharing between MMBC and GBN.

Communications and Resident Education

MMBC developed the following communications materials for use by collectors:

- A description of MMBC's PPP recycling program;
- Frequently asked questions (FAQs);
- A resident-friendly list of materials accepted and not accepted;
- Graphic icons for items on the list of accepted materials;
- Templates for:
    - print and online ads;
    - recycling guides including versions for programs collecting glass at curbside and for programs directing residents to deliver glass to depots;
    - stickers for educating residents about inappropriate items in the curbside collection system;
    - depot signs; and
    - magnets.

MMBC also developed a public facing website (www.RecyclingInBC.ca) that includes a recycling services search function and information on what is and is not accepted for recycling, changes to glass and film collection and what happens to collected PPP.

MMBC also established a Twitter account (@recyclinginbc) to communicate information about MMBC's program and encourage residents to visit MMBC's website.

Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

Reporting on Performance

As set out in the PPP Stewardship Plan, MMBC will be submitting the following reports to the MOE:

- A report on collection service accessibility in December 2014; and
- An annual report describing collection service accessibility and program performance against the 75% recovery target and the pollution prevention hierarchy, together with a third-party auditor's report, by July 1 of each year.

Stakeholder Concerns during Program Roll Out

3% Threshold for Non-PPP

Since producers' obligation is for PPP and recognizing the benefits of reducing residue and improving processing efficiency, MMBC set a 3% threshold for non-PPP in the collection system[9].

Collectors, both municipalities and private companies, expressed concerns about the practicality of a 3% non-PPP threshold and the possibility of service level failure credits levied by MMBC against collectors. MMBC responded by publishing a procedure that involves compiling evidence of ongoing failure to meet this threshold through a series of composition audits, with opportunities for collectors to reduce the amount of non-PPP throughout the process.

Since program launch, MMBC has been monitoring the quality of PPP collected and, on the occasions that quality concerns were identified, has contacted the collector to provide feedback and suggestions for improvement. MMBC has not initiated the service level failure procedure against any collector.

Municipal Decision-Making Autonomy

Arrangements between MMBC and municipalities are based on a commercial contract setting out the terms and conditions for payment to municipalities for printed paper and packaging collection services. MMBC's contract reflects the terms and conditions in contracts between BC municipalities and their contracted recycling collectors and requirements set out in the Recycling Regulation, Schedule 5 and the approved stewardship plan.

Where municipalities were delivering recycling services or wished to introduce these services, council direction, in the form of approval to proceed to execute a contract or to

[9] Non-PPP are items, other than the types of printed paper and packaging accepted in MMBC's collection system, placed by residents in the PPP collection system in error. PPP lost as residue during MRF processing is not considered non-PPP.

decline to participate in MMBC's program, was required within the timelines necessary to meet the regulated program launch date of May 19, 2014.

For many municipalities, entering into a commercial agreement to receive payment for delivering recycling collection services was a new and unfamiliar concept.

Some municipal staff undertook to inform and engage their elected representatives early and often, keeping councilors abreast of plan development issues, the approved program design and proposed contract terms and conditions. Given the complexity of the issue, councilors that received information in a series of meetings over an extended period of time were more able to develop an understanding of the issues and their options, seek more information (including through direct discussions with MMBC where they wished) and take the time they required for discussion and debate in order to reach a considered decision.

Recognizing that these decisions were difficult for elected officials, MMBC included a clause in the contract allowing existing or future elected officials to terminate the contract, without cause, on six months` notice if they, at any time during the term of the contract, decided they preferred to withdraw from MMBC`s program.

Collectors Wishing to Join MMBC's Program

MMBC set a deadline of September 16, 2013 for collectors to respond to the incentive offer and a deadline of November 30, 2013 for collectors that had accepted the incentive to execute a contract with MMBC. This timeline allowed MMBC to issue an RFP for post-collection services based on its collection network to be ready to meet the regulated program launch date of May 19, 2014.

Some municipalities and private companies were not able to reach a decision within this timeline or opted out of MMBC's program and then decided, after the deadline, that they wished to accept the collection incentives.

MMBC is compiling a list of municipalities and private companies wishing to become an MMBC collector. Each year during development of its operations budget for the following year, MMBC will assess the performance of the PPP collection system in relation to the recovery target and accessibility performance objectives set out in the PPP Stewardship Plan. Based on this assessment, MMBC may seek to add collectors to the MMBC collection system as required to deliver the recovery target and accessibility performance objectives.

Roll Out of Producer Responsibility for Residential Printed Paper and Packaging in BC

Changes to Glass at Curbside

Most municipalities that had been collecting glass at curbside and multi-family buildings had instructed residents to place the glass with all other materials in single-stream collection systems or with containers in multi-stream collection systems.

To assist with communicating the change from commingled to segregated collection of glass, MMBC published the following on its public-facing website: "Glass can easily break during collection. When broken glass mixes with paper and other containers it becomes difficult to properly recycle these materials. It is also difficult to sort broken glass from other mixed recycling which reduces the quantity of glass that is captured for recycling."

Some municipalities chose to provide an additional collection container for residents to segregate glass. MMBC followed this approach in those service areas that had been collecting glass where MMBC assumed responsibility for curbside collection. Residents were able to adapt to this new separation requirement with minimal curbside feedback from drivers required.

Some municipalities asked residents to deliver glass to depots, in part because the quantity of non-deposit glass packaging in the PPP stream is relatively minor and because residents are, theoretically, already delivering deposit glass packaging to depots. Some of these residents complained about a loss of convenience.

Removal of Film from Curbside

Those municipalities that had been collecting film plastics at curbside and from multi-family buildings had been accepting a wide range of 'soft plastics' and had been instructing residents to place the soft plastics inside a bag before placing into the collection system.

MMBC asked collectors to remove plastic film from curbside and multi-family collection systems to avoid contaminating the plastic film with other recyclables and contaminating other recyclables with plastic film.

Residents were asked to deliver # 2 and # 4 polyethylene film to MMBC's depots as these types of film are recyclable when mixed together. If any other types of films (for example, multi-layer films) are mixed with # 2 and # 4 polyethylene, the mixture is not accepted at North American plastic film recycling end-markets.

To assist with communicating this change, MMBC published the following on its public-facing website: "When plastic film is collected with other material, it is difficult to separate, meaning that less of the plastic film, and less of the other material, is recycled. Further, recycling markets for film plastic in North America will accept only specific types of plastic film, free of contaminants. Depot staff are able to screen incoming film plastic

to be sure it meets these requirements. If the plastic film does not meet the specifications set by North American recycling markets, it would have to be exported. MMBC prefers to send recyclables to local markets to reduce transportation (and associated environmental impacts) wherever possible. You can ensure that plastic film packaging is recycled by taking it to a depot."

Some residents complained about a loss of convenience and raised concerns about the types of soft plastics that were not accepted in MMBC's collection system being redirected to disposal.

Drive Distance to GBN Receiving Facilities

Curb and multi-family collectors within the Metro Vancouver Regional District[10] were expected to drive no more than 30 minutes (on average based on typical traffic conditions between 10 am and 2 pm Monday to Friday) from the municipal boundary at the point of least distance to the receiving facility operated by GBN[11].

A number of municipalities are located within the 30 minute drive distance but find the drive difficult to manage due to bridges and/or tolls. MMBC and GBN continue to work with these municipalities to identify a practical alternative.

Depot Staffing and Security

Prior to MMBC's program, some recycling drop-off bins were at locations without staff supervision and available to residents at all hours.

MMBC required that depots be staffed when open to the public and secure when closed[12] to minimize contamination and provide opportunity for resident education through interaction with depot staff.

Some municipalities relocated their recycling drop-off bins to a secure location with staff supervision in order to act as MMBC depots. Some municipalities chose to continue to operate their existing unstaffed recycling drop-off bins outside of the MMBC program.

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[10] If the service area is outside of the Metro Vancouver Regional District, curb and multi-family collectors are expected to drive up to 60 km from the municipal boundary at the point of least distance to the receiving facility operated by GBN.

[11] In the few instances where the receiving facility is located beyond the drive distance, GBN made special arrangements with the collector, typically by remunerating the collector for the extra drive distance or assisting with an intermediate facility.

[12] MMBC provided the following guidance to depot collectors: A depot is considered staffed when: Staff check the containers into which residents place PPP regularly throughout the period of time the depot is open to residents; As staff are checking the containers into which residents place PPP, staff remove items that are not PPP; Staff regularly remove items which residents did not properly place in the appropriate containers or locations; and Staff communicates with residents about contamination problems or improperly sorted PPP, directly in one-to-one conversations, through signage and/or through brochures or other hand-outs. A depot is considered secure when: Residents and businesses are not able to deliver PPP when the depot is not open and subject to staff supervision; The PPP stored at the depot awaiting pick up by MMBC's post-collection service provider is secure; and Access is restricted to prevent tampering and vandalism.

Depot Transport Containers

Some depot collectors raised concerns about integrating megabags, provided by GBN as the depot transport container, into their depot handing and logistics system. MMBC and GBN have worked directly with these municipalities to resolve concerns during pre and post launch.

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Solid Waste Services Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, June 09, 2015
Subject: **SWS 2014 Annual Report**

Background:

A "SWS Efficiencies Update Report" and a "SWS Green Strategy Update Report" have been brought forward annually to the SWS Committee.

The attached is a newly formatted and expanded report entitled "SWS 2014 Annual Report" and it is presented for the Committee's information.

Recommendation:

That the SWS 2014 Annual Report be received for information

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer

SWS 2014 Annual Report

The Solid Waste Services (SWS) Division provides waste management services and planning with a focus on;

- Excellent customer service
- Effective and efficient financial management
- Environmental stewardship

Our goal is to provide a safe, cost effective service to County of Wellington residents while protecting the air, water and land through environmentally sound practices. All operations, services and programmes are, and will continue to be, evaluated on an on-going basis to attempt to identify and implement efficiencies and improvements wherever possible.

Quick Fact:

On a busy Saturday, the Elora Waste Facility handles an average of one customer every 24 seconds.

Customer Service

Programmes and Services

- Improved customer experience at the Aberfoyle Waste Facility. The landfill was converted to a transfer station which resulted in a more user-friendly, well-organized site with improved visual appeal.
- Wood waste from the December 2013 ice storm was accepted free of charge until May 2014.
- Farmers generating waste bale wrap have been encouraged to utilize the farm pick-up service to have this material collected and diverted from landfill. It is a very convenient collection service with less handling and preparation requirements.

Quick Fact:

There has been a 34% increase in waste facility site usage since 2008.

- Household Hazardous Waste and Electronics Event Days started an hour earlier to be more convenient and reduce queuing time.
- Adapted approach to sooner initiate curbside collection service to new developments.

Key Customer Service Statistics	2013	2014	% change
number of calls and emails	1,995	1,507	-24.5%
number of customers at waste facilities	249,235	266,677	7.0%
number of garbage curbside stops	405,599	402,187	-0.8%
number of garbage bags picked up at curbside	602,795	613,379	1.8%
number of blue box curbside stops	672,402	668,702	-0.6%
number of recycling carts picked up at curb	13,626	14,066	3.2%

Promotion and Education

- A customer education blitz was done throughout the summer months with a summer student to engage with residents to educate customers on our many diversion programmes, reduce contamination of recyclable materials, and increase overall diversion.
- Continue to hold annual backyard composting workshops in the community. Fourteen residents attended in 2013 and eight in 2014.
- SWS uses many forms of media to communicate information to our residents including newspaper ads, website, factsheets, postcards, videos, truck signs, and a 40-page calendar. A customer survey conducted at the 14 Special Collection Event Days for hazardous wastes and electronics on where residents got their information on the events showed: 40.95% saw the event advertised in the local newspaper, 11.32% cited the SWS calendar, and 11.26% found it on the website.

- The top three SWS website pages visited are: waste facility hours and locations, garbage and recycling (SWS home page), and waste facilities (no change from 2013 to 2014 in ranking).
- The SWS Hours and Locations page was the fifth most visited page on the County's website in 2014 (out of a total of 742 County website pages).

County Website – SWS Pages	2013	2014	% change
most visited 1 – hours and locations	15,877	18,852	18.7%
most visited 2 – garbage and recycling (home page)	8,599	10,510	22.2%
most visited 3 – waste facilities	7,239	6,755	-6.7%
Reuse Website			
# of visits	1,898	3,149	65.9%
# of pages	15,311	22,813	49.0%
average time spent on website (minutes)	1.73	3.90	126.1%

Financial

- Added roll-off bins to service the Aberfoyle Waste Facility after converting to a transfer station. The County Roll Off fleet was able to service the bins for $52,000 less than the quoted contractor annual pricing.

- Solid Waste Services entered into a contract with a new electronics recycling vendor and received an additional $16,000 in revenue through better pricing.
- The containers recycling bins from the Aberfoyle Waste Facility were re-directed to realize $14,000 in additional revenue.
- The use of larger recycling roll off bins at the Aberfoyle Waste Facility saved over $5,000 in hauling costs.
- Over $16,000 in savings realized by reducing the frequency of annual reporting at some sites, and water quality testing frequency at others (where appropriate), as approved by the Ministry of the Environment and Climate Change.

$842,660 from the sale of blue box recycling materials in 2014.

SWS Operating Budget	2013	2014	% change
Total Revenue	3,868,800	4,019,200	3.9%
Total Expenditure	7,937,500	8,150,900	2.7%
Net Operating Budget	4,068,700	4,131,700	1.5%
Total Transfers to and from Reserves	1,615,400	680,100	-57.9%
Overall Operating Budget	**5,684,100**	**4,811,800**	**-15.3%**

Environmental Stewardship

With the encouragement and support of the SWS Committee and County Council, the SWS Division developed a "Green Strategy" and works to protect and enhance the natural environment whenever possible. Our goal is to promote green practices in all daily activities, operation plans and the overall work strategy. We incorporate "Green Principles" into all areas of waste management decisions and actions. The core green principles are:

- To protect and enhance the natural environment.
- To reduce the carbon footprint of our operations.
- To practice a "Life Cycle" approach.

All operations are tracked over time to determine if any activity or practice assists in:

- Reducing negative environmental impacts created in providing service.
- Reducing the carbon footprint created in providing service.
- Improving life cycle performance through reduction, reuse and recycling practices.
- Enhancing environmental health.

In 2014, the following projects and initiatives were implemented or pursued:

- The Aberfoyle Waste Facility ceased landfilling operations. The garbage mound was capped and sealed with clay and constructed as per its approved closure plan. This will reduce environmental impacts as there is no more incoming waste and surface water is directed to storm water retention ponds.
- Improved landfilling methods are being utilized at the Riverstown Waste Facility. Enhanced waste compaction and the use of a large tarp as Alternate Daily Cover which reduces the need for soil to be used as cover material. These practices both maximize landfill capacity and revenues.

- A new Roll Off truck was purchased in 2014 replacing an older model truck. The new vehicle uses urea to treat vehicle exhaust which results in less nitrogen and sulphur oxides which are known to be harmful to the environment, air quality and human health. Half of The County's Roll Off fleet is now using the enhanced emissions treatment technology.
- All staff were trained on the waste screening process. Staff screen customers in order to identify out of area waste and redirect those customers. They also identify household hazardous waste (HHW) and all recyclable materials to ensure they are diverted from landfill. An enhanced waste screening process was also implemented at the "tipping face" at the Riverstown landfill in order to identify and remove hazardous and recyclable materials from the waste stream.
- University of Guelph Landscape Architecture Master's student generated a report with recommendations and suggestions to rehabilitate the Riverstown Waste Facility property by improving wildlife habitat, integrating the site with its surroundings and enhancing the natural environment.

Tonnes Landfilled	2013	2014	% change
Total tonnes disposed	24,207.61	23,094.21	-4.6%

County Diversion Programmes	2013	2014	% change
blue box recyclables	5,569.06	5,499.00	-1.3%
wood, brush, Christmas trees	2,031.73	2,843.93	40.0%
scrap metal	425.63	401.15	-5.8%
electronics	166.97	170.89	2.3%
tires	107.49	101.43	-5.6%
rubble and concrete for reuse	0.00	527.13	
household hazardous waste	135.80	134.31	-1.1%
clothing and textiles	17.62	20.18	14.5%
reuse centres and website	19.25	14.21	-26.2%
backyard composting (estimate)	1,446.70	1,455.90	0.6%
total tonnes diverted from landfill	**9,920.25**	**11,168.13**	**12.6%**

Future Initiatives

The following tables provide a list of potential projects that have been identified to continue to meet the SWS Division Green Strategy goals. The projects are continually re-evaluated and modified depending upon the County and Division priorities, budget availability, site construction requirements, potential benefits, and other factors. This is not an exhaustive list and will be adjusted as new opportunities are identified and developed.

2015-2019

Project Details	Year	Estimated Cost
Enhance waste load inspection & education programme at waste facilities Random load inspections started to identify recycling opportunities. Continue customer screening and education process.	2015	$5,000
Riverstown Waste Facility Rehabilitation Establish vegetation communities and rehabilitate the site's forests. Improve wildlife habitat and corridors.	2015	$10,000
Riverstown Topsoil Generation and Treeplanting Continue topsoil generation project. Expand tree-planting programme to other waste facilities and closed sites.	2015	$20,000
Enhancing customer service social marketing and web-based tools. GIS mapping initiative with Planning and IT. Launch SWS eNews electronic newsletter and notices.	2015	$0
Introduce Mobile HHW Collection Programme Improve resident access to hazardous materials diversion opportunities. Increase the amount of hazardous materials accepted at Waste Facilities.	2016	$40,000
Investigate additional payment options for customers. On-line ordering for user pay bag distributors. Debit and credit payment options at waste facilities.	2016	TBD
Riverstown Waste Facility Rehabilitation Invasive species management. Rehabilitate the waste mound meadows and make stream improvements.	2016	$10,000
Investigate Waste Facility Rehabilitation for Other Closed Sites Invasive species management and rehabilitate waste mound meadows. Better integrating sites with surrounding environment to foster wildlife habitat.	2016	$5,000
Master Composter Programme Enhancement Develop volunteer groups for master composters. Develop training programme for master composters.	2016	$10,000
Public Outreach and Education Enhancement Develop Outreach Coordinator position and explore educational opportunities. Develop and deliver workshops, coordinate promotional activities.	2016	$70,000
Waste Management Strategy Review waste operations, services, programmes, and facilities. Start development of long-term plan for direction and goals of SWS. To be completed in 2018.	2016	$100,000
Liquid de-icing programme Monitoring for reduced chloride impacts.	2017	$5,000

2015-2019 (continued)

Project Details	Year	Estimated Cost
Continuation of Waste Facility Rehabilitation for Other Closed Sites Invasive species management and rehabilitate waste mound meadows. Better integrating sites with surrounding environment to foster wildlife habitat.	2017	$15,000
Waste Management Strategy Continue development of long-term plan for direction and goals of SWS. To be completed in 2018.	2017	$100,000
Leachate collection/treatment systems if needed Determine if Phase I Riverstown development is needed and develop Phase II. Complete collection system construction.	2018	$1,700,000
Master Composter Programme Enhancement Vermi-composting programme. County building composting initiatives.	2018	$3,000
Interpretive opportunities developed as appropriate Develop sites for interpretive studies and tours at sites. Develop relations with local naturalists and university groups.	2018	$10,000
Waste Management Strategy Completion of long-term plan for direction and goals of SWS. Begin implementation of Strategy recommendations.	2018	$100,000
Leachate collection/treatment system Completion of collection system construction.	2019	$1,700,000

2020 and Beyond

Project Details	Estimated Cost
Wetland creation opportunities developed as appropriate	$30,000
Methane utilization study	$30,000
Methane control opportunities developed as needed	$200,000
Possible leaf/yard waste composting opportunities revisited	TBD
Recognition/Rewards programme initiated	$5,000
Presentations (schools and community options) initiated	$5,000
Media tool opportunities developed	$1,500
General displays & booths initiated	$2,000
Tours programme initiated	$2,000
Interpretive facility developed	TBD

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Solid Waste Services Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, June 09, 2015
Subject: **Municipal Hazardous and Special Waste Funding Change – Paints and Coatings**

Background:

Product Care Association (PCA) is a federally incorporated, not-for-profit, product stewardship company in Canada. It manages the collection and recycling of paints and coatings, as well as other materials, in many provinces in Canada. PCA submitted an Industry Stewardship Plan (ISP) to Waste Diversion Ontario (WDO) to manage paints and coatings in Ontario. PCA's ISP was approved by WDO in December 2014. The plan shifts the responsibility for the management and related funding of paints and coatings from Stewardship Ontario (SO) to PCA effective June 30, 2015.

Under PCA's plan, there will be no changes to municipalities' current management programmes for paints and coatings. PCA will provide funding at the same rate as SO, so there is no impact anticipated to the Solid Waste Services operating budget.

Recommendation:

That the Warden and Clerk be authorized to sign the Product Care Association agreement documents once they are finalized.

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Solid Waste Services Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, June 09, 2015
Subject: **Items of Interest**

Background:

The following is a list of items that have been identified as being of interest to some of the SWS Committee Members.

- overall waste management system review
- possible expansion of rural collection (frequency and locations)
- urban pick up of bulky items
- cart collection
- personal water bottle refill stations
- recycling - rate of diversion – not separating material at the curb
- potential for incineration
- tours of electronic recycling and blue box recycling facilities
- tours of County Waste Facilities
- single stream collection
- possible additional rural pickup from Erin and Guelph/Eramosa

The list is presented above for the members of the Committee to ponder before or during the meeting to assist with setting time lines and levels of detail desired for each of the items.

Some work has begun on some items, however, often we need input from our service providers (contractors or consultants) and that is the case with a couple of the items on the list.

Some items on the list may be able to be discussed and dealt with and some new items may be generated during our discussions.

Recommendation:

That the Items of Interest report be received for information.

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer

Corporation of the County of Wellington
Police Services Board
Minutes

June 10, 2015
County Administration Centre
Guthrie Room

Present:	Warden George Bridge Councillor Lynda White (Chair) Russ Spicer Jeremy Vink Kent Smith
Also Present:	Councillor Gregg Davidson Detachment Commander, Inspector Scott Lawson Vickie Dawson, Staff Sergeant
Staff:	Donna Bryce, County Clerk Ken DeHart, County Treasurer Kelly-Ann Wingate, Parking, Licensing and Alarm Coordinator Scott Wilson, Board Secretary

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1. Call to Order

At 9:03 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Minutes for Approval

1/7/15

Moved by: Jeremy Vink
Seconded by: Russ Spicer

That the minutes of the May 13, 2015 meeting of the Wellington County Police Services Board be adopted.

Carried

4. Financial Statements and Variance Projections as of May 31, 2015

2/7/15

Moved by: Russ Spicer
Seconded by: Kent Smith

That the Financial Statements and Variance Projections as of May 31, 2015 for Police Services be approved.

Carried

5 Guelph Wellington Crime Stoppers Programme Year in Review Presentation

3/7/15

Moved by: Kent Smith
Seconded by: Russ Spicer

That the Guelph Wellington Crime Stoppers Programme Year in Review Presentation by Ms. Sarah Bowers-Peter, Coordinator, be received for information.

Carried

6. Detachment Commander's Report - May 2015

4/7/15

Moved by: Warden Bridge
Seconded by: Jeremy Vink

That the Detachment Commander's Report for May 2015 be received for information.

Carried

7. Brisbane Public School Update

5/7/15

Moved by: Jeremy Vink
Seconded by: Kent Smith

That the Police Services Board support the recommendation by the Roads Committee that a by-law to prohibit vehicles from stopping on the shoulder of Wellington Road 124, Town of Erin, opposite the Brisbane Public School effective August 1, 2015 be prepared and presented to County Council; and

That the Upper Grand District School Board be advised so that education can be provided by the OPP and School Board to the parents in advance of the September school start date; and

That the OPP provide enforcement of the "no stopping" signs; and

That the CAO report to the Board in the early fall on the potential role/costs of a County By-law Enforcement Officer.

Carried

8. May 2015 Parking Ticket Report

6/7/15

Moved by: Warden Bridge
Seconded by: Jeremy Vink

That the May 2015 Parking Ticket Report be received for information.

Carried

9. May 2015 False Alarm Revenue Report

7/7/15

Moved by: Warden Bridge
Seconded by: Jeremy Vink

That the May 2015 False Alarm Revenue Report be received for information.

Carried

10. Debit Machine Update - Verbal

Ms. Kelly-Ann Wingate, Parking, Licensing and Alarm Coordinator advised that the debit machines were installed and operational in all three Operations Centres in the County and revenues for the first month came in just under $3,000.00.

11. Marijuana Vision Goggles Simulator Demonstration

Constables Randy Schubert and Cheri Rockefeller would conduct the demonstration in the Council Chamber following the adjournment of the Board meeting.

12. Closed Meeting

8/7/15

Moved by: Jeremy Vink
Seconded by: Kent Smith

That the Police Services Board move into a closed meeting for the purposes of considering intimate financial or personal matters or other matters that may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

Carried

13. Rise and Report

9/7/15

Moved by: Russ Spicer
Seconded by: Jeremy Vink

That the Wellington County Police Services Board rise and report from the closed meeting.

Carried

14. Adjournment

At 11:16 am, the Chair adjourned the meeting until September 9, 2015 or at the call of the Chair.

_____

Lynda White
Chair
Police Services Board

Ontario Provincial Police

County of Wellington Detachment

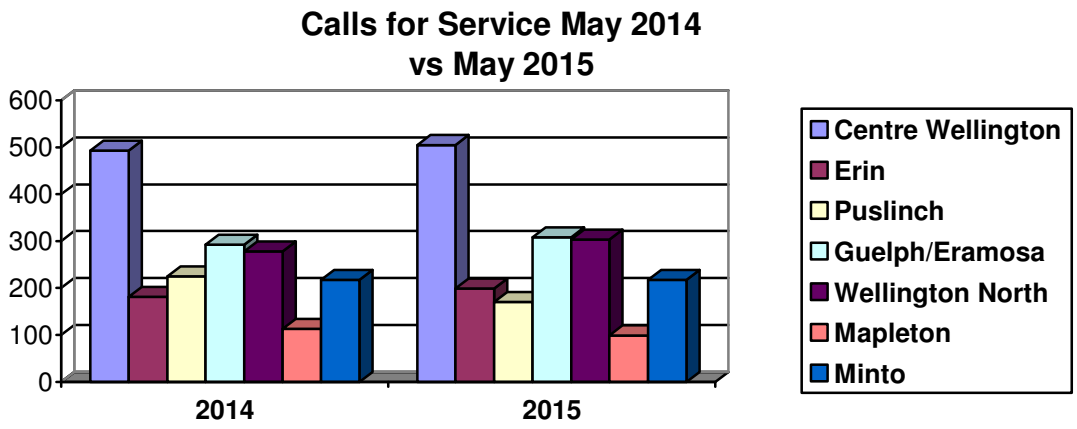
Inspector Scott Lawson

Report for the County of Wellington Police Services Board

June 2015

This report covers the period from May 1st, 2015 to May 31st, 2015

Calls for Service



Calls For Service

Municipality	2009	2010	2011	2012	2013	2014	2015
Centre Wellington	6,240	6,214	5,996	6,449	5,961	**5,917**	2,068
Town of Erin	2,110	2,152	2,156	2,322	2,167	**2,129**	816
Puslinch Township	1,900	1,836	2,157	2,404	2,178	**2,128**	833
Guelph/Eramosa	3,214	3,224	3,615	3,272	3,397	**3,462**	1,127
Wellington North	3,295	3,172	3,169	3,136	3,337	**2,905**	1,179
Township of Mapleton	1,209	1,252	1,320	1,322	1,349	**1,418**	462
Town of Minto	2,352	2,322	2,384	2,725	2,524	**2,438**	890
Provincial	1997	2,378	2,392	2,694	3,214	**3,051**	1,020
Totals	**22,317**	**22,550**	**23,189**	**24,324**	**24,127**	**23,448**	**8,395**

Victim Services Wellington

2015 YTD Calls for Assistance County of Wellington OPP	Previous Year Totals	
26	2012	122
	2013	100
	2014	91

911 Calls

2015 YTD	**602**
2012	2,683
2013	2,520
2014	2,104

Ontario Sex Offender Registry

2015 YTD OSOR Registrations	Previous Year Totals	
32	2012	69
	2013	70
	2014	75

*This is NOT the number of sex offenders residing in Wellington County

False Alarms

2015 YTD	**321**
2012	911
2013	961
2014	881

Crime

Crimes Against Persons	2014	2015 YTD
Homicide	0	2
Sexual Assault	19	17
Robbery	3	3
Assault	102	79

Crimes Against Property	2014	2015 YTD
Break & Enter	66	84
Auto Theft	40	25
Theft	264	195
Mischief	127	114

Other Crime	2014	2015 YTD
Fraud Investigations	73	83
Drug Investigations	150	127

Other Investigations	2014	2015 YTD
Domestic Disputes	149	131
Missing Persons	27	19

Crime Breakdown 2015 YTD	North Wellington	Centre Wellington	South Wellington
Homicide	1	0	1
Sexual Assault	9	4	3
Robbery	2	0	1
Assault	38	20	19
Break & Enter	39	19	27
Auto Theft	7	4	13
Theft	77	44	68
Mischief	33	34	42
Fraud Investigations	25	37	24
Drug Investigations	37	34	41
Domestic Disputes	45	54	31
Missing Persons	12	7	2

Traffic

Enforcement

Traffic	2015 YTD
Speeding	3,863
Seatbelt Offences	102
Careless Driving	134
Drive Under Suspended	54
Distracted Driver Offences	229
Other Moving Violations	161
Equipment and Other HTA	1,332
No Insurance - CAIA	38

Other Provincial Acts	2015 YTD
Liquor Licence Act	147
Trespass to Property Act	91
Other CAIA	35
Other Provincial Acts	22

By-Law Offences	2015 YTD
By-Law Offences (General)	1,214
Taxi By-Law	0

County of Wellington OPP Year To Date Total	**7,218**

West Region Traffic Unit Year To Date Total	**204**

YTD Total Traffic	5,913
YTD Total Other Provincial	295
YTD Total By-Law	1,214

2015 Year to Date POA Charges	**7,422**
2014 Year to Date POA Charges	7,103

Drinking and Driving

Impaired Driving	2014	2015 YTD
R.I.D.E. Vehicle Stops	16,236	14,031
Roadside Alcotests	286	227
Warn Suspensions	89	64
ADLS Suspensions	81	58
Persons Charged	74	58

Racing

2015 YTD HTA Sec. 172 Impoundements	Previous Year Totals	
38	2012	82
	2013	93
	2014	108

Parking Enforcement

Municipality	2014	2015 YTD
Centre Wellington	443	279
Erin	7	37
Puslinch	78	21
Guelph / Eramosa	124	257
Wellington North	13	16
Mapleton	9	9
Minto	10	23
County / Other	0	0
Parking Totals	**684**	**642**

Traffic

Suspect Apprehension Pursuits

2015 YTD Pursuits / Fail to Stop for Police	Previous Year Totals	
5	2012	17
	2013	8
	2014	9

Traffic Initiatives

R.I.D.E.

The Wellington County Traffic Unit conducted a total of 30 R.I.D.E initiatives across the County checking 3,609 vehicles, performing 52 roadside tests; resulting in 12 suspensions and 15 drinking and driving charges. The Wellington County Traffic Unit also participated in the Spring Seatbelt Campaign in conjunction with Canada Road Safety Week.

Speed Spy

The Traffic Unit has also begun the strategic deployment of Speed Spy units in multiple locations across the County based on traffic complaint and high traffic volume areas. Deployment of the Speed Spy units has been completed in collaboration with Wellington County and Municipal Roads personnel. This partnership has proven very successful as raw data has been shared to assist to better understanding the issues. Speed information is analyzed and interpreted by the OPP for a more strategic, intelligent deployment of resources as necessary.

Canada Road Safety Week / Victoria Day Long Weekend

Canada Road Safety Week ran from May 12th – 18th this year coinciding with the Victoria Day long weekend. Wellington County OPP was out in full force throughout the campaign. Resources were focused specifically on the long weekend where rules of the road were enforced as many headed out to cottage country and the many attractions within the County. Once again Wellington County OPP proactively patrolled and enforced the “Big Four” major causes of death and injury on Ontario roadways; impaired driving, aggressive driving, distracted driving and failure to wear or improper use of a seatbelt.

The results from the weekend enforcement are;

- 158 Speeding charges
- 5 Seatbelt charges
- 3 Distracted driving charges
- 3 Impaired charges
- 3 Careless driving charges

Automated Licence Plate Reader (A.L.P.R.)

The strategic deployment of the ALPR Cruiser continues to detect offences in addition to “licence plates in poor standing”. During the month of May Wellington County Detachment conducted 70 operating hours in the Automated Licence Plate Reader (ALPR cruiser). Officers laid a total of 32 charges under various Provincial Offence Acts, along with two charges under the Controlled Drugs and Substances Act, one Warn Range driver’s licence suspension and eight additional roadside breath tests on drivers who had consumed alcohol.

Marine Patrol

The Wellington County Traffic Unit took to the waterways during the month of May logging a total of 47 marine patrol hours on area lakes. Operator Recertification training was also conducted.

Traffic

Motor Vehicle Collisions

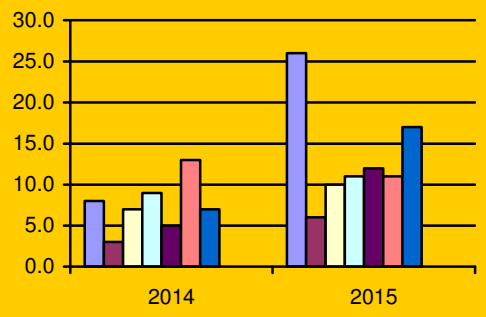
Month	Victims			Collisions								
								Alcohol Involved				
	Total Victims	Persons Killed	Persons Injured	Total MVC	Fatal	PI	PD	Yes	No	Unk	CMV	SMV
JAN	41	1	40	195	1	26	168	1	181	13	17	104
FEB	47	0	47	161	0	29	131	1	151	7	24	55
MAR	22	0	22	111	0	13	97	0	103	8	12	48
APR	18	0	18	110	0	16	94	5	88	16	9	45
MAY	26	0	26	106	0	20	86	1	92	13	6	46
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
TOTAL	**154**	**1**	**153**	**683**	**1**	**104**	**576**	**8**	**615**	**57**	**68**	**298**

Yearly Collision Summary

Collision Type / Characteristic	2009	2010	2011	2012	2013	2014	2015
Total Reportable MVC	1,918	1,813	1,976	1,875	2,095	**1,959**	**683**
Property Damage MVC	1,694	1,525	1,649	1,565	1,761	**1,758**	**576**
Personal Injury MVC	213	282	320	302	326	**195**	**104**
Fatal MVC	11	6	7	8	8	**6**	**1**
Persons Killed	11	6	7	9	9	**6**	**1**
Persons Injured	314	425	463	442	481	**330**	**1153**
Alcohol Involved	76	42	57	63	37	**40**	**8**
Total MVC	**1,918**	**1,813**	**1,976**	**1,875**	**2,095**	**1,959**	**683**

Car vs Deer Collisions

Municipality	2014	2015 YTD
Centre Wellington	8	26
Erin	3	6
Puslinch	7	10
Guelph / Eramosa	9	11
Wellington North	5	12
Mapleton	13	11
Minto	7	17
City of Guelph	0	0
Provincial Highways	0	0
Total Collisions	**52**	**93**



Youth Crime

Secondary School Resource Officer Program

School statistics are being reported by school year (September – June)

2014 – 2015 Criminal Code - Calls for Service (CFS)

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Assault	7	4	4	13	**28**
Mischief	4	1	5	7	**17**
Threats/Intimidation(Bullying)	13	2	6	13	**34**
Other Criminal/Cyber	20	6	7	22	**55**
Theft	4	7	1	9	**21**
Drugs	7	4	5	24	**40**
Sep 2014 – Jan 2015 (CFS)	**55**	**24**	**28**	**88**	**195**
Diversions	7	15	20	25	67
Warnings	7	10	7	14	38
Charges	3	3	4	1	11
Sep 2013 – Jun 2014 (CFS)	43	46	73	78	240

2014 – 2015 Provincial Offence - Calls for Service *(CFS)*

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Highway Traffic Act	18	8	11	11	**48**
Liquor Licence Act	1	0	3	5	**9**
Trespass to Property	4	13	4	12	**33**
MHA/Counselling	2	4	0	41	**47**
Sep 2014 – Jan 2015	**25**	**25**	**18**	**69**	**137**
Diversions	1	0	0	4	5
Warnings	9	9	4	7	29
Charges	0	1	2	3	6
Sep 2013 – Jun 2014(CFS)	15	6	26	24	71

Meetings / Presentations

Centre Wellington DHS

- PC SMITH held a law class presentation and participated in mock trials
- The SRO also attended the Tech class and held a presentation on road safety
- Detachment Commander attended and spoke to Ms. Ballantyne's Grade 12 Law Class

Erin DHS

- PC MACDONALD attended the EDHS Prom on May 29th held in Caledon
- The SRO participated in mock criminal trials for law classes at EDHS and he also assisted PC MULLAN with a display/presentation by providing Public Order equipment
- PC MACDONALD assisted students in the filming of two school projects
- PC MACDONALD also conducted a presentation on domestic abuse to a class and provided resources to students

Norwell DSS

- PC MULLAN held five presentations on Distracted Driving and Water Safety for five different grade 11 classes
- PC MULLAN attended the Career/Volunteer Fair for students and the public at Norwell DSS

Wellington Heights SS

- PC WATT held a presentation to a law class concerning criminal & provincial law. She also attended a second law class with Canine Handler Barry Reid and Chantel BEIRNES, Forensic/Ident unit
- PC WATT assisted in organizing a very successful Wellington North, Shop with a Cop

Notable School Related Incidents and Events

Centre Wellington DHS

- Traffic complaints continue to be an issue at CWDHS. Local residents attended the school to complain about student driving habits. The SRO educated and warned students that any further conduct will result in charges being laid
- Complaints about inappropriate photographs and comments on social media continue within the school. Photos continue to circulate on social media that resemble some students, but are in fact fakes/look-a-likes. The SRO and school staff continue to educate students on internet safety
- Students have been warned regarding potential school pranks during the last week of school. The school has a zero tolerance policy in-place to deter damage and ensure student safety at the end of last school year
- SRO became aware of an after Prom party which was disseminated to frontline officers

Erin DHS

- An ATV operator was charged with Trespassing after the SRO witnessed a young male driver on school property on multiple occasions during school hours
- A student was arrested after assaulting another student in class. One student was suspended indefinitely

Norwell DSS

- Clean up of a residential property that backs onto a student parking lot took place during the month of May resulting in three full garbage bags being removed and a car bumper
- PC MULLAN contacted the parents of a student planning to hold an after Prom party. The SRO discussed responsible steps for care

Wellington Heights SS

- Six students were caught smoking illegal drugs during lunch hour. One student claimed possession and was diverted, the other five students were issued warnings. In collaboration with school officials all students were suspended for three days
- Four students were caught with illegal drugs during lunch hour, one student claimed possession. The student was warned and suspended for one week, the other three students were suspended for three days
- A student reported a sexual assault off school property but during school hours. Information was turned over the Major Crime Unit for follow-up.

Canine Unit

2015 YTD Calls for Service and Hours

Occurrence Type	Initial (Calls)	Initial (Hours)	Assist (Calls)	Assist (Hours)	2014 (Calls)	2014 (Hours)
Occurrence Totals (OPP)	27	146.00	0	0.00	27	146.00
Occurrence Totals (Other)	0	0.00	0	0.00	0	0.00
Occurrence Totals (Combined)	27	146.00	0	0.00	27	146.00

Canine Handler: Provincial Constable Barry REID

Notable Incidents and Events

Date: **May 6, 2015**
Location: **Guelph**
Canine Unit static display at Guelph-Wellington Emergency Preparedness Day attended by hundreds of school children.

Date: **May 7, 2015**
Location: **Wellington**
Canine Unit presentation and demonstration at the "Safe Kids" community event.

While conducting patrols of Drayton police observed a suspicious vehicle attempt to evade police. The vehicle drove to the rear of a business and the driver began to leave the vehicle on foot. The driver appeared deterred by barking dogs in the truck and he refused to identify himself and made comments consistent with “Freeman of the Land” beliefs. The suspect was arrested and identified, a search incident to arrest located items indicating that the male party was involved with a marihuana grow operation. The suspect also had outstanding arrest warrants.

Cambridge OPP Detachment had supported a fundraising charity auction by donating a Detachment tour for the auction winner. Canine Unit attended and provided an introduction to the dogs and a tour of the vehicle and a demonstration search.

Date: **May 10, 2015**
Location: **Elora**
Wellington OPP responded to a fail to remain motor vehicle collision. The suspect vehicle had struck a building causing heavy damage before being driven from the scene. Officers followed a trail of bricks for about 1km locating the vehicle stuck in a field. Upon seeing officers the driver fled on foot and Canine was dispatched to assist with locating the suspect. Canine was cancelled when the suspect showed up at the original crash scene.

Date: **May 12, 2015**
Location: **Wellington Heights Secondary School**
Canine Unit presentation and demonstration for the Grade 11 Law Class at Wellington Heights Secondary School.

Date: **May 13, 2015**
Location: **Niagara Detention Centre**
The Canine Unit was scheduled to assist Corrections with the drug search of a facility. Upon arrival, Canine was advised that the search was cancelled due to numerous fights ongoing inside the facility.

Date: **May 15, 2015**
Location: **Wellington**
Wellington OPP responded to an ongoing family dispute involving a male party that has been previously arrested and release on bail conditions not to attend the family residence. Information was received by police from family members that he may be back at the property. The Canine Unit attended with one ERT and two uniform officers. Shortly after arriving on the property, uniform officers spotted the suspect who ran through a pile of abandoned vehicles. The suspect turned back towards the officer and was taken into custody. CEW was deployed. Knox had no direct contact with suspect.

Wellington OPP officers investigated a report of male youth AWOL from Portage Youth Facility. An officer observed the youth walking on a residential street and was assaulted by the suspect, who fled on foot. The Canine unit was dispatched after officers lost sight of the suspect. While on route the suspect was arrested in a backyard nearby.

Date: **May 20, 2015**
Location: **Wellington**
Deterrent patrols of rural parking areas at trail heads due to a trend of thefts from vehicles at these locations.

Date: **May 21, 2015**
Location: **Wellington**
The Canine unit responded to a call of a theft in progress, the suspect was on an ATV and fled from officers onto a trail. Canine attended the area, but the ATV was not located.

Date: **May 27, 2015**
Location: **Erin Township**
While on duty the Canine Team responded to assist Wellington OPP officers with a domestic/weapons related incident. Canine and several uniform members responded to the scene, setting up and maintaining containment of the residence until ERT arrived and took over. ERT team members entered the residence and arrested a suspect inside without incident.

OPP K.I.D.S Program

Coordinator: Provincial Constable Kelly Krpan

MEETINGS / PRESENTATIONS:

- 8 schools actively participating in the OPP KIDS Program and going into week 3
- Wednesday May 6, 2015, PC Krpan attended a full day of "Front Line Officer Training" held in Walkerton by Professional Standards of the OPP
- Thursday May 7th, 2015 at 6:00pm, PC Krpan attended Fergus Home Show to showcase the OPP KIDS Program as part of the booth that was set up
- May 14th, 2015 PC J. Beaupre job shadowed PC Krpan at Kenilworth Public School for session 5 of the OPP KIDS Program
- May 25th, 2015 PC Krpan conducted a lockdown drill with Erin Public School with positive results
- May 29th, 2015 Centre Peel Public School graduated from the OPP KIDS Program

AREAS OF CONCERN / NEW INITIATIVES:

- On May 7th, 2015 several 911 calls were made by some grade 6 students at Erin Public School while on a bus trip. On-duty officers responded that day to rectify the situation as the calls were a prank with some references made to "ISIS". There were several boys suspended from school for their actions. The grade 6 teacher of Erin Public School requested that PC Krpan speak to the class as a whole about the seriousness of the 911 calls made
- May 11th, 2015 PC Krpan attended Erin Public School for OPP KIDS and spent time talking to the kids about the 911 incident
- May 13th, 2015, Principal Mr. LeBlanc from Erin Public School requested PC Krpan attend the School in the morning as two of the boys who were suspended were returning to school. PC Krpan spoke with the boys with the Principal present, making sure they were aware of their negative actions and ready for their classroom
- May 15th, 2015 Principal Mr. Jeff Crawford from Drayton Heights contacted PC Krpan and asked for assistance in speaking with two boys that are presently suspended from school due to sexual misconduct
- May 19th, 2015 PC Krpan attended Drayton Heights Public School as per the request from Principal Jeff Crawford to speak with the two boys independently about their actions of sexual misconduct and their re-entry back into the classroom
- May19th, 2015 the last two boys from Erin Public School who were suspended were returning to school. PC Krpan attended the school as per the request of Mr. LeBlanc. PC Krpan spoke to the boys while their parents were present with regard to the seriousness of their actions

Auxiliary Unit

Coordinator: Provincial Constable Mike POLAN
Unit Commander: Auxiliary S/Sgt. B. MC GIMSIE

Notable Incidents and Events

Auxiliary Staff Sergeant MCGIMSIE reported a busy month for the Wellington County Auxiliary Unit. Auxiliary members participated in multiple spring-time events across the County, while continuing to complete annual use of force and car seat re-certification training.

Below is a list of events the Unit attended during the month of May:

- Fergus Home Show
- Rockwood Fire Hall Open house – Rollover Simulator
- Drug Drop-Off Day, Centre Wellington Operations Centre
- Minto Safe Kids Day – Rollover Simulator
- Crime Stoppers Mulch Sale, Centre Wellington Sports Plex
- Guelph Emergency Preparedness Day
- Car Seat Re-certification
- Commissioner's Own Pipes & Drums – Recruit Graduation & Police Memorial
- Annual Use of Force/firearms training
- Monthly Auxiliary meeting and training.
- Patrol ride-a-longs
- Administrative duties

Media

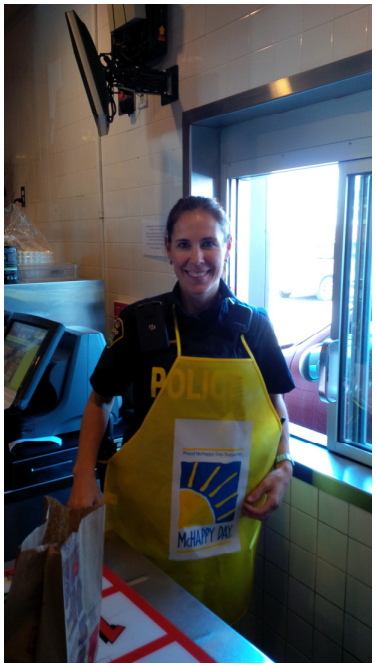
Provincial Constable Bob BORTOLATO, Provincial Constable Cheri ROCKEFELLER & Provincial Constable Marylou SCHWINDT

Notable Incidents and Events

- During the month of May the Media Unit issued 44 media releases for a year to date total of 240 media releases

McHappy Day

Wellington County OPP participated in McDonalds restaurants McHappy Day which was held on May 6, 2015 across Canada. A portion of the proceeds from the sale of certain food and beverages are directed towards the Ronald McDonald House Charities in Canada.



PC Marylou SCHWINDT taking part in McHappy Day

National Emergency Preparedness Week

The Township of Guelph/Eramosa Fire Department in conjunction with their Emergency Response Partners hosted an Open House and Information Day on May 2, 2015. The event was held during National Emergency Preparedness Week which ran from May 3 – 9, 2015.

Aux. Constable Heather UNWIN & Aux. Constable Alida HESSELINK holding a demonstration of the Rollover Simulator at the Emergency Preparedness Information Day at the Rockwood Firehall

Aux. Constable Neil MOSSMAN & Aux. Constable Neil WATTERSON at the Emergency Preparedness Information Day at the Rockwood Firehall

Guelph-Wellington EMS Teresa EVANS, PC Barry REID & Jag along with two attendees at the Emergency Preparedness Information Day at the Rockwood Fire Hall

Administration

Revenue

Year	County	Provincial	Total
2010	$87,122.04	$7,899.10	$95,012.14
2011	$81,274.66	$9,233.56	$90,508.22
2012	$75,836.60	$5,043.55	$80,880.15
2013	$70,202.29	$5,373.66	$75,575.95
2014	$84,301.22	$6,590.25	$90,891.47
2015	**$35,894.50**	**$2,485.75**	**$38,380.25**

Paid Duties

Year	Paid Duties	Officers	Hours	Admin Fees
2011	207	446	2,455.25	$5,325.00
2012	165	312	1,890.75	$2,775.00
2013	227	469	3300.00	$1,575.00
2014	239	433	3076.00	$2,625.00
2015	**101**	**191**	**1,494.00**	**$450.00**

Personnel

Complaints

Complaint Type by Status	2010	2011	2012	2013	2014	2015
Complaints Received	13	16	16	12	**18**	**3**
Complaints Resolved	8	8	5	1	**3**	**1**
Complaints Unfounded	2	6	8	5	**6**	**1**
Complains Withdrawn	3	1	2	4	**4**	**1**
Complaints Ongoing	0	1	1	2	**5**	**0**

No	Complaint Type	Status	No	Complaint Type	Status
1	Public	Closed			
2	Public	Closed			
3	Public	Closed			

Internal Complaint is an allegation by someone who is not a member of the public concerning the policy, services, local policies of a contract location, or the conduct of an employee or volunteer of the OPP and includes a WDHP allegation, and/or an allegation of workplace violence.

Public Complaint is a complaint by a member of the public concerning the policy, services, local policies of a contract location, or the conduct of an employee of the OPP.

Personnel

Acknowledgements

Date	Member(s)	Particulars
25May2015	PC M. WRAIGHT	S/Sgt. J. HUNJAN received a phone call form Guelph Police Service Sgt. RUSSELL regarding PC M. WRAIGHT. Sgt. RUSSELL advised that PC WRAIGHT had looked after a motor vehicle collision that occurred on Highway 6 and County 22. Sgt. RUSSELL asked if PC WRAIGHT could check on the well-being of one of the involved ladies who was struggling with some issues. PC WRAIGHT attended her residence without question and sat down and had a discussion with the lady. Upon departing the residence Sgt. RUSSELL received a call from the lady who praised how professional, understanding and sincere PC WRAIGHT was and how he was a "credit to the OPP".

Notable Events

Noteworthy Information and Events

Debit Machine Implementation

Working closely with County staffer Kelly-Ann Wingate debit/credit machines were physically installed in the three Wellington County Operation Centres. Transaction processes were coordinated with Wellington County and OPP Administrative Staff were given a tutorial on how to operate the units. On May 1, 2015 the units were put into operation. From day one they have seen significant use and their installation have received much praise from the public and staff at all three locations. Efficiencies have been realized. Ontario Provincial Police Business and Financial Services and the Ontario Public Service staff have since attended to meet and discuss implementation of this technology as Wellington is one of the first OPP locations in the province to have this capability.

Prior to their installation the OPP only accepted cash. This technology will better serve the public, be more efficient, provide better tracking and reduce inherent risk in handling cash.

IMPACT Team Update

On Monday, May 4, 2015 two CMHA clinicians officially co-located to the Centre Wellington Operations Centre effectively launching the first stage of the Integrated Mobile Police and Crisis Team (IMPACT). Both clinicians work Monday to Friday from 9:00am – 5:00pm directly out of the Centre Wellington Operations Centre, they have been assigned and dedicated to actively assist Wellington County OPP in a proactive fashion. At this time, both clinicians will not be responding directly to frontline calls for service until the MOU has been vetted by legal. They are available for officers to contact and consult with when dealing with members of the public who suffer from mental health and/or addiction issues. Several successes have already been realized.

Prescription Drug Drop-off Day

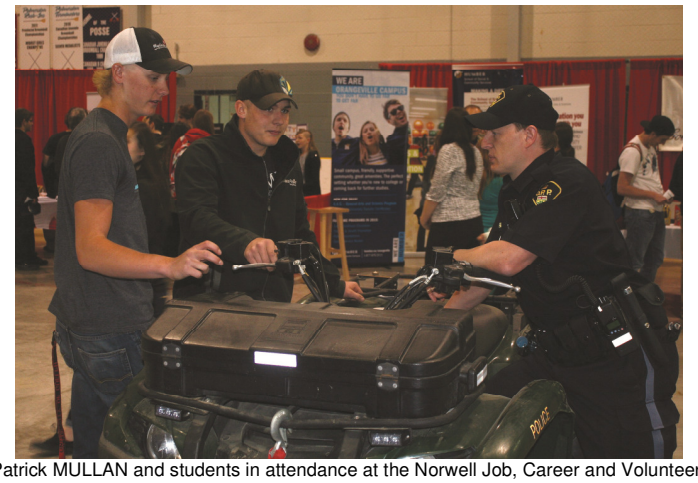
Prescription Drug Drop-off Day was held on Saturday, May 9, 2015 from 10:00am to 3:00pm. It is supported by the OPP, Ontario Association of Chiefs of Police (OACP), the Government of Ontario, Public Safety Canada and the Guelph Wellington Drug Strategy Committee. This public safety initiative encourages Ontario residents to dispose of old and unused prescription medication in a secure and environmentally friendly manner.

The drop off location in Wellington County this year was the Centre Wellington Operations Centre, the total weight dropped off was 4.3 kg of prescription drugs.

Norwell Job, Career and Volunteer Fair

On Wednesday May 13, 2015 the Norwell Co-op Department at Norwell District Secondary School held the Norwell Job, Career and Volunteer Fair. The event was attended by High School students and open to the public in the afternoon. The event allowed attendees to take a tour of Norwell DSS to see how the High School is preparing students for the workplace. The event was organized by Mr. Tyson SMITH, Norwell DSS teacher.

Provincial Constable Patrick MULLAN attended on behalf of the Wellington County OPP. Below are some pictures from the event.



PC Patrick MULLAN and students in attendance at the Norwell Job, Career and Volunteer Fair

One of the many displays available to attendees at the Norwell Job, Career and Volunteer Fair

Safekids Day

In February of 2013, Provincial Constable Todd PRIDHAM was approached by Callise FOERTER from the Minto Fire Department, in regards to planning a Safety Day in the Town of Minto. PC PRIDHAM is a member of the Minto Safe Community Committee. A partnership was formed and the Minto Safekids Day was set for May 31st and June 1st 2013 at the Harriston Arena. This became an annual event which took place in 2014 and 2015.

On Friday May 1st, 2015 from 9:00am to 2:00pm, approximately 250 Grade 4-6 students from Minto Clifford Public School and Palmerston Public School attended for two hour intervals to learn about a variety of safety information.

Participants included Minto Fire Department had their display and other educational components. The Minto Safe Community Committee provided a Kids Bike Rodeo and a display booth. Wellington County OPP displayed their Rollover Simulator, the OPP ATV's and an OPP Police Vehicle. Wellington County Emergency Management, Electrical Safety Organization, Wellington Dufferin Guelph Public Health, Humane Society, Brenmar Transport and the Minto Lifeguards had displays and activities for the children.

Judging by the positive feedback from the host organizations, students and teachers, the day was a complete success. The teachers from the schools liked the fact that they could get exposure to many different agencies, all in one location. The Safekids Day will continue to be an annual event for the Town of Minto. This event was a great opportunity to mobilize and partner with other local agencies, to work towards a safer community.

PC Todd PRIDHAM and students in attendance at the 2015 Minto Safekids Day

Wellington County Auxiliary Unit members demonstrating the Rollover Simulator
to students at The 2015 Safekids Day

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee and Police Services Board
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, June 09, 2015
Subject: **Brisbane Public School**

Background:

Attached for easy reference is the staff report that was considered by the Roads Committee on March 10, 2015 related to the safety concerns associated with parents loading and offloading young students on the shoulders in front of the Brisbane Public School on both sides of Wellington Rd 124 (former Provincial Highway 24).

Gary Cousins and I have met twice with staff at the Upper Grand Public School Board to explore changes that could take place on the school property and we were encouraged by the cooperation and willingness of the staff to consider on site options.

The Committee indicated that it was comfortable moving forward with the designation of a no stopping zone, in the vicinity of the school on the shoulder on the opposite side of road from the school, and that a by law should be in place by the end of June so that the signs could be erected prior to the opening of the school in September.

The other possible options that were still in play but not to be acted on until the results of changes that the school board might be able to do on site are in place and their effectiveness evaluated, include: installing flashing lights to remind motorists that there is a school nearby, piping the ditch and widening the shoulder of the road on the school side of the road, establishing a “Community Safe Zone” as requested by the delegation in February, and, reducing the 60km/hr zone to a 40km/hr zone during the times that children are being picked up from or delivered to school.

At the time this report was prepared the findings or recommendations of the staff at the school board were not yet known.

Concerns have been expressed by some, that a no stopping zone without regular enforcement will be of little value. Appointing a County By-law officer to pay special attention to this and perhaps other problem areas is an option that would reduce the dependence on the County OPP to enforce this no stopping zone.

Recommendation:

That a bylaw to prohibit vehicles from stopping on the shoulder of Wellington Road 124 opposite the Brisbane Public School effective August 1, 2015 be prepared and presented to County Council; and,

That a bylaw to appoint a County Bylaw officer be prepared and presented to County Council for consideration.

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Gord Ough, County Engineer
Date: Tuesday, March 10, 2015
Subject: Elementary Schools on County Roads – Drop off & Pick up on road side

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Background:

It is my understanding that several years ago there was an elementary school in Ospringe and an elementary school in Brisbane. The enrolment at the school in Ospringe declined to a level that inspired the school board to close the school in Ospringe and transfer the student population to the school in Brisbane. The increase of students at the school in Brisbane presumably resulted in an increase in bus traffic, staff and staff parking, as well as additional play and sports field development.

The Brisbane School was built as a bused school and no on site accommodations were protected for parents to drop off or pick up students either when it was originally built or when the students that were attending the school in Ospringe were moved over to the school in Brisbane.

Two additional grade levels (Junior Kindergarten and Senior Kindergarten) were added to the Brisbane School in recent years with busing being the officially designated method of accessing the school.

It is my understanding from the delegation that attended the County Roads Committee in February that many parents of the younger students have chosen to drive their children to school and that due to the limited vehicular space on site are choosing to park on both shoulders of former Hwy 24, now known as Wellington Road 124, to drop off their children in the morning and to pick up their children in the afternoon.

The parents are reportedly expressing concern for the safety of their children and themselves during these daily loading and unloading activities and are asking the County of Wellington to lower the speed limit in front of the school to 40km/hr from the existing 60km/hr and to install lights on the speed limit signs that flash during the peak student loading and unloading times as well as for "school events."

In addition to the speed reduction with the flashing light option, a second option of filling in the roadside ditch to accommodate the loading and unloading of the junior and senior kindergarten students was discussed briefly.

No one at the February Roads Committee Meeting seemed to consider either of these two options as safe options, whether one or both options were to be implemented.

There was some discussion regarding who was responsible for causing the problems being discussed and who should be responsible for fixing or at least improving the situation.

At the February Committee Meeting staff committed to look at the schools on other County Roads to determine whether the Brisbane issue was the tip of an iceberg or more or less one of a kind and to bring that information to the March Roads Committee Meeting. I can report that the Brisbane School seems to be unique.

The estimated cost of the purchase and the installation of the signage and flashing lights is $10,000.00, and the estimated cost of piping and filling in the ditch to widen and pave the shoulder on one side is $ 40K – $50K.

The option of doing whatever it takes to accommodate the loading and unloading of the junior and senior Kindergarten children on school property, which may well involve the elimination of some outside student activity space, was not prepared for this report.

Copies of the letters from the Upper rand District School Board and from the Brisbane Public School Parent Council that were presented to the County of Wellington Roads Committee at its February committee meeting are attached for easy reference.

Recommendation:

That this report be received for information.

Respectfully submitted,

Gord Ough,
County Engineer

Mark Bailey
Trustee, City of Guelph (Wards 1 & 5), Upper Grand District School Board
Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2
Email: mark.bailey@ugdsb.on.ca
Tel: 519-822-4420 ext. 735 or **Toll Free:** 1-800-321-4025

UPPER GRAND DISTRICT SCHOOL BOARD

December 17, 2014

George Bridge, Warden
The Corporation of the County of Wellington
74 Woolwich Street
Guelph ON N1H 3T9

Dear Mr. Bridge:

On behalf of the Upper Grand District School Board, I am asking for the County's consideration in a matter of student safety along Country Road 24 in front of Brisbane Public School ("BPS"), Town of Erin.

On October 7, 2014 members of BPS Parent Council and a concerned group of Brisbane parents attended a meeting with the school principal their School Board Trustee and representatives from the OPP, Wellington County and the School Board regarding road safety issues on highway 24, particularly during school drop off and pick up times.

At drop off and pick up times and school events, parents are required to park on the shoulder along both sides of Highway 24 in front of the school. Highway 24 is a County road and is a designated truck route. The speed limit in front of the school is 60 kmh (reduced from 80 kmh), but anecdotal evidence from parents of Brisbane students (and reports from the OPP who have ticketed in the area) indicate that there are violators who exceed the speed limit by more than 25 km/hr. The high traffic volume and speeds make it dangerous for children and their families. There has been at least one vehicular accident at the site this school year.

We are asking that the section of Highway 24 in front of the school be designated a school safety zone with a reduced speed limit of 40 kmh during drop off and pick up times and school events. This should include the installation of a flashing amber school safety zone sign.

We would very much appreciate your timely support and assistance with this matter.

Yours very truly,

Mark Bailey

Mark Bailey
Chair

Upper Grand District School Board

• Mark Bailey , Chair • Marty Fairbaim, Vice-Chair • Linda Busuttil • Kathryn Cooper • Barbara Lustgarten Evoy
• Martha MacNeil • Susan Moziar • Bruce Schieck • Lynn Topping • Barb White

BRISBANE PUBLIC SCHOOL PARENT COUNCIL

February 6, 2015

County of Wellington Roads Committee Members
The Corporation of the County of Wellington
74 Woolwich Street
Guelph, ON N1H 3T9

Dear Sirs:

On behalf of Brisbane Public School ("BPS") Parent Council and parent community, I request your consideration in a matter of student safety along Highway 24 in front of BPS in the Town of Erin.

At school morning drop off, afternoon pick up times and school events, parents are required to park on the shoulder along both sides of Highway 24 in front of the school. Highway 24 is a County road and is a designated truck route. The speed limit in front of the school is 60kmh (reduced from 80kmh), but abundant anecdotal evidence from parents of BPS students (and reports from the OPP who have ticketed in the area) indicate that there are violators who exceed the speed limit by more than 25km/hr. The high traffic volume and speeds make it dangerous for children and their families who must cross the road to reach their vehicles or load small children into vehicles. There has been at least one vehicular accident at the site this school year. As a lawyer by profession, I recognize the liability issues that may arise for the County in the tragic event of injury to a child or parent.

The addition of junior kindergarten and then the further addition of all day/every day kindergarten, has resulted in an increase in the size of the student body at BPS. The school parking lot is insufficient to accommodate the increased number of cars that require access to the school. We have explored with the UGDSB several options to address this issue, including increasing the size of the parking lot and imposing staggered entry/exit times. It is our understanding that any increase in the size of the parking lot would result in the infringement of the current playground area and require the removal of the baseball diamond which BPS students use on a daily basis during recess and physical education class. In addition, access to an expanded parking lot would be restricted during bus times, thus limiting flexibility in terms of coming and going, effectively trapping cars for certain periods. Staggered entry and exit times would result in staff being required to provide supervision in excess of the time periods permitted under the teachers' union collective agreement, and therefore is not feasible either.

The BPS community has rallied around this issue and we respectfully submit a petition signed by 320 parents/guardians whose children attend BPS. The petition urges you to act now to designate the section of Highway 24 in front of BPS a school safety zone with a reduced speed limit of 40kmh during drop off and pick up and times and school events, and install a flashing amber school safety zone sign.

Sincerely,

Rachel Ingram
Chair – BPS Parent Council

Processing Activity Report

Data Type: **Parking**

Creation Date/Time: **01/06/2015 8:54:15 AM**

Transaction dates of **01/05/2015** *through* **31/05/2015**

The County of Wellington

Agency: **All**

Ticket Activity	Number	Value
Tickets - Entered		
AutoCite Ticket	0	$0.00
Manually Entered Ticket	100	$2,000.00
Skeletal Ticket	0	$0.00
Subtotal Tickets Entered	**100**	**$2,000.00**
Tickets - Reactivations		
Voids - Reinstated	0	$0.00
Dismissals - Reversed	0	$0.00
Waived - Reversed	0	$0.00
Subtotal Ticket Reactivated	**0**	**$0.00**
Tickets - Removed		
Voided	0	$0.00
Dismissed	0	$0.00
Waived	0	$0.00
Skeletal Ticket Matches	0	$0.00
Subtotal Ticket Removed	**0**	**$0.00**
Total Ticket Activity	**100**	**$2,000.00**
Fines and Fees Added		
Fines Added	0	$0.00
Late Fees Added	22	$220.00
NSF Fees Added	0	$0.00
Other Fees Added	18	$288.00
Total Fines and Fees Added	**40**	**$508.00**
Fines and Fees Removed		
Fines Removed	0	$0.00
Late Fees Removed	0	$0.00
NSF Fees Removed	0	$0.00
Other Fees Removed	0	$0.00
Total Fines and Fees Removed	**0**	**$0.00**
Total Change from Ticket Activity and Added Fees		**$2,508.00**

Payment Activity	Number	Fine	Late Fee	NSF Fee	Service Fee	Total $
Ticket - Payments						
Fully Paid	55	$1,085.00	$250.00	$0.00	$121.50	$1,456.50
Partially Paid	0	$0.00	$0.00	$0.00	$0.00	$0.00
Over Payments	0	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Payments	**55**	**$1,085.00**	**$250.00**	**$0.00**	**$121.50**	**$1,456.50**
Outside Payments	56	$1,065.00	$240.00	$0.00	$121.50	$1,426.50
Ticket Payments Rescinded						
Payment Reversals	1	$20.00	$10.00	$0.00	$0.00	$30.00
NSF Reversals	0	$0.00	$0.00	$0.00	$0.00	$0.00
Subtotal Rescinded Payments	**1**	**$20.00**	**$10.00**	**$0.00**	**$0.00**	**$30.00**
Refunded Overpayments	**0**	**$0.00**				**$0.00**
Payments	**54**	**$1,065.00**	**$240.00**	**$0.00**	**$121.50**	**$1,426.50**
Total Fees Paid				**0**		**$0.00**
Gross Revenue(Total Payments - Total Fees Paid)						**$1,426.50**
Adjustments Uncollectable Fines and Fees				0		$0.00
Net Database Change(Total Change from Activity and Added Fees - Total Payments - Adjustments)						**$1,081.50**

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Police Services Board
From: Kelly-Ann Wingate, Parking, Licensing and Alarm Coordinator
Date: Wednesday, June 10, 2015
Subject: False Alarm Revenue Report

False Alarm revenue collected for 2015.

Month	False Alarms sent to the County for invoicing	Amount invoiced to customers	Amount collected to date
January	53	$2,450	$5,500
February	39	$3,600	$1,750
March	34	$1,850	$2,500
April	56	$6,350	$6,250
May	30	$3,200	$3,650
June			
July			
August			
September			
October			
November			
December			
2015 YTD	182	$17,450	$19,650
2014 Totals	514	$34,700	$34,650

Recommendation:

That the June 2015 False Alarm Revenue Report be received for information.

Respectfully submitted,

K. Wingate

Kelly-Ann Wingate
Parking, Licensing and Alarm Coordinator

GUELPH WELLINGTON

CRIME STOPPERS

1-800-222-TIPS (8477)

www.csgw.tips

Overview

- Who is your CSGW Program Coordinator?
- Look back at Year 1
- What's ahead for Year 2?
- CSGW Statistics
- Crime Stoppers & Wellington County OPP
- Questions

Program Coordinator: Year 1

- Orientation/training within the program
- Introducing & re-establishing media contacts & police partners
- Review program – what works, what doesn't
- Immediate need for student, senior programs.
- Student Program
  - United Way Grant - $6,000
  - Student Poster contest
- Social Media: Facebook, Twitter, Instagram & more

Year 1 - Continued

- New Board members
- New Media / opportunities
- New partnerships – School Boards, Fire Service
- Awareness at area parks, campgrounds
- Partnerships with local CS programs
- Police training – OPP & GPS
- Help Board members develop skills to solicit sponsorships, donations
- Attended OACS conference, London

What's ahead for Year 2?

- Maintain relationships, partnerships
- Attend Canadian Crime Stoppers conference – Toronto September 2015
- Launch & develop YouTube channel
- New audiences: new Canadians, impacted communities
- Board representation & program awareness in East Wellington

Statistics

Since 1988 through to
MAY 2015

Number of Calls……..…17,656

Arrests……..1,487

Break and Enter……..352

Total Value Recovered...$37,220,882

Total Cases Cleared…….2,211

Total Reward Amount .……$154,500*

All over the County

CRIME STOPPERS

&

- Wellington County OPP receives 30% of all CSGW tips
- CSGW developed a police training manual
- Attended OPP Load Theft seminar to offer CSGW as an option for corporate presentations
- OPP (West Region) and CSGW have mutual support on social media
- WC OPP supports CSGW at the Fergus Mulch Sale
- Wellington County/OPP are annual supporters through the Property Auction & Barbecue (June 18th 2015 Parr Auctions)

Decal

We Support
GUELPH WELLINGTON
CRIME
STOPPERS
1-800-222-TIPS (8477)

It's
YOUR
Community

... MAKE THE CALL!

GUELPH WELLINGTON
CRIME
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1-800-222-TIPS (8477)
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The Corporation of the County of Wellington
Social Services Committee
Minutes

June 10, 2015
County Administration Centre
Guthrie Room

Present:	Warden George Bridge Councillor David Anderson (Chair) Councillor Rob Black Councillor Gregg Davidson Councillor Lynda White
Staff:	Eddie Alton, Social Services Administrator Luisa Artuso, Director of Child Care Services Susan Aram, Manager of Financial Services Stuart Beumer, Director of Ontario Works Mark Bolzon, Manager, Purchasing and Risk Management Donna Bryce, County Clerk Heather Burke, Director of Housing Ken DeHart, County Treasurer Kevin Mulholland, Property and Construction Manager Kyle Nickason, Accounting Analyst Mark Poste, Housing Analyst Rachel Wilson, Clerk's Summer Student Scott Wilson, CAO
Also Present:	Lloyd Grinham, Grinham Architects Cam Guthrie, Mayor of Guelph Barb Powell, General Manager Community Engagement, City of Guelph

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1. Call to Order

At 1:00 pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Delegations:

3.1. Mr. Shawn Armstrong, General Manager and Mr. Stephen Dewar, Chief, Guelph Wellington Emergency Management Services, City of Guelph

1/5/15

Moved by: Councillor Black
Seconded by: Councillor Davidson

That the presentation by Mr. Shawn Armstrong and Mr. Stephen Dewar on the 2014 Land Ambulance Ministry of Health Service Review Report be received for information.

Carried

3.2. Mr. Lloyd Grinham, Grinham Architects

2/5/15

Moved by: Councillor Davidson
Seconded by: Councillor Black

That the Social Services Committee recommend:

1. That approval to issue a request for proposal for Part 1 (pre-design) of construction management services; and

2. That approval to award the Part 1 (pre-design) of construction management services to the successful contractor with an upset limit of $25,000; and

3. That staff report back to the September Committee/Council for approval to award Part 2 of the construction services.

Carried

3.3. Ms. Adrienne Crowder, Manager, Wellington Guelph Drug Strategy

3/5/15

Moved by: Councillor Davidson
Seconded by: Councillor L. White

That the presentation by Ms. Adrienne Crowder on the Wellington Guelph Drug Strategy Programme be received for information.

Carried

4. Financial Statements and Variance Projections as of May 31, 2015

4/5/15

Moved by: Councillor L. White
Seconded by: Councillor Black

That the Financial Statements and Variance Projections as of May 31, 2015 for Social Services be approved.

Carried

5. Tender Award - Roof Replacement 450 Albert Street, Mount Forest

5/5/15

Moved by: Councillor L. White
Seconded by: Councillor Davidson

That Project No. CW2015-018 a tender for replacement of a shingle roof and roof top MUA (Make Up Air unit) at 450 Albert Street in Mount Forest, Ontario, be awarded to the lowest bidder meeting the specifications Wm. Green Roofing Ltd., of Guelph at the total tendered amount of $169,924.00 exclusive of H.S.T. @ 13%; and

That the funding for this project be approved as set out in the Funding Summary; and

That the County Treasurer be authorized to provide the additional funding for this project from the Housing Capital Reserve; and

That the Warden and County Clerk be authorized to sign the required contract documents and staff issue the necessary purchase orders.

Carried

6. Tender Award - Fire System Upgrades - Multiple Locations

6/5/15

Moved by: Councillor Black
Seconded by: Councillor Davidson

That Project No. CW2015-023; a tender for Fire System Upgrades at multiple locations, be awarded to the two lowest bidders meeting the specifications at the total tendered amount of $716,698.00 exclusive of H.S.T. @ 13% broken down as follows:

Parts A & B – Motion Electrical Contracting Ltd., of Fergus $213,198.00; and

Part C – Juno Electric of Guelph $502,500.00; and

That the funding for this project be approved as set out in the Funding Summary; and

That the County Treasurer be authorized to provide the additional funding for this project from the Housing Capital Reserve; and

That Warden and County Clerk be authorized to sign the required contract documents and staff issue the necessary purchase orders.

Carried

7. Tender Award - Building Addition and Elevator Installation - 261/263 Speedvale Avenue East

7/5/15

Moved by: Warden Bridge
Seconded by: Councillor Davidson

That Project No. CW2015-021 a tender for a building addition and elevator installation at 261-263 Speedvale Avenue E., Guelph, be awarded to TRP Construction, of Burlington, at the tendered amount of $1,421,900.00, exclusive of HST @ 13%; and

That the funding for this project be approved as set out in the Funding Summary; and

That the Warden and County Clerk be authorized to sign the required contract documents and staff issue the necessary purchase orders.

Carried

8. Child Care

8.1. Request for Purchase of Service for Fee and Wage Subsidy - YMCA and YWCA

8/5/15

Moved by: Councillor Black
Seconded by: Councillor Davidson

That the Clerk be authorized to amend Schedule B of the Purchase of Service Agreement for Fee Subsidy with the YMCA-YWCA of Guelph for the new site located at Harris Mill Public School, 207 MacLennan Street in Rockwood on a temporary basis for the period of September 1 to October 31, 2015, and

That the Clerk be authorized to amend Schedule B of the Purchase of Service Agreements for Fee and Wage Subsidy with the YMCA-YWCA of Guelph for the new site located at Harris Mill Public School, 207 MacLennan Street in Rockwood subject to the programme meeting the priorities for consideration and all other requirements of the County of Wellington for Purchase of Service Agreements by November 1, 2015.

Carried

8.2. 2015 - 2018 Child Care Services Plan

9/5/15

Moved by: Councillor L. White
Seconded by: Councillor Black

That Committee and Council accept report CC-15-05, 2015-18 Child Care Services Plan for information.

Carried

8.3. Ministry Update Regarding the Day Nurseries Act - Verbal

10/5/15

Moved by: Councillor Davidson
Seconded by: Councillor L. White

That the update by Ms. Luisa Artuso, Director of Child Care Services regarding the new Child Care and Early Years Act, 2014 effective August 31, 2015 be received for information.

Carried

9. Housing

9.1. ONPHA Waiting List for Social Housing

11/5/15

Moved by: Councillor Black
Seconded by: Councillor Davidson

That the Report HS-15-05 ONPHA 2015 Waiting List Survey, be received for information.

Carried

9.2. Housing Help Centre's Landlord Information Sessions

12/5/15

Moved by: Warden Bridge
Seconded by: Councillor Davidson

That the Report HS – 15 – 06 on the Housing Help Centre's Landlord Information Sessions be received for information.

Carried

9.3. 2014 Annual Report for Housing and Homelessness Plan

13/5/15

Moved by: Councillor L. White
Seconded by: Councillor Black

That Report HS–15–07 on the 2014 Annual Report of the Housing and Homelessness Plan (2014-2024), and the 2014 Annual Report be approved.

Carried

10. Ontario Works

10.1. Homelessness Strategy: Annual Progress Report

14/5/15

Moved by: Councillor Davidson
Seconded by: Councillor Black

That report OW-15-07 and the attached Homelessness Strategy Annual Report be received for information.

Carried

10.2. Ontario Works 2015 Service Plan

15/5/15

Moved by: Warden Bridge
Seconded by: Councillor Davidson

That the 2015 Ontario Works Service Plan be approved; and

That the Service Plan be forwarded to the Ministry of Community and Social Services for provincial approval.

Carried

10.3. Wellington North Farmers' Market Voucher Programme Pilot

16/5/15

Moved by: Councillor Black
Seconded by: Councillor L. White

That report OW-15-09 Wellington North Farmers' Market Voucher Programme Pilot Project be received for information.

Carried

10.4. Ontario Works Statistics

17/5/15

Moved by: Councillor Black
Seconded by: Councillor Davidson

That the April, 2015 Ontario Works Statistics be received for information.

Carried

11. Funding Request from Mount Forest Non-Profit Housing Corporation

18/5/15

Moved by: Councillor L. White
Seconded by: Councillor Davidson

That the County approves funding of up to $100,000 towards the cost relating to the shingle replacement at Mount Forest Non-Profit Housing Corporation under the following conditions:

That the funding requests be considered a loan secured by a collateral mortgage and fully repayable if Mount Forest Non-Profit Housing Corporation sells the project or no longer provides affordable housing;

That interest charges on the loan and repayment begins when the Service Manager determines that the housing provider has the financial capacity to pay or at the latest upon the end of the mortgage/operating agreement within such period at the discretion of the CMSM. During the repayment period agreed to by the CMSM, Mount Forest will be required to continue to provide affordable housing;

That interest rates and repayment terms will be determined in consultation with the Social Services Administrator and County Treasurer;

That Mount Forest Non-Profit Housing will be required to sign such security agreements as may be determined necessary by the County solicitor;

That the Service Manager will provide a lump sum payment of $100,000 and will require copies of all project related invoices when the work is completed. The amount will be reconciled and any funding adjusted, if necessary, upon project completion.

Carried

12. Adjournment

At 3:14 pm, the Chair adjourned the meeting until September 9, 2015 or at the call of the Chair.

_____
David Anderson
Chair
Social Services Committee

STAFF REPORT

TO	Public Services Committee
SERVICE AREA	Public Services – Emergency Services / Paramedic Service
DATE	June 1, 2015
SUBJECT	**2014 Land Ambulance Ministry of Health Service Review**
REPORT NUMBER	PS-15-28

EXECUTIVE SUMMARY

SUMMARY OF REPORT
The Paramedic Services/Emergency Medical Services Division of Emergency Services recently underwent a Service Review conducted by the Ontario Ministry of Health and Long Term Care (MOHLTC). A final report of the findings of that review has now been received and is presented with this report.

KEY FINDINGS
Guelph Wellington Emergency Medical Service met the requirements of the MOHLTC Inspections and Certifications Branch, and the Certificate that authorizes the City of Guelph to provide ambulance services to the City of Guelph and County of Wellington will be renewed for an additional three years.

FINANCIAL IMPLICATIONS
There are no direct financial implications from this report, however the review did note that the Service is not always meeting its Response Time Performance Plan.

ACTION REQUIRED
To receive the report on the 2014 Land Ambulance Ministry of Health Service Review.

RECOMMENDATIONS

1. THAT the Public Services Report # PS-15-28 "2014 Land Ambulance Ministry of Health Service Review" dated June 1, 2015 be received

2. THAT the Service Review findings related to response time performance that have financial implications due to the need for enhanced staffing be forwarded for consideration in the 2016 budget process.

BACKGROUND

Emergency Medical Services (EMS) is a division of the Emergency Services department in Public Services. The division is referred to as ***Guelph Wellington Emergency Medical Service*** and provides paramedic services to the City of Guelph and the County of Wellington.

The Ontario Ministry of Health and Long Term Care (MOHLTC) issues the Certificate that authorizes the City of Guelph to operate the Land Ambulance Service. The Certificate is renewable every third year. As part of the renewal process, the MOHLTC Inspections and Certification Branch conducts a thorough review of the service. This review was completed in December, 2014 and the final report from that review has now been received by the City (See ATT-1).

REPORT

A MOHLTC review team visited the Guelph Wellington EMS service on December 9 and 10, 2014. This was preceded by intensive preparations by staff to ensure that the service would meet the rigorous standards set for ambulance services.

The service review involved a thorough inspection of ambulance service vehicles, equipment and stations as well as an examination of Quality Assurance files and paramedic credential records. Review team members studied records of ambulance calls and equipment and vehicle maintenance records, and also rode in ambulances and observed paramedics in action to monitor patient care provided and paramedic adherence to policies and practices.

The Review Team noted five observations of areas where the service could improve. These observations are as follows:

- In a review of Ambulance Call Reports, 2% did not record patient care delivered to the relevant standard. These records have since been reviewed and do not represent significant errors or omissions.

- According to the records, one piece of equipment (a stretcher) was missed in one of the required quarterly inspections. A commitment has been made to improve tracking processes.

- The Review Team reminded us that the Communicable Disease Standard is changing in 2015 and that we will need to ensure that our records are updated. This is currently underway.

- The Review Team found that documentation completed by paramedics captured 17,287 of 17,859 possible data points, or 96.8%. Although this was not 100%, the Review Team did commend the service for this finding.

- The Service Provider is not always meeting its Response Time Performance Plan. The Response Time Performance Plan for the Guelph Wellington coverage area is set by Council based on many factors including available resources, historical performance and call volumes, and recognized trends in call frequency and complexity. Guelph Wellington EMS has committed to continuing to strive to meet the targets set for the coverage area. Additional Paramedic resources were approved in the 2015 operating budget and are being added, but a request for more resources will be forwarded to the 2016 budget process for consideration.

The overall final report findings from this review are very positive. The Review Team commended the service for our Quality Assurance initiatives, training, vehicle conditions and overall operations. In presenting the initial findings of the review, the Review Team applauded the Guelph Wellington paramedics, recognizing their professionalism, compassion and dedication.

The inspection process includes a minimum threshold that must be met in order for the certificate to operate the ambulance service to be renewed. Guelph Wellington EMS surpassed this threshold and a Certificate will be issues for another three years.

CORPORATE STRATEGIC PLAN (delete those that don't apply)

Innovation in Local Government
2.2 Deliver Public Service better

City Building
3.1 Ensure a well designed, safe, inclusive, appealing and sustainable City

DEPARTMENTAL CONSULTATION

The City's Internal Auditor was present at key points of the Review process to understand the details and focus of the review team.

COMMUNICATIONS

N/A

ATTACHMENTS

ATT-1 2014 Final Report, Guelph Wellington EMS

Report Author:
Stephen Dewar
EMS Chief – Guelph Wellington Emergency Medical Service

Approved By
Shawn Armstrong
General Manager,
Emergency Services
Public Services
519-822-1260 ext. 2125
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Recommended By
Derrick Thomson
Deputy CAO

Public Services
519-822-1260 ext. 2665
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2014 Land Ambulance Ministry of Health Service Review

Introduction

Guelph Wellington EMS

- A division of Public Services within Emergency Services
- Provides paramedic services in response to 911 calls to the City of Guelph and the County of Wellington
- Certified by the Ontario Ministry of Health

Authority to Review

- 4. (1) The Minister has the duty and the power,
- (a) to ensure the existence throughout Ontario of a balanced and integrated system of ambulance services and communication services used in dispatching ambulances;
- (b) REPEALED: 1997, c. 30, Sched. A, s. 5 (2).
- (c) to establish, maintain and operate communication services, alone or in co-operation with others, and to fund such services;
- (d) to establish standards for the management, operation and use of ambulance services and to ensure compliance with those standards;
- (e) to monitor, inspect and evaluate ambulance services and investigate complaints respecting ambulance services; and
- (f) to fund and ensure the provision of air ambulance services. R.S.O. 1990, c. A.19, s. 4 (1); 1997, c. 30, Sched. A, s. 5 (1-4); 1999, c. 12, Sched. J, s. 3.

Service Review

- Confirms that the Municipality met compliance to all aspects of providing Land Ambulance Services.

- Identifies any shortcomings or concerns and collaborates on a time frame to correct the shortcomings.

Review Visit

- Intensive 2 day visit
- Random checks, answering questions, providing evidence, searching records
- Included review of files and facilities and maintenance records

Review Team

- Comprised of 7 members
- Focus on patient care, quality assurance measures and administration related issues
- Must be assessed at 90% for patient care and 90% overall to be successful

Inspections and Reviews

- Paramedic files
- QA files
- Mechanical records
- Policy and Procedure manual
- Inspected ambulances and stations
- Checked staff for ID, appropriate actions and attire
- Rode in ambulances to emergencies

Legislation and Standards

- Ambulance Services is a highly regulated service

- The team assured compliance with the Ambulance Act and Related Standards and Regulations

Initial and Final Report

- The team provided an initial report on their findings at the completion of the visit
- Followed by a draft report with the opportunity to comment
- Final report was received in April

Report Summary

- Overall Positive
- Noted our Professional, Compassionate and Dedicated staff
- Met the recertification requirements

Highlights of the Report

- The team found that we met the requirements of certification as an ambulance service
- The City's certificate to operate the service will be renewed for an additional 3 year term

Specific Findings – Patient Care

- Reviewed Ambulance Call Reports
- Reviewed Training Records
- Conducted Ambulance Call Ride-outs
- Inspected Vehicles and Equipment

Specific Findings – Quality Assurance

- Requirement to provide continuous oversight of the quality of Patient Care being delivered to the public

- Requirement to have records of all paramedic credentials, qualifications and immunizations

Specific Findings – Administration

- Requirement to have a current agreement with partner agencies such as our Base Hospital

- Requirement to produce and adhere to a Response Time Performance Plan, updated annually.

Questions?

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Mark Bolzon, Manager, Purchasing & Risk Management Services
Date: Wednesday, June 10, 2015
Subject: **Tender Award – Roof Replacement and MUA at 450 Albert Street, Mount Forest**

Background:

Staff recently issued County of Wellington Project No. CW2015-018; a tender for replacement of a shingle roof and roof top Make-Up Air unit (MUA) at 450 Albert Street in Mount Forest, Ontario.

The intent of the work is to replace the shingle roof which is approximately 17,185 sq. ft. and replace the attic mounted MUA mounted from the underside of the roof trusses, which entails cutting into roof trusses and repairing the affected area.

On Wednesday, June 3, 2015 two (2) submissions were received as follows, with pricing shown exclusive of HST @13%–

COMPANY	TOTAL BID AMOUNT EXCLUDING H.S.T.
Wm. Green Roofing Ltd, Guelph	$169,924.00
AAA Roofmasters, Mississauga	$190,675.00

The submissions were all in order and staff are recommending awarding the tender to the lowest bidder meeting the specifications Wm. Green Roofing Ltd., of Guelph at the total tendered amount of $169,924.00 excluding H.S.T. @ 13%.

The Capital Budget for this project is $170,000.00.

Consulting and engineering fees for the project are approximately $20,000.00.

Additional electrical work outside of the tender contract is estimated at approximately $6,000.00.

Recommendation:

THAT Project No. CW2015-018 a Tender for replacement of a shingle roof and roof top MUA (Make Up Air unit) at 450 Albert Street in Mount Forest, Ontario, be awarded to the lowest bidder meeting the specifications Wm. Green Roofing Ltd., of Guelph at the total tendered amount of $169,924.00 exclusive of H.S.T. @ 13%

That the funding for this project be approved as set out in the attached Funding Summary; and

That the County Treasurer be authorized to provide the additional funding for this project from the Housing Capital Reserve; and

THAT Warden and County Clerk be authorized to sign the required contract documents and staff issue the necessary purchase orders.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

FUNDING SUMMARY

COUNTY OF WELLINGTON
CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE

Project name: 450 Albert Street Roof Replacement and Make Up Air Unit
Project number : 21550071 & 21550081

PROJECT COSTS

	Total
Tendered Construction*	$172,700
Engineering fees	$20,000
Electrical Work	$6,000
Contingency	$17,300
Project total	$216,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Social Services Reserve	Municipal Recovery	Housing Capital Reserve
2015 Capital Budget	$ 170,000	$ 42,000	$ 128,000	
	$ 170,000	$ 42,000	$ 128,000	$ -
Funding Adjustment	$ 46,000		$ 34,600	$ 11,400
Revised cost and sources of financing	$ 216,000	$ 42,000	$ 162,600	$ 11,400

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Mark Bolzon, Manager, Purchasing & Risk Management Services
Date: Wednesday, June 10, 2015
Subject: **Tender Award – Fire Upgrades Multiple Locations**

Background:

Staff recently issued County of Wellington Project No. CW2015-023; a tender to Upgrade the Fire System at multiple Social Housing buildings throughout the City of Guelph and the County.

The intent of the work is to upgrade the life safety system conditions at 22 sites throughout Guelph and the County of Wellington. These systems consist of exit signs, emergency lighting, and fire alarm systems. The project was divided into three (3) Parts (A, B and C) in order to accommodate the size and complexity of the work to be performed. Each part represents a specific geographical area and in doing this it allows flexibility to schedule work and to ensure that work is completely in a timely manner.

Typical scope of work at each site includes:

1. Adding missing fire alarm, exit, and emergency lighting fixtures throughout the buildings.
2. Adding additional and respacing smoke detectors in the public corridors (reusing existing rough-in and wiring where practical).
3. Adding relay bases to smoke detectors at door hold open devices and rewiring the door hold open system for full code compliance.
4. Manual pull stations in a number of buildings will be lowered to 1.2m where they are significantly higher than current code requirements.
5. Replace and/or retrofit old addressable panels with new fire alarm panels at noted sites (existing conventional panels may be replaced with new panels where cost of adding existing compatible devices is more costly than new from any supplier).
6. Replace emergency lighting and battery units to provide 1fc average coverage (reusing existing rough-in and wiring where possible). Adding additional remote heads, exit/combination signs, and battery units for full building coverage.
7. At start of project, survey of existing wiring and component types to confirm voltages and system compatibilities with drawings and specifications. Site instructions will be provided to addresses any specific devices changes prior to commencing with work.
8. During construction, provide a fire watch at each site to maintain protection.

On Wednesday, June 3, 2015 four (4) submissions were received as follows, with pricing shown exclusive of HST @13%–

COMPANY	PART A BID AMOUNT (EXCL. H.S.T.)	PART B BID AMOUNT (EXCL. H.S.T.)	PART C BID AMOUNT (EXCL. H.S.T.)
Motion Electrical Contracting Ltd., Fergus	**$ 98,111.00**	**$115,087.00**	No Bid
Juno Electric, Guelph	$113,200.00	$150,500.00	**$502,500.00**
Ansil Services, Vaughan	$127,196.00*	$199,561.00*	$525,385.00*
Current Technologies Ltd, Toronto	No Bid	No Bid	$846,810.00

*Note - after review of the submissions it was discovered that Ansil Services did not carry the contingency amount (Parts A, B and C), therefore their bid has been mathematically corrected to include it. This project has a total of $85,000.00 for contingencies. (Part A - $20,000, Part B - $15,000.00 and Part C - $50,000.00) The contingency has been built in to cover any unforeseen electrical issues that may arise during the course of the fire system upgrade.

Staff are recommending awarding the tender to the two lowest bidders meeting the specifications, Parts A & B – Motion Electrical Contracting Ltd., of Fergus $213,198.00 and Part C – Juno Electric, of Guelph $502,500.00. Total project bid amount for Parts A, B and C are $715,698.00 excluding H.S.T. @ 13%.

Consulting and engineering fees for the project are approximately $47,500.00.

Recommendation:

That Project No. CW2015-023; a tender for Fire System Upgrades at multiple locations, be awarded to the two lowest bidders meeting the specifications at the total tendered amount of $716,698.00.00 exclusive of H.S.T. @ 13% broken down as follows: Parts A & B – Motion Electrical Contracting Ltd., of Fergus $213,198.00 and Part C – Juno Electric, of Guelph $502,500.00.; and

That the funding for this project be approved as set out in the attached Funding Summary; and

That the County Treasurer be authorized to provide the additional funding for this project from the Housing Capital Reserve; and

That Warden and County Clerk be authorized to sign the required contract documents and staff issue the necessary purchase orders.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

FUNDING SUMMARY

COUNTY OF WELLINGTON
CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE

Project name: Fire System Upgrades Various Locations
Project number : 21540022, 21550011 & 21550002

PROJECT COSTS

	Total
Tendered Construction*	$728,100
Engineering fees	$12,400
Previously incurred fees	$35,200
Project total	$775,700

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Tax levy	Municipal Recovery	Social Services Reserve	Housing Capital Reserve
2014 Capital Budget	$ 60,000	$ 14,800	$ 45,200		
2015 Capital Budget	$ 598,000		$ 450,200	$ 147,800	
	$ 658,000	$ 14,800	$ 495,400	$ 147,800	$ -
Funding Adjustment	$ 117,700		$ 88,600		$ 29,100
Revised cost and sources of financing	$ 775,700	$ 14,800	$ 584,000	$ 147,800	$ 29,100

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee

From: Mark Bolzon, Manager, Purchasing & Risk Management Services

Date: Wednesday, June 10, 2015

Subject: Tender Award – Building Addition and Elevator Installation – 261/263 Speedvale Avenue East, Guelph

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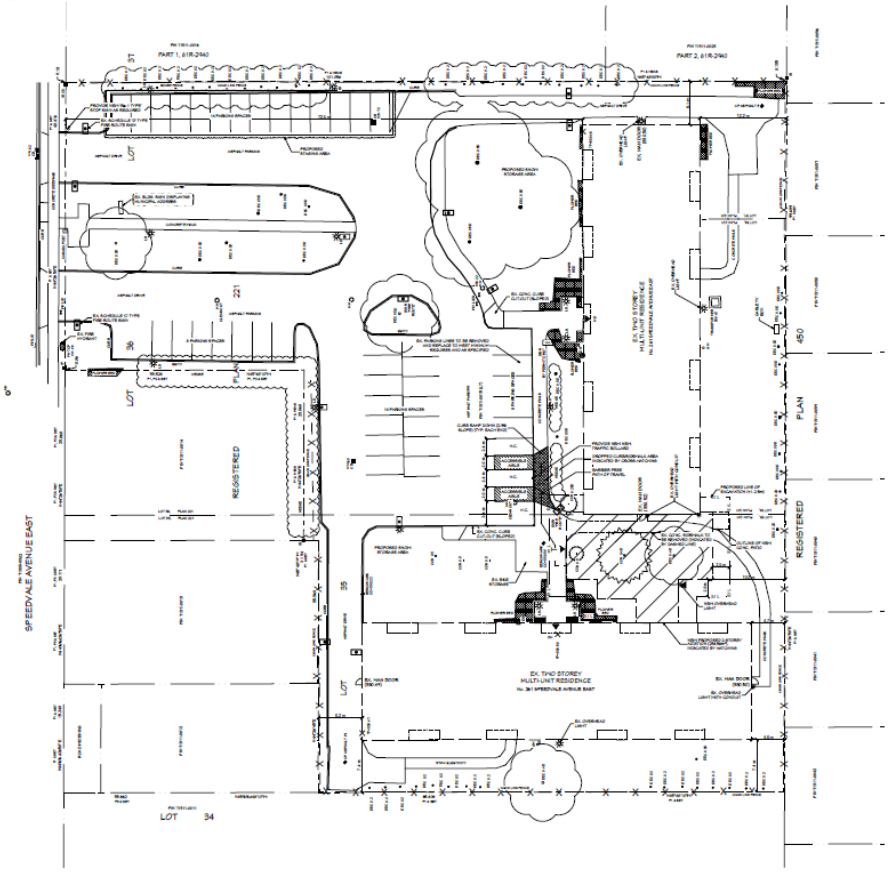
Background:

Staff recently issued County of Wellington Project No. CW2015-021 a tender for a building addition and elevator installation at 261-263 Speedvale Avenue E., Guelph.

The intent of the work is to provide an addition joining the two existing buildings at this site. The new addition will include an elevator and all necessary incidentals to provide a fully functioning elevator, elevator hoist way, machine room, and related lobbies; new entrance vestibule to meet accessibility requirements; new scooter storage area, new common room and two (2) new barrier free accessible units, complete with all electrical, mechanical, etc. equipment related to these new elements at 261 & 263 Speedvale Avenue in Guelph, Ontario. (see site plan below)



Seven (7) Pre-qualified General Contractors were invited to tender the project. On Thursday, May 21, 2015 four (4) submissions were received as follows, with pricing shown exclusive of HST @13%–

COMPANY	TENDERED AMOUNT (excl. HST)	REVISED AMOUNT INCL. SEPARATE PRICES
TRP Construction General Contractors, Burlington	$1,340,900.00	$1,421,900.00
Dakon Construction Ltd., Waterloo	$1,418,000.00	$1,577,785.00
Reid and Deleye Contractors Ltd., Courtland	$1,468,304.93	$1,599,411.94
Devlan Construction Ltd., Guelph	$1,543,386.00	$1,680,386.00

Separate Prices were requested for the following options –

- Supply and install new storm water sump pit for weeping tiles if required.
- Supply and install tapered roof insulation system, including any parapet adjustments.
- Sandblast existing building corridor walls and supply and install new coating system as specified at all existing building corridors, stairwells, and common areas, including all preparations, hoarding, protection, etc.
- Remove and replace flooring at all existing building corridors, and common areas, as specified.
- Prepare existing building corridor walls by scraping existing paint finishes to the satisfaction of the coating manufacturer and supply and install new coating system as specified at all existing building corridors, stairwells, and common areas, including all preparations, hoarding, protection, etc.

Staff and consultants are recommending that the Separate Prices for the Sump Pit, Tapered Roof Insulation, Flooring Replacement and Painting of Corridors. The revised amounts as shown include these Separate Prices.

The submissions were all in order and staff are recommending awarding the tender to the lowest bidder meeting the specifications, TRP Construction, of Burlington, at the tendered amount of $1,421,900.00

Consulting and engineering fees for the project are approximately $150,000.00.

Work on this project will begin in August and carry through to 2016, as funding for the project is carried in both the 2015 and 2016 County Capital Budgets.

Recommendation:

That Project No. CW2015-021 a tender for a building addition and elevator installation at 261-263 Speedvale Avenue E., Guelph, be awarded to TRP Construction, of Burlington, at the tendered amount of $1,421,900.00, exclusive of HST @ 13%.

That the funding for this project be approved as set out in the attached Funding Summary.

THAT Warden and County Clerk be authorized to sign the required contract documents and staff issue the necessary purchase orders.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

FUNDING SUMMARY

COUNTY OF WELLINGTON
CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE

Project name: 261 and 263 Speedvale Ave Building Connection, Elevator and Accessible Units Project
Project number : 21540012

PROJECT COSTS

	Total
Building Addition*	$1,446,700
Professional Fees	$150,000
Previously incurred fees	$18,300
Permits and Approvals	$10,000
Contingency	$145,000
Project total	$1,770,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Tax levy	Municipal Recovery	Social Services Reserve	Accessibility Reserve
2014 Capital Budget	$ 40,000	$ 9,900	$ 30,100		
2015 Capital Budget	$ 1,300,000		$ 978,900	$ 148,200	$ 172,900
2016 Capital Budget Forecast	$ 700,000		$ 527,100	$ 172,900	
	$ 2,040,000	$ 9,900	$ 1,536,100	$ 321,100	$ 172,900
Revision to 2016 Budget Forecast	$ (270,000)		$ (203,300)	$ (66,700)	
Revised cost and sources of financing	$ 1,770,000	$ 9,900	$ 1,332,800	$ 254,400	$ 172,900

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Luisa Artuso, Director of Child Care Services CC-15-04
Date: June 10, 2015

Subject: Request for Purchase of Service Agreements for Fee and Wage Subsidies - YMCA-YWCA of Guelph

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Background:

The YMCA-YWCA of Guelph is a non-profit operator and currently has Purchase of Service Agreements for Fee and Wage Subsidies with the County of Wellington. The operator provides licensed child care and accredited recreation services for over 1000 spaces in the City of Guelph.

Update:

On May 25, 2015, the operator submitted a formal request to extend the current Purchase of Service Agreements for Fee and Wage Subsidy to include an additional before and after school programme for 20 JK/SK and 30 school age spaces located at Harris Mill Public School, 207 MacLennan Street in Rockwood as of September 2015.

The programme will be offered as a third party contract with the Upper Grand District School Board for the Full Day Kindergarten Early Learning Extended Day Programme. As such, the Ministry of Education requires for fee subsidies to be available to families as of the first day of the school year.

Due to the timelines, the operator has yet to obtain a license under the *Day Nurseries Act* nor can it be determined if they have met a significant portion of the County of Wellington Child Care Operating Criteria as it cannot be performed until the programme is operation.

Staff therefore recommend that the operator be given a *temporary* Purchase of Service Agreement for Fee Subsidy from September 1 to October 31, 2015 to allow for all requirements of Purchase of Service Agreements to be met. Subsequently, the temporary Agreement will be followed up with on-going Purchase of Service Agreements for Fee and Wage Subsidies provided that all requirements have been met.

Attachment: Letter dated May 25, 2015 from Jim Bonk, Chief Executive Officer, and, Marva Wisdom, Board of Directors, YMCA-YWCA of Guelph

Recommendation:

That the Clerk be authorized to amend Schedule B of the Purchase of Service Agreement for Fee Subsidy with the YMCA-YWCA of Guelph for the new site located at Harris Mill Public School, 207 MacLennan Street in Rockwood on a temporary basis for the period of September 1 to October 31, 2015, and

That the Clerk be authorized to amend Schedule B of the Purchase of Service Agreements for Fee and Wage Subsidy with the YMCA-YWCA of Guelph for the new site located at Harris Mill Public School, 207 MacLennan Street in Rockwood subject to the programme meeting the priorities for consideration and all other requirements of the County of Wellington for Purchase of Service Agreements by November 1, 2015.

Respectfully submitted,

Luisa Artuso

Luisa Artuso
Director of Child Care Services

YMCA - YWCA of Guelph
130 Woodland Glen Drive
Guelph, Ontario N1G 4M3
519-824-5150
www.guelphy.org

May 25, 2015

Luisa Artuso
Director
County of Wellington
Child Care Services
21 Douglas Street
Guelph, Ontario
N1H 2S7

Dear Luisa:

Please accept this letter as an official request for the YMCA-YWCA of Guelph to enter into a Purchase of Service Agreement for the purpose of wage subsidy and also fee subsidy for the opening of an Extended Day Program and a School age program at Harris Mill Public School. Harris Mill Public School is located at 207 MacLennan St, Rockwood, Ontario, N0B 2K0. We anticipate opening in Sept 2015, as YMCA-YWCA of Guelph-Harris Mill Y school age program and licensed for 20 Extended day children (JK/SK) and 30 after school children (grade 1-5). We will operate Monday to Friday 7-9 and 3-6 for before and after school as well as PD days and school breaks if the need is there.

Please feel free to contact me if you have any questions.
Sincerely,

James Bonk
Chief Executive Officer
YMCA-YWCA of Guelph
130 Woodland Glen Drive
Guelph, Ontario
N1G 4M3

Marva Wisdom
Board of Directors
YMCA-YWCA of Guelph
130 Woodland Glen Drive
Guelph, Ontario
N1G 4M3

Cc Laura Bovle. Controller

Building healthy communities

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Luisa Artuso, Director of Child Care Services CC-15-05
Date: June 10, 2015

Subject: **Child Care Service Plan 2015-2018**

Consolidated Municipal Service Managers (CMSMs) and District Social Services Administrative Boards (DSSABs) are the designated child care service system managers responsible for planning and managing licensed child care services at the local level. CMSMs and DSSABs are expected to manage the services through a service planning process that reflects current child care legislation, regulations and directives which include the Ontario Child Care Service Management and Funding Guidelines.

There has been and continues to be many significant changes to child care and family support systems at the provincial level. It is a critical time for municipal leaders to use their expertise in understanding the unique needs of their service delivery area, staying abreast of evidence based research, and continuing collaborative efforts with local service agencies and child care operators in order to meet the needs of all families in our service delivery area.

Now, more than ever, CMSMs and DSSABs have the flexibility for determining how funds are distributed to local child care operators to best address the child care system's responsiveness to children and families at the local level. The attached Child Care Service Plan meets the Ministry's requirement and is the foundation for us to make meaningful changes in the child care system to one in which children and families in our service delivery area come first.

Attached: County of Wellington Child Care Service Plan, 2015 to 2018

Recommendation:

That Committee and Council accept report CC-15-05, 2015-18 Child Care Services Plan for information.

Respectfully submitted,

Luisa Artuso

Luisa Artuso
Director of Child Care Services

COUNTY OF WELLINGTON CHILD CARE SERVICE PLAN

2015 to 2018

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Child Care Services, about us

What we do

Child Care Services is a division of the Wellington County Social Services Department. As part of the provincial Local Service Realignment and Service Delivery Consolidation in 1998, the County of Wellington was designated the Consolidated Municipal Service Manager for the delivery of social services (Child Care Services, Ontario Works and Social Housing) for the geographic area of Wellington County and Guelph. The goal of municipal service system management is to support the social and economic development of the broader community. In order to support an available, accessible, affordable and accountable child care system, our responsibilities for child care service system management include accountability for planning and use of allocated public funding in order to provide the provincially mandated services associated with the Wellington service delivery area (Wellington and Guelph).

Who we are

Child Care Services is technically the only agency of the early childhood service continuum that is mandated to serve the whole Wellington service delivery area.

Our staff members include early childhood professionals, Early Childhood Educators registered with the Ontario College of ECEs, and professionals with expertise in planning and research.

The Director of Child Care Services leads and oversees all of the activities of the Child Care Services teams and leads and manages the Community Services team directly. Child Care Services responsibilities include:

- Managing a $15 million budget that is used to fund and plan for the child care and early years services system in the Wellington delivery area.
- The (incoming) Child Care Modernization Act defines Child Care Services' newly legislated responsibility to plan for better coordination and integration of early years programmes and services. These include licensed child care and other early years programmes including family support programmes.
- Having full discretion over the management and delivery of the major proportion of core public funding to licensed child care programmes. Core funding is used by child care operators to help cover the costs of early childhood staff wages, rent, educational materials, professional development, food, and other expenses of operating a programme. The wage subsidy programmes that are being transitioned into the general operating grant 2016 are an example of core funding.
- Leading the planning for and 100% funds Inclusion Support Services for children with special needs and disabilities in licensed child care.
- Growing Great Kids is the community planning table for integrated services for children ages birth to 6 years in Wellington's service delivery area. The Director of Child Care Services co-chairs Growing Great Kids.

- Managing and delivering the funding for service agencies that provide early identification and early intervention services through the Growing Great Kids system of care in Wellington's service delivery area.

The teams that comprise Child Care Services

The Child Care Administration team

The Child Care Administration team is a Manager, Programme Advisors, and a Child Care Clerk. This team is responsible for managing and delivering the General Operating Grants and one-time grants to licensed child care programmes; and for managing and delivering funding according to the municipal contracts that Child Care Services holds with community organizations.

- The Child Care Administration team monitors quality in every licensed child care programme and school age programme that receives Child Care Services core funding and/or fee subsidy funding. Child care programmes that cannot meet the minimum expectations for quality (determined by the Child Care Programme Operating Criteria process) lose their eligibility to receive core and fee subsidy funding from Child Care Services.
- The Child Care Administration team manages the distribution of and accountabilities for provincial funding programmes to which licensed child care programmes are entitled by virtue of being licensed. The Wage Enhancement Strategy is an example of such a programme.

The Intake and Eligibility team

The Intake and Eligibility team is a Manager, Inclusion Coordinator, Child Care Subsidy Workers, and Intake and Reception Workers. They manage and deliver the fee subsidy programme for the Wellington service delivery area. Fee subsidies provide families with financial supports to help pay for child care. Fee subsidy funding is provided directly to child care programmes, so it is considered a significant public funding source for the child care system.

- The Intake and Eligibility team organizes fee subsidy appointments, meets with families to determine their eligibility for fee subsidy, and helps support them in their search for a licensed child care programme.
- The Inclusion Coordinator supports families of children with disabilities and special needs by arranging inclusion services in licensed child care so that their experiences of child care will be positive and developmentally supportive.

The Directly Operated Programmes team

The Directly Operated Programmes team is a Manager, Supervisors, Early Childhood Education staff, Home Child Care Consultants, and Cooks of our four directly operated licensed child care programmes.

Child Care Services has directly operated licensed child care programmes for more than 40 years. As of 2015, we proudly directly operate three child care centres and a home child care agency:

Mount Forest Child Care and Learning Centre is located in Wellington North and is licensed for 6 spaces for Infants, 10 spaces for Toddlers and 16 spaces for Preschoolers.

Palmerston Child Care and Learning Centre is located in Minto and is licensed for 5 spaces for Toddlers and 8 spaces for Preschoolers.

Willowdale Child Care and Learning Centre is located in Guelph and is licensed for 6 spaces for Infants, 10 spaces for Toddlers, and 16 spaces for Preschoolers.

Private Home Child Care has contracts with home child care providers to deliver care with our programme in Guelph and across Wellington County. Our Home Child Care Agency is licensed for 80 provider homes.

The Community Services team

The Community Services team is the Child Care Policy and Research Analyst, the Children's Services Planning Coordinator, and (as of May 2015) the Early Years Data Analysis Coordinator for Wellington and Guelph. Their child care and early years system planning work is led by the Director of Child Care Services and involves on-going collaboration with partners, local school boards, and service providers for the development of an integrated continuum of high quality and accessible programmes and services for children and youth up to age 18.

A look inside the County of Wellington Directly Operated Child Care Programmes

In the infant room, extending what we know about our world happens one scoop at a time.

Ramps, cars, and innovation = construction of knowledge

Documentation provides an extraordinary opportunity for parents, as it gives them the possibility to know not only what their child is doing, but also the how and why, the meaning that the child gives to what he does, and the shared meanings with the other children. It is an opportunity for parents to see unknown aspects of their child, to see, in a certain sense, the 'invisible' child that parents are rarely able to see. Sharing the documentation means participation in a true act of democracy, sustaining the culture and visibility of childhood, both inside and outside the school: democratic participation, or 'participant democracy', that is a product of exchange and visibility (Rinaldi, 2005).

A high level of initial ECE professional preparation prior to working in Early Childhood Education programmes is connected to higher levels of quality in child care. Even after graduation from an Early Childhood Education programme, child care workers need to have continuous pedagogical support by specifically qualified early childhood mentors and work in conditions where there are coherent policies on professional development for high levels of professionalism to be sustained (Peeters, 2014).

When knowledge, meaning-making practices and learning dispositions are woven together across communities or contexts, young learners can be invited to explore what is the same and what is different between familiar and unfamiliar contexts; recognise and be curious about alternative perspectives; develop expertise and attention to relevant cues; personalise their experience in a range of innovative ways, and enjoy dialogues in which they puzzle over and share meaning (Carr, Clarkin-Phillips, Beer, Thomas, & Waitai, 2012).

Children's programmes are inclusive when:

- the programme is designed to meet the needs of all children and families (universal design);
- Planning is individualized and the goal of participation is explicit;
- Early Intervention goals for the child are accommodated and embedded within the programme (differentiation).

Staff in ECEC programmes can use the range of materials they have for multi-age programmes to adapt activities for all children. Programmes that are able to provide both quiet and active areas are good for children with a range of attention and sensory needs (Underwood, 2013).

The Ontario Context for Child Care

In Ontario Child Care is Education

Since 2011, provincial responsibilities for child care have been moved from the Ministry of Children and Youth Services to the Ministry of Education. This move in the governing ministry for child care was much more than a simple technical change. The goal was to position child care and early childhood education *within* Education. The most successful, accessible, and effective systems of early childhood education and care in the world manage child care through their education systems.

The recommendation for the change in governance of child care to education was Dr. Charles Pascal's, the Premier of Ontario's Special Advisor on Early Learning. Pascal's recommendation to integrate early childhood education and education was bolstered by the extensive research evidence which shows that when early childhood education and care is part of the education system, the cost for the system is outweighed by the substantial benefits experienced by children, families and society. In his report With Our Best Future in Mind (2009), Pascal recommends the consolidation of early childhood services into one less chaotic system. A "less chaotic system" would be a children's service system where there is improved goal definition for education and services for children, stronger governance of the system (that the public is better able to hold accountable), improved delivery of comprehensive sets of programmes in more communities across all of Ontario, and better focus of services on family-related issues and on childhood learning, health, and well-being.

For the child care system – which is our focus - most of the licensing, regulatory and guideline directions related to our work are produced and governed within the **Early Learning Division** of the Ministry of Education. Our tasks, at Child Care Services, are to be responsible for the planning, coordination, and transfer of provincial funding for licensed child care to child care programmes. Licensed child care programmes in Wellington's service delivery area include for-profit centres, not-for-profit centres, and (our own) municipally operated centres and municipally operated home child care agency. Each licensed child care programme is regulated under the *Child Care and Early Years Act*[1] to provide care and early childhood education for children birth 12 years.

Child Care Modernization

Child Care Modernization refers to all of the policies, funding strategies, and related activities involved in transitioning the existing child care service system to the new early learning and child care service system.

The Government of Ontario's long-term vision is to build a high-quality, accessible and coordinated early learning and child care system for children before they start school and for school-aged children. The early learning and child care system will:

- Focus on children learning in safe and caring play-based environments.

[1] This document was prepared April, May 2015, technically the *Day Nurseries Act* was the legislation in place during the writing of this document.

- Focus on children's healthy physical, social, emotional and cognitive development.
- Deliver early identification and intervention for children in need of supports faster.
- Wherever possible, early learning and child care services will be located in or linked with schools to enhance children's and families' experiences of a seamless education and care system.

The five major principles guiding the Government of Ontario's long term vision for early learning and child care are:

1. Support and choice for children and families
2. Commitment to quality programmes for children
3. Efficient funding formula
4. Supportive legislation and regulations
5. Evidence-based decision making and reporting[2]

The activities that are involved in the Government of Ontario's Child Care Modernization plan include:

- The completed rollout of full-day kindergarten in September 2014.
- Modernization of the legislative and regulatory framework for child care including strengthening oversight of the unlicensed child care sector, increasing capacity in the licensed child care sector and improving data and information available to parents and the public [Child Care Modernization Act: Royal Assent received Chapter Number: S.O. 2014 C.11].
- Increasing transparency in funding with a new funding formula for child care.
- Creating an effective approach to implementing Best Start Child and Family Centres.
- Enhancing programme quality and consistency in child care and early years programmes.
- Improving delivery of children's speech and language services.

Now, with Child Care Modernization, the formula for child care funding is transparent about how funds are distributed among the municipalities in Ontario – and the formula itself is clearly defined as based primarily on the populations in municipalities. Child Care Modernization has resulted in more equity – per capita - in child care funding across Ontario and it has also resulted in much needed funding enhancements for areas in Ontario where there are unique population characteristics that require more funding for effective and high quality programming to exist. Wellington's service delivery area benefits from enhanced funding for child care service delivery in rural communities.

Through modernization, Ontario has created the infrastructure for local flexibility at the municipal level so that, across Ontario, each CMSM and DSSAB has the ability to plan the local child care system and distribute funding according to the transformation goals of the Ontario Early Years Framework. This ultimately results in the County of Wellington having more flexibility in determining how we distribute funding to local child care programme operators to best address the child care system's responsiveness to families in our area.

[2] (Ministry of Education, Early Learning Division, 2012, p. 5)

Ontario Early Years Framework

In 2013, the Government of Ontario launched the Ontario Early Years Framework.[3] The Early Years Framework supports the Ontario vision for the Early Years:

> "Ontario's children and families are well supported by a system of responsive, high quality, accessible, and increasingly integrated early years programmes and services that contribute to healthy child development today and a stronger future tomorrow."

The Ontario Early Years Policy Framework priorities were identified in 2013 as:

- To continue with the implementation of full day kindergarten
- To create an approach for Best Start Child and Family Centres
- To improve the delivery of speech and language services
- To stabilize and transform the child care sector.[4]

Charles Pascal's call upon municipal authorities (CMSMs and DSSABs) to play a key role in the new system has been echoed in the Ontario Early Years Framework, wherein an improved integrated system for children will depend on municipalities taking a lead role in working with partners, local school boards, and service providers to plan and sustain the vision of the Ontario Early Years Framework.

[3] (Province of Ontario, 2014)
[4] (Ministry of Education, Ontario, 2013)

County of Wellington Child Care Services
Our Plans for 2015 to 2018

Child Care Services uses the following principles to make decisions in service system management:

- Quality
- Affordability
- Availability
- Accessibility

Quality

Poor quality child care has an even greater impact (albeit negative) on child development than does high quality child care.

The Ontario Early Years Policy Framework document identifies quality in programmes to be those that respect diversity, equity, and inclusion, and that value the language and cultural needs of different communities. Child care settings should be inclusive of and accessible to children with a range of abilities. In addition, registered early childhood educators and child care providers in the licensed child care sector should be well trained and supported.[5]

While licenses issued to programmes under the Ministry of Education allow operators to provide licensed child care, the licenses only ensure that minimum requirements for safety and programming are being met. This is why operators wishing to enter in Purchase of Service Agreements with the County need to meet a significant portion of the Wellington County Child Care Programme Operating Criteria, our tool for measuring the quality of programmes in addition to using the supports that improve their quality levels through the Quality Child Care Initiative.

Child Care Services is committed to reducing the variability in quality among programmes in our service delivery area by transforming the child care system in a ways that support the viability of accountable and higher quality programmes, and that support programmes as they strive for improvements in quality. We are also committed to increasing awareness of unlicensed care among families and providers of care.

Affordability

An important part of the work that we need to do for improving affordability for families is ensuring that all of our children's services partners *and* all families are aware that fee subsidies are a fair, income-determined, public service available for families who qualify and want to use licensed child care, extended day kindergarten programmes and school-age care provisions.

The County of Wellington has a fee subsidy contract with 80% of the licensed child care programmes in our service delivery area. This means that the strong majority of licensed programmes in Wellington are available for use by families who receive fee subsidies to assist them in covering the cost of child care.

In 2015, 83% of the families who have access to fee subsidy supports have a family income of less than $40,000 (48% of families have a family income of less than $20,000). The majority of parents accessing

[5] (Ministry of Education, Ontario, 2013)

fee subsidies are working (60%). Seventeen percent (17%) of parents accessing fee subsidies are attending school. [6]

Families of children who are experiencing disabilities and special needs or who are at risk for disability (because of developmental or environmental factors) are able to access fee subsidy supports provided they have a financial need. Child Care Services' data show that 19% of parents who receive fee subsidy supports are using child care because of their child's experience of disability and special needs or because their child is at risk of disability and special needs.

Eligibility for fee subsidies to families is standardized by the province based on family income. Managing the demand for fee subsidies in Wellington involves keeping a close watch on expansion of licensed child care spaces; rates that child care programmes charge to parents; and departmental service delivery data that can provide predictive statistics that are helpful for anticipating future demands on the fee subsidy budget.

Until fees are no longer charged for child care spaces (like Full Day Kindergarten), affordability (regardless of the amount) will be an important consideration in child care system planning.

Child Care Services is committed to plan and fund the child care system in ways that help to stabilize the current child care system first. To do this, we will continue to manage the fee subsidy portfolio so that funds are distributed as widely and as fairly as possible in order for families to participate in the workforce and in education opportunities as well as to support children with special needs and disabilities. We will also strive to put in place operational funding strategies that will minimize increased costs to families while sustaining the financial viability of operators. As low-waged labour in child care is highly connected to poor quality child care, the strategy will, most importantly, not depend on low-waged labour.

Availability

The availability of child care is defined by the number of child care spaces provided in relation to the population of children in the service delivery area. The County of Wellington Child Care Services plans for the child care system using the assumption that "need for child care" is a population-level social and economic need. It is also an individual-level family and child need.

In June 2015, there are 72 licensed child care centres in our service delivery area.[7] A total count of every birth to 12 years available child care space in Wellington's service delivery area is 3,597.

Of these spaces, 32% are full time, full year licensed child care centre spaces for children ages birth to 4 years. Only full time, full year child care licensed child care has a measured positive impact on children's

[6] April 2015 Intake and Eligibility *applicant* data, County of Wellington Child Care Services.
[7] May 27, 2015

continued development and supports strong, consistent and economically viable parental engagement in the workforce or in education opportunities.[8]

- 1,137 child care spaces are part of the full time full year modernized child care system. This results in full time full year spaces for 9% of children ages birth to 4 years.
- There are 12,230 children ages birth to 4 years in Wellington's service delivery area. Labour force participation of mothers of children who are younger than 2 years is 69.7%.
- Of the full time full year spaces, only 873 are available for families in receipt of fee subsidies (70 infant spaces, 249 toddler spaces, and 554 preschool spaces).

Child Care Services is committed to planning for and managing funding to sustain available spaces with priority given to full time and full year spaces for children ages birth to 4 years. We are also committed to working with operators of school age programmes and with our school board partners to support the development of available full year out of school care provisions for children 4 to 12 years across Wellington's service delivery area.

Accessibility

An accessible high quality child care system in Wellington's service delivery is one in which all children and families are able to participate in programmes that meet their individual needs. When the high quality child care system is fully accessible other barriers that interfere with children being able to access early childhood education are mitigated.[9] To be fully accessible child care centres have to be fully inclusive of children with disabilities and special needs.

The reality of our child care system here is that families experience different levels of access to child care depending on where they live in our community and depending on child and family characteristics including child disability, child behaviour and parent working or study schedules. This is why Child Care Services critically appraises the reality of the child care options that families have in our service delivery area.

Child Care Services is committed to strategically managing child care funding and resources in order to improve families' equitable access to child care in Wellington's service delivery area. We will continue to

[8] (Barnett W. S., 1995; Heckman, 2000; Ferrao, 2010; Fairholm, 2011; Kohen & Hertzman, 1998; Kimmel, 2006; Sylva, et al., 2014; Nomaguchi, 2006; OECD, 2011; OECD, 2006)

[9] Low family income and low parental education levels have been connected to lower rates of use of early childhood education programmes. New research from Norway – where there is a universal early childhood education policy – indicates that when high-quality ECEC is available and affordable, the potential barriers of low parental education and low family income are partially mitigated (Sibley, Dearing, Toppelberg, Mykletun, & Zachrisson, 2015, p. 20). See also: Barnett, W.S. (2011). Effectiveness of early childhood educational intervention. *Science, 333*:975-978; Coley, R.L., Votruba-Drzal, E., Collins, M.A., & Miller, P. (2014). Selection into early education and care settings: Differences by developmental period. *Early Childhood Research Quarterly, 29* (3): 319-332. Ertas, N. & Shields, S. (2012). Child care subsidies and care arrangements of low-income parents. *Child and Youth Services Review, 34* (1): 179-185. Geoffroy, M.C., Séguin, J.R., Lacourse, E, Boivin, M., Tremblay, R.E., & Coté, S.M. (2012). Parental characteristics associated with childcare use during the first 4 years of life: results from a representative cohort of Quebec families. *Canadian Journal of Public Health, 103* (1): 76-80.

ensure that only high quality and fee subsidy supported spaces that are fully accessible to children with disabilities and special needs receive public funding over which we have discretion.

The primary sources of data that we use for informing our child care system planning are publicly available population and demographic statistics provided by the Wellington-Dufferin-Guelph Coalition for Report Cards on Children's Well-Being. In the *Report Card* documents and on the website, there are "profile" maps and charts which show population, demographic, child and family well-being, and service delivery statistics at the Wellington service delivery area level, and at the Wellington municipalities and Guelph planning-neighbourhood level.

Child Care Services' Actions for 2015 to 2018

Sustainable quality by enhancing the workforce in Child Care

Qualified Early Childhood Educators are the *education* in child care. Research evidence shows that system level supports for low child to teacher ratios; small group sizes; and appropriate early childhood staff qualifications are a fundamental base for improving quality programming for children.[10]

Local data suggest that more than 1/3 of early childhood education personnel who work in child care programmes in Wellington's service delivery area are not-qualified in Early Childhood Education.

This presents a challenge for developing suitable professional development activities for improving quality[11] and shows that there are some potential weaknesses in the infrastructure of the early childhood education and care system that could have a negative and long lasting impact on child care services in Wellington. Early childhood education sector research literature consistently demonstrates that early childhood education and care quality depends on well-educated, experienced, competent staff that also have "higher levels of initial preparation" in formal early childhood education.[12]

County of Wellington Child Care Programme Operating Criteria data show that child care programmes struggle to make improvements to their quality levels that are sustainable over time. Despite efforts made to ensure that the Quality Child Care Initiative's (QCCI) professional development, consultations, networking, and other resources are available locally at no cost (or, very low cost) for all interested ECEs, supervisors, home child care providers and other child care programme staff, the County of Wellington's evaluations show that child care programmes tend to stay stuck at the same quality level over time.

The changes that child care programme operators make to address the problems identified by our quality evaluations tend to be those that require the least financial, physical, human, or time-demanding

[10] (OECD, 2006; Barnett & Ackerman, 2006; Best Start Expert Panel on Quality and Human Resources, 2007)
[11] In Wellington, we want to avoid the phenomenon of "refresher course optimism" in the early childhood education sector that is connected to the policy paradox of higher expectations for quality, while professional expectations (including pre-service training) for ECEs are not also increased (Urban, Vandenbroeck, Van Laere, Lazzari, & Peeters, 2012). Refresher course optimism is the "prevailing conviction … that the problems of lack of professionalism could be eradicated through short refresher courses" (Peeters, 2012, p. 133).
[12] (Urban, Vandenbroeck, Van Laere, Lazzari, & Peeters, 2012)

resources. For the most part, Child Care Services has found it difficult to hold child care programmes fully responsible for sustainable changes to their programmes. Our past mechanisms to help operators to improve quality were able to nudge programmes forward only slightly in improving their quality levels; but, overall, the operators seemed to be lacking the resources to make significant improvements to their programmes. Improving staff wages, providing paid planning time, and supporting meaningful staff engagement in professional development are a few of the essential ways to provide a high quality child care programme that is sustained over time.

As the CMSM, we do not have **direct** control on child care quality offered by community child care programmes. Now, however, with changes to the Ontario system for funding of child care, we have the potential for influencing higher quality child care in the Wellington service delivery area.

Our planning approach prioritizes a sustainable and high quality full time, full year child care system first. Our ability to support growth in the child care system in Wellington will require additional new funding and resources.

For the core funding that CMSMs have discretion over (such as general operating, fee subsidy, special needs resourcing) we will continue to exercise high expectations for quality and full inclusion of children with disabilities and special needs for programmes to be eligible for this set of funding.

Every licensed child care programme in Wellington's service delivery area will continue to have access to the County of Wellington funded Quality Child Care Initiative, regardless of whether the programme receives core funding from Child Care Services or not.

Findings from the County of Wellington Child Care Programme Operating Criteria will no longer be a primary tool for informing the planning of QCCI's activities. Child care quality is far too complex for "teaching to the test" approaches to be effective. Past practices that have involved QCCI acting in response to details of the operating criteria might have raised programme's scores temporarily, but were unlikely to have had a lasting impact on quality over time.

Child Care Services and QCCI are working together on improving overall (and longer lasting) system competence for high quality early childhood education and care.

The Quality Child Care Initiative

Wellington is one of a small handful of service delivery areas in Ontario where the CMSM has publicly funded and made widely accessible a professional development service for supporting quality improvements in early childhood education and care programmes. The Quality Child Care Initiative (QCCI) is a locally developed professional development service that fills a gap that would be otherwise unfilled by any other early childhood education and care system-structure in Ontario. Together with the County of Wellington Child Care Programme Operating Criteria (and other funding strategies that promote higher quality early childhood education and care), Child Care Services' decision to allocate public funding for the Quality Child Care Initiative is helping to develop and sustain a continuum of supports for child care quality that, otherwise, would not be available for early childhood education and care professionals working in our service delivery area. The 2013-14 review of QCCI proves that QCCI

delivers professional development services that are relevant, accessible, portable, and, meeting most of the learning expectations of the participants in QCCI's activities.

The QCCI review also discovered that not everyone who can is using QCCI for their professional development needs. And yet, licensed child care programme operators are direct financial beneficiaries of QCCI's services.[13] Without QCCI, child care operators in our service delivery area could anticipate having to allocate funds directly from their centres' operational budgets in the range of 1% to 4% for professional development.

QCCI has established an Advisory Board of early childhood education professionals with expertise in pre-service training and professional development. The Advisory Board will provide objective and knowledgeable guidance to QCCI on how to support the early childhood education and child care sector in the changing child care context in Ontario.

Full inclusion of children with disabilities and special needs in Child Care

There is a fine balance to the equity issues involved in ensuring that parents of children with disabilities and special needs are able to choose from the same range of child care and early childhood education options as parents of children who do not have disabilities and special needs. Canadian statistics show that more than two thirds of 2 parent families of children with disabilities and special needs will resort to one parent leaving the labour force in order to provide care in the home.[14]

In Ontario, legislation and public policy are limited with respect to inclusive children's programmes and mandatory services for and inclusion of children with disabilities and special needs. The County of Wellington Child Care Services also does not have the authority to demand that child care programmes accept children with disabilities and special needs. Instead, we review all licensed child care programmes that want to be considered eligible to receive core child care funding to determine how inclusive they are of children with disabilities and special needs. Child Care Services uses the SpeciaLink principles and practices for inclusion to help us in our planning and funding allocation role.

The SpeciaLink principles for inclusion provide Child Care Services with a measure for public accountability when it comes to inclusive practices in child care.[15] For more than a decade we have promoted an inclusive child care model that requires local child care programmes to deliver their care and education services according to this specific set of Inclusion Principles. As well, along with our child and family services partners, we have worked to develop a coordinated intake system for young children at risk for, or who are experiencing disabilities and needing additional therapeutic supports.

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[13] A recommended budget allocation for professional development for early childhood education and care programmes of the highest quality is 4% of their operational budgets. A not uncommon response to the suggestion that programmes might consider allocating this proportion of their budget for what is a variable, some consider non-essential expense like professional development that can otherwise be allocated to things that "directly impact children, like food" is that this is completely unreasonable. It is also notable that it would mean the equivalent to $500,000+ for (approximately) every 1,000 full time, full year spaces in the Wellington service delivery area – that would have to be directly drawn from the individual budgets of the child care programmes themselves.

[14] (Human Resources and Skills Development Canada, 2011)

[15] (Lero, 2010)

Our inclusion model (*PLAY-FULL participation*) is based on the assumption that programming for children with disabilities and special needs is most effective when it takes place in groups. The scientific research this perspective relies on is the research that shows that all children (including children with complex disabilities) experience significant developmental gains by being with their peers in high quality early childhood education environments.[16]

As a CMSM we use principles of inclusion as a foundation for all of our service system expectations for special needs resourcing – and therefore it helps to define how we fund services. With this in mind, we see our funding allocation responsibilities in these terms:

- Public funding for children's (special needs) services is to provide additional therapeutic supports for children who need those specific interventions to improve their development – however, to maintain our responsibilities to ensure that there are "enough" available special needs programmes for families in our service delivery area, the therapeutic supports that we support are, for the most part, expected to be delivered to specific children in programmes where the children are also gaining the benefits of being with their peers.

- Public funding is also used to ensure that children receive the supports that they need to be included in early childhood environments with their peers. Sometimes the supports needed are specifically connected to the child and their need for modifications to some aspect of the programme so that the child can participate; and, more often, this is connected to making sure that programmes have the supports for the staff who spend the most time with the children so that children with disabilities and special needs are included in all aspects of the day.

For children experiencing disabilities and special needs, Child Care Services provides funding to local early childhood programmes in ways that we are confident that the programming that we support will have the most impact on children with respect to their developmental needs; will be as available as possible to families; and will be accessible to the children who need it.

Special Needs Resourcing System Review: the Early Childhood Service System Project

The County of Wellington Child Care Services is working with Ryerson University on the Inclusive Early Childhood Service System research project. This is a longitudinal research project that functions as our special needs resourcing system review. This academically supported research project brings a whole team of researchers (representing Ryerson University, McMaster University, and the University of Guelph) who are ensuring that the project's findings are robust, unbiased, and that they can be confidently applied to our early childhood service system design for supporting children with disabilities in our area. The research involves a detailed examination of the experiences of children and families from three unique lenses: 1) children who are accessing early intervention services, 2) children who are in child care and, 3) children who are accessing Aboriginal programmes and services.

[16] (Underwood, 2013; Avramidis & Wilde, 2010; Guralnick, Neville, Hammond, & Connor, 2008; Hallam, Rous, Grove, & LoBianco, 2009; Irwin, Lero, & Brophy, Inclusion: the Next Generation in Child Care in Canada, 2004)

We will use the findings from this research to inform our local intake, early identification, and early intervention special needs resourcing strategies from a family and child experiences perspective; to better understand the real nature of access and availability of special needs services in our area; and to strengthen our child care model for inclusion, and make sure that we are being as effective as we can be in supporting children with disabilities in child care.

Home Child Care

As a Home Child Care Agency operator, Child Care Services recognizes that the unique nature of home child care can provide children with early learning opportunities that are as important as they are in any other regulated early childhood education environments. As the Child Care Service System Manager, Child Care Services recognizes that quality in licensed home child care is every bit as important as it is in centre-based care. This why – like it is in child care centres - child care quality in home child care should also be monitored. It is also why our Child Care Services Agency is introducing new strategies to reinforce high quality in our programme's home child care environments.

We view it as our responsibility to develop a comprehensive and high quality licensed child care system so that families are not forced to choose unlicensed child care just because there is no licensed care that meets their families' needs. Home child care can provide care that meets families' needs in ways that centre-based programmes have failed. For example, home child care is often used by families needing formal child care on weekends, evenings, and overnight because of their working and study schedules. Statistics show that families with non-traditional working schedules are mostly forced to default to unlicensed care due to the lack of a formal child care system that can meet their needs.[17]

Unlicensed child care, regardless of its delivery form (i.e., in the child's home, or in the home of the child care provider; and, provided by a relative or non-relative, etc.), is not held to the same legislative standards as formal licensed home child care is (even with the new Act that has intensified the laws dealing with unlicensed child care). Nor can data be consistently collected about informal child care, ever. It is a reality that even basic information about informal child care quality or service delivery is ambiguous at best.[18]

In order to offer a high quality child care environment, our home child care agency staff recognize that home child care providers need to have essential knowledge and skills, just like any other skilled occupation.[19][20] Child Care Services views home child care as having high potential to be a rich learning environment. One reason for this is that home child care can offer children even more opportunities to

[17] (Cryer & Burchinal, 1997; Cleveland, Forer, Hyatt, Japel, & Krashinsky, 2008; Nomaguchi, 2006; Torquati, Raikes, Huddleston-Casas, Bovaird, & Harris, 2011)

[18] And should not be used for early years service system planning of any kind unless the methods for data collection are explicit and reviewed.

[19] (Doherty, Lero, Tougas, LaGrange, & Goelman, 2001; Freeman & Vakil, 2007; McCain, Mustard, & Shanker, 2007 Moss, 2003)

[20] Doherty, Lero, Tougas, LaGrange, & Goelman (2001) You Bet I Care! Policies and Practices in Canadian Family Child Care Agencies.

engage in active learning through play.[21] It also helps that in many home child care environments children are in mixed age groupings, creating a naturally occurring "mentoring for learning" system between the children who are being cared for, where children may be educational, skill and behaviour models for other children. Home child care is also a place where the division between care and education is less obvious (than in some of the more traditional centre-based child care programs) – and we value this because experimental research is continuing to show the contributions to learning by providing a caring and nurturing environment[22] and home child care naturally has these attributes.

At the same time, Child Care Services operates our home child care agency under the essential assumption that there is a distinction between caring for a group of children who are not your own in your home that requires unique skills that are not the same as mothering. As professionals in caring for children, home child care providers, are engaging in processes that draw on their understanding of family and child theory, good practice, and knowledge about relationships and ethics[23] - but, without good monitoring practices and strategies for strengthening providers' knowledge and practice, it is difficult to confidently say that the practices in home child care are consistent or of high quality.

The review of the Quality Child Care Initiative uncovered information indicating that a high proportion of home child care providers were not using the QCCI activities – despite that they are available for home child care providers at little or no cost. There are several factors that could be influencing the providers' apparent lack of interest in professional development – all of which are being considered as QCCI and Child Care Services work to develop new processes for supporting home child care providers in engaging in meaningful and skill enhancing professional development.

Our home child care agency supervisor and home child care consultants are implementing a new model of screening and interviewing potential new home child care providers. It is important to balance the strategies for screening new providers: ensuring that they are skilled practitioners is our first priority and, yet, the population of people who are interested in this work is limited. We want the screening process to be rigorous, but not overly discouraging to providers who are going to be good at what they do with the support of our Agency and by engaging in continuous professional learning and development.

As operators of a Home Child Care Agency and as the Child Care Service System Manager we are committed to develop our organizational practices according to the most current research findings regarding licensed home child care. This is particularly important as we all move into this next stage of child care service delivery in Ontario, where there is renewed focus on the difference between a regulated child care system that includes licensed home child care and care that is provided in not-regulated child minding environments.

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[21] Freeman & Vakil (2007). The pedagogical experiences and practices of family child care providers. Early Childhood Education Journal, 33 (3): 269-276.
[22] McCain, Mustard, & Shanker (2007). Early Years Study 2: Putting Science into Action.
[23] Moss (2003). Whither Family Child Care.

Single System Management for Early Years: the CMSM role in Best Start Child and Family Centres

Best Start Child and Family Centres are integrated early childhood education and care centres that serve children and their families. Planning for Best Start Child and Family Centres requires new models of system design. Best Start Child and Family Centres development will take place using research evidence that supports a single system management strategy for Best Start Child and Family Centres and shows that it is important for streamlined fiscal management of provincial and municipal funding; for improved system accountability; and for supporting programme quality.

Best Start Child and Family Centres will provide the core service of full time, full year licensed child care; prenatal and postnatal information and supports; home visiting; child and family play groups; family literacy, information and supports; food and nutrition counselling programmes; early identification and intervention resources; and links to specialized treatment services; and links to community resources, in a one-stop setting with a single administration of services and staffing.

Best Start Child and Family Centres are to be fundamentally different from how existing services are delivered for children. Best Start Child and Family Centres are highly organized at the administration level and are well-planned at the programming level (fitting within Ontario's Pedagogy for the Early Years), so that they are truly integrated centres for children and families. The activities of the Best Start Child and Family Centre are within a framework of Early Childhood Education and Early Childhood Development with a particular focus on the **social context**[24] of children and families.

The staffing model for Best Start Child and Family Centres that Pascal proposes is based on the body of research that identifies that most significant factor in the quality of care provision for young children is unequivocally the early childhood staff qualifications and training.[25] Staffing for Best Start Child and Family Centres whereby all early childhood staff are fully qualified registered early childhood educators, including staff members who have additional Ontario early childhood resource teacher certifications is connected to the expectation that Best Start Child and Family Centres function as fully inclusive environments in which all children and families who wish to participate are welcomed, including children experiencing disabilities and special needs.

The placement of Best Start Child and Family Centres in schools is about more than buildings. It is grounded in the principle of integration of care and education. It is part of system re-engineering that fulfills expectations of system rationalization that is: the planning and organization of children's education environments occur under a single structural framework. Education and child care as integrated entities provides better potential for continuity of children's experiences across environments. It includes reduction in daily transitions experienced by children and families; and

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[24] Attending to the *social context* of early childhood development refers to the OECD recommendation that organization of children's services function in "a manner that serves important social and economic objectives, such as, ensuring labour supply, equality of opportunity for women, family well-being and social inclusion. Well-organised services will support parents in childrearing, provide opportunity to women to work and help to include low-income and immigrant families in the community and society" (2006, Starting Strong II: pages 206-207).

[25] (Barnett W. S., 2008; Belsky, Burchinal, McCartney, Lowe Vandell, Clarke-Stewart, & Tresch Owen, 2007; Best Start Expert Panel on Early Learning, 2006; Best Start Expert Panel on Quality and Human Resources, 2007; European Commission, Directorate-General for Education and Culture, 2011; Ishimine, Taylor, & Bennett, 2010)

optimizes the use of public buildings that are already designed for children and that are usually the first set of physical environments to have to meet provincial accessibility requirements.

It is likely that Best Start Child and Family Centres could be managed and operated by organizations holding a service agreement for delivering the core and extended services of the Centres. The County's responsibility would include the development and management of service descriptions for each operator of these Centres. With municipal governance, this would ensure that while there may be more than one independent operator of Best Start Child and Family Centres in this service delivery area, they would deliver a consistent set of services with clearly defined deliverables that are monitored annually. Additionally, as the municipality authority, the County of Wellington is in the best position to ensure system accountability and quality assurance for the Best Start Child and Family Centres.

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COUNTY OF WELLINGTON

COMMITTEE REPORT HS – 15 - 05

To: Chair and Members of the Social Services Committee
From: Heather Burke, Director of Housing
Date: Wednesday, June 10, 2015
Subject: **ONPHA 2015 Waiting List Survey**

Background:

The Ontario Non-Profit Housing Association (ONPHA) conducts an annual Waiting List Survey of the province's 47 Consolidated Municipal Service Manager's (CMSM) to determine the total number of households waiting for social or affordable housing in the province of Ontario. This survey helps to quantify one of the major indicators of need for social and affordable housing locally and across the province. Other measures of need, such as Core Housing Need and Persistent Core Housing Need, are not addressed in this report.

The Corporation of the County of Wellington is the CMSM for the purposes of administering the social housing Centralized Waiting List under the Housing Services Act, 2011 (HSA) and its Regulations for the geographic area that includes the County of Wellington and the City of Guelph. As the CMSM, we have been contributing waiting list data to the survey since its inception in 2003. The information reported in the most recent survey reflects basic point in time information from the Centralized Waiting List as of December 31, 2014.

The 2015 ONPHA Waiting List Survey found that 168,711 households were waiting for rent-geared-to-income housing across Ontario in 2013. Since this survey began in 2004, ONPHA has reported an overall increase of 40,000 households waiting for housing across Ontario. Locally, this survey shows an overall decrease of over 700 households on our Centralized Waiting List since the 2004 survey. The survey utilizes the same basic point in time waiting list information from the 2014 Q4 status and activity report provided by staff to the Social Services Committee on March 11, 2015.

Indicators

Here are some interesting waiting list survey facts presented in the 2015 report:

	Ontario	Wellington (entire CMSM area)
# of housholds waiting for housing(2014):	**168,711**	**1,242**
# of housholds waiting for housing(2013):	165,069	1,333
# of housholds waiting for housing(2003):	126,103	2,018
Average wait time for all chronologically housed (2014):	3.83 years	1.70 years
Average wait time for Seniors (2014):	3.55 years	1.90 years
Average wait time for Families (2014):	3.51 years	1.30 years
Average wait time for Single Adults & Couples (2014):	3.98 years	1.90 years

*2015 Waiting List Survey, ONPHA

The Wellington CMSM has seen the waiting list numbers vary greatly over the past decade, and currently seems to be experiencing a downward trend in the number of households on the centralized waiting list. As reported to committee on May 13, 2015, this downward trend has continued with the total number of households waiting for housing falling to 1192 as of March 31, 2015. This supports one of our community's long-term goals for a reduction in the proportion of the population on the centralized waiting list, as per the 10 year Housing and Homelessness Plan. Various factors have influenced this trend. For example, the County has supported the development of 237 affordable housing rental units, 123 rent supplement and 122 housing allowance units, of which all have increased the supply of housing to low and moderate income households since 2004. County staff does not anticipate this trend to continue, as a lack of new private rental stock development, low vacancy rates, increased number of households paying more than 50% of their income on rent* and limited federal and provincial investments will continue to put pressure on our community's rent market.
*FCM, Built To Last: Strengthening the Foundations of Housing in Canada.

Challenges and Opportunities

In an effort to support those with an immediate need of housing in our area, the County of Wellington, Housing Services office does have the ability to offer rental support to households through the Rent Support Programme, as an alternative to being on the centralized waiting list. This programme can supply rent supplements or housing allowances to households that are already suitably housed with private market landlords, but are having trouble affording the ballooning average market rents in much of our area. This programme seems to be having a positive impact on the centralized waiting list, however, with average market rents continuing to rise and a vacancy rate of 1.2%* in the Guelph CMA (Census Metropolitan Area), this programme is becoming less attractive to private market landlords. (Note: the Guelph CMA includes the City of Guelph, the Township of Guelph/Eramosa and the Township of Puslinch; and it's vacancy rate of 1.2% is the lowest of all CMAs in Ontario, with only Vancouver CMA(1.0%) and Kelowna CMA(1.0%) being lower across Canada.)**
**CMHC, Fall Rental Market Statistics, 2014 October

The information presented in this report shows that although our local waiting list numbers are lower than the provincial averages and appear to be decreasing, they still paint a vivid picture of the need for investment in social and affordable housing in Wellington and across the province. While a 1.70 years wait for housing is lower when compared to the province as a whole, it still represents an incredible delay in access to such a major social determinant of health. Many of the individuals applying for housing are doing so due to an unforeseen circumstance, are extremely vulnerable and are experiencing an immediate need for housing. In many of these cases, even a one month wait can be a barrier to our community vision that "everyone in Guelph Wellington can find and maintain an appropriate, safe and affordable place to call home."

With 2015 being a federal election year, it is assumed that the 2015 Waiting List Survey will be used by ONPHA and other housing affiliated associations to build up social and affordable housing as a major election issue. With continuous federal funding to the province and its CMSMs dropping from $500 million per year to $0 by 2033, this is an important opportunity to engage our federal partners and attempt to secure long-term stable federal funding for local housing initiatives.

ONPHA and FCM Report

The full 2015 ONPHA Waiting List report can be found at: https://www.onpha.on.ca/onpha/web

The full FCM report, Built To Last: Strengthening the Foundations of Housing in Canada, can be found at: http://www.fcm.ca/Documents/reports/FCM/Built_to_Last_Strengthening_the_foundations_of_housing_in_Canada_EN.pdf

Acknowledgement

Special recognition is provided to Mark Poste, Housing Planning and Policy Analyst, for the preparation of the report.

Recommendation:

That the Report HS-15-05 ONPHA 2015 Waiting List Survey, be received for information.

Respectfully submitted,

Heather Burke

Heather Burke
Director of Housing

COUNTY OF WELLINGTON

COMMITTEE REPORT HS – 15 - 06

To: Chair and Members of the Social Services Committee
From: Heather Burke, Director of Housing
Date: Wednesday, June 10, 2015
Subject: **Housing Help Centre's Landlord Information Sessions**

Background:

This report is to highlight the growing success of building relations with the community's private landlords to enhance their role in assisting people at risk of homelessness to remain housed. This supports the goals and targets of the Housing and Homelessness Plan (2014 – 2024).

The County's Housing Help Centre provides the Landlord Information sessions, which were started in 2009 in an effort to improve and build relationships with private landlords. The relationships we form with landlords assist clients in seeking accommodation through the Housing Help Centre and assist clients through the County of Wellington's Eviction Prevention Programme to maintain their accommodation due to landlord's knowledge and willingness to work with the Rent Bank. These sessions also give us the opportunity to educate landlords about the Rent Supplement and Rent Support programs to increase our inventory of Rent Supplement units in the private Market.

Another benefit to the Landlord Information Sessions is that landlords are educated by Lawyers, Paralegals and other professionals in their fields on such topics as Human Rights, Landlord/Tenant Relations, Legal Evictions and proper maintenance to ensure that best practices are being used in the rental market in the County of Wellington's service area of Guelph and Wellington.

During the 2014 – 2015 years to date where Landlord sessions were offered by the County, attendance has tripled and we now hold two sessions per year. Our recent May 2015 session was attended by 46 landlords (39 - Guelph, 7 - County). Feedback from these sessions has been overwhelmingly positive, and the list of landlords who have asked to be invited to future sessions continues to grow.

Acknowledgements:
Special recognition goes to Diane Laur, Manager of Applicant Services, and Kevin Priestly, Housing Help Centre, in the preparation of this report.

Recommendation:

That the Report HS – 15 – 06 on the Housing Help Centre's Landlord Information Sessions be received for information.

Respectfully submitted,

Heather Burke

Heather Burke
Director of Housing

COUNTY OF WELLINGTON

COMMITTEE REPORT HS – 15 - 07

To: Chair and Members of the Social Services Committee
From: Heather Burke, Director of Housing
Date: Wednesday, June 10, 2015
Subject: **2014 Annual Report for the Housing and Homelessness Plan (2014-2024)**

Background:

This report provides the 2014 Annual Report for the Housing and Homelessness Plan (2014-2024) (HHP) as a snapshot of goals to actions to support the priorities and targets during the first year of the 10-year Housing and Homelessness Plan (HHP). The 10-year HHP, which represents a community service plan on Housing and Homelessness, is administered by the County of Wellington as the Consolidated Municipal Service Manager (CMSM).

Reporting Requirements

An important part of the County's Housing and Homelessness Plan (2014-2024) involves monitoring the plan's progress, measuring success, and reviewing the plan's effectiveness. Accountability requirements to achieve the multi-pronged solutions for the 8 goals and 38 actions in this community service plan are outlined in the 10-year HHP and under requirements in Provincial legislation.

Specifically, the 10-year HHP contains Goal # 8.3 which identifies an action to "monitor and communicate the outcomes of the HHP on a regular basis", with the success of this goal measured by an annual progress report released, and the HHP updated every 5 years or when major programme changes occur.

Under legislation, the Housing Services Act (2011) sets out the new regulatory requirements for the annual report as of January 1, 2014, and is found in Ontario Regulations 367/11, amended sections 8.1 and 9.1. These amendments essentially identify three requirements:

- An annual report to the public, starting in 2015, based on the previous calendar year activities, to be completed no later than June 30 of each year;
- Report to the public to include measures taken by the CMSM to meet objectives and targets in the HHP, and progress achieved towards meeting the same, as measured through the plan;
- Provide the Province with a report on the same information provided to the public and indicate how it was reported to the public no later than June 30 of each year.

Measuring Success

The County's 2014 Annual Report of the HHP demonstrates the outcomes achieved with community partners to reach the desired goals and actions (progress) and the objectives and targets applied locally (measures). This first annual report reflects the successes achieved to date towards meeting the short-term targets (2014-2017) as identified in the 10-year HHP, includes two profiles of these actions, and has next steps for 2015. To recap, the local priorities under the four short-term targets include:

- Additional allocations for rent supplements or housing allowances
- Increase in the availability of housing outreach/support services
- Shift in funding from emergency shelter beds to eviction prevention and outreach/ support programmes and services
- New funding leveraged and partnerships established to increase the supply and mix of affordable housing options for low-income residents.

Summary

This report seeks approval of the year-one 2014 Annual Report of the Housing and Homelessness Plan (2014-2024). The report will be distributed to the public and the Province by the deadline of June 30. The County will provide information to the Province on the method of reporting to the public (distribution of an annual report booklet, posting on the County website, etc.).

Attachment

2014 Annual Report of the 10-year Housing and Homelessness Plan (2014-2024)

Acknowledgements

Special recognition is provided to staff team of Stuart Beumer, Director of Ontario Works, Mark Poste, Housing Planning and Policy Analyst, and Ashley Coleman, Social Planning and Policy Analyst, myself, and Communications staff for the leadership and preparation of the annual report.

Recommendation:

That Report HS – 15 – 07 on the 2014 Annual Report of the Housing and Homelessness Plan (2014-2024), and the attached 2014 Annual Report, be approved.

Respectfully submitted,

Heather Burke

Heather Burke
Director of Housing

A Place to call Home

2014 Annual Report

A 10-year Housing and Homelessness Plan for Guelph Wellington

The Corporation of the County of Wellington

Message from the Warden

2014 Housing and Homelessness Plan Progress Report

At the County of Wellington, we are committed to providing safe and affordable housing. As Warden, I strongly believe it is fundamental in the development and creation of strong families and strong communities throughout our area of service in Guelph Wellington.

In 2013, the County joined with major community stakeholders to complete an extensive consultation and planning process that culminated in the release of our community's 10-year Housing and Homelessness Plan (HHP). This plan, built on the County's first Affordable Housing Strategy developed in 2005, sets out a community vision that I think everyone in Guelph and Wellington can support: **"Everyone in Guelph Wellington can find and maintain an appropriate, safe and affordable place to call home."**

This Report illustrates the progress that has been made towards achieving both our short and long-term targets. In fact, significant progress has been made on three points:

- **Investment in affordable housing by the federal and provincial governments was extended in 2014**
- **Homelessness goals outlined in a five-year Homelessness Strategy are well on their way to being implemented, and**
- **New initiatives have been developed to assist vulnerable residents in our community such as the elderly and the chronically homeless**

With the federal government's funding for housing in Ontario coming to an end by 2033, this is an important opportunity to come together as a community to engage our federal partners on the vital importance of affordable housing to our community, and the need to secure long-term federal funding for local housing initiatives.

This Report is part of the ongoing development and evolution of our community plan, and we look forward to providing these reports annually until a full update of the HHP is completed in 2019. Like the development of our plan, we need to approach our efforts by continuing to work together with our major community stakeholders as partners.

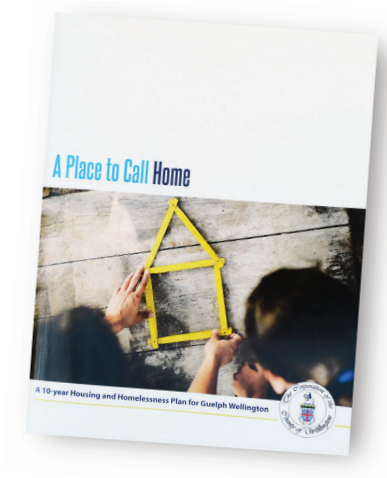
Sincerely,

George Bridge,
Warden, County of Wellington

Year 1 Report

Background

In close consultation with the community, the County of Wellington developed a 10- Year (2014-2024) Housing and Homelessness Plan (HHP) entitled **"A Place to Call Home."** The HHP was approved by council in November of 2013 and subsequently released to the community in April of 2014. The community came together with a common vision that "Everyone in Guelph Wellington can find and maintain an appropriate, safe and affordable place to call home."



As the Consolidated Municipal Services Manager (CMSM) for Guelph Wellington, the County has an important leadership role related to system planning, coordination of services and the development of partnerships in the area of housing and homelessness. Accomplishing the goals of the HHP requires the support from all stakeholders within the housing and homelessness system.

Summary

This annual report highlights the measurement and progress that has been made on the targets and goals of the HHP in 2014. Municipal investment has been vital to many of these initiatives, and has been reinforced through Federal and Provincial funding under the Investment in Affordable Housing (IAH) (2014 Extension) and the Community Homelessness Prevention Initiative (CHPI) funding this past year.

This annual update is not intended to be an exhaustive account of all housing and homelessness actions that have taken place over the past year. Instead, the focus is on the most significant progress reflecting collaborative, system level initiatives. These actions are grouped under the 8 goals outlined in the HHP.

This update also includes two success stories which demonstrate innovative and collaborative programming, illustrating how the support from service providers, government and the community are all integral to ensuring everyone has a place to call home.

A two page infographic is included which summarizes the measures towards the short and long-term targets of the HHP. Finally, next steps for the year ahead are outlined as part of our commitment to monitor and communicate the progress of the HHP to the community on an annual basis.

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Next Steps: HHP Year 2	10

Success Story Profile

The Community Agency Delivery and Housing First Programmes

In early 2015, the County in collaboration with the Welcome In Drop-In Centre launched a Housing First Pilot (HF Pilot), providing immediate access to permanent housing and wrap-around supports to 20 individuals experiencing complex issues as a barrier to housing. The pilot is funded by the Community Homelessness Prevention Initiative, and has allowed the Welcome In Drop-In Centre to hire a dedicated housing first worker. During the same period, the County received funding from the Investment in Affordable Housing for Ontario Program (2014 Extension), enabling the intentional development of a housing first focused rent support programme that would be delivered by key agency partners in the community, including the Community Resource Centre, East Wellington Community Services, Wyndham House, and the Welcome In Drop-In Centre. The Community Agency Delivery (CAD) rent support programme, in collaboration with the HF pilot, has allowed for the integration of community based wrap-around supports and on-going rent support for individuals in an effort to help them find and maintain safe and affordable housing.

Prior to their involvement in the HF Pilot, participants were actively experiencing homelessness and had been accessing emergency systems (e.g. health/mental health, justice, shelter) on a regular basis. On average, HF Pilot participants stayed in an emergency shelter 64 nights in 2014. Based on extensive evaluation, we know that the Housing First model works as it significantly improves the quality of life for those supported and it is more cost-effective than on-going emergency responses. Not surprisingly, the HF Pilot and CAD programme are having an impact for individuals in our community like Ken, whose story we are glad to share below.

By the time he reached his early 30's, Ken had already spent 10 years of his life homeless. For decades Ken has struggled with addictions issues and a history of incarceration, making it difficult for him to secure and maintain housing. In 2014, Ken spent a total of 202 nights in emergency shelter and 37 days in residential treatment for his addiction. Since Ken's enrollment in the HF Pilot, his life has changed significantly. In March with the support of the housing first worker, Ken was able to find his own apartment and access a rent supplement through the CAD programme to make it affordable. For the first time since he was 15 years old, Ken has a stable and safe place to call home. Through a circle of care model, Ken is supported by an integrated group of community services to maintain his housing and work through his addictions issues. The housing first worker will continue to support and work with Ken and help him on his journey to a more stable and healthy future. While Ken's journey is only just beginning, his story illustrates the power that housing first can have in improving outcomes and transforming the lives of those involved.

Progress: HHP Goals and Actions Taken

Goal 1 - To help low-income households close the gap between their incomes and housing expenses

- 18 new rent supplements were created in 2014, in addition to the creation of 13 new rent supplement units and 103 new housing allowance units since 2013.
- Dunara Homes for Recovery and the County have partnered to provide rent top-ups and on-site supports to 13 individuals experiencing mental health challenges, in a shared living environment.
- The Low Income Energy Assistance Programme in partnership with Guelph Hydro has been expanded, saving low-income individuals over $30,000 in utility deposits.
- Collaboration between social housing and hydro providers for the replacement of electrical appliances mainly owned by tenants, with safe and energy efficient alternatives.

Goal 2 - To provide a range of supports to assist people at risk of homelessness to remain housed

- The Housing Help Centre's rent bank has provided $177,343 of funding and provided over 500 services and supports to community members for eviction prevention.
- The Housing Stability Programme provided $458,682 in support to 841 individuals and families in receipt of social assistance to help obtain housing and/or remain housed.
- Essential Prevention Services that are delivered by community agencies have been identified and ongoing funding will be provided to support overall system stability and streamlined access.
- Three landlord information sessions have been hosted since January 2014 for the private market sector in our community to develop relationships and create a better understanding of landlord/tenant rights.
- Implemented early in 2015, The Community Agency Delivery (CAD) programme has engaged four Community Agencies to deliver rent support dollars for 19+ units to individuals at risk of homelessness.
- In January 2015, a partnership with the Drop-In Centre initiated the Housing First (HF) programme, providing up to 20 individuals with access to housing and wrap-around supports. (See CAD/HF Success Story).

Goal 3 - To offer a comprehensive range of supportive housing options for residents with complex needs due to aging, disabilities, mental health issues and addictions

- The Victorian Order of Nurses is delivering the Senior Support Worker programme, facilitating the delivery of supports to 360 individual senior clients in our community (see VON Success Story).
- The Ontario Renovates programme assisted 8 home owners make their homes more accessible.
- Actively supported the development of the Welcome In Drop-In Centre's 2nd Floor, a project which has brought together a multi-disciplinary range of supports for clients.

Goal 4 - To increase the supply and mix of affordable housing options for low-to-moderate income households

- Continued province-wide advocacy work through affiliated associations for federal reinvestment of funding for social and affordable housing.
- Contributions were made to local affordable housing reserve funds in 2015 municipal budgets, which can support future affordable housing development opportunities.
- In October of 2014, an expression of interest request was released for all community organizations with an interest in the development of new affordable housing stock. This list of proposals has been compiled and will be updated in order to act on future funding opportunities as they emerge.
- The Investment in Affordable Housing programme has funded the development of the new Michael House building, which will provide 8 transitional/affordable housing units and supportive services to pregnant and parenting young women in our community.
- Using various funding sources, 7 affordable homeownership grants were funded in our community.
- Reduction of taxes on multi-residential properties has occurred due to reductions in the multi-residential tax ratio by the County of Wellington (over the past three years), and by the City of Guelph in 2015.

Goal 5 - To reduce the length of time and number of people that experience homelessness

- Two programmes were funded based on the Housing First (HF) philosophy, including the Community Agency Delivery (CAD) programme and the Housing First programme, resulting in the involvement of service providers from various sectors and the creation of a unique HF team for each participant.

Goal 6 - To promote practices that make the housing and homelessness system more accessible and welcoming

- The Housing Help Centre has provided 879 housing system navigational services and supports to community members.
- A partnership has been established to develop a rural transportation study to fully conceptualize the transportation needs across our service area.
- The centralized waiting list annual update process has been simplified for applicants.

Goal 7 - To preserve the existing social and affordable rental housing stock

- Purchased 182 George Street in Arthur from Matrix Affordable Homes in August 2014 to ensure the viability and continued affordability has been preserved for its 10 residential units.
- An on-going commitment to a robust and long term capital improvement plan for County owned social and affordable housing buildings in Guelph and Wellington, including approximately $15.5 million invested over 5 years into capital improvements and $2.5 million annually in general maintenance.

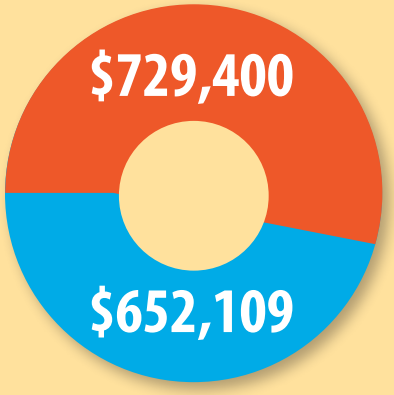
GOAL 8 - To seize opportunities to turn research knowledge into action

- Commissioned a Homelessness Strategy which outlined a 5 year plan to reduce homelessness through to 2018. The strategy was approved by council and released in June of 2014.
- Continued support of the work of the Wellington-Guelph Housing Committee and the Poverty Task Force to improve community awareness and understanding of housing and homelessness issues.
- Conducted a research-based Point In Time (PIT) count in 2014 to measure rural youth homelessness in the County, and a 2015 PIT count to measure homelessness across demographics in Guelph and Wellington.
- In collaboration with McMaster University, a research pilot has been initiated that offers tenants weekly health assessments, identifies health risk factors and promotes chronic disease prevention activities.
- Through a National Grant from Eva's Initiatives, the County, Wyndham House and the Community Resource Centre developed a youth-driven report focused on ending youth homelessness.

Measures: Short Term Impacts

HHP Short - Term Target 1: Additional allocations for rent supplements or housing allowances.

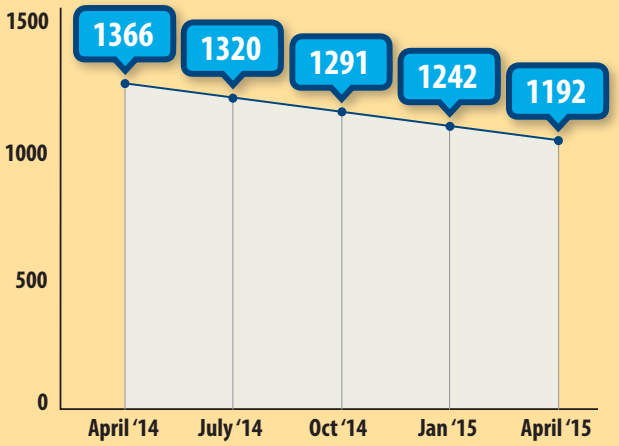
2014 Rent Support Funding Allocations



Housing Allowance (53%) Rent Supplements (47%)

Total Investment by 2024 - $1,381,509

Centralized Waiting List



Applications by Household

2014 Rent Supported Units*

Rent Supplements - **231**

Housing Allowances - **67**

January 1, 2014*

2015 Rent Supported Units**

Rent Supplements - **242**

Housing Allowances - **122**

March 31, 2015**

HHP Short - Term Target 2: Increase in the availability of housing outreach/support services

1,700

Services and supports provided through the Rent Bank and Housing Help Centre from January 2014 to March 2015

841

Individuals and Families were supported in 2014 to remain housed through the locally established Housing Stability Programme, with total funding of $458,682

89

Individuals and Families were supported through the Emergency Energy Fund in 2014, with funding totalling $67,090

10,972

Services and supports provided through the Victorian Order of Nurses (VON) Senior Support Worker Programme, resulting in 119 Emergency Department Diversions

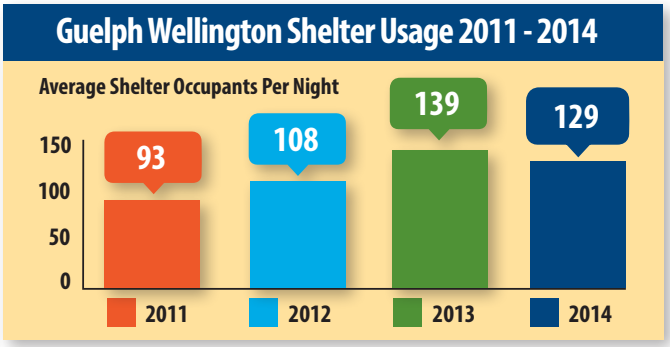
HHP Short - Term Target 3: Shift in funding from emergency shelter beds to eviction prevention and outreach/support programmes and services

29

People served through two new Support Programmes focused on Eviction Prevention and Shelter Diversion: The Housing First and Community Agency Delivery Programmes

Emergency Shelter Beds

Eviction Prevention



359

People were experiencing homelessness in Guelph and Wellington on April 15, 2015, including 55 Children Under 18 years of age

HHP Short - Term Target 4: New funding leveraged and partnerships established to increase the supply and mix of affordable housing options for low-income residents

8

New Transitional Affordable Housing Units with Supports for Pregnant and Parenting Women through Michael House in Guelph

2

Units converted by Guelph Independent Living into fully accessible units

2

Bachelor units converted by the County into fully one bedroom accessible units located in Guelph

62

Units in two residential buildings were made accessible through County funding which allowed the installation of a connecting elevator

7

Households were supported with Affordable Homeownership Grant Investments worth $139,000

Success Story Profile

Victorian Order of Nurses, Senior Support Worker Programme

In 2014 the County of Wellington entered into an agreement with the Victorian Order of Nurses (VON) for an expansion of the existing Senior Support Worker programme being delivered by four partner organizations across the Waterloo and Wellington Local Integrated Health Network (WWLHIN). The expansion of this programme in the City of Guelph and the County of Wellington has resulted in the Victorian Order of Nurses operating 3.6 full-time employees in identified service areas of need. To address these areas of need, VON has partnered with the County to deliver their comprehensive range of supports for low to moderate income seniors in our buildings. Services available to clients include housekeeping, meal preparation, medication cueing, crisis intervention, emotional, social and recreational support, accompaniment, and referrals, among others.

The partnership between the County and VON has embedded these vital services in County-owned buildings for our tenants and members of the community to access. These services are accessible in multiple locations, including 2 buildings in Guelph and 12 buildings in the County, encompassing tenants in 329 social housing units and 55 affordable housing units in our service area. 90% of the clients served in the VON Senior Support Worker programme reside in County owned buildings, with the remaining 10% of clients living independently in the community.

Between April 1, 2014 and March 31, 2015, the VON Senior Support Workers provided 10,972 services to 360 individual clients in our service area, leading to 119 emergency department diversions (VON April 2015 Progress Report). The objective of this programme is to maintain the physical, mental and social health of seniors, increasing their ability to age in place. This programme is having an impact on individuals in our community like David, whose story we are glad to share below.

David moved to the Town of Minto a short time ago and had no possessions with him. In partnership with the local community, he now has proper furniture and some clothing. He uses VON transportation services to visit his specialist in Toronto and VON has helped him secure a family doctor in the Town of Minto. David has access to the services he requires and is now on the road to living independently in our community. The VON Seniors Support Worker programme represents an incredible opportunity for many seniors in our community like David, to access services and improve their quality of life.

The stories of David, Ken and the many others in our community who have been supported by the programmes and initiatives described here illustrates the impactful work being undertaken to ensure,

"Everyone in Guelph Wellington can find and maintain an appropriate, safe and affordable place to call home."

Housing and Homelessness Plan

Year 2 - Next Steps:

Strategic/System Planning

- As an extension to the 10 year HHP, the County plans to develop a comprehensive 5 year Social and Affordable Housing Strategy to inform future required actions to fully address the goals and targets of these areas.
- The Province has committed to the renewal of the Ontario Long Term Affordable Housing Strategy (LTAHS) and has requested input from local Service Managers for short and medium term housing system improvements. The County will work with the community to submit a local response for the July 2015 deadline.
- Continued involvement with the City of Guelph towards the development of its Affordable Housing Strategy.
- Working towards the completion of a 5-year update at the mid-point of the HHP.

New and Ongoing Affordable Housing Supply Development

- The development of new affordable rental options in our community through the IAH 2014 extension programme.
- Engaging with federally supported housing providers whose operating agreements are coming to an end, and working to develop options to maintain their 246 units as affordable rent opportunities in our community.

Housing Initiatives

- Explore options to remove barriers from people with arrears and/or credit issues experience when trying to access social and affordable housing.
- CMHC mental health training for Housing Services Staff to address the needs of our tenants, clients and members.

Homelessness Initiatives

- Establish a Shelter Diversion and Rapid Exit Programme at all emergency shelters to prevent homelessness and to assist individuals and families in stabilizing their housing situation.
- Evaluate the impact of the Housing First Pilot programme and provide funding to continue the programme through 2016, including hiring a second housing first worker.
- Implementing the supporting infrastructure for the coordinated use of the Homeless Individuals and Families Information System (HIFIS) across all CHPI-funded programmes in order to make evidence based decisions.
- Develop an action plan to implement the recommendations from the Rural Youth Homelessness Project.

Research and Collaborations

- Continued advocacy to upper level governments through our affiliated associations for additional provincial and federal funding that would support the creation of long-term affordable rental and homeownership in our area. This step holds particular importance in 2015 with a federal election slated for the fall.
- Continued collaboration with the Waterloo/Wellington Local Health Integration Network to coordinate the delivery of new supported rent supplements through community agencies, as funded by the Ministry of Health and Long Term Care.
- Conduct annual Point in Time Counts to inform local efforts to end homelessness.

Acknowledgements

We would like to thank the County of Wellington, Warden George Bridge, Council and Social Services Committee, both past and present, for the ongoing support provided for Housing in our community. The development of the Housing and Homelessness Plan, our success stories and many of the actions taken in the past year could not have happened without the strong commitment and support from community agencies and key stakeholders in our community. We hope the partnerships developed through the creation of the Housing and Homelessness Plan will help the residents of Guelph and Wellington see the positive impacts that having a place to call home can have on a household.

We would also like to recognize **Eddie Alton** - Social Services Adminstrator, **Heather Burke -** Director of Housing, **Stuart Beumer** - Director of Ontario Works, **Ashley Coleman** - Social Planning and Policy Analyst, **Mark Poste** - Housing Planning and Policy Analyst and **Chris Piccinetti** - Graphic Designer for all their efforts to build and bring this important document to the public.

Contact Us

We would like to hear from you.

For any questions or feedback, please contact the Housing and Homelessness Plan Progress Report project team.

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ALTERNATE FORMATS AVAILABLE UPON REQUEST

Prepared by the County of Wellington Social Services Department
www.wellington.ca
June 2015

COUNTY OF WELLINGTON

COMMITTEE REPORT OW-15-07

To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, June 10, 2015
Subject: **Homelessness Strategy – Annual Progress Report**

Background:

The County of Wellington, in close consultation with the community, launched a 10 year (2014-2024) Housing and Homelessness Plan (HHP) in April of 2014 entitled "A Place to Call Home." As an extension of the HHP, the County subsequently developed a comprehensive 5 year (2014-2018) Homelessness Strategy which was approved by County Council in June of 2014.

This Strategy provided an operational plan to fully address the goals and targets of the HHP within the scope of local homelessness funding and programming and as the Consolidated Municipal Services Manager (CMSM) for Guelph Wellington, the County has worked diligently to implement the Strategy with our community partners. This document marks the first in a series of planned annual updates focusing on the progress achieved on the recommendations and targets of the Homelessness Strategy.

The Annual Report primarily focuses on programmes, services and initiatives that are supported by homelessness funding provided by the County. The report demonstrates that we have made significant progress in year 1 on implementing the recommended strategies and we are making good progress against the established targets and goals of the Strategy.

Finally, the report includes priority actions planned for the year ahead. This demonstrates our commitment and accountability to implementing the Strategy as approved and it also ensures that we are being open with our community partners on the directions we are taking related to addressing homelessness in our community.

Attachments:

"Homelessness Strategy: Annual Report", June 2015. Prepared by Ryan Pettipiere, Manager of Special Services and Ashley Coleman, Social Planning and Policy Analyst.

Recommendation:

That report OW-15-07 and the attached Homelessness Strategy Annual Report be received for information.

Respectfully submitted,

Stuart Beumer
Director of Ontario Works

Homelessness Strategy

Annual Report – June 2015

Year 1 Annual Report:

Introduction

The County of Wellington, in close consultation with the community, launched a 10 year (2014-2024) Housing and Homelessness Plan (HHP) in April of 2014 entitled "A Place to Call Home." As an extension of the HHP, the County subsequently developed a comprehensive 5 year (2014-2018) Homelessness Strategy which was approved in June of 2014. This Strategy informed the required actions to fully address the goals and targets of the HHP within the scope of local homelessness funding and programming. As the Consolidated Municipal Services Manager (CMSM) for Guelph Wellington, the County has an important leadership role related to system planning, coordination of services and the development of partnerships in the area of homelessness.

This document marks the first in a series of planned annual updates focusing on highlighting the progress achieved on the recommendations and targets of the Homelessness Strategy. The Annual Report primarily focuses on programmes, services and initiatives that are supported by homelessness funding provided by the County. There are three primary sources of homelessness funding that are administered by the County; the provincial Community Homelessness Prevention Initiative (CHPI), the federal Homelessness Partnering Strategy (HPS) funds, and key additional municipal investments that support programme delivery and administration. Finally, the report includes priority actions planned for the year ahead as part of our commitment to communicate directions moving forward.

Current State of Homelessness in Guelph and Wellington

The Homelessness Strategy was developed from a detailed review of the current state of homelessness in Guelph and Wellington using several data sources and metrics. A summary of recent and available data on homelessness locally, including data outlining emergency shelter usage since 2010, and 2015 Point-in-Time (PIT) Count data, is included below.

Emergency Shelter Utilization

The County has Purchase of Service Agreements with operators that provide emergency shelter to those experiencing homelessness at 3 different physical locations, each providing support to a different population of people experiencing homelessness. Emergency shelter data is one of the most frequently cited metrics available for monitoring the size and composition of the homeless population. However, since not all individuals and families experiencing homelessness access the emergency shelter system, it should not be considered a comprehensive measure of homelessness in our community.

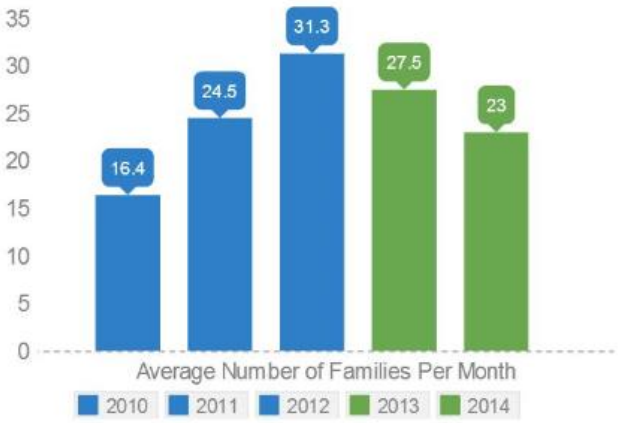
Unique Shelter Occupants

The chart to the left illustrates the number of unique individuals that accessed the emergency shelter system in Guelph from 2010-2014. This measure factors out readmissions during that time period. In 2013, the number of unique individuals accessing the emergency shelter system began to decline for the first time since 2010, with 937 unique individuals accessing the emergency shelter in 2013 and 874 in 2014.

Average Individuals per Night

Another measure of overall shelter use that can inform progress is the average number of individuals that are accessing the emergency system on any given night. The number of shelter occupants fluctuates throughout the year with typical highs in the spring, and lower numbers recorded over the winter months. In 2014, for the first time in four years, a decline in this measure was recorded with fewer individuals accessing emergency shelter per night than in the previous year.

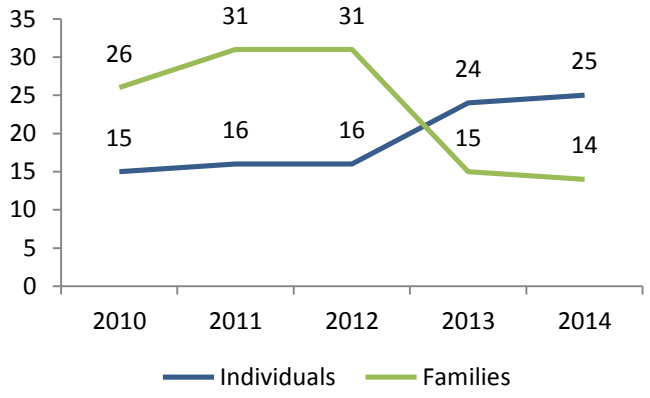
Average Families per Month



Like many areas across Canada, families are representing a growing proportion of shelter admissions in our community. As illustrated in the chart to the left, for the second year in a row a decline in this measure was recorded, a change from 28 families per month in 2013 to approximately 23 in 2014. The sustained increases in the number of families per month from 2010 to 2012 was of particular concern, as there is not permanent shelter bed capacity within the existing emergency shelter system to support this demographic. Families are instead placed directly into the overflow system, which is more expensive and lacks the support of dedicated, on-site staff.

Length of Stay

Length of stay data is an important indicator of how quickly episodes of unsheltered homelessness are resolved, allowing individuals and families to move out of shelter. From 2012 to 2013 the length of stay for families reduced dramatically, paralleled by a matching increase in the length of stay for individuals. This is attributed to the concern regarding the growing length of stays for families in the system, and targeted efforts shifting towards moving this demographic out of the system sooner.



With the increased success experienced in keeping individuals housed and having fewer residing in the shelter compared to previous years, a higher proportion of individuals experiencing complex and challenging barriers to stable housing remained in the shelter system, which resulted in a longer average length of stay as reflected in the chart above.

That being said, the majority of those occupying the emergency shelter system do so infrequently and for short periods of time. In looking at shelter use in terms of number of nights stayed per individual over the year, 20% of the total 874 occupants accounted for almost 50% of the total nights used in the year. The remaining 80% of occupants accounted for the other 50%. It is the intent of the Housing First pilot programme launched in 2015 and discussed in more detail later, to address this segment of shelter occupants.

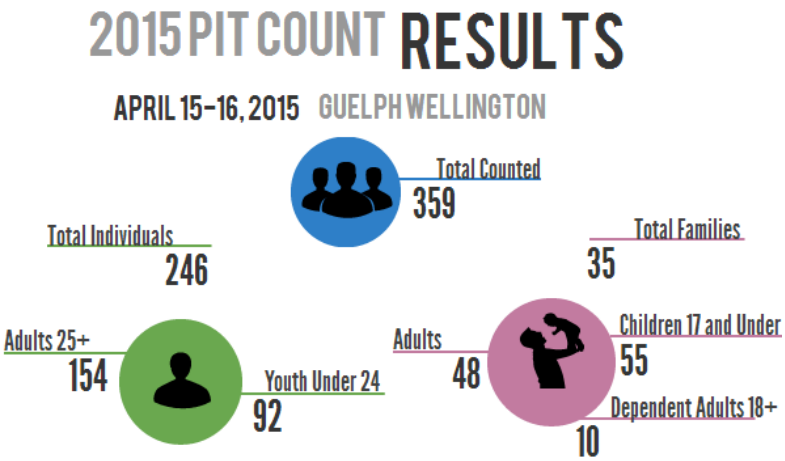
Geographic Origin of Shelter Occupants

Consistent with previous years, the majority of people occupying the emergency shelters are from the City of Guelph or from outside the service area, approximately 90% when combined. The remaining approximate 10% of shelter users report previously residing in the County of Wellington, or are unable to provide a previous address. The low usage rate of shelters by the residents of Wellington County is not surprising given the findings in the 2011 Rural Homelessness Study regarding rural life and social connections. For individuals and families who have local support networks and employment, traveling to a distant urban centre for shelter services is considered unsafe and overwhelming.

2015 Point in Time (PIT) Count

In April of 2015, the County administered a Point in Time (PIT) count across Guelph and Wellington for the first time in an effort to further measure the extent of homelessness in the community beyond emergency shelter use, as well as to capture some key demographic information of this population. PIT counts are completed on a particular day within a specified time frame, and are designed to provide a snapshot of the numbers and demographics of those experiencing homelessness during that window of time. While the data yielded by PIT counts have recognized limitations, the local count provides valuable information regarding the scope and magnitude of homelessness beyond shelter usage, while providing a benchmark to measure progress towards the goal of ending homelessness.

On a single night in April 2015, 359 individuals in Guelph and Wellington were experiencing homelessness. This total includes 154 adults, 92 youth, and 35 families (representing 113 family members), based on data from the 25 individual service providers that participated in the count. Included in the 35 families counted are 48 adults, 10 dependent adults aged 18 and older, and 55 children under 17 years of age.



The large majority of people (72% or 257) were experiencing relative homelessness, meaning they were living sheltered in precarious, informal or transitional spaces, or living in sub-standard conditions and at-risk of housing loss (e.g. couch surfing, staying with a friend). In contrast, 102 people (28%) were experiencing absolute homelessness, meaning they were staying in emergency shelter or living unsheltered in spaces not intended for living (e.g. on the street).

Completing this PIT count represents an opportunity to turn research knowledge into action as well as improving community awareness and understanding of homelessness, thus meeting an important goal of the HHP. Through conducting annual PIT counts, we will continue to yield information about the scope of homelessness locally and will be equipped to turn this knowledge into strategies that will assist us in more effectively meeting the needs of this population.

Year 1 Progress: Prevention, Shelter Diversion & Support Services

RELEVANT HHP GOALS

1. **To help low-income households close the gap between their incomes and housing expenses**
2. **To provide a range of supports to assist people at risk of homelessness remain housed.**

Homelessness Strategy Targets

- By 2018 the number of accommodation supports and services provided to households at risk of homelessness helping them to retain their housing has increased by 10%.
- Increase shelter diversions.
- The percentage of diverted households that are successful in retaining their housing at 12 month follow ups has increased.

Actions Taken on Recommended Strategies

- ✓ Maintained support to existing supportive and transitional housing programmes through funding agreements which provide accommodation and supports to specialized population groups.
- ✓ Continued support of the work of the Poverty Task Force in advocating for improvements to the income security system.
- ✓ Streamlined the application process for Emergency Energy and Rent Banks, including the coordination of all County funded utility and energy banks.
- ✓ Essential prevention services that are delivered by community agencies have been identified and ongoing funding provided to support overall system stability and streamlined access.
- ✓ Creative use of rent top-ups and on-site supports to provide supportive housing environments

Summary

In the first year of the Homelessness Strategy implementation, fewer individuals and families have accessed the emergency shelter system, indicating that efforts to divert people from the emergency shelter system and supporting people to retain their housing are having an impact. Ontario Works staff have been working closely with staff at the Welcome In Drop-In Centre by attending weekly shelter meetings and assisting with individual case plans for emergency shelter occupants. Efforts will continue in this area over 2015 with a focus on establishing a formal diversion programme and policy.

Annualized funding to existing supportive and transitional housing programmes along with essential community services has been established, providing stability to the system and streamlining the budgeting process. Additionally, success was achieved in streamlining the application process for rent and energy bank funding, enhancing the client experience by ensuring that 'every door is the right door.'

Year 1 Progress: Housing First

RELEVANT HHP GOALS

1. **To offer a comprehensive range of supportive housing options for residents with complex needs due to aging, disabilities, mental health issues and addictions.**
5. **To reduce the length of time and number of people that experience homelessness.**

Homelessness Strategy Targets

- By 2018, 40 individuals with complex issues have been registered in the HF Programme and have been given permanent housing with wrap-around supports.
- By 2018, 80% of HF clients are successful in retaining their housing at 3-months follow-up.
- By 2018, 70% of HF clients are successful in retaining their housing at 12-month follow-up.
- By 2018, 75% of HF clients report good or improved quality of life (satisfaction with life and services received).

Actions Taken on Recommended Strategies

- ✓ Established a Housing First (HF) Programme to support individuals with complex and chronic issues as a barrier to housing. The programme provides housing and wrap-around supports, effectively reducing the length of time that homelessness is experienced and improving participant reported quality of life.
- ✓ Conducted a two-year review of HIFIS data to identify the top occupants of the shelter system. These individuals have been targeted for the HF Programme.
- ✓ Provided funding to support a community-based Intensive Case-Management position and a Housing First Worker has been hired through the Welcome In Drop-In Centre as a result.
- ✓ Established coordinated circle of care plans for all Housing First participants to promote wrap-around supports and participant choice.
- ✓ Leveraged Community Homelessness Prevention Initiative (CHPI) and Investment in Affordable Housing (IAH) funding to provide additional rent supplements to the community.

Summary

One of the main areas of focus in the early stages of this implementation phase has been the establishment of the Housing First Programme pilot. Significant effort was directed into establishing a robust evaluation framework for the programme as well as coordinating the logistics of hiring a Housing First Worker through a third party agreement with the Welcome In Drop-In Centre. The HF Programme is currently in place and operational with early results providing cause for optimism. It is hoped that achievements through this initiative will also impact other areas around length of stay and the number of individuals accessing the emergency shelter system. Results of the programme evaluation will be monitored closely throughout the year and if successful should result in the support for a second HF worker to support an additional 20 clients.

Year 1 Progress: Emergency Accommodation

RELEVANT HHP GOALS

5. To reduce the length of time and number of people that experience homelessness

Homelessness Strategy Targets

- By 2018, there is a 40% reduction of clients in the shelter system per night (10% reduction per year starting in 2015)
- By 2018, there is a 40% reduction of sheltered clients placed in motels per night (10% reduction per year starting in 2015)
- By 2018, 80% of sheltered clients are successful in retaining their housing at 3-months
- By 2018, 70% of sheltered clients are successful in retaining their housing at 12-months
- By 2018, the average length of stay at local emergency shelters has been reduced and is holding steady at no more than 15 days for individuals and 30 days for families

Actions Taken on Recommended Strategies

- ✓ Implemented and annualized block funding for emergency shelters, providing increased stability and flexibility to the emergency shelter system.
- ✓ Reclassified Michael House and Ramoth House as transitional housing in order to better align funding and performance indicators.

Summary

Many of the recommendations contained in this section have yet to be advanced to implementation. Some of the work is close to being accomplished and requires formalization while other areas have yet to be addressed. Reorganizing programme classification to better align with the services provided and the standards they are managed under has been achieved. This along with the implementation of block funding for the emergency shelters has resulted in an alignment of services internally, and provided some stability for the system overall.

Work is being done to formalize a process where social assistance can be leveraged to pay for emergency shelter stays past 30 days for clients in receipt of Ontario Works, recognizing that some individuals and families may require longer shelter stays in order to realize their housing outcomes. Developing a Rapid Exit Programme at all emergency shelters will be a focus in the year ahead, as will the continued work to implement the supporting infrastructure for the coordinated use of the Homeless Individuals and Families Information System (HIFIS).

Despite the work remaining in this section, progress has been achieved on the homelessness strategy targets, specifically those related to the number of clients in the shelter system per night and average length of stay. In 2014, the average number of individuals accessing emergency shelter per night was 129, a decrease from 139 in 2013, representing a 7% reduction of clients in the shelter system per night. Additionally, our work towards an average length of stay target of 15 days for both individuals and families has yielded some initial positive results for families, where the average length of stay held steady at 14 days in 2014. With the implementation of a Rapid Exit Programme, it is hoped that a noticeable reduction in the average length of stay for individuals will be achieved in 2015.

Year 1 Progress: System Navigation

RELEVANT HHP GOALS

6. Promote practices that make the housing and homelessness support system more accessible and welcoming

8. Seize opportunities to turn research knowledge into action

Homelessness Strategy Targets

- By 2015, 100% of CHPI-funded programmes are contributing data to HIFIS, and using it to make evidence based decisions.
- At least one professional development session for service providers related to improving the effectiveness and delivery of homeless-supported programmes is held per year.
- Community awareness of the issue has been raised (a 10% increase in traditional and social media activities and/or speaking requests related to homelessness)

Actions Taken

- ✓ Continued to provide leadership to cross-sectoral community collaborations, including the Guelph Wellington Task Force for Poverty Elimination, the SEED Food Hub, the Wellington Guelph Housing Committee, Enterprise Situation Table and several supportive housing tables.
- ✓ Conducted a research based Point in Time (PIT) count in 2014 to measure rural youth homelessness in the County of Wellington, and a 2015 PIT count to measure homelessness across demographics in Guelph and Wellington. These reports have been presented at community tables and been made available publicly.
- ✓ Reviewed and aligned organizational policies with the Housing First Philosophy
- ✓ Actively supported the development of the Welcome In Drop-In Centre's 2nd Floor, a project which has brought together a multidisciplinary range of supports for clients.

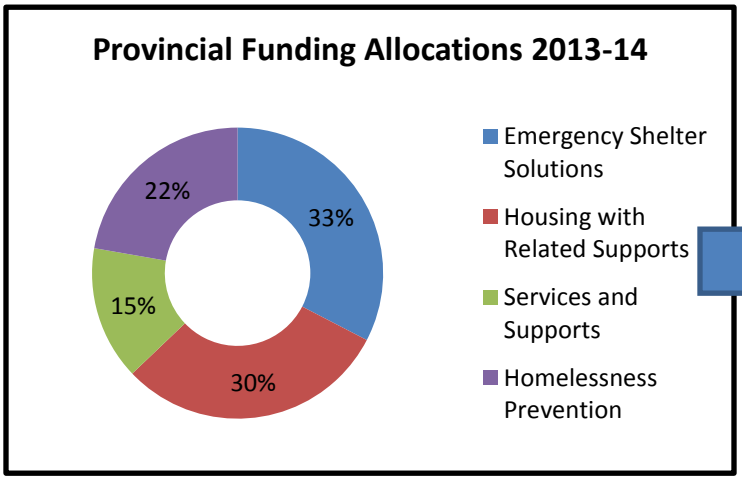
Summary

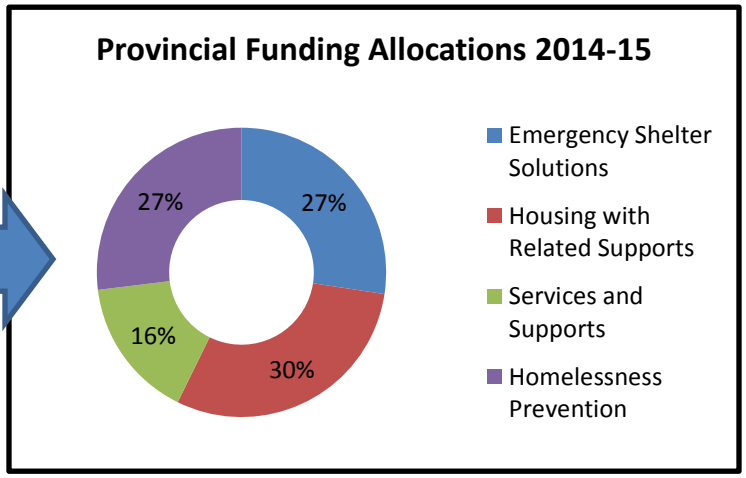
Some early achievements related to system navigation have been realized, including the completion of a 2015 PIT Count based on researched best practices, raising community awareness through delivering presentations and published reports, and aligning organizational policies and procedures with the Housing First philosophy.

Aligning performance monitoring and reporting systems among all CHPI-funded programmes using the Homeless Individuals and Families Information System (HIFIS) is largely dependent upon the release of the web based version of HIFIS 4.0 set to be released later in 2015. We remain committed to raising community awareness of the issue of homelessness by communicating through speaking engagements, hosting educational and/or professional development events, publishing reports, and in sharing the progress of the HHP and the Homelessness Strategy on an annual basis.

Leadership and Action

The economic cost of homelessness in Canada, in terms of health care, social services, income support and corrections has been estimated to be $7 billion a year. The strategies put forward in this report will mean fewer dollars spent on short-term, emergency responses to homelessness. Through the County's leadership role in the area of homelessness, the allocation of provincial CHPI funding has been shifted to support an increase in prevention and shelter diversion activities, as illustrated in the graphs below.





CHPI funding is organized in four categories: 1) Emergency Shelter solutions, which includes block funding to Stepping Stones Men's Shelter, Elizabeth Place Women's and Children's Shelter, and the Youth Emergency Shelter; 2) Housing with Related Supports, comprised of supportive housing funding, the Housing First initiative and rent supplements for transitional purposes; 3) Services and Supports, which includes community grants for homelessness prevention and innovative solutions to homelessness; and 4) Homelessness Prevention, which involves the Housing Stability Programme, the Rent Bank and the Emergency Energy Fund.

As illustrated in the graphs above, of the total $2,983,847 CHPI funding in 2014-15, 27% was invested in the delivery of homelessness prevention services. With the initial investment in the Housing First Programme pilot and rent supplements in the past year combined with the planned development of Shelter Diversion and Rapid Exit Programmes at all emergency shelters, the shift in allocating a growing percentage of funding to homelessness prevention should continue to become increasingly evident in the 2015-2016 year.

Municipal investment has been integral to the substantial progress achieved to date on implementing the recommendations of the Homelessness Strategy, totalling $583,865 in 2014-15. This investment has largely supported programme delivery and administration, ensuring the success of homelessness initiatives across Guelph and Wellington. Over the same time period, $65,000 in funding through the Federal Homelessness Partnering Strategy (HPS) ensured the delivery of three projects focused on providing individualized services to

prevent homelessness and promote self-sufficiency. These projects were selected through a community advisory board, and are being delivered through community agencies.

Homelessness Strategy

Year 2 Next Steps

Throughout the first year of strategy implementation, considerable progress has been made with positive results. This signals that the strategy is working and as a community we need to remain committed to accomplishing the remaining actions of the homelessness strategy. The following points outline planned next steps, which will comprise much of the focus in year 2 of the implementation of the strategy.

- Establish a Shelter Diversion Programme at all emergency shelters to assist households in stabilizing their housing situation, and to prevent and reduce the number of people entering the shelter system.
- Evaluate the impact of the Housing First Programme pilot and provide funding to continue the programme through 2016, including hiring a second HF worker.
- Continue to work with County IT in implementing the supporting infrastructure for the coordinated use of the Homeless Individuals and Families Information System (HIFIS) across all CHPI-funded programmes in order to make evidence based decisions.
- Establish Rapid Exit Programmes at all emergency shelters to create individualized plans to help people secure permanent housing, and connect with appropriate services so that stays in the shelter system is as short as possible.
- Develop an action plan to implement the recommendations from the Rural Youth Homelessness Project.
- Conduct a 2016 Point in Time (PIT) Count to inform local efforts to end homelessness.

Contact Us

For any questions regarding the Homelessness Strategy and this Annual Report, or to offer feedback, please contact:

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COUNTY OF WELLINGTON

COMMITTEE REPORT OW-15-08

To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, June 10, 2015
Subject: **2015 Ontario Works Service Plan**

Background:

The Ontario Works division is pleased to present the 2015 Ontario Works Service Plan. The Service Plan provides analysis of service delivery in 2014 and identifies important priorities for 2015.

The Ministry of Community and Social Services (MCSS) requires that each Consolidated Municipal Service Manager (CMSM) complete an annual Ontario Works Service Plan that outlines the strategic plan for service delivery and the achievement of improved employment outcomes for participants in receipt of Ontario Works. MCSS and delivery agents work on a two year planning cycle and 2015 represents the beginning of the cycle. The Service Plan for 2015 builds upon the priorities established in the 2014 plan with appropriate updates provided to caseload information and strategic priorities.

Ontario Works supports the goal of helping people move towards employment by holding our service delivery accountable to two measured employment outcomes: Employment and Earnings. The Service Plan articulates our plan to meet our targets in these areas.

MCSS recognizes that the achievement of the employment and earnings outcomes is directly linked to the strategies that delivery agents have in place for increasing the employability of participants. Increased employability measures in the Service Plan emphasize a holistic approach to providing assistance that;

- helps participants in the development of relevant knowledge, skills and attitudes
- motivates participants to demonstrate individual responsibility for attaining their goals
- assists participants to obtain needed supports in partnership with our community partners
- moves participants forward along the employment continuum towards self-sufficiency

Another important factor in enabling us to achieve and track our outcomes with MCSS is having access to a case management and reporting system that is fully functional. The transition to the Social Assistance Management System (SAMS) technology in late 2014 has created a number of challenges for us related to defects in the system and poor functionality in areas such as outcome management and reports. These areas of concern have been identified as priorities by the Province and we anticipate all major areas of concern (reports, subsidy claim processing, and outcome data) to be addressed by the fall of 2015.

As a result, we do not have access to current data related to client outcomes and this has made it challenging to establish meaningful targets with MCSS as part of the 2015 service contract. MCSS has demonstrated flexibility in negotiating service targets in recognition of the current data limitations as well as recognition that much of our time of our staff is still focused on clean-up activities related to SAMS, versus working more intensively with clients to support them in meeting programme outcomes.

Recommendation:

That the 2015 Ontario Works Service Plan be approved.

That the Service Plan be forwarded to the Ministry of Community and Social Services for provincial approval.

Respectfully submitted,

Stuart Beumer
Director of Ontario Works

Ontario Works Service Plan

2015

County of Wellington

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Executive Summary

The County of Wellington is one of the 47 Consolidated Municipal Service Managers (CMSM) in the Province of Ontario. The County manages and delivers the Ontario Works (OW) programme on behalf of the Province of Ontario to the residents of both the County of Wellington and the City of Guelph. The Ontario Works programme is joined by Child Care Services and Housing Services to form the County of Wellington Social Services Department.

Ontario Works service planning follows a two year planning cycle and 2015 is the beginning of the current cycle. This planning cycle will focus to re-gaining stability and getting back to business as usual since the launch of a new Provincial technology system for social assistance in late 2014. The Social Assistance Management System (SAMS) has had major impacts on our business and we are working diligently with the Province and with our staff to work through issues and get comfortable with the new system. This change has created stresses across the organization and this service plan discusses how we are responding to these challenges by ensuring that the appropriate resources and business processes are put in place. Our core values of quality and timely service to clients and providing a positive workplace for our team continue to anchor our efforts through this time of change and transition.

The 2015 OW Service Plan has identified a number of key areas of priority:

- Business recovery and normalization of operations post SAMS implementation
- A resumption and expansion of professional development for staff through the provincial SAIL (Supportive Approaches to Innovative Learning) curriculum
- Continued engagement at the provincial level in social assistance and employment services reform and integration activities
- Participation in the provincial Addiction Services Initiative (ASI) renewal initiative
- Continued leadership and participation in local community initiatives as they relate to employment services, poverty alleviation and interventions that address the complex needs of many of our clients

The 2014 caseload remained high and does not show signs of decreasing significantly in 2015. Local and provincial caseload data were reviewed as part of the budget process and as such, we forecast a 3% increase in the caseload for 2015. As of March 2015, the total caseload was at 2,050 slightly higher than the level is was one year ago. The continued high caseload (60% higher than 2008) demonstrates the ongoing failure of the economic recovery since the economic downturn to translate into a reduction in the number of households relying on Ontario Works.

Our office continues to support the provincial Supportive Approaches through Innovative Learning (SAIL) training programme. This year, we will be offering a full programme of SAIL learning modules to staff that have not received the training and we will also be looking to offer some limited training spaces to internal and external partners in an effort to further deepen positive working relationships and understanding. SAIL is an extensive client centered training approach and it enhances the competencies of our staff and provides them with the tools for effective intervention strategies with clients.

We continue to see positive results from our transition in early 2014 to a single caseworker model. This change allowed us to reduce caseloads and better enable our staff to manage through the transition to SAMS. In 2015 we hope to build on the advantages of this change in our client service approach and support caseworkers in spending more time working with clients on reaching their goals and less time

on system administration. This will be accomplished through ongoing staff training and support, improvements to administrative processes, and supportive and engaged management.

In 2014 we also completed a comprehensive caseload profile that provided us with important demographic information about our caseload. This information continues to help us make decisions related to adjusting service delivery to better respond to the needs of our clients. In 2014 we hosted an employment forum with local employment service providers to discuss the employment needs and challenges of Ontario Works clients. The outcome of the forum was the development of an integration strategy that we will be working to implement over the course of 2015 and 2016.

Involvement in the community remains an important priority for the OW office. Our staff is involved with a wide range of community activities, groups, committees and Boards. Our active involvement on groups such as the Local Immigration Partnership Council (LIP), Guelph & Wellington Taskforce for Poverty Elimination, the Wellington-Guelph Drug Strategy as well our leadership related to the Circles programme are some examples of our commitment to working with our partners and clients to improve the well-being of our community.

Finally, as part of this Service Plan we are introducing a renewed vision statement for our division. It is a straightforward and hopeful statement. Our vision is to inspire and support every client in achieving their goals. This vision demands that we build respectful relationships with clients; learning about their story and what they are hoping to achieve. Once this is established we can work in partnership with clients, providing them with the resources and supports that they need to successfully move forward.

Our OW team has demonstrated excellent commitment to providing high quality service to our most vulnerable citizens through a challenging period in late 2014 and early 2015. We will maintain our focus through the next planning cycle on ensuring that our clients receive the vital supports and services that they need to overcome their barriers to employment.

Stuart Beumer, Director of Ontario Works

June 2015

Section 1: Ontario Works Vision and Mandate

COUNTY OF WELLINGTON

The County of Wellington Ontario Works division has a vision and a service mandate that builds upon the vision and mandate for the Ontario Works programme that has been established by the Province.

Vision

To inspire and support every client in achieving their goals.

Service Mandate

We strive to effectively serve people needing assistance by delivering high quality programmes and services in collaboration with our community partners, in accordance with the provincial Ontario Works programme.

PROVINCE OF ONTARIO

Vision

To achieve improved employment outcomes for Ontario Works participants by increasing individual employability with the goal of sustainable employment and increased financial independence.

Mandate

To provide employment assistance and financial assistance to people in financial need. The Ontario Works programme:

- Recognizes individual responsibility and promotes self-reliance through employment;
- Provides financial assistance to those most in need while they meet obligations to become and stay employed;
- Effectively serves people needing assistance; and
- Is accountable to the taxpayers of Ontario

Section 2: Environmental Scan

ANALYSIS

This section of the OW Service Plan provides an analysis of 2014 outcomes, the current political climate, a description of the 2014 OW caseload, a summary of the local labour market and information regarding community engagement activities. Following the transition to SAMS in late 2014, local emphasis has been on ensuring client service is provided in keeping with established service standards. This shift away from prioritizing employment-related outcomes coupled with the unavailability of prior year outcome funding results has led to the establishment of conservative baseline forecasts for 2015.

2014 Outcome Funding Results and 2015 Baseline Forecasts

Measure	2014 Target	2014 Average	2015 Baseline
1A - Average Employment Earnings	$ 729	N/A[1]	$ 722
1B - Average Amount of Earnings at Exit	$ 1094	N/A	$ 1084
2A - Percent of Caseload with Employment Income	9.1%	N/A	8%
2B - Percent of Caseload Exiting to Employment	26.3%	N/A	25%
2C - Job Retention Rate	7.1 months	N/A	7 months
2E - Average Length of Time to Employment	12.9 months	N/A	13 months

NARRATIVE

1A: Average Amount of Employment Earnings for Participants with Earnings
Labour market trends continue to indicate an increase in individuals relying on part-time, precarious earnings to sustain themselves. As a result, increases in the number of participants with employment earnings have not translated into increases in the average amount of employment earnings. As a result of this trend and the irregularity of this measure in previous years, we have predicted a conservative baseline for 2015.

1B: Average Amount of Employment Earnings at Exit
Given the small size of our caseload, one or two income statements in any given month has the potential to significantly impact monthly outcome figures in this measure. Further, often participants who are exiting OW due to employment fail to submit a final income statement. Inadvertently, this has the ability to lower our performance on this outcome measure, making it increasingly difficult to predict this measure into the future. Given the volatility of this measure

[1] Provincial data on Prior Year Actuals is unavailable for the 2014 year.

in previous years and the lack of data for 2014, the 2015 baseline was set using the 2013 average.

2A: % of Caseload with Employment Income
Due to fluctuations in this measure and the low performance of it for the majority of 2013 coupled with the unavailability of outcome data for the 2014 year, the 2015 baseline was set conservatively at 8%.

2B: % of Caseload Exiting to Employment
Those on our caseload continue to be affected by the skills mismatch locally whereby a significant demand for highly skilled workers exists, and is coupled with a population of unemployed workers with low skill sets who either cannot find work or who obtain short-term, precarious employment as noted in our high rates of recidivism. Given our inability to meet our outcome target in 2013, our 2015 baseline has been set conservatively at 25%.

2C: Job Retention Rate Determined by Average Length of Time from Exit due to Earnings and/or Employment to Re-entry into Social Assistance
A trend of recidivism after increasingly shorter periods of time following exit appears to be especially present as of late, where we are noticing a greater reliance of businesses on shorter term contracts as provided by temporary agencies. This increased reliance on temporary agencies to fill positions has resulted in more of those on our caseload obtaining employment through these temporary agencies, leaving them vulnerable to job loss and subsequent re-entry into social assistance. As a result of the continual poor performance of this measure, the 2015 baseline was set at 7 months which is consistent with the 2014 baseline.

2E: Average Length of Time to Employment
In recent years, our caseload data confirms that the length of time individuals and families spend in receipt of social assistance is growing. As a result of the growing distance of individuals from the labour market and the skills mismatch noted above, those on our caseload continue to require greater intervention and support to obtain and maintain employment. The established baseline for 2015 is consistent with the 2014 baseline.

EXTERNAL INFLUENCES

In June of 2014, the Ontario government increased the minimum wage from $10.25 to $11, representing the first increase to minimum wage since 2010. In addition to this increase which came into effect on June 1, 2014, annual increases reflecting the rate of inflation are set to begin in October of 2015. We are likely to see this increase positively impacting those on our caseload who are employed in positions paying minimum wage while strengthening the outcome measures associated with income, particularly in the year following the increase.

With the provincial election granting the governing Liberals a majority, the projects they had initiated are likely to move forward, including further social assistance reform, which has the potential to influence caseload levels as well as the earnings of participants on our caseload. Additionally, the new Employment Related Benefit (ERB) coming out of social assistance reform is set to be introduced in the fall of 2015. The ERB will replace seven different employment benefits, each with varying rules and amounts. It is hoped that the ERB will provide greater flexibility to support clients with their employment needs, thus improving our outcomes.

The consolidation of employment services by the Ministry of Training, Colleges and Universities has the potential to impact our role in delivering employment services and our ability to achieve our outcomes. Further, this realignment may also have a significant bearing on how we work with our Employment Ontario (EO) colleagues to support Ontario Works (OW) participants to prepare for, find and maintain employment. In anticipation of this change, we have developed an integration strategy for the provision of employment services grounded in the shared desire to further coordinate the employment related services delivered by OW and EO in Guelph and Wellington. This integration strategy outlines an approach to collaborative service delivery that strives to deliver comprehensive, wrap around supports that are sensitive to the unique needs of those we support while reducing duplication of similar services where appropriate. It is our hope that this approach will increase opportunities for employment-ready OW participants to connect seamlessly with EO programs in order to achieve the best possible employment outcomes. Our OW employment efforts will increasingly focus on life skills and supports to individuals that are further away from the labour market and require more extensive supports to achieve their employment goals.

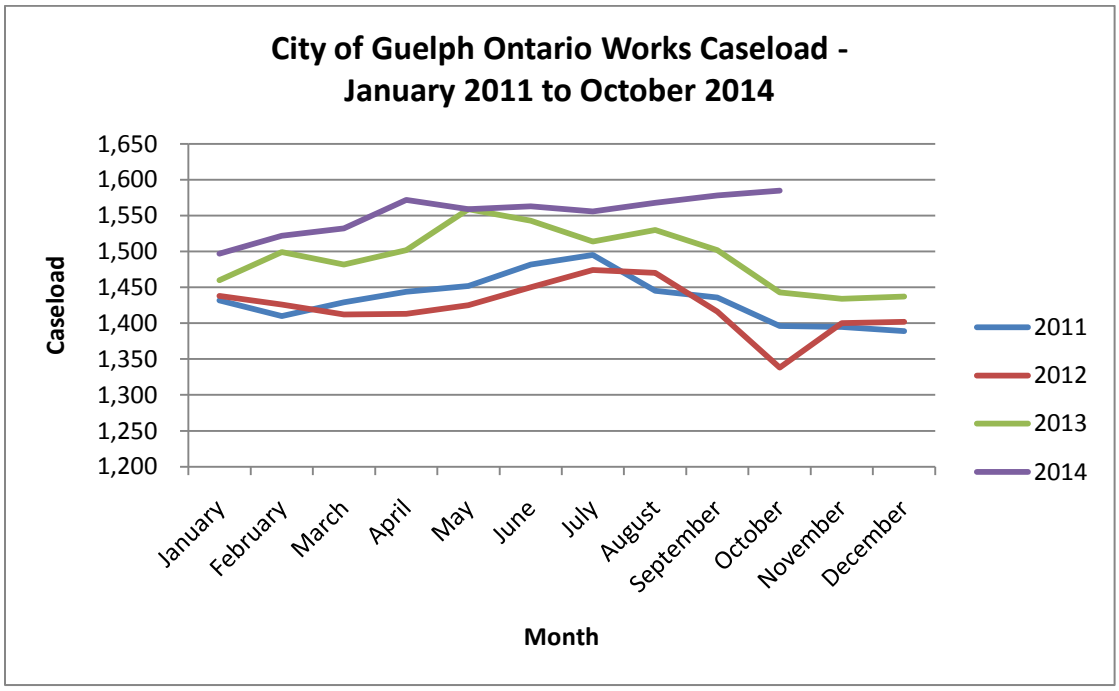
The Social Services Solution Modernization Project (SSSMP) continues to be an important priority for OW staff, particularly with the introduction of the Social Assistance Management System (SAMS) in November 2014. SAMS continues to require significant investments in planning, training, and local business process development. Ultimately, our success in achieving our outcomes is directly related to the performance of SAMS and the implementation of improvements that promise to support our work (e.g. reports, data, fixes). We remain largely dependent on the work of MCSS in this regard and we are working in collaboration with the Ministry, OMSSA and other service managers to support system improvements. One example of this work has been our active participation in a business recovery working group a joint OMSSA-Ministry effort to assess impacts and suggest improvements to SAMS.

CASELOAD DESCRIPTION

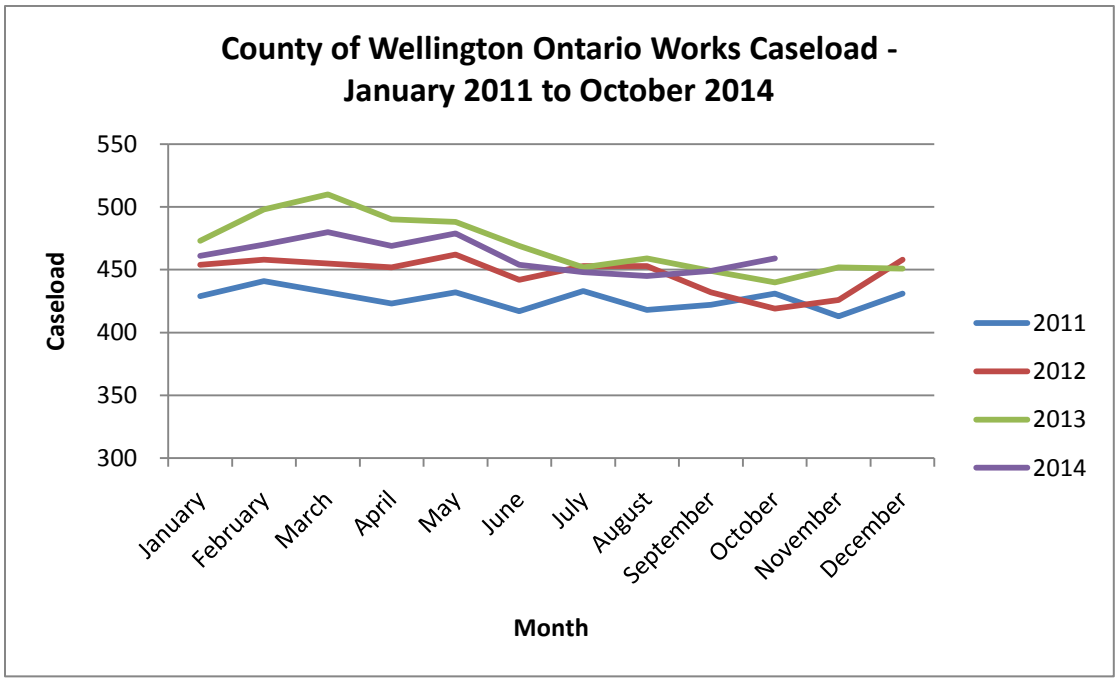
The following table provides a description of the County of Wellington's OW caseload, including actuals from 2013 and 2014, and a forecast for 2015. A 3% increase in our caseload is predicted for 2015 as a result of the continued structural changes in the labour market and the mismatch between employer expectations of prospective employees and the skill level of many of our clients.

Caseload	Source	2013 Actual	2014 Actual	2015 Forecast
Average monthly total caseload	Form 5	1,961	2,020	2,102
Average monthly number of Ontario Works participants with deferred participation requirements	Form 5	572	N/A[2]	
Average monthly number of ODSP participants (voluntary)	BUS	13	N/A	
Demographic Variable	**Dec 2013**	**Dec 2014**	**% Change**	
Number of Cases (form 5)	1888	2050	8.6%	
Total # of People (form 5)	3864	N/A[3]	N/A	
# of Dependants Aged 0-6 (form 5)	648	N/A	N/A	
Singles (BUS)	63.65%	N/A	N/A	
Sole Support Parents (BUS)	31.77%	N/A	N/A	
Couples with Dependants (BUS)	5.61%	N/A	N/A	
Couples without Dependants (BUS)	2.61%	N/A	N/A	
Average # of Dependants per Family	1.546	N/A	N/A	
LEAP – Average Monthly Caseload (Service Contract Report)	27.5	N/A	N/A	
Months on Assistance		N/A	N/A	
City of Guelph (BUS)	22.5	N/A	N/A	
County of Wellington (BUS)	19.3	N/A	N/A	
Average Monthly Earnings	$721.97	N/A	N/A	
Number of Recipients with Earnings (Average Time Average Income Report)	321	N/A	N/A	
Percent of Caseload with Earnings	9.3%	N/A	N/A	

[2] Caseload data through the provincial technology is unavailable for December 2014.
[3] Ibid.

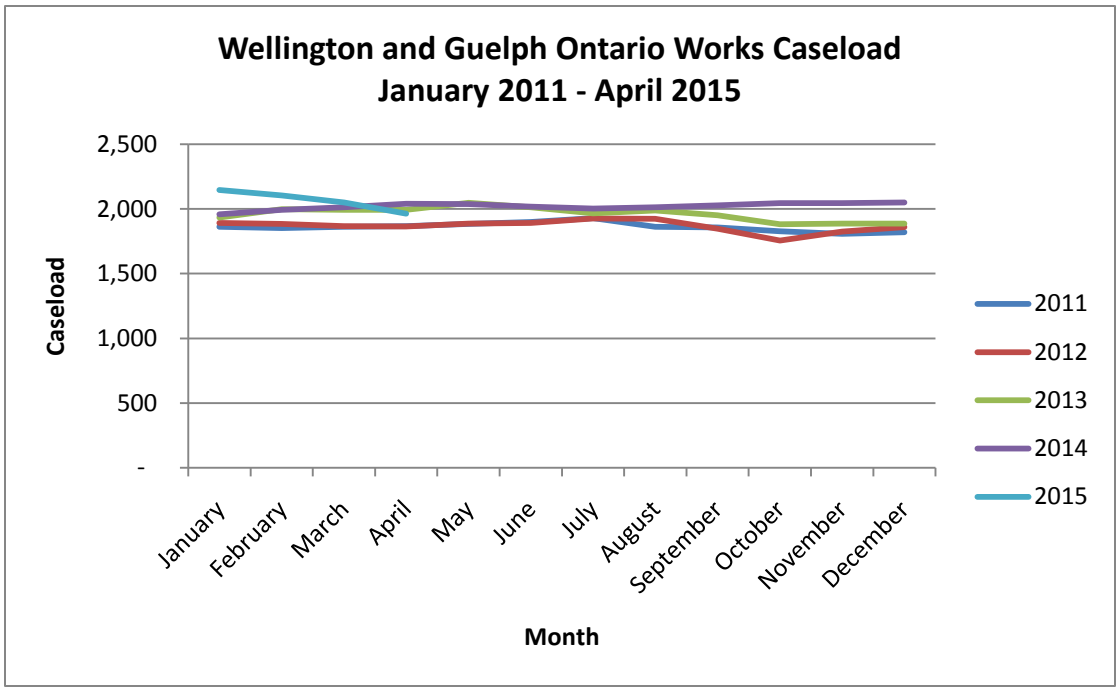


The Above Graph Indicates Caseload Trends for the City of Guelph Since 2011[4]



The Above Graph Indicates Caseload Trends for the County of Wellington Since 2011

[4] Following the transition to SAMS in November 2014, we have been unable to obtain caseload statistics for the City of Guelph and the County of Wellington separately.



The Graph Above Indicates Caseload Trends for the County of Wellington and the City of Guelph (Combined) Since 2011[5]

LOCAL LABOUR MARKET

The unemployment rate for the City of Guelph began at 6.7% in January of 2014, falling to 5.1% in January of 2015[6]. This positive change is further evidenced by an increase in overall employment, starting at 72,600 in January 2014 and growing to 86,000 by January 2015[7]. This statistic includes both full-time and part-time workers. The unemployment rate for the County of Wellington was reported to be 5.7% as of December 2013[8], a decrease from the 2011 rate of 6.1%[9]. The unemployment rate for the County of Wellington including the City of Guelph has remained consistently low in the last several years, sitting at 6.7% in May of 2014[10].

As part of the Wellington Business Retention and Expansion Project (BR+E), interviews conducted with local business owners have indicated a strong local economy compared to the local economic region. Despite the economic downturn, the County of Wellington has experienced healthy job growth with 42,593 local jobs in 2014, representing an increase of

[5] Caseload Data for November 2014 lacked integrity due to the transition to SAMS. As a result, data for October 2014 was used for November 2014 as well.
[6] Statistics Canada (2015). Labour Force Characteristics by Census Metropolitan Area (seasonally adjusted). Statistics Canada Catalogue no. 71-001-XE. Ottawa. Released March 2015.
[7] Ibid.
[8] Gillespie, Adam (2014). County of Wellington Upgraded to 'AA+' From 'AA' on Very Strong Budgetary Performance and Exceptional Liquidity. Released September 2014.
[9] Statistics Canada (2012). Wellington, Ontario (Code 3523) (table). Census Profile. 2011 Census. Statistics Canada Catalogue no. 98-316-XWE. Ottawa. Released October 2014.
[10] County of Wellington (2014). County of Wellington Economic Profile. Released July 2014.

12.7% since 2009[11]. Job growth was also felt in the City of Guelph with 88,430 jobs, representing an increase of 11.8% over the same time period. This local growth is compared with a modest job growth of 6% across the province[12].

A significant skills mismatch continues to take place locally whereby unemployed workers with low skill sets either cannot find work or are caught in the 'find employment only to lose employment cycle,' while at the same time there exists a remarkable and unanswered demand for highly skilled workers[13]. This is particularly evident within the County of Wellington where employers have continued to note the difficulty they experience in attracting qualified workers from beyond the County. To complicate the skills mismatch, the lack of public transportation continues to present challenges for both employers and workers in the County.

The positive job growth locally is expected to continue, with 43% of employers interviewed as part of the BR+E project indicating they plan to expand within the next 18 months. Sectors leading the job growth in Guelph Wellington include manufacturing, agriculture, health care, services and transportation[14]. In particular, local labour market growth is expected in the year ahead based on the following 2015 highlights:

- Musashi Auto Parts Canada Inc. in Arthur set to expand, adding 25 new jobs
- With the support of the federal and provincial governments, Linamar will add 1,200 new high quality manufacturing jobs over the next decade
- Toyota Boshoku Canada of Elmira receives $1 million in funding, creating 73 new jobs
- Following the merger of the Guelph Food Technology Centre and NSF International, a major facility is under construction in Guelph with the capacity to create 85 new jobs
- A planning proposal was put forward to council for a new Lowe's location in Guelph. If approved, Lowe's could bring hundreds of new jobs to the area in the future

In contrast to this positive growth, the retail sector is showing signs of a challenging market as of late, beginning with the loss of Target across Canada earlier this year. Both the Guelph and Fergus Target locations are now closed, resulting in the loss of hundreds of positions that relate to the skill-set of our caseload. These challenges have revealed themselves once again in the loss of numerous Future Shop locations across Canada. Fortunately, the Guelph Future Shop location will be renovated and rebranded as a Best Buy with minimal labour disruption and job loss. However, these persisting retail sector challenges have the potential to have some direct negative impact on the employment prospects of our caseload.

[11] County of Wellington (2014). County of Wellington Economic Profile. Released July 2014.
[12] Ibid.
[13] Workforce Planning Board of Waterloo Wellington Dufferin. (2013). Labour Market Interim Report. Released February 2013.
[14] County of Wellington (2014). County of Wellington Economic Profile. Released July 2014.

COMMUNITY ENGAGEMENT

At every level of the organization, OW staff continue to be involved in the community through collaborative work and meaningful partnerships. Investing in these activities strengthens our connection to the local community, region and province, enabling us to stay informed on issues that impact the delivery of our services. These efforts also lead to client service improvements as we plan, coordinate and integrate human services at a community level. A few collaborative efforts are highlighted below.

Housing – Following the loss of the Community Start-up and Maintenance Benefit (CSUMB) in January of 2013, staff have been involved in exploring the impact of this loss on furniture needs in Guelph Wellington, as well as the effectiveness of new initiatives put into place by service providers in response. A resource to support system navigation – a *Guelph-Wellington Furniture & Household Goods Guide* – was developed out of this work, along with a number of recommendations. Our involvement with this initiative will help to ensure that social assistance recipients are able to meet their needs for furniture and household goods. The OW programme is also integrated with the delivery of homelessness related programmes and supports and this has proved highly beneficial in helping OW clients maintain or obtain housing.

Income – With the understanding that many individuals and families in Guelph Wellington, including those working full time, face challenges related to inadequate income, our staff have been supporting the living wage movement through involvement with an action group of the Poverty Task Force locally. By supporting the living wage, we can ensure that working individuals and families can meet their basic living expenses, support the healthy development of their children, and allow them to fully participate in work, family life, and community activities.

Food Security – Over the past couple of years, staff have been working with community partners to address the increasingly challenging issues experienced by providers and clients within the local emergency food system. Stemming from this work, the Seed Community Food Hub Committee was formed with the aim to create a space to bring people together with food to improve health, community, access and advocacy efforts. Our involvement with the Seed ensures the provision of emergency food access in a dignified setting that allows people to regain their self-worth, find their voices on the issues that matter to them, and find friends and support.

Health – In early 2016, three oral health programs for low income children will be integrated into one public oral health program to simplify and streamline access. The three programs for integration include Children In Need Of Treatment (CINOT), the social assistance dental programs for children, and Healthy Smiles Ontario. In preparation for this positive change, OW staff have been involved with an Oral Health Action Committee in order to ensure the needs of our clients are understood and continue to be met beyond the change.

Section 3: Programme Management

SERVICE DELIVERY RATIONALE

Analysis of Resources:

The organizational chart on page 14 provides an overview of the staffing resource allocations within Ontario Works. Major functions are described below and attention is given to identifying potential risks and priority actions and improvements.

Following a substantive shift to our case management model in 2014 where caseworkers manage both the income and employment aspects of OW cases, our caseloads have remained quite stable at approximately 100 households per caseworker. As a result, caseworkers have been permitted the time to work more proactively with clients and to better manage the transition to the new SAMS technology. The service improvement focus for 2015 has been on efforts to examine and enhance our application and intake processes, in addition to providing efficient client service throughout the transition to SAMS phase. Additionally, with the launch of SAMS and the promise of the launch of an online client portal later this year, it is our hope that we will be equipped to increase the promotion of electronic communication methods given the growing preference of our clients to communicate through technology.

In an effort to enhance our delivery of employment services and resources to clients, renovations to our current office space are being planned to allow for the creation of a quieter, more comfortable employment resource area for clients as they job search, communicate with employers and receive support from our employment staff. The new space will also provide required new staff workstations to be used in working one on one with clients. A new full time Employment Facilitator has also been added to allow for the provision of enhanced employment services to clients.

An ‘all hands on deck’ approach was used after SAMS go-live which saw the movement and adaptation of staff to various supporting roles. This included a combination of secondments and assigning staff to supporting roles. Ensuring client service continued to be provided in keeping with established service standards was and continues to be our key focus. The following changes to our Service Delivery Model were implemented from November 2014 through to March 2015.

Our SAMS implementation team consisting of 10 staff members representing each team in our division have been supporting staff with software navigation and troubleshooting since go-live, in addition to fulfilling their own responsibilities in the positions they occupy. Three staff members including our Trainer, Senior Accounting Clerk and Policy Analyst, were seconded from their positions to be our local SAMS experts with a focus on supporting staff through triaging and troubleshooting major issues, logging tickets, creating internal job aids and

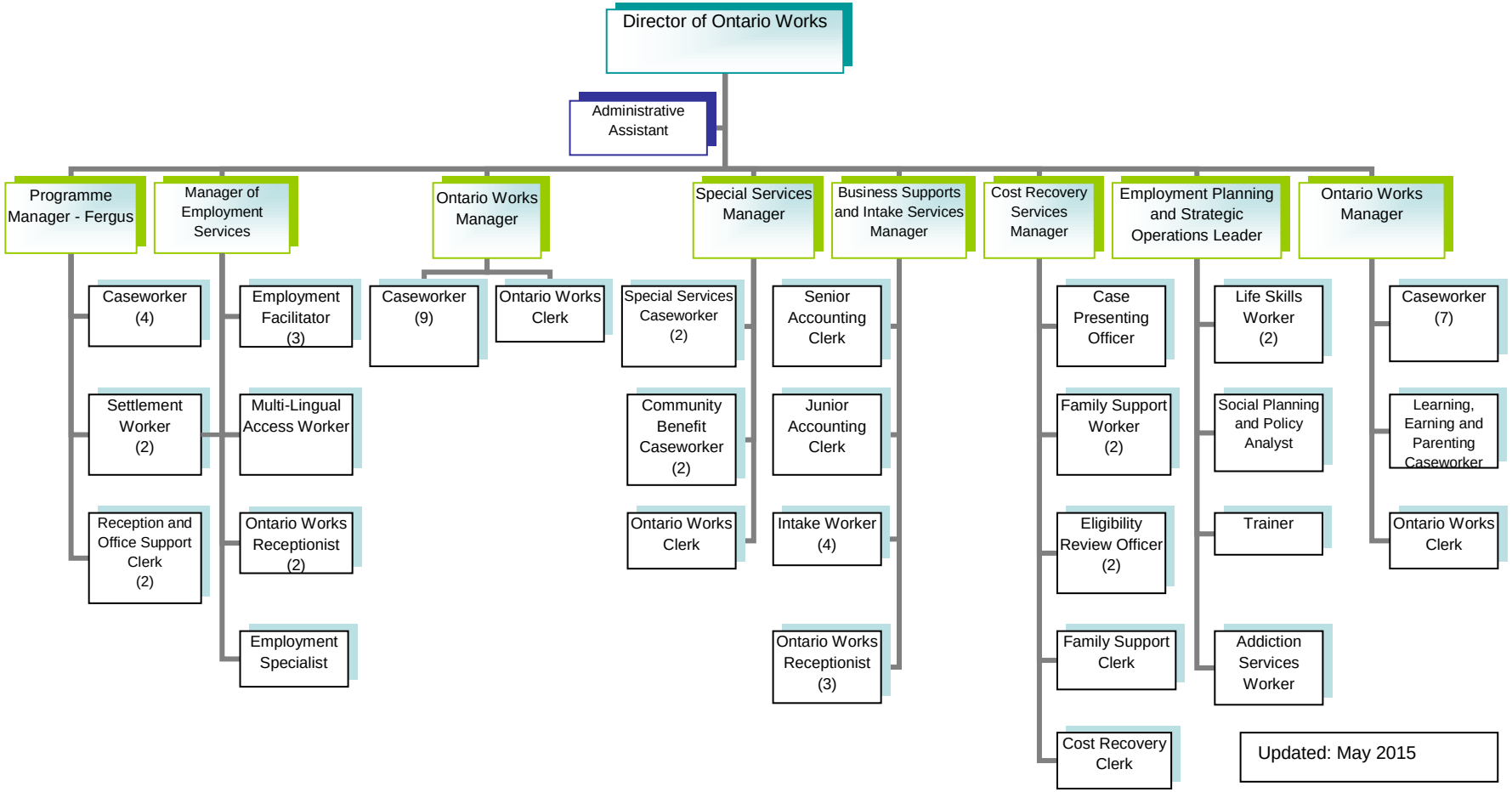
resources for staff, and monitoring the changes coming through from the project and province. Our SAMS site lead and OW Director provided oversight, management and prioritization to the support offered to staff by our SAMS experts and implementation team.

Additionally, during the months of November and December, our cost recovery and special services units also supported the transition to SAMS, contributing assistance to other staff where a need was identified. This included the completion of intakes and manual forms, troubleshooting and data entry.

Currently, our Trainer and other expert staff continue to deliver SAMS training to both new and returning staff, and to offer refresher sessions for staff with the goal of ensuring all staff are well-equipped and comfortable working in SAMS while we continue to meet the established service standards. Our Policy Analyst, Trainer and SAMS implementation team members continue to support case management and through reviewing and updating local business practices, which has involved considerable staff time and resources. Additionally, an effort to ensure our intranet remains streamlined and contains the relevant, updated SAMS information for staff has been a key priority area.

Given staff absences, the need to manage vacation requests over the summer months, and to deal with workload backlogs, four new six month temporary caseworkers have been hired and began training in late May of 2015. Two of these positions represent additional, temporary positions to support the delivery of case management services, while the other two positions will provide coverage for workers who are off and on extended illness related leaves. Additionally, a student caseworker position has been created for a four month (May-August) period to support the completion of verification interviews over the summer months. These additional staffing resources are being supported through additional funding provided by the Province to support SAMS implementation.

COUNTY OF WELLINGTON ONTARIO WORKS ORGANIZATIONAL CHART



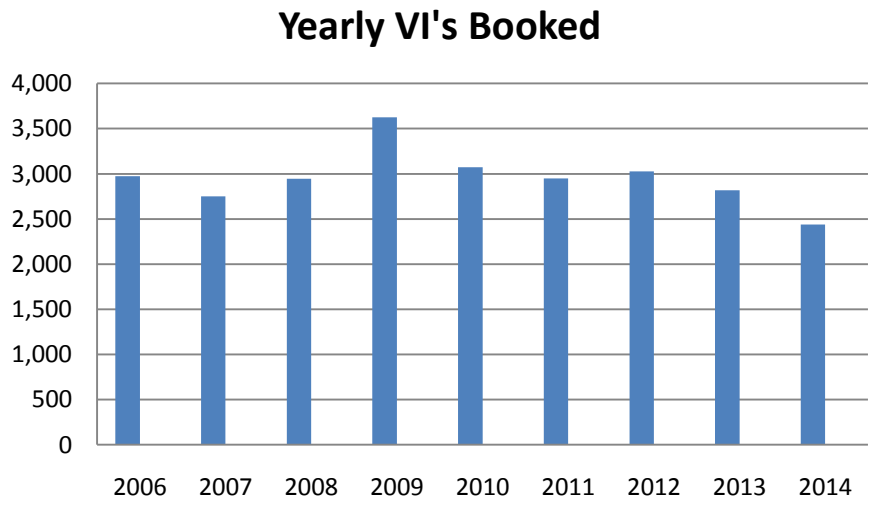
Intake Services

Applicants for Ontario Works have three options to apply for assistance:
Call: 1.800.265.7294 x 3390 or 519.837.2670 x 3390
Click: www.ontario.ca/socialassistance
Visit: Our main office at 138 Wyndham St N. Guelph ON

We continue to promote the online application for Ontario Works through various channels including our website, voice message system and through community partners. In 2014 we saw an increase in the number of applications being received through the online channel at a yearly average of 12%. This is up from the yearly average of 9% in 2013 and 7% in 2012. We will continue to promote the online application, especially given the increased functionality of the online application represented by SAMS.

The majority of intakes continue to be completed over the telephone. Additionally, clients who have completed an online application are also contacted by telephone to confirm information and schedule a Verification Interview (VI) as appropriate. In an effort to streamline access, enhance customer service and provide efficient responses to callers, we are exploring changes to the phone system that would see an increase in the percentage of calls answered directly by our intake unit.

In 2014, the Intake Team responded to 4,036 requests for assistance, representing an approximate 21% decrease from 2013 which saw 5,130 requests for assistance. Part of this decrease can be accounted for by a change in tracking the number of calls whereby duplicate calls from the same caller were only counted once. Of the total number of requests received, 2,440 (60%) were scheduled for a Verification Interview (VI). The remaining requests were either deemed ineligible, the client voluntarily withdrew their application, or the individual was seeking general information only.



Case Management Services

The benefits of the recent shift from the dual caseworker model to the one caseworker model have become evident over the past year, particularly during the shift to the SAMS technology. While these changes required substantial training and orientation, they have resulted in the provision of more seamless and efficient client service experience, and have allowed the size of caseloads to remain lower and cleaner lines of responsibility for each case. To support case management responsibilities following the implementation of SAMS, local business practices continue to be reviewed and updated by the SAMS team. This work continues to involve considerable staff time and resources, especially with the persistent changes to SAMS in light of the high number of fixes and enhancements that are being implemented.

Based on the positive results of the Income Exception Reporting Programme (ERP) pilot, we expanded ERP to include our entire caseload in July of 2013. The chart below illustrates the continued efforts of our staff in the implementation of ERP, and we hope to build on this positive momentum through 2015.

Date	Number of Clients on ERP	% of Caseload on ERP
July 2013	161	8%
December 2013	419	23%
February 2014	468	24%
September 2014	686	34%

In the fall of 2015, a three month Employment Readiness Scale Pilot is planned in order to determine the usefulness of the tool in measuring and documenting the progress of clients towards self-sufficiency and ultimately employment. Five caseworkers will complete the tool with approximately 60 clients, following which the tool will be assessed to determine possible future use. It is our hope that the ERS will provide an easy-to-use action plan for increasing client commitment, a framework for designing successful interventions, and support for making appropriate referrals to Employment Ontario and other employment related service providers.

Caseworkers continue to utilize the Comprehensive Assessment and Action Plan System (CAAPS) to capture and monitor employment activities for OW clients. CAAPS enables Caseworkers to capture relevant data and monitor outcomes pertaining to a client's activities, skills, barriers, goals and accomplishments. The on-going usefulness of the CAAPS system continues to be evaluated in light of the SAMS technology and the functionality that it is able to provide in relation to employment case management.

The Learning Earning and Parenting programme for young parents on OW remains stable in terms of total participants on the caseload. Enhanced literature and promotional efforts have been produced but have resulted in no significant increase to overall caseload.

Other Income Stream – Life Skills Programmes

The **Addictions Services Initiative (ASI)** is an intensive case management programme for clients struggling with substance abuse issues that prevent them from obtaining and maintaining employment. Clients who are interested in working on their addiction issues are referred to the ASI Life Skills Worker, who, in collaboration with Community Addiction Services (CADS), Stonehenge and other addiction service providers, assists clients to get the treatment and support they need throughout their recovery journey. Once the client reaches the maintenance stage and has not relapsed for a substantial period, they are ready to be referred back to a general OW Caseworker to seek employment.

As part of the measuring and monitoring process for ASI renewal, the ministry is putting in place three new tools, including the *University of Rhode Island Change Assessment (URICA)*, the *Global Appraisal of Individual Needs Short Screener (GAIN-SS)*, and the *Employment Readiness Scale ™ (ERS)*. The URICA is a screening tool designed to determine eligibility for ASI, according to the stages of change model, while the GAIN-SS measures change over time in behavioural health. The ERS, which as we have indicated will also be implemented locally on a pilot basis to the general OW caseload, measures participant progression along the employment readiness continuum. We are optimistic that these tools will allow for the proactive identification of barriers to employment, enabling the making of effective referrals to community supports earlier in the treatment process.

An annual ASI Service Plan is completed and submitted to the ministry, beginning with the 2014-2015 year. The service planning process gives us an opportunity to outline our service strategies, programme management functions, outcome monitoring, and partner linkages, inviting us to think about the programme in highly strategic ways.

The **Mental Health Life Skills programme** also utilizes an intensive case management model for clients. Referrals to the Mental Health Life Skills programme are made by caseworkers when a client identifies that they are struggling with significant mental health issues that prevent them from gaining financial independence. Clients receive assistance with appropriate referrals to community mental health resources or for medical and psychiatric assessments that may assist the person in stabilizing their situation. Assistance is also provided to clients for completing ODSP applications where appropriate.

Fergus Social Services Office

The Social Services office in Fergus has been open since April 20, 2012, providing County residents' access to a variety of social services of which OW is a primary focus. The office continues to house other social services including child care, social housing and ODSP supports. Specialized workers who complete functions such as family support, eligibility review, addiction and mental health services, and LEAP travel to the Fergus office to meet with their clients that

reside in the office catchment area. The addition of this office location has made a significant improvement to our ability to provide excellent client service, making our services far more accessible to those living in the central and northern areas of Wellington County.

All applications for social assistance are received and processed centrally via the Intake Team at the Guelph office. Verification Interviews and on-going case management for clients, who reside in one of the four townships of Centre Wellington, Mapleton, Minto and Wellington North, take place out of the Fergus office.

Cost Recovery Unit

The Cost Recovery Unit is responsible for four primary programmes; Eligibility Review, Case Presenting, Family Support, and the Eligibility Verification Programme (EVP).

The Eligibility Review programme continues to operate in a timely manner and addresses complaints early on before they escalate. Eligibility Review Officers work closely with intake staff to review any open eligibility review cases at the time of intake, scheduling for a verification interview in order to resolve the outstanding issue.

Our Case Presenting officer (CPO) works with internal reviews and subsequent submissions to the Social Benefits Tribunal. There is open communication between the local legal clinic and the CPO in an effort to resolve outstanding issues for clients. We adhere to the provincial polices regarding portability of overpayment processes and continually utilize system generated reports and case notes to ensure that established overpayments are accurate. Currently, local business processes are being reviewed and adjusted in an effort to streamline overpayment management, which would see an increase in the involvement of the CPO in this regard.

The Family Support Programme assists clients in obtaining support agreements and orders, either for child or spousal support. We continue to perform strongly in the area of assisting sole support parents with sole support provisions despite the increased workload presented by the implementation of SAMS.

The Eligibility Verification Programme (EVP) remains suspended until late August of 2015 as a part of the administrative relief measures related to the SAMS implementation.

Special Services Unit

The Special Services Unit delivers the following programmes:

- Housing with Related Supports
- Community Grants Programme
- Emergency Shelter Solutions
- Municipal Discretionary Benefits
- Public Funerals and Burials
- Housing Stability Programme
- Emergency Energy Fund

Special Services staff work directly with individuals and families residing in both Housing with Related Supports Homes and Emergency Shelters. Staff dedicated to clients at these sites facilitate OW applications, assess eligibility, and provide support in transitioning out of shelter programmes and into longer term housing solutions. Special Services staff involvement with residents of the emergency shelter system continues to be high following the funding and legislative changes of January 2013 related to the Community Homelessness Prevention Initiative (CHPI), which resulted in residents of emergency shelters being considered eligible to receive OW.

The Discretionary Benefits Programme is exclusively municipally funded and continues to grow moderately in terms of the number of individuals accessing support and dollars spent. This programme assists individuals and families on low and fixed incomes with various needs ranging from urgent dental care to assistive devices and medical needs. This programme also assists individuals and families with health related needs while they are staying in emergency shelter as well as start-up costs to secure housing and utilities when leaving a shelter.

A Housing First Pilot Programme ('HF Pilot') was launched in January 2015 in collaboration with the Welcome In Drop-In Centre, a local Emergency Shelter Provider, with funding and administrative support provided by the County of Wellington through CHPI. The goal of the 12-month HF Pilot is to provide immediate access to permanent housing and wrap-around supports to 20 individuals experiencing chronic/complex issues as a barrier to securing and maintaining housing.

Public funeral and burial requests remain at a high level and show signs of continuing to increase. The combination of an increasing population in the City of Guelph and the County of Wellington, an aging population and rising social assistance caseloads will likely result in a continued increase in the number of publically funded funerals and burials for the foreseeable future.

As of 2013, the Special Services Unit assumed responsibility for delivery of the Emergency Energy Fund (EEF) and the Low Income Energy Assistance Programmes (LEAP) from the Cost

Recovery Unit. Taking on these programmes has helped to streamline the access point for all low income applicants requiring assistance with obtaining or retaining housing. Additionally, the Special Services Unit continues to deliver the Housing Stability Programme (HSP), which was introduced to fill the need left by the loss of the Community Start-up and Maintenance Benefit in January 2013. The range of eligible costs under the HSP is more restrictive compared to the former CSUMB, while client eligibility remains targeted at social assistance recipients.

OVERSIGHT STRATEGY

Program integrity and risk management are high priority areas for the delivery of Ontario Works and play a significant role in our oversight strategy. By ensuring that decision making occurs in a consultative and proactive manner, possible areas of risk are identified and mitigated to promote effective operations and prevent any negative outcomes. However, given the significant administrative burden presented by the transition to SAMS, our ability to manage overpayments, file reviews, the eligibility verification programme and other aspects of our oversight strategy continues to be challenging.

Our oversight strategy consists of a number of on-going activities wherein programme risks and areas for improvement are identified. Key activities are listed below:

- Randomized file reviews by managers, with specific attention to new caseworkers, recent changes to legislation, identified issues, etc.
- Regular team and all staff meetings to discuss issues and seek staff input
- Bi-weekly management meetings to review issues, outcome performance and ideas for improvement
- Pay lists are reviewed and approved by staff on a daily basis
- Quarterly meetings between the local office and the Provincial Program Supervisor to review programme expenditures, performance, emerging issues and outcomes

Our organization continues to work with the Province on the implementation of the Integrated Social Assistance Management Framework (ISAMF). The County supports the overarching goal of ISAMF to ensure that the Ontario Works programme is being effectively delivered and managed by service managers. County staff will continue to actively participate with MCSS as they roll out more information in relation to ISAMF, and will work to make the necessary modifications to operations as elements of the framework begin to be implemented.

The Training Team is responsible to assist with interpretation, communication and tracking of legislative changes, policies and procedures. All provincial legislation is forwarded through to this department to be reviewed and disseminated to staff in a timely manner. Given the recent transition to the SAMS technology, the Training Team has been working in collaboration with management and the SAMS Implementation Team to develop local business practices to support the delivery of Ontario Works, streamline processes and preserve quality assurance in

this new environment. All local business practices are uploaded to our intranet for easy access by all staff.

Since the transition to SAMS, Treasury staff has been unable to prepare and submit subsidy claims, and are working closely with provincial staff to initiate an automated subsidy claims process through the SAMS technology. Additionally, separate caseload statistics for the City of Guelph and Wellington County have been unavailable since SAMS go-live, presenting challenges in monitoring caseload data. Provincial staff has been working with us on resolving this issue as well. Working relationships between OW staff, Treasury staff and provincial MCSS staff is very positive and this leads to open and pro-active communication and problem solving.

Overview of Learning Supports

Our organization remains committed to facilitating professional development and lifelong learning experiences for all of its employees. The provincial training curriculum, Supportive Approaches through Innovative Learning (SAIL), continues to form the foundation upon which other experiences are built. We are looking to offer a complete set of SAIL modules in 2015, and we are also looking at the possibility of offering some limited seats at the sessions to other CMSM's, community partners and staff from other areas of Social Services to deepen our positive partnerships.

In addition to offering SAIL modules, we take concrete action to ensure that the principles of the SAIL training are lived out by our staff throughout the organization. SAIL principles are applied through various initiatives and means, including self-care groups, lunch and learn sessions, job shadowing, a resource library, an intranet, an OW newsletter and staff learning events. A further support for staff is the Trainer, who is a resource regularly used by staff in an advice and guidance capacity to assist them with policy interpretation and decision making.

An important priority for training and development in 2015 has been the transition to SAMS. This project continues to require significant investments in planning, organizing and training as we adapt to working in a new technological environment. Our SAMS Implementation Team consists of 10 staff members representing each team in our division, and has been responsible for supporting staff with software navigation and troubleshooting since go-live. Additionally, our Trainer and other expert staff continue to deliver SAMS training to both new and returning staff, and to offer refresher sessions for staff with the goal of ensuring all staff are well-equipped and comfortable working in SAMS while we continue to meet the established service standards.

Staff are offered a variety of training opportunities appropriate to their roles during the course of the year. The County's Performance Appraisal process allows staff, with the support of their manager, to identify their own learning and personal development goals. Throughout the year, the training unit provides 'refresher' sessions based on feedback received from staff and

management as well as information received from the Province related to programme updates and changes. In addition, staff are supported in attending conferences and courses throughout the year through the Association for Municipal Employment Services (AMES); Ontario Municipal Social Services Association (OMSSA); as well as local workshops related to issues such as addictions, mental health, youth services and other inter-agency learning events.

Additionally, Ontario Works managers are offered a variety of learning opportunities, and over the past year a group of managers were awarded for completing a Certificate in Leadership program offered through the University of Waterloo. This program aims to create good managers by training people in leadership skills like coaching for success, how to lead people, team building, and managing opportunities for conflict.

Section 4: Outcome Strategies

OUTCOME FUNDING TARGETS FOR 2015

The outcome projections for 2015 remain conservative due to continued labour market uncertainty and the skills mismatch, both of which point to continued OW caseload growth. Additionally, the implementation of SAMS has required significant staff time and attention, which we anticipate will continue to create challenges in achieving our outcomes.

The chart below outlines our 2015 outcome targets which are reflective of a 1% increase over the 2015 established baselines.

Measure	2015 Baseline	2015 Target
Average amount of employment earnings for participants with earnings	$ 722	$ 729
Average amount of employment earnings at exit	$ 1084	$ 1095
Percentage of the caseload with employment income	8%	8.1%
Percentage of the caseload exiting to employment	25%	25.3%
Job retention rate as determined by average length of time from exit due to employment to re-entry to social assistance (months)	7 months	7.1 months
Average length of time to employment (months)	13 months	12.9 months

ACTION STEPS AND RESOURCES

Labour market trends locally continue to indicate a significant and unanswered demand for highly skilled and educated employees, countered by a significant number of unemployed individuals with lower skill sets that do not the required needs. Additionally, those who are unemployed with a low skill set may not have the resources necessary to upgrade their skills and education and/or require upgrading that will require a significant investment in time before they are able to compete for sustaining employment.

The chart on the following page identifies the array of employment activities available for a client pertaining to basic education or training.

Basic Education

Organization	Programme
Wellington Centre for Continuing Education	Grade 12 General Educational Development (GED) Preparation Literacy and Numeracy Step Into a New Life Academic Upgrading Give Yourself Credit
St. George's Centre for Adult ESL	English as a Second Language
Conestoga College	General Diploma General Educational Development (GED) Preparation
Action Read	Literacy

Training

Organization	Programme
Conestoga College	Focus for Change Discover Your Future Targeted Initiative for Older Workers
Wellington Centre for Continuing Education	Individual Computer Training Computer Skills for the Workplace
Action Read	Computer Training
St Louis Adult Learning and Continuing Education	Personal Support Workers Hairdressing Chef Training
Workforce Planning Board	Skills Link
Second Chance Employment	Ways to Work

Ontario Works Internal Programmes

Organization	Programmes/Services
County of Wellington Ontario Works	Employment Workshops Employment Placement Self-Employment Community Placement Addiction Services ASI) Life Skills/Mental Health Learning Earning and Parenting (LEAP) Getting Ahead

The County of Wellington continues to operate an Employment Resource Centre (ERC) in Guelph with resources also available at the Fergus office location. The ERC provides clients with an opportunity to access the internet to perform labour market research and to view and apply to available job postings. Clients also have the ability to update their resume and cover letters, make photocopies, and obtain assistance from reception staff where required.

The Employment Services Team also includes three Employment Facilitators that lead monthly workshops on employment topics, and meet with clients one on one to offer more in-depth assistance related to resumes, job searching, interview skills, etc. An increasing amount of time of the Employment Facilitators is being dedicated to more in-depth life skills and goal setting programmes for our clients, such as Getting Ahead.

Employment Placement

The Employment Specialist (ES) works with both the client and the employer to ensure the success of the placement and subsequent employment retention. In 2014, the County of Wellington saw 1624 Ontario Works participants exit from assistance, of which 404 participants had secured full or part time employment, which equates to 24.9% employment successes.

The ES continues to host an informal job search club two days a week for an hour in length. This club was an initiative that began in 2013, and has given the ES the opportunity to develop a rapport with motivated job seekers while providing them with current employment opportunities and offering suggestions on effective job search strategies. The ES is now also working in conjunction with a local Employment Ontario service provider, Northern Lights Canada by utilizing their facilities in the northern areas of the County. This is done to facilitate the programme to clients that do not have access to transportation to our offices in Guelph or Fergus. It also allows for a broader use of job developers and local employment postings in regions closer to their homes.

As in 2013 and 2014, we continue to see an increase in the temporary employment contracts and employers working through staffing agencies. As a result of this trend, we continue to initiate and develop working relationships with local temp agencies. We have had some success working with Task Force, Express, Liberty and Premium HR Solutions, along with two new agencies, Pivotal Staffing and Labour Ready. In 2015, we will continue to foster these relationships in an effort to identify more opportunities that would be a suitable match for our clients.

In our effort to partner with organizations that support economic development in the community, the ES has worked to develop a great working relationship with the County of Wellington's Economic Development Office. Through this relationship, the ES has accompanied the Economic Developer Officer to several events and planning meetings, thereby accessing the economic development community, and in several instances these relationships have successfully provided employment leads. These relationships have also led to the development

of a virtual online job board within our own County web site and links to many of the municipalities within the County. This opens up access to previously unknown employment opportunities in a much wider area of the County. The virtual site also now includes many of the services and workshops that are available to those we serve.

Self-Employment
The County of Wellington continues to partner with Guelph Wellington Business Enterprise Centre (GWBEC) on a per client basis to provide a comprehensive self-employment programme to clients that are approved as having an appropriate business plan. Although client numbers are relatively small, the programme has had success with some clients starting businesses. In other cases, our clients were able to receive important information through GWBEC that helped them re-focus their action plan for successfully exiting OW.

Community Placement
We continue to support clients who have identified that volunteering could enhance their overall employability by maintaining a formal partnership with the Volunteer Centre of Guelph-Wellington. This coordinated effort continues to enable Caseworkers to receive feedback concerning the types of volunteer placements that the participant is seeking. This has supported case management strategies by ensuring that placements are matching the desired skills and experiences that are connected with the participant's employment goals.

Increased Earnings
Caseworkers continue to support clients who are in part time positions while promoting the benefits of full time employment. Caseworkers will continue to promote the use of the Full-Time Employment Benefit (FTEB), informal and formal child care benefits, OW earnings exemptions and the Extended Employment Health Benefits (EEHB) in this effort.

STAKEHOLDER LINKAGES

In order to maximize the employment attainment potential of our clients, we have linked our services with reputable community stakeholders in order to connect our clients with their services or programmes. As indicated, an integration strategy for the provision of employment related services has been undertaken collaboratively by Ontario Works and Employment Ontario, and has been a key focus of this area. This work represents our efforts to increase opportunities for employment-ready Ontario Works participants to connect seamlessly with Employment Ontario providers and programs in order to achieve the best possible employment outcomes for those we serve.

The Give Yourself Credit (GYC) programme remains an important part of our employment strategy in assisting youth clients and meeting our programme outcomes. The GYC programme is an accredited alternative high school program for youth at risk who have demonstrated that they are unable to continue in the regular high school system. Since 2013 when our office

completed a new service agreement with GYC, efforts to strengthen the link between the GYC programme and employment outcomes have been a key focus area. Additionally, we have continued to improve the relationship with the Wellington Centre for Continuing Education, Step into a New Life programme. This programme allows clients to identify the required skills for specific employment goals and subsequently provides the client the opportunity to learn the academic skills.

The chart below lists a number of community partners that we actively work with as part of our employment programming:

2nd Chance Employment	**Self Help Alliance**
Lutherwood	**Women in Crisis**
Anishnabeg Outreach	**Community Care Access Centre**
Onward Willow	**Volunteer Centre of Guelph-Wellington**
Canadian Mental Health Association	**Stonehenge Therapeutic Community**
University of Guelph Couple & Family Therapy	**Homewood Health**
Trellis Mental Health & Development Services	**Northern Lights Canada**
Community Resource Centre in Fergus & Mt Forest	**Guelph Wellington Business Enterprise Centre**

In addition to the partners noted above, Ontario Works staff members have direct links to their colleagues in the Child Care Services division of Social Services in order to ensure that participants are supported in accessing a fee subsidy if they require licenced child care. Child Care Subsidy Staff works closely with the client and the OW Caseworker to support the client through the process. The OW Caseworker can also provide a participant with support to cover the cost of informal childcare if this is determined to better meet their needs.

MONITORING SERVICE STRATEGIES

The Provincial update of target achievements is reviewed with all OW managers as part of bi-weekly Leadership Team meetings. Outcome results and related issues are discussed with the MCSS Program Supervisor as part of quarterly review meetings. If outcome targets must be adjusted, a business case with a clear rationale is presented to Provincial staff. As described in other areas of the Service Plan, staff are provided with a number of on-going engagement opportunities which include regular all-staff meetings, working groups, and feedback surveys related to various elements of the County's OW service model. Additional feedback opportunities have been provided to staff recently given the transition to SAMS.

As informed by our service model evaluation and client survey feedback, changes were made to Case Management Services and the related service delivery model in recent years, strengthening our ability to monitor outcome results and service strategies moving forward.

ACKNOWLEDGEMENTS

We would like to express our appreciation to all Ontario Works managers for their contributions and participation in the drafting of this Service Plan. Special thanks to Ashley Coleman, Social Planning and Policy Analyst, for leading the development of the 2015 Service Plan. We would also like to extend our thanks to the entire OW team for their sincere commitment to our vision, and to delivering high quality services and supports to our community.

Contact Information

For additional information on the County of Wellington's OW programme please contact:

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Alternate formats of this document available upon request

COUNTY OF WELLINGTON

COMMITTEE REPORT OW-15-09

To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, June 10, 2015
Subject: **Wellington North Farmers' Market Voucher Programme – Pilot Project**

Background:

The County as a funder and supporter of the work of the Guelph and Wellington Task Force for the Elimination of Poverty (PTF) has been working closely with the PTF to advance priority actions related to addressing food insecurity issues faced by low income individuals in Guelph and Wellington.

This work began with two extensive research projects involving the University of Guelph. The research focused on the experiences of low income individuals accessing emergency food assistance. The research led to a series of recommendations that were endorsed by the PTF. The recommendations focused on the key areas of concerns and suggestions for improvements that came from people accessing the emergency food services, including stigma, consistent and transparent eligibility criteria, accessibility, and food quality and choice.

Out of these recommendations the PTF came together with Township of Wellington North, Wellington Dufferin Guelph Public Health and the County Ontario Works office to develop a pilot project to provide Ontario Works clients residing in the immediate Mount Forest area with increased access to the Wellington North Farmers' Market.

The program is called "Market Bucks" and is modelled from two similar programmes that operate in London-Middlesex and Windsor. The attached programme proposal explains in detail the objectives of the pilot project, a project description, roles and responsibilities of the partners and the commitment for the PTF to ensure a complete evaluation of the pilot is completed.

The Role of the Ontario Works Office:

As described in the attached proposal, the Ontario Works office will serve as a distributing organization for the Market Bucks to clients. In this role Ontario Works Caseworkers will identify clients who reside in Mount Forest and will offer them participation in the pilot project. Interested Ontario Works clients will receive vouchers at no cost that they can redeem for produce at the Wellington North Farmers' Market.

Analysis of the caseload shows that approximately 60 households in Mount Forest rely on Ontario Works assistance. The Township of Wellington North has been identified as an area of higher concentration of Ontario Works caseload within the County and was therefore a good choice for this pilot project. The willingness of the Township of Wellington North to participate also helped immensely in moving this project forward.

In order to ensure that the programme operates as intended the following measures are being put in place:

- Participating clients will receive vouchers at two intervals (June and August). This will reduce the amount provided at any one time and will ensure that they are being used before any additional vouchers are provided
- Vouchers contain security features such as serial numbers, stamp, signature and will be returned and tracked by the Township of Wellington North and Ontario Works
- Evaluation efforts will take place during the project and present an opportunity to identify any issues and to assist with decisions about continuing or expanding this type of programme in the future

In addition to the subsidized vouchers provided to Ontario Works clients, the Market Bucks vouchers are going to be made available for purchase by other agencies and the general public at full face value. This in intended to reduce any potential stigma associated with the voucher program.

Financial Implications:

The Ontario Works office administers a number of municipally funded discretionary benefits to individuals and families in the community. This pilot project is an extension of these services and will be funded through the approved budget for these services. Although it is difficult to determine the number of clients that will follow through on participation in the pilot, total funding through Ontario Works to fund vouchers on behalf of participating clients will not exceed $5000 as part of the pilot.

Attachment:

"PROPOSAL: Market Bucks (Farmer's Market Voucher Program)", June 2015.

Recommendation:

That report OW-15-09 Wellington North Farmers' Market Voucher Programme – Pilot Project be received for information.

Respectfully submitted,

Stuart Beumer
Director of Ontario Works

PROPOSAL: Market Bucks (Farmer's Market Voucher Program)

Background/Statement of Need:

From 2010 – 2013, the Guelph & Wellington Task Force for Poverty Elimination worked in partnership with emergency food providers and clients, as well as key community stakeholders, to address challenges within the local emergency food system. This included two extensive research projects with the support of the Institute for Community Engaged Scholarship/Research Shop at the University of Guelph.

In 2013, the Poverty Task Force (PTF) endorsed a set of recommendations based on this research, which aimed to tackle the significant barriers that exist for those accessing and providing emergency food assistance. Included were a series of short-term recommendations that largely reflect the main areas that people feel need improvement, including stigma, consistency and transparency of eligibility criteria, accessibility, and food quality.

In the past two years, considerable work has been invested in implementing these recommendations. However, much of this work, led by members of The Seed Community Food Hub Committee, has focused on the city of Guelph.

In late 2014, Lisa Needham (Wellington Dufferin Guelph Public Health), Ryan Pettipiere (County of Wellington), Randalin Ellery (PTF), and April Marshall (Township of Wellington North), began meeting to discuss strategies that could be implemented in the County to improve food insecurity. In particular, their discussions focused on reducing stigma, which was identified as the biggest barrier to accessing service in the County in earlier research (34% of respondents from the County identified it as the most important barrier to accessing emergency food, compared to 19% in the City).

This program proposal is based on learning's from two existing farmers' market voucher programs, *Harvest Bucks* in London-Middlesex, and *Market Dollars* in Windsor.

Program Objectives:

- Increase access to healthy, nutritious food in a manner that maintains dignity, builds health and community, and challenges inequality
- Create opportunities for residents on low or fixed incomes to establish self-reliance, and empowerment over their own food procurement
- Increase connection to community by some of our most vulnerable residents
- Increase awareness, knowledge and comfort/familiarity with farmers' market
- Increase exposure and revenue for local farmers

Program Description:

The Farmers' Market Voucher Program allows consumers to purchase products from farmers' market vendors using vouchers. Market Bucks equivalent to a monetary value of $5 will be printed and allocated for distribution in bundles of no less than $20. Market Bucks will be distributed to social assistance recipients (100% funded). To reduce the possibility of stigma attached to the use of the Market Bucks, and ensure that vendors cannot identify the source of the vouchers, they will also be sold at full price to any interested party or individual.

1. **Target population**
   - Residents of Wellington North[1] who struggle with food security and access to affordable, fresh, healthy local food. In particular, the program focuses on recipients of Ontario Works, with opportunities to support other low-income community members and include those in other income brackets through direct-purchase.

2. **Rules**
   - Vouchers can be exchanged only for products sold at the Mount Forest Farmers' Market
   - Vouchers cannot be redeemed for cash and vendors are instructed to round up and not provide change.
   - No refunds on vouchers. Unredeemed vouchers are considered a reinvestment into the program.

3. **Tracking**
   - Market dollars are numbered to allow for tracking
   - The Market Manager is responsible for tracking which vendors submit redeemed vouchers
   - Vouchers expire at the end of the season

4. **Vendor reimbursement**
   - See Market Manager under 'Roles & Responsibilities

5. **Distribution of vouchers**
   - Vouchers are distributed in three ways:

     a. **Ontario Works Recipients**
        i. Ontario Works recipients receive vouchers for free (100% funded by County of Wellington)

[1] Wellington North was selected based on data provided by the County of Wellington, *2014 Ontario Works Caseload Profile*, and Wellington Dufferin Guelph Public Health, *Addressing Social Determinants of Health in Wellington-Dufferin-Guelph*. Both reports identify Wellington North as an area of the Wellington County with high rates of low income and Ontario Works caseloads. It was also identified as an area that is often underserved in terms of available resources and programs that support those in low income. Finally, a newly established farmers' market in Mount Forest seemed to present the opportunity to try something new and innovative.

ii. Vouchers are provided in June and August 2015. The minimum amount provided is $40 and the maximum is $200 (dependent on family size).
iii. Vouchers are received directly from caseworkers.

b. Distributing Organizations

i. Local agencies that service low-income individuals and households are encouraged to purchase vouchers dollars for dollar and distribute them to their clients at no cost.

c. Direct Purchase

i. Individuals or organizations can purchase dollar for dollar in bulk bundles ($20) at the Mount Forest Farmer's Market and Township of North Wellington.

Roles & Responsibilities:

1. **Steering Committee:**
   - **a.** Lisa Needham, Public Health Nutritionist, Wellingon-Dufferin-Guelph Public Health
   - **b.** Ryan Pettipiere, Special Services Manager – Ontario Works, County of Wellington
   - **c.** Randalin Ellery, Coordinator, Guelph & Wellington Task Force for Poverty Elimination
   - **d.** April Marshall, Tourism, Marketing & Promotion Manager, Township of Wellington North

2. **Administrator:**
   - Who holds the money and reimburses the market?
   - Who tracks the vouchers? County
   - Who does the evaluation? PTF Research & Knowledge Mobilization Committee

3. **Township of Wellington North:**
   - Collect vouchers redeemed
   - Submit monthly invoice with vouchers redeemed to County of Wellington
   - Receive monthly reimbursement from County of Wellington for vouchers redeemed
   - Reimburse produce vendors for full value of vouchers redeemed based on process and schedule agreed upon with produce vendors
   - Educate all produce vendors about the program
   - Distribute signs to participating vouchers and ensure they are posted at participating vendors
   - Provide monthly communication to all vendors about the program
   - Provide informal feedback as needed to the program administrator when opportunities or issues arise
   - Complete annual evaluation survey

4. **Distributing Organizations (recommendations):**
   - Use vouchers in your program to address the needs of your clients
   - Track distribution of vouchers (including some demographic information)

- Increase client comfort with the program and the market

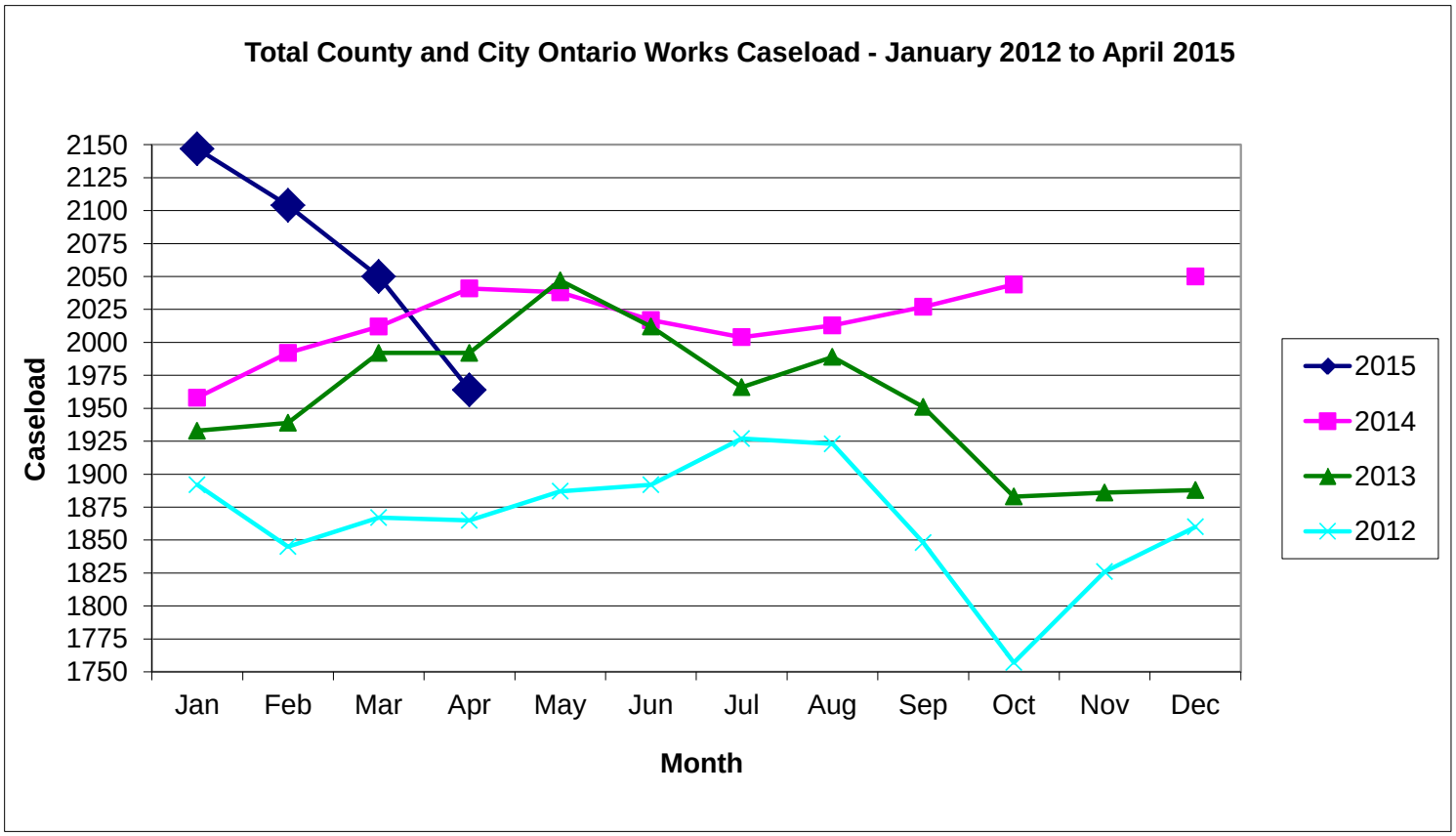
Evaluation:

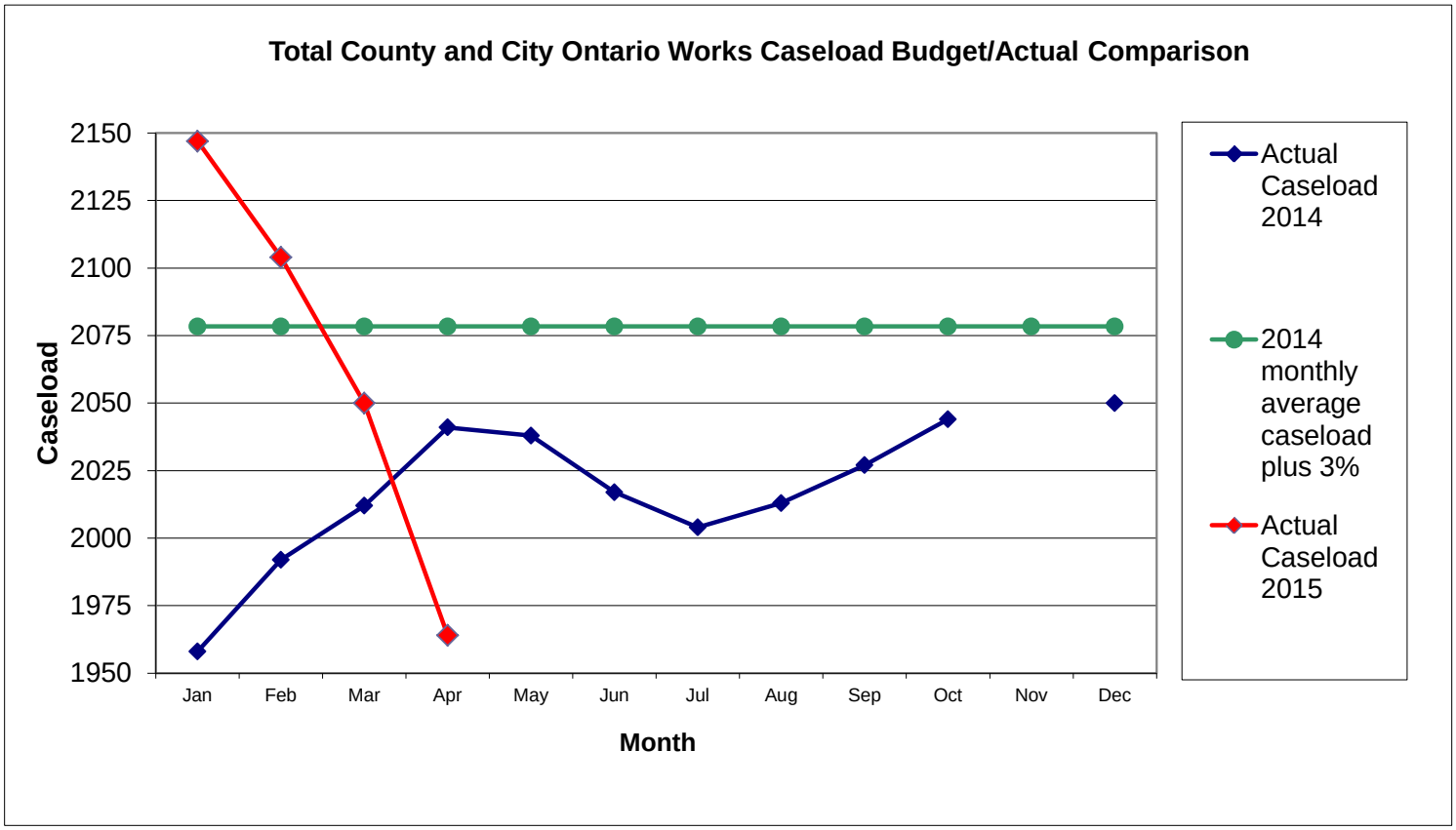
- To be developed by the Poverty Task Force Research & Knowledge Mobilization Committee. May include measurable outcomes such as:
    - Increased affordability and availability of food
    - Increased access to and consumption of fresh foods
    - Increased stability and regularity of healthy food use
    - Increased consumption of local farm products

County of Wellington - Ontario Works

2012-15 County / City Caseload

Total caseload	2012	2013	2014	2015	Change From Cases	Change From %	Change From Cases	Change From %
January	1,892	1,933	1,958	2,147	97	4.7%	189	9.7%
February	1,884	1,997	1,992	2,104	(43)	-2.0%	112	5.6%
March	1,867	1,992	2,012	2,050	(54)	-2.6%	38	1.9%
April	1,865	1,992	2,041	1,964	(86)	-4.2%	(77)	-3.8%
May	1,887	2,047	2,038					
June	1,892	2,012	2,017					
July	1,927	1,966	2,004					
August	1,923	1,989	2,013					
September	1,848	1,951	2,027					
October	1,757	1,883	2,044					
November	1,826	1,886	N/A					
December	1,860	1,888	2,050					
Total	22,428	23,536	22,196	8,265				
Average	1,869	1,961	2,018	2,066			48	2.4%


Total County and City Ontario Works Caseload - January 2012 to April 2015
Caseload
2150
2125
2100
2075
2050
2025
2000
1975
1950
1925
1900
1875
1850
1825
1800
1775
1750
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
2015
2014
2013
2012


Total County and City Ontario Works Caseload Budget/Actual Comparison
Caseload
2150
2125
2100
2075
2050
2025
2000
1975
1950
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Month
Actual Caseload 2014
2014 monthly average caseload plus 3%
Actual Caseload 2015

COUNTY OF WELLINGTON

COMMITTEE REPORT AD-15-06

To: Chair and Members of the Social Services Committee
From: Eddie Alton, Social Services Administrator
Date: Wednesday, June 10, 2015
Subject: **Capital Funding Request from Mount Forest Non-Profit Housing Corporation**

Background:

As previously reported to committee, the Mount Forest Non-Profit Housing Corporation Board of Director's all submitted their resignations effective January 31, 2014. In order to ensure the continued operation of the project, the County as service manager commenced exercising all of the powers and performing all of the duties of the housing provider effective February 1, 2014 and appointed a Board of Directors.

As you will recall, the Mount Forest Non-Profit Housing Corporation is row housing consisting of 1 one bedroom unit, 17 two bedroom units and 17 three bedroom units and is the only 2 and 3 bedroom RGI units in Mount Forest. The service level standard for the building shows 22 units as RGI and 13 as being market rent units and the mortgage ends in 2024.

Funding Request

On May 29, 2015 a Funding Request was received from the President and Chair of the Mount Forest Non-Profit Housing Corporation. The shingles are in need of replacement for all four blocks and their capital reserve is not sufficient enough to cover all of the costs. Mount Forest Non-Profit Housing Corporation has retained Brown & Beattie Building Science Engineering who have conducted an assessment and concluded that in their opinion the replacement of the shingles is necessary.

Mount Forest Non-Profit Housing Corporation currently has approximately $120,000 in its Capital Reserve Fund. The engineer's estimated cost for the replacement of the shingles including professional fees is approximately $125,000 to $160,000.

In the letter to the County from Mount Forest Non-Profit Housing Corporation they are requesting capital funding of $100,000 to assist with the costs of the shingle replacement and a copy of the letter is attached for your information.

Staff Review

The County has a policy that addresses these types of requests, namely the Extraordinary Funding for Social Housing Providers policy. This policy established the authority and process for approving extraordinary funding to social housing providers. This policy states that the County of Wellington, as the Consolidated Municipal Service Manager (CMSM), may pay an additional subsidy to a housing provider if the CMSM is satisfied that it is appropriate by reason of the housing provider's financial situation.

Staff have met with the Mount Forest Non-Profit Corporation Board on the shingle replacement and financing issue and agrees that the shingles need to be replaced quickly. In addition, staff agrees that the Capital Reserve is insufficient to cover the costs of remediation and that providing financial assistance is required.

Staff is recommending that the County approve funding of $100,000 for the contracting costs for the shingle replacement and that Mount Forest Non-Profit Housing Corporation be responsible for funding the consultant fees plus any costs in excess of the $100,000.

Attachments
Brown & Beattie Report Regarding Technical Assessment of Asphalt Shingle Condition
Mount Forest Non-Profit Housing Corporation Funding Request
Extraordinary Funding for Social Housing Providers Policy

Financial Implications
The County includes a contingency in the annual budget allocation for non-profit and co-op housing providers to deal with emergency situations that may arise. The annual contingency budget for 2015 is approximately $120,000.

The Social Services variance report provided to committee on this agenda projected a savings of $50,000 to $80,000 in non-profit and coop housing subsidies. This savings excludes the $120,000 contingency indicated above.

It is expected that this request can be accommodated within the existing 2015 budget allocation. The County has a Housing Emergency Capital Reserve, which was made up of one-time provincial funding to be shared on City and County projects, with a balance of approximately $490,000. Any funds in excess of any projected savings could be funded from this Reserve.

No overall variance to the 2015 budget is expected based on this request.

Recommendation:

That the County approves funding of up to $100,000 towards the cost relating to the shingle replacement at Mount Forest Non-Profit Housing Corporation under the following conditions:

That the funding requests be considered a loan secured by a collateral mortgage and fully repayable if Mount Forest Non-Profit Housing Corporation sells the project or no longer provides affordable housing;

That interest charges on the loan and repayment begins when the Service Manager determines that the housing provider has the financial capacity to pay or at the latest upon the end of the mortgage/operating agreement within such period at the discretion of the CMSM. During the repayment period agreed to by the CMSM, Mount Forest will be required to continue to provide affordable housing;

That interest rates and repayment terms will be determined in consultation with the Social Services Administrator and County Treasurer;

That Mount Forest Non-Profit Housing will be required to sign such security agreements as may be determined necessary by the County solicitor;

That the Service Manager will provide a lump sum payment of $100,000 and will require copies of all project related invoices when the work is completed. The amount will be reconciled and any funding adjusted, if necessary, upon project completion.

Respectfully submitted,

Eddie Alton,
Social Services Administrator

Brown&Beattie
BUILDING SCIENCE ENGINEERING
556 Edward Avenue, Unit 71, Richmond Hill, ON L4C 9Y5
P 905-737-0111 F 905-737-4046 (Guelph Region) P 519-827-1757

REPORT REGARDING TECHNICAL ASSESSMENT OF ASPHALT SHINGLE CONDITION

AT
440 KING STREET EAST
MOUNT FOREST, ONTARIO

Prepared for:

Rodney Werden
of
Mount Forest Non Profit Housing

February 6, 2015
Ref: rfg/r

Brown&Beattie
BUILDING SCIENCE ENGINEERING
556 Edward Avenue, Unit 71, Richmond Hill, ON L4C 9Y5
P 905-737-0111 F 905-737-4046 (Guelph Region) P 519-827-1757

February 6, 2015 Ref. King440.rfg/r

Mount Forest Non Profit Housing
Unit 4B – 440 King Street East
Mount Forest, ON N0G 2L2

Attention: Rodney Werden Rodney.werden@gmail.com

Re: Technical Assessment of Asphalt Shingle Condition
440 King Street East, Mount Forest, Ontario

As requested, we visited this residential development to review engineering aspects of the condition of the asphalt shingles of all of the units. Specifically, we understand we were requested to review the condition of the shingles in relation to a warranty claim with the manufacturer.

We have the following summary comments.

1. INVESTIGATION

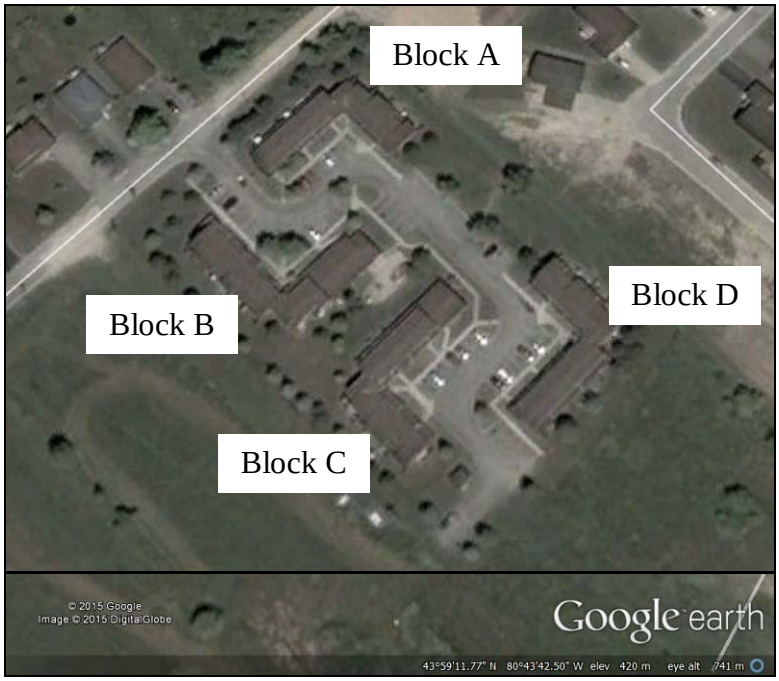
As requested, we visited this residential development on January 22, 2015 in order to review the condition of the shingles. We have not reviewed environmental or concealed conditions.

The photographs included with this report were taken during our site visit. Additional photographs can be provided as considered necessary.

2. INTRODUCTION

Mount Forest Non Profit Housing is a residential townhome complex located at 440 King Street East in Mount Forest, Ontario. It includes 35 units in 4 blocks of two-storey residential units. We understand the units to be about 25 years old with the current asphalt shingles installed about 13 years ago.

This complex includes four blocks which are identified as A, B, C, and D as shown in the Google Satellite image included below. The asphalt shingled roofing is continuous between units within these blocks (not separated by fire walls). This report applies to each block.



For the purposes of this report, it is assumed that King Street East runs east-west and the development is on the south side of the street.

Many of the north facing roof slopes were covered in snow at the time of our inspection, concealing underlying conditions from ready assessment.

3. OBSERVATIONS AND ASSESSMENT

1. Relevant building components of the units include concrete or concrete block masonry foundations supporting conventional wood stud walls and floor joists assemblies. The upper main roofs include pre-fabricated roof trusses at 24" o/c spanning primarily front-to-back with plywood sheathing where checked forming primary gable style roofs. The lower shed style roofs construction along the front and rear of the units was concealed at the time of our inspection but is assumed to also include prefabricated mono-trusses or rafter and ceiling joist framing. The upper and lower roofs include asphalt shingle rain barrier with prefinished aluminum soffits and fascia.

2. We understand the roof shingles are in the order of 13 years old; however, we understand that information regarding the shingle manufacturer or contractor who installed them was not available at the time of this report.

3. Ventilation to the roof is provided by low profile metal rooftop vents as well as prefinished aluminum continuously perforated soffits. Where checked, each unit includes three roof top vents for the main upper roofs which are located along the rear slope near the peak, which in our experience provides the greatest amount of airflow for this type of ventilation system. The units also include smaller lower shed style roofs above single storey sections along the front and rear of the townhouses. The attic space for these roofs were inaccessible for inspection, however also evidently includes soffit and one roof top vent per unit.

Where checked at Unit D3, the attic includes Styrofoam baffles between every other truss along each of the roof slopes to keep the batt insulation down and provide unobstructed soffit ventilation.

Although we have not reviewed environmental conditions, evidence of the formation and collection of condensation within the attic space accessed or other evidence of attic ventilation performance issues in the form of discoloured sheathing or frost (as the exterior temperatures were below freezing at the time of our inspections) was not noted at the time of our inspection.

4. Significant deterioration of the asphalt shingles was observed on all units in each block of this development in the form of cracked shingles with significant localized granular loss (in many instances to exposed cores). Significant deterioration was observed on all of the visible roof slopes, however it was more pronounced on the south and west slopes.

5. The following photographs depict a sample of the general conditions of the shingles throughout the complex noted during our inspections. Additional photographs can be provided as requested.

Block A

Block B

Block C

Block D

Several shingle tabs were also noted to have broken off along the west gable end of Block D at the time of our inspection. In our experience, it is not uncommon for shingles in this deteriorated condition, which become brittle, to be torn off by wind exposure that would not result in damage to sound shingles. We recommend the roofs be monitored for damage such as this to limit potential for leakage which may result.

6. Although the shingle manufacturer and brand name are currently unknown, it should be noted that there have been several large Class Action Lawsuits related to premature aging and deterioration of asphalt shingles manufactured by large companies such as BP Building Products. In our experience, it may be possible for the manufacturer to identify the shingles based on the pattern of the seal strip along the underside of the shingles to determine if these shingles may be eligible for a warranty application, however this would require the removal of a sample shingle.

7. Unrelated to the deteriorated condition of the shingles. It was noted at the time of our inspection that where checked on Block C, the drip edge along the eaves of the upper roof had been installed incorrectly on top of the sheathing underlay. This drip edge should be installed below a bonded underlay to direct water into the eavestrough and limit leakage potentials related to ice damming conditions. We recommend this be addressed as part of future shingle replacements.

4. CONCLUSIONS AND RECOMMENDATIONS

Based on the information available, it is our opinion that the asphalt shingles on all of the units forming the residential townhouses at 440 King Street East have deteriorated in our experience more severely than their age should indicate. In our opinion, the shingles have prematurely aged as a result of some form of defect in the shingles. As we understand that all of the units have been equipped with the same shingles and show similar types of premature deterioration to varying degrees, it is our opinion that the replacement of the shingles is now necessary.

In our experience, if it can be determined that these shingles were manufactured by a company with an applicable warranty program (such as BP), consideration should be made to submitting an application related to the deterioration of these shingles. Please let us know if you would like for us to start this warranty application process or your behalf.

Due to the advanced deterioration along particularly the south and west slopes of many of the units, we recommend the shingles be replaced in the short term to limit leakage related potentials.

We recommend specifications be prepared for the replacement of the shingles to solicit competitive bids from suitably qualified contractors and to serve as the contract and Permit documentation for the Work going forward.

We can prepare a further report with additional photographs and comment or specifications as considered necessary. Should you wish to review matters further in the interim, or review additional information that becomes available, please contact us at 905-737-0111.

Yours truly,
BROWN & BEATTIE LTD.

Stephen MacDougall, P.Eng. Tim Beattie, P.Eng.

Please note *this report was based on a visual assessment of the accessible areas only. Unless noted specifically, no intrusive or destructive testing was completed during this assessment. Technical specifications should be prepared for any work decided upon as a result of this report. The material in this report reflects best judgement in light of the information available and does not imply fitness for a particular purpose and should not be considered a verification of past or present regulations. Brown & Beattie Ltd. cannot be held responsible for any deficiencies that may be found within inaccessible areas by others, which have not been documented in this report. Copies of this report are subject to authentication from the writer. Brown & Beattie Ltd. accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.*

MOUNT FOREST NON-PROFIT HOUSING CORPORATION
519 323 4178 fax 519 323 3262 Unit B9--440 KING ST. E.
MOUNT FOREST ON **N0G 2L2**

May 29, 2015

Eddie Alton
Social Services Administrator
County of Wellington
138 Wyndham St
Guelph, ON
N1H 4E8

RE: Request for Extraordinary Capital Funding for Roofing Shingle Replacement

Dear Eddie:

On behalf of the Board of Directors of the Mount Forest Non-Profit Housing Corporation, I would like to thank you and your staff for your assistance and guidance throughout the past year while the new board has taken control of the social housing corporation.

At the most recent board meeting, the Board discussed problems discovered with the asphalt shingles at the four blocks of buildings at 440 King Street East. The shingles are approximately 13 years old and have deteriorated more severely than their age would indicate. The engineer's report (as attached) indicates that they aged prematurely because of a defect in the shingles. The engineer is recommending the replacement of the shingles at this time to avoid leakage related damage.

The engineer has been instructed to initiate a warranty claim for the shingles for premature failure, but at this time it is likely to be nothing or very limited return based on the current age vs life expectance of the shingles. The board will keep the County informed, if successful on a warranty claim.

The engineer's estimated cost for the replacement of the shingles (inclusive of professional fees) is $125,000 - $160,000. Mount Forest Non-Profit Housing currently has just under $120,000 in its capital reserve fund.

The Mt Forest Board respectfully requests $100,000 from the County in extraordinary capital funding to assist with the emergency replacement of the shingles. The board will refund the County with any successful warranty claim, if any is achieved.

Sincerely,

Ken DeHart, CPA, CGA
President and Chair

Social Services Department
Housing Services

Policy Name:	Extraordinary Funding	**Policy Catalogue #**	HS 2014-PA17.0
Department:	Administration	**Approved by:**	Committee and Council
Approval Date:	October 30, 2014	**Signature:**	Harry Blinkhorn

1.0 PURPOSE

To establish the authority and process for approving extraordinary funding requests for capital or operating expenditures, between housing providers and the County of Wellington in its role as Consolidate Municipal Service Manager(CMSM).

2.0 REVISION HISTORY

June 25, 2003 - Extraordinary Funding for Social Housing Providers (remove/replace)

3.0 POLICY

The County of Wellington in its role as CMSM, reserves the right to approve or deny one time funding to its housing providers in amounts above those prescribed by the province, by way of a loan that may or may not be repayable, in times where such extraordinary funding is required to maintain the housing providers financial stability.

3.1 Extraordinary Capital Funding

Pursuant to the Housing Services Act, 2011 (HSA) and Ontario Regulation 367/11 section 98, if additional funding is provided for capital requirements by the CMSM by way of an extraordinary funding request, the housing provider may use the amounts only in accordance with the conditions or requirements imposed by the CMSM at the time the additional amounts were provided.

All requests for extraordinary capital funding made by housing providers must be submitted directly to the Social Services Administrator and the Director of Housing in a form that may be prescribed; with final approval authority coming from the County of Wellington, Social Services Committee and County Council.

3.2 Extraordinary Operational Budget Funding

If amounts in a housing provider's operational budget are provided by the CMSM by way of an extraordinary funding request, the housing provider may use the amounts only in accordance with the conditions or requirements imposed by the CMSM at the time the amounts were provided.

All requests for extraordinary operational budget funding made by housing providers must be submitted directly to the Social Services Administrator and the Director of Housing in a

form that may be prescribed; with final approval authority coming from the County of Wellington, Social Services Committee and County Council.

3.3 Exception for Timing of Approvals

In extraordinary circumstances, where time does not permit submission to Committee and Council due to the nature, timing or circumstance of the emergency funding request; final approval authority may be at the discretion of the Social Services Administrator, County of Wellington Treasurer and the County Warden. Housing providers are expected to meet all deadlines for submission as required by the CMSM.

4.0 DEFINITIONS

(1) "Extraordinary Capital Funding" means any subsidy request which is over and above the funding indicated by the funding model and its benchmarks, and represents application for additional capital subsidy that may be unaffordable to the housing provider due to exceptional circumstances brought upon by an emergency situation and not by poor financial or management planning;

(2) "Extraordinary Operating Funding" means any subsidy request which is over and above the funding indicated by the funding model and its benchmarks, and represents application for additional operating subsidy on a one-time or exceptional basis brought upon by an emergency situation and not by poor financial or management planning;

(3) "CMSM" means Consolidated Municipal Service Manager. The Corporation of the County of Wellington is the Consolidated Municipal Service Manager for the geographic area that includes The County of Wellington and the City of Guelph for the purposes of the Housing Services Act, 2011;

(4) "Housing Provider" means all landlords in the County of Wellington CMSM service area that fall under Ontario Regulation 368/11, Schedule 35;

(5) "Geared-to-Income housing assistance" means any subsidy request which is over and above the funding indicated by the funding model and its benchmarks, and represents application for additional subsidy;

(6) "Housing Subsidy" means any funds flowed by the CMSM to housing providers enabling them to provide geared-to-income housing assistance to resident households. The housing subsidy, together with revenues (rents and other shelter related income) collected by the housing providers, covers all the operating costs of the provider including the payment of mortgage and property taxes. The subsidy also includes an amount that the provider is required to set aside for future capital requirements.

(7) "Policy Approval Date" means the date this policy received final approval by County Council.

5.0 APPLICATION

This Extraordinary Funding policy is an update of the "Extraordinary Funding for Social Housing Providers" which was passed into use by County Council on June 26, 2003. The

updated policy comes into effect on the policy approval date and will replace and remove from use the “Extraordinary Funding for Social Housing Providers” policy.

5.0 PROCEDURES

N/A

7.0 RELEVANT LEGISLATION & POLICY

Extraordinary Funding for Social Housing Providers - June 25, 2003
Housing Services Act, 2011
Ontario Regulation 367/11

Alternative Formats Available Upon Request

The Corporation of the County of Wellington
Information, Heritage and Seniors Committee
Minutes

June 10, 2015
Terrace Boardroom
4:30 pm Museum and Seniors
6:00 pm Library

Present:	Warden George Bridge Councillor Rob Black (Chair) Councillor David Anderson Councillor Neil Driscoll Councillor Shawn Watters Lucia Costanzo Jennifer Dixon Janice Sheppard Walter Trachsel
Also Present:	Councillor Pierre Brianceau Councillor Gregg Davidson
Staff:	Kim Courts, Deputy Clerk Ken DeHart, County Treasurer Chanda Gilpin, Assistant Chief Librarian Laura Holtom, Administrator, Wellington Terrace Murray McCabe, Chief Librarian Kevin Mulholland, Property and Construction Manager Sue Schwartzentruber, Assistant Administrator, Wellington Terrace Scott Wilson, CAO

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1. Call to Order

At 4:30 pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Museum and Archives

3.1. Museum and Archives Financial Statements and Variance Projections as of May 31, 2015

1/6/15

Moved by: Councillor Watters
Seconded by: Councillor Anderson

That the Financial Statements and Variance Projections as of May 31, 2015 for the County Museum and Archives be approved.

Carried

3.2. Date for Wellington Place Tour - Verbal

The Committee deferred the selection of a date for the Wellington Place Tour.

3.3. Canada 150 Community Infrastructure Programme - Verbal

Mr. Ken Dehart, County Treasurer advised the Committee that the application for the project "Upgrade Wellington Place Lands - A National Historic Site" under the Canada 150 Community Infrastructure Programme had been submitted on June 9, 2015.

3.4. Kenilworth Blacksmith Shop Discussion - Verbal

Committee Chair Black advised the Committee that the Kenilworth Blacksmith Shop had been gifted to the Mount Forest and Arthur Historical Societies. Society representatives are interested in meeting with County officials to discuss possible uses.

3.5. Circa Newsletter - June 2015

2/6/15

Moved by: Councillor Watters
Seconded by: Councillor Driscoll

That the June 2015 Circa Newsletter be received for information.

Carried

4. Seniors

4.1. Wellington Terrace Financial Statements and Variance Projections as of May 31, 2015

3/6/15

Moved by: Councillor Watters
Seconded by: Councillor Driscoll

That the Financial Statements and Variance Projections as of May 31, 2015 for the Wellington Terrace be approved.

Carried

4.2. Quality Report

4/6/15

Moved by: Councillor Driscoll
Seconded by: Councillor Anderson

That the May 2015 Quality Report for the Wellington Terrace be received for information.

Carried

4.3. Resident and Family Satisfaction Survey 2012 - 2015

5/6/15

Moved by: Warden Bridge
Seconded by: Councillor Watters

That the Resident and Family Satisfaction Survey 2012 - 2015 be received for information.

Carried

4.4. LHIN Agreement Update - Verbal

Ms. Laura Holtom, Administrator, Wellington Terrace advised the Committee that the Local Health Integration Network (LHIN) requires that an annual Declaration of Compliance with the Long-Term Care Home Service Accountability Agreement (L-SAA) be issued by the Board of Directors of each Health Service Provider.

6/6/15

Moved by: Councillor Anderson
Seconded by: Councillor Watters

That the Declaration of Compliance issued pursuant to the Long-Term Care Service Accountability Agreement between the Waterloo-Wellington LHIN and the Wellington Terrace Long-Term Care Home for 2014 – 2016 be signed by the Chair.

Carried

5. Recess until 6:00 pm

At 5:03 pm the Committee recessed until 6:00 pm.

6. Library

6.1. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

6.2. Palmerston Library Renovation Project Report No. 2

7/6/15

Moved by: Walter Trachsel
Seconded by: Councillor Anderson

That the Palmerston Library Project Status Report No. 2 be received for information.

Carried

6.3. Library Financial Statements and Variance Projections as of May 31, 2015

8/6/15

Moved by: Janice Sheppard
Seconded by: Lucia Costanzo

That the Financial Statements and Variance Projections as of May 31, 2015 for the County Library Service be approved.

Carried

6.4. Request to Rename Wellington County Library - Puslinch Branch

9/6/15

Moved by: Walter Trachsel
Seconded by: Councillor Driscoll

That a community room within the Puslinch Library Branch be renamed the "Bradford Whitcombe Room".

Carried

6.5. Summary of Library Activities - May 2015

10/6/15

Moved by: Warden Bridge
Seconded by: Councillor Watters

That the Summary of Library Activities for May 2015 be received for information.

Carried

6.6. Library Use Statistics - May 2015

11/6/15

Moved by: Warden Bridge
Seconded by: Janice Sheppard

That the Library Use Statistics for May 2015 be received for information.

Carried

6.7. Items for Information

6.7.1. Correspondence to the Minister of Employment and Social Development

12/6/15

Moved by: Councillor Anderson
Seconded by: Lucia Costanzo

That the correspondence to the Minister of Employment and Social Development regarding Service Canada be received for information.

Carried

6.7.2. TD Summer Reading Club Brochure - Central

13/6/15

Moved by: Councillor Anderson
Seconded by: Lucia Costanzo

That the TD Summer Reading Club Brochure - Central be received for information.

Carried

6.7.3. Teen Summer Reading Club Flyer

14/6/15

Moved by: Councillor Anderson
Seconded by: Lucia Costanzo

That the Teen Summer Reading Club Flyer be received for information.

Carried

6.7.4. Special Summer Events Flyer

15/6/15

Moved by: Councillor Anderson
Seconded by: Lucia Costanzo

That the Special Summer Events Flyer be received for information.

Carried

7. Adjournment

At 6:38 pm, the Chair adjourned the meeting until September 9, 2015 or call of the Chair.

_____
Rob Black
Chair
Information, Heritage and Seniors Committee

CiRca

Wellington County Museum and Archives Newsletter Volume 29, Issue 6 June 2015

The Amazing Spider-Man Comic Book Collection

May 16 - November 8

Spider-Man has been a much loved comic book character since 1962. "Spider-Man comics are half soap opera and half action. The story of the life of Peter Parker, his relationships with Mary Jane Watson (girlfriend), Aunt May and his friends, are the most interesting part of what makes Spider-Man popular," says a local collector from Fergus. With over 1,000 issues in his collection, he has opted to remain anonymous, much like the character of Peter Parker. The secret collector is honoured to be sharing over thirty of his most treasured issues with the Museum this spring and summer. "I enjoyed reading comics because it was easier than tackling a novel, and at least as interesting! Comic books are graphic novels that tell a story with a few words and great llustrations. I love the art work, as many collectors do, and as a teen learned how to express myself by drawing superheroes. Reading and collecting comics helped to define me in my youth and to this day, it remains a favourite pastime."

Our second collector is Chris Piccinetti - a comic book enthusiast and County of Wellington employee - who highlights Not Brand Echh, which was a satiric comic book series published by Marvel Comics from 1967 to 1969. The series parodies its own superheroes as well as those of other comic book publishers. Running only 13 issues, both Stan Lee and artist Jack Kirby worked on the series. "This series was so different from regular superhero comic books," says Chris. "It showcases the superhero's sense of humour."

INSIGHTS JURIED ART EXHIBIT

June 17 to September 6

Celebrate with us one of Ontario's longest-running juried art shows. From 300 submissions are 65 paintings, fibre art, sculptures, pottery, drawings and mixed media. Join us on Wednesday evening, June 17 from 7:00 pm to 9:00 pm for the Opening Reception and Awards Ceremony and vote that night for your favourite artwork.

DOORS OPEN 2015

Join us on June 20 for **FERGUS-ELORA DOORS OPEN!** Celebrating community heritage, architecture and the built and natural landscape, the Museum this year, is once again taking visitors on the very popular "tunnel tours" as well as highlighting the recent work completed in the stable area of the 1877 barn.

This year, what was the District of Wellington, celebrates 175 years. To mark the occasion, the Duke of Wellington will make a special visit and the South Wellington Coin Club will have a display on District of Wellington coins and paper money. Several storage areas will also be open; highlighting sports related artifacts! This year's theme is Ontario's Sports Heritage! A lot to see and do. Doors are open from 10:00 to 4:00 pm.

ArtiFACT Stories: Edison Amberola 30, circa 1915-1929

Recently, the Wellington County Museum and Archives welcomed a donation of a cylinder phonograph complete with a collection of 42 plastic cylinder records. This model was invented by Thomas Edison and was one of the smallest and least expensive table-top phonographs of its time. The iconic phonograph horn is hidden inside the wooden base, making it much more compact than other styles. When it arrived at the Museum, staff were delighted to discover that this lovely piece still functions perfectly!

Old fashioned skills for modern self-reliance.

The Wellington County Museum and Minga Skill Building Hub presents a Spring 2015 Heritage Skills Workshop.

FERMENTING SAUERKRAUT AND KIMCHEE WORKSHOP:
June 14 from 10:00 am - 2:00 pm
COST: $55.00

Humans have been fermenting food for hundreds of years. Microscopic organisms transform food to extend its usefulness. Fermentation makes food more nutritious and tasty. Two fermented favourites are Sauerkraut and Kimchee. Come and learn how to make these and other fermented foods. You'll get hands-on experience, a finished product to take home, samples of ferments, as well as recipes and notes. This is a hands-on workshop. Please prepare to get your hands dirty.

ART WORKSHOPS 2015
Celebrating 20 years!

Since 1995, the Wellington County Museum and Archives has offered a diverse selection of media and skills, all taught by the area's top art instructors. This summer, we are offering a variety of two, three and five-day sessions. Whether you want to "brush up" existing abilities or discover new ones, there is sure to be a course that will inspire you. Enrolment is limited, so register early! To see the full roster of courses, visit the Museum website at www.wellington.ca/museum.

THANK YOU to the participants and volunteers who visited our Aboriginal Heritage Festival. We had over 600 students in two days. An amazing time was had by all!

Wellington County Museum & Archives

A NATIONAL HISTORIC SITE
located on Wellington Road 18 between Fergus and Elora
www.wellington.ca/museum
T 519.846.0916 x 5221 Toll Free 1.800.663.0750 x 5221

The Corporation of the County of Wellington

Alternate formats available upon request.

2015 Quality Report – Wellington Terrace LTCH

	Total Previous Year	January	February	March	April	May	June	July	August	September	October	November	December	Total for 2015
Human Resources														
New hires	45	0	0	2	2									
Exiting Employees	33	0	2	1	1									
# calls to Ministry of Labour	1	0	0	0	1									
Lost hours due to workplace injury	0	0	15 (1 employee)	0	0									
Hours worked by employees in modified role (WSIB)	899.5	45 (1 employee)	60 (2 employees)	30 (1 employee)	0									
Excellence in Care														
% of residents who have had a fall in the last 30 days		21.3%* (Province 13.8%)	n/a	21.5%* (Province 14%)	n/a	n/a								
% of residents who were physically restrained		7.3%* (Province 8.1%)	n/a	3.9%* (Province 7.7%)	n/a	n/a								
% of residents who had a pressure ulcer that recently got worse		3.9%* (Province 3.3%)	n/a	2.9%* (Province 3.3%)	n/a	n/a								
# of Emergency Room visits experiencing illness		3	0	0	1	1								

listed on page 3														
% of residents on antipsychotics without a diagnosis of psychosis		31%* (Province 29%)	n/a	29.7%* (Province 28.1%)	n/a	n/a								
% of residents with worsening bladder control		10.2%* (19.2%)	n/a	14.5%* Province 18.9%)	n/a	n/a								
# of outbreak days		20	0	0	0	0								
Census/ Compliance														
# of deaths	70	9	2	7	4	2								
Inspection: # areas in non compliance	8 (annual RQI)	0	0	0	0	0								
Risk Prevention														
Review of Fire Plan through Fire Drills completed	12/12	yes	yes	yes	yes									
Reporting to Ministry of Health														
# of Formal Complaints made by family or resident	2	0	0	0	0	0								
# of Critical Incidents	13	2 1 Outbreak 1 abuse allegation *retracted	0	0	2 (1 verbal abuse) (1 resident to resident)	1 (fractured hip)								

NA = Some HR and clinical data will not be available until the final report for the month is completed

*January data is from q 2 2014 (July-Sept 2014), March data nursing quality indicators reflect Oct –Dec 2014

Supporting Data for Report

Definitions:
Human Resources:
Calls to Ministry of Labour occur where an accident occurred. Employee or resident has lost consciousness or fractured a bone and requiring hospital attention from an accident.
Hours lost to employees in modified role (WSIB) – number of hours is tracked where staff is working in a modified role until they can return to full duties.

Fall with injury: injury may include redness, pain or fracture, or break in skin integrity.

Skin and Wound Management at Wellington Terrace
Wellington Terrace has a formal skin and wound care program lead by two RNs with a special interest in wound care. Recently, we have conducted education for all RNs and RPNs on the staging and treatment of wounds. We have the expertise of an advanced wound care therapist who will do advanced treatment plans on the request of the home. We have medical directives in place for treatments with a quality dressing.

Emergency Department Visits:
The Ministry of Health views some visits to the Emergency Department as 'potentially preventable'. The conditions we will report on where a visit may not have been necessary include: Angina, Asthma, Cellulitis, Chronic Obstructive Pulmonary Disease (COPD), Congestive Heart Failure, Septicemia, Dehydration, Dental conditions, Diabetes, Gastroenteritis, Grand mal seizure disorders, Hypertension, Hypoglycemia, Injuries from falls, Mental health/behavioural disorders, Pneumonia, severe ear, nose and throat disorders.

What makes residents in LTC more susceptible to skin and wound issues?

- Increased aging of the skin `thin skin`
- Nutritional status compromised related to medical diagnosis
- Cognitive impairment- more bumping into and accidents
- Impaired mobility- not repositioning selves regularly.
- Dehydration
- Steroid use

Current processes to mitigate responsive behaviours:

- The home follows a Gentle Persuasion Approach Philosophy. There are 3 education sessions held per year. Focus of this program is respectful, non violent, self protective strategies for staff to use when dealing with a resident with responsive behaviour.
- Responsive behaviour program. Focus is on reporting responsive behaviours so all team members are aware of potential resident action. These incidents are recorded in the resident progress notes and read q shift at report.
- The Behaviour Support Team reviews all responsive behaviour progress notes and follows up when required. Determines if resident requires increased assessment or if the change can be attributed to a clinical reason. The BSO along with the team develops individualized toolboxes for all staff to review. These tool boxes contain information on resident triggers for responsive behaviours as well as interventions to mitigate responsive behaviours.
- Weekly team meetings are held to discuss resident specific case studies and problem solve. Specific techniques for preventing or responding to responsive behaviour are shared.
- Care plans are updated as required to include specific approaches recommended when doing residents care (complete care with two PSWs, for example)
- All direct care staff carry walkie talkies so they are able to quickly deploy assistance if required.
- Wellington Terrace is supported by external expertise – Psychogeriatric Resource Consultant (PRC). We hold monthly Psych clinics under the direction of a Geriatric Psychiatrist

WELLINGTON TERRACE LONG TERM CARE HOME
RESIDENT / FAMILY SATISFACTION SURVEY
TOTALS
YEARS: 2012, 2013, 2014, 2015

Total Respondents
2012 - 81
2013 - 68
2014 - 83
2015 - 82

RESIDENT CARE	**EXCELLENT/GOOD**	**FAIR/POOR**	**Year**		
OPPORTUNITIES FOR ME TO BE INVOLVED IN DECISIONS THAT RELATE TO MY CARE	**89%**	**11%**	**2015**		
	92%	**7%**	2014		
	98%	**1%**	2013		
	96%	**4%**	2012		
OVERALL RATING ON ASSITANCE RECEIVED IN FOLLOWING AREAS:	**EXCELLENT/GOOD**	**FAIR/POOR**	**Year**		
EATING	**96%**	**4%**	**2015**		
	98%	**2%**	2014		
	100%	**0%**	2013		
	98%	**2%**	2012		
BATHING	**94%**	**6%**	**2015**		
	88%	**13%**	2014		
	95%	**5%**	2013		
	91%	**9%**	2012		
DRESSING	**90%**	**10%**	**2015**		
	94%	**6%**	2014		
	91%	**9%**	2013		
	97%	**3%**	2012		
GROOMING	**93%**	**7%**	**2015**		
	91%	**9%**	2014		
	89%	**11%**	2013		
			2012		
GOING TO THE BATHROOM	**94%**	**6%**	**2015**		
	94%	**6%**	2014		
	96%	**4%**	2013		
	81%	**19%**	2012		

WELLINGTON TERRACE LONG TERM CARE HOME
RESIDENT / FAMILY SATISFACTION SURVEY
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2015 - 82

MY SATISFACTION WITH THE RANGE AND QUALITY OF CONTINENCE CARE PRODUCTS	**92%**	**8%**	**2015**		
	93%	**7%**	2014		
	92%	**8%**	2013		
			2012		
MY PRIVACY IS RESPECTED	**97%**	**3%**	**2015**		
	95%	**5%**	2014		
	95%	**5%**	2013		
	96%	**4%**	2012		

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AVAILABILITY OF NURSING STAFF IS:	EXCELLENT/GOOD	FAIR/POOR	Year		
DAYS	93%	7%	**2015**		
	93%	7%	2014		
	93%	7%	2013		
	92%	8%	2012		
EVENINGS	96%	4%	**2015**		
	95%	5%	2014		
	92%	8%	2013		
	89%	11%	2012		
NIGHTS	95%	5%	**2015**		
	96%	4%	2014		
	95%	5%	2013		
	88%	12%	2012		
HELPFULNESS OF NURSING STAFF	84%	16%	2014		
	87%	13%	2013		
	100%	0%	2012		
PHYSICIAN AVAILABILITY FOR CONSULTATION AND CARE	85%	15%	**2015**		
	85%	15%	2014		
	83%	17%	2013		
	85%	15%	2012		
HELPFULNESS OF PHYSICIANS	91%	9%	**2015**		
	91%	9%	2014		
	91%	9%	2013		
	85%	15%	2012		

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THE MEDICAL CARE I RECEIVE	**94%**	**6%**	**2015**		
	91%	**9%**	2014		
	89%	**11%**	2013		
	92%	**8%**	2012		
IF YOU ARE CURRENTLY RECEIVING PHYISIOTHERAPY, THE QUALITY OF THE PROGRAM IS:	**84%**	**16%**	**2015**		
	89%	**11%**	2014		
	93%	**7%**	2013		
	92%	**8%**	2012		
IF YOU RECEIVE FOOT CARE FROM AN OUTSIDE PROVIDER, YOUR SATISFACTION IS:	**95%**	**5%**	**2015**		
IF YOU RECEIVE DENTAL HYGIENE SERVICES FROM AN OUTSIDE PROVIDER, YOUR SATISFACTION IS	**96%**	**4%**	**2015**		
IF YOU RECEIVE HAIR CARE SERVICES, YOUR SATISFACTION IS:	**94%**	**6%**	**2015**		

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HOUSEKEEPING & ENVIRONMENTAL SERVICES	EXCELLENT/GOOD	FAIR/POOR	Year		
CLEANLINESS OF THE HOME	97%	3%	2015		
	96%	4%	2014		
	100%	0%	2013		
	99%	1%	2012		
GENERAL REPAIR & UPKEEP OF BUILDING & GROUNDS	94%	6%	2015		
	98%	3%	2014		
	99%	1%	2013		
	100%	0%	2012		
LAUNDRY SERVICE	96%	4%	2015		
	95%	5%	2014		
	100%	0%	2013		
	89%	11%	2012		
AVAILABILITY AND HELPFULNESS OF THE HSKPG, LAUNDRY & BLDG SERVING STAFF	98%	2%	2015		
	92%	8%	2014		
	98%	2%	2013		
	99%	1%	2012		

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ADMINISTRATION:	**EXCELLENT/GOOD**	**FAIR/POOR**	**Year**		
EFFICIENCY IN DEALING WITH MY FINANCES/ACCOUNTING	**100%**	**0%**	**2015**		
	100%	**0%**	2014		
	100%	**0%**	2013		
	100%	**0%**	2012		
BUSINESS OFFICE STAFF ARE AVAILABLE TO RESPOND TO NEEDS AND REQUESTS OF RESIDENTS	**100%**	**0%**	**2015**		
AVAILABILITY AND HELPFULNESS OF THE ADMINISTRATION STAFF	**100%**	**0%**	2014		
	98%	**2%**	2013		
	100%	**0%**	2012		
TELEVISION SERVICES ARE	**100%**	**0%**	**2015**		
FOOD SERVICES:	**EXCELLENT/GOOD**	**FAIR/POOR**	**Year**		
MENU VARIETY	**90%**	**10%**	**2015**		
	92%	**8%**	2014		
	95%	**5%**	2013		
	90%	**10%**	2012		
THE DINING EXPERIENCE	**87%**	**13%**	**2015**		
	86%	**14%**	2014		
	94%	**6%**	2013		
	87%	**13%**	2012		
SPECIAL DIET NEEDS (I.E. DIABETIC, SWALLOWING PROBLEM, ETC.) ARE BEING MET	**98%**	**2%**	**2015**		
	95%	**5%**	2014		
	85%	**15%**	2013		
	100%	**0%**	2012		
AVAILABILITY AND HELPFULNESS OF THE FOOD SERVICES STAFF	**95%**	**5%**	**2015**		
	92%	**8%**	2014		
	95%	**5%**	2013		
	100%	**0%**	2012		

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LIFE ENRICHMENT SERVICES:	**EXCELLENT/GOOD**	**FAIR/POOR**	**Year**		
LEVEL OF SUPPORT RECEIVED IN ADJUSTING TO LIVING IN THE HOME	**95%**	**5%**	**2015**		
	96%	**4%**	2014		
	96%	**4%**	2013		
	99%	**1%**	2012		
LEVEL OF SUPPORT I RECEIVE FROM THE HOME (SUPPORT GRP,COUNS.,PROB. RESOL.)	**91%**	**9%**	**2015**		
	94%	**6%**	2014		
	96%	**4%**	2013		
	97%	**3%**	2012		
SPIRITUAL CARE NEEDS ARE BEING MET	**92%**	**8%**	**2015**		
	88%	**12%**	2014		
	93%	**8%**	2013		
	95%	**5%**	2012		
HOW WOULD YOU RATE THE VOLUNTEERS' SERVICES IN THE HOME?	**93%**	**7%**	**2015**		
	93%	**7%**	2014		
	98%	**2%**	2013		
	100%	**0%**	2012		
QUALITY AND VARIETY OF ACTIVITIES OFFERED ARE	**87%**	**13%**	**2015**		
	91%	**9%**	2014		
	90%	**10%**	2013		
	78%	**22%**	2012		
AVAILABILITY AND HELPFULNESS OF THE LIFE ENRICHMENT STAFF IS	**97%**	**3%**	**2015**		
	87%	**13%**	2014		
	87%	**13%**	2013		
	94%	**6%**	2012		

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OVERALL:	**EXCELLENT/GOOD**	**FAIR/POOR**	**Year**		
PLEASE INDICATE YOUR OVERALL RATING OF THE HOME AS A PLACE TO LIVE	**96%**	**4%**	**2015**		
	99%	**1%**	2014		
	100%	**0%**	2013		
	99%	**1%**	2012		
ON BRINGING FWD A COMPLAINT TO MANAGEMENT, WAS IT ADDRESSED TO YOUR SATISFACTION?	**91%**	**9%**	**2015**		
	91%	**9%**	2014		
YOUR SATISFACTION WITH INDOOR AND OUTDOOR SPACE TO VISIT WITH FAMILY/FRIENDS	**97%**	**3%**	**2015**		
	YES	**NO**	**Year**		
DO YOU FEEL SAFE AT THE HOME?	**100%**	**0%**	**2015**		
	96%	**4%**	2014		
	100%	**0%**	2013		
	99%	**1%**	2012		
DOES THE HOME PROVIDE AN ENVIRONMENT THAT PROMOTES CLIENT SAFETY?	**99%**	**1%**	**2015**		
	100%	**0%**	2014		
	98%	**2%**	2013		
	100%	**0%**	2012		
	1-2	**3-4**	**5-6**	**7-8**	
I CAN EXPRESS MY OPINIONS WITHOUT FEAR OF CONSEQUESNCES	4%	74%	17%	6%	
	0-2	3-4	5-6	7-8	9-10
HOW WELL DO STAFF LISTEN TO YOU	3%	0%	10%	27%	60%
	YES	**NO**	**Year**		
I WOULD RECOMMMEND THE HOME TO FAMILY / FRIENDS	**87%**	**13%**	**2015**		
	100%	0%	2014		
	98%	2%	2013		
	100%	0%	2012		

Schedule E – Form of Compliance Declaration

DECLARATION OF COMPLIANCE

Issued pursuant to the Long Term Care Service Accountability Agreement

To: **The Board of Directors** of the Waterloo Wellington Local Health Integration Network (the "LHIN"). Attn: Board Chair.

From: **The Committee of Council** (the "Board") of The Corporation of the County of Wellington (the "HSP")

For: Wellington Terrace Long Term Care Home (the "Home")

Date: June 10, 2015

Re: January 1, 2014 – December 31, 2014 (the "Applicable Period")

The Committee of Council has authorized me, by resolution dated June 10, 2015, to declare to you as follows:

After making inquiries of the Administrator, Laura Holtom and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Committee's knowledge and belief, the HSP has fulfilled, its obligations under the long-term care service accountability agreement (the "Agreement") in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP confirms that

(i) it has complied with the provisions of the *Local Health System Integration Act, 2006* and with any compensation restraint legislation which applies to the HSP; and

(ii) every Report submitted by the HSP is accurate in all respects and in full compliance with the terms of the Agreement;

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the Agreement between the LHIN and the HSP effective April 1, 2013.

Chair

Name, Title

Schedule E – Form of Compliance Declaration Cont'd.

Appendix 1 - Exceptions

[Please identify each obligation under the L-SAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.

None to report

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: **Kevin Mulholland, Construction & Property Manager**
Date: Wednesday, June 10, 2015
Subject: Palmerston Library Renovation - Project Status Report #2

Status of project	- Excavation of foundation has continued - Structural shoring is complete - Foundation repointing is complete - Foundation waterproofing is scheduled to be complete - Foundation backfill is scheduled to begin - Underpinning has begun
Remaining work to be completed in March	- Foundation excavation will be finished - Foundation backfilling will complete - Interior concrete work will begin on footings & elevator pit - Underpinning will be completed - Exterior masonry restoration will begin - Floor levelling & framing is scheduled to begin
Status of construction schedule	- Completion is currently scheduled for February 29, 2016
C.O.'s approved since last meeting	
Total change orders approved to date	
Net value of C.O.'s approved to date	

Recommendation:

That the Palmerston Library Project Status Report be received for information.

Respectfully submitted,

Kevin Mulholland
Construction & Property Manager

Wellington County Council has approved the following recommendation from the Administration, Finance and Human Resources Committee:

That requests to name or rename a county owned asset be considered on an ad hoc basis by the appropriate Standing Committee / Board for recommendation to County Council; and

That the request to rename the Puslinch Library remain under the consideration of the Information, Heritage and Seniors Committee.

To: Chair and members of the Wellington County Library Board.

From: Sandra Solomon and Lise Burcher, Puslinch, Ontario.

Re: Naming of the Puslinch Library as the Bradford Whitcombe Library

Date: February 26, 2015.

As I am sure you are aware, Brad Whitcombe passed away in November of 2014. The residents of the Township of Puslinch are still coming to terms with this loss and many people in the Township feel it would be appropriate to recognize Brad's vision and devotion to the community of Puslinch and the County of Wellington by naming the Puslinch Library after him. Many in the community feel that this will be a fitting tribute to a long time Mayor of Puslinch Township, and three time Warden of Wellington County, particularly given Brad's passion for, and championing of the renewal of the County library system that included the restoration of 5 Carnegie libraries and the overseeing of the construction of several new libraries.

Brad felt very passionately about the value of well serviced and beautifully designed libraries as the civic foundation of every community in the County - a community hub that would serve all residents and provide opportunities for learning, exploration and community engagement.

Brad was very appreciative of the legacy of the philanthropist Andrew Carnegie, and very proud in knowing that of the 111 Carnegie Libraries built in Ontario, 6 of them were constructed in Wellington County. The County is to be congratulated for restoring five Carnegie libraries in the system under the leadership of Brad and his County Council colleagues and citizens. They are the Elora Branch, Harriston Branch, Fergus Branch, Mount Forest Branch and the Palmerston Branch.

The County communicates the tremendous value of the Carnegies on the County website stating, "these libraries are revered by citizens and have enjoyed the patronage of generations since Andrew Carnegie's initial investment in the early 1900s. The buildings and friendly service stand as a beacon of community engagement".

Brad, a life-long resident of Puslinch, was first elected to Puslinch Township Council in 1989 and served as it's Reeve/Mayor from 1995 to 2010. During his years of service to the Township he showed strong civic and environmental leadership in establishing the Township groundwater monitoring program and the Mill Creek Watershed Plan. Even after his defeat in 2010, he continued to serve the County and Township until his unexpected death, as a member of the Library Board , The Friends of Mill Creek, and The Green Legacy Program that he initiated with County CAO Scott Wilson to celebrate the County's 150th Anniversary.

Brad's accomplishments on Wellington County and Puslinch Township Council were many and varied:

- Warden in 2000 and again in 2005 and 2006.
- Leading and influencing the county restructuring.
- Rural water quality improvements and monitoring.
- The Green Legacy program, which has seen nearly 2 million trees planted in the County since its inception in 2004. This program continues to grow.
- Reinvesting in the County library system as described above.

Brad took great pride in his achievements but was very self-effacing about them.

One of Brad's last duties on County Council was the completion of the Puslinch Library and it seems fitting that we approach you to request your consideration to permit that the Puslinch Library be named the Bradford Whitcombe Library. This would involve adding a plaque/sign at the entrance with the wording "The Bradford Whitcombe Library". Should the Library Board and County Council support this request, we would offer to cover the cost of the signage through community donations.

We would also like to indicate that there is extensive and enthusiastic support for this initiative throughout the community. We have consulted with the major community and service groups in Puslinch including the Optimist Club, the Aberfoyle Farmers Market, the Aberfoyle Fall Fair and the Puslinch COP Committee. The leaders of these groups indicate very strong support and endorsement of this proposal.

As well, we also offer that Brad's intention, before his passing, was to donate the Killeen School Bell to the County Museum for placement in the Puslinch Library. Brad purchased this a couple of years ago at a local auction, feeling it was very important that this remain in the community. He substantially completed the restoration of the bell shortly before his passing, and it was his intention that this be placed in the public trust for all to enjoy and to ensure that this artifact be protected for the community into the future.

We thank you for considering this request. If you require any further information, we may be contacted at the phone number below. As well, we will be in attendance at the Library Board meeting and available for questions.

Sincerely,

Sandra Solomon

Lise Burcher

4080 Maddaugh Road, R.R. 1, Puslinch

6994 Gore Road, Puslinch

905-659-2709

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Murray McCabe, Chief Librarian
Date: June 10, 2015

Subject: **Summary of Library Activities May 2015**

Background: To provide the Library Board with a brief overview of events and activities from across the library system.

Harriston Branch:
A large road construction project is now underway in the town of Harriston and as a result the traffic along the main street has been restricted to construction traffic only. Referred to locally as the "Big Dig", the summer long project has all traffic being detoured around both sides the downtown. The work will have a significant local impact and will certainly reduce the amount of patron traffic through the Harriston library.

Service Canada: update
Warden George Bridge and Board Chair, Rob Black received correspondence from MP Michael Chong stating that he had forwarded the board's concerns regarding Service Canada's Aboyne outlet to The Hon. Pierre Poilievre, the minister in charge of Service Canada.

Computer tablets for children:
With use of a special provincial grant that seeks to extend access to new technology through public libraries, Wellington has purchased 26 Launchpad's for children. The equipment looks similar to an iPad mini and offers children educational games. Enclosed in a robust bright orange case, the tablets have just been deployed to all the libraries in the system. Staff already report that the Launchpads are receiving considerable interest from the public. The equipment is sold by a company called Findaway World who developed the very successful "Playaway" books that were also well received by library patrons and provided a new delivery method for talking books once provided on CD and cassette tapes. The new Launchpads are available for a seven day loan period.

Other Computer technology:
In the last few months the library's technology librarian, Jessica Veldman has been investigating and planning for the introduction of computer related Makerkits. The use of these technology loaded kits has seized the interest of public libraries and their customers across North America in the past year. The kits provide access to relatively cheap technology that patrons can borrow and experiment with at home. In the coming weeks Wellington County Library will make available an initial four Makerkits for borrowing. The kits will include a variety of computer related devices that go by the following names: Raspberry Pi, Arduino's, Dash, Makey Makey, and Ozbots. The kits will be shared by the 14 branch

libraries with library users able to place holds on the kits as they would any other library materials. Each kit is housed in a small plastic bin for shipping purposes. The target audience will be anyone who is interested in technology but we expect that children will be the most interested. Library staff has already received a good indication that the kits will be well received based on their debut during the first weeks of the Fergus library reopening. One of the library's summer students with guidance from regular staff will provide an introductory programme on the use of the technology. Ms. Veldman has been asked to provide a brief demonstration of the technology when the IHS Committee takes a break at 5:30 p.m. The demonstration will be set up in the common area beside the Terrace reception desk.

Tour of Wellington County Libraries:
The Chief Librarian is extending an invitation to members of the library board to tour six more of the libraries on Monday, June 22. The tour would leave from the Aboyne parking lot at 8:30 a.m. and return to that location between 3 p.m. and 4 p.m.. Please find attached a tentative schedule for the tour.

Upcoming Library events of note:
Library budget submissions September to November
Ontario Public Library Week – October 18 – 24, 2015
SOLS Trustee Council meeting in Hanover, October 31, 2015
Ontario Library Association Conference January 28 – 31, 2016

Recommendation:

That the Summary of Library Activities for May 2015 be received for information.

Respectfully submitted,
Murray McCabe

Murray McCabe
Chief Librarian

Library Tour

Monday June 22, 2015

Library	**Time**
Start at Aboyne	8:30 a.m.
Marden	8:45 – 9:15
Elora	9:30 – 10 a.m.
Harriston	10:45 – 11:15
Lunch in Harriston	12 – 1 p.m.
Clifford	1:15 – 1:30
Mount Forest	1:45 – 2:15
Arthur	2:30 – 3 p.m.
Aboyne	3:15

Wellington County Library
MAY 2015
Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: June 10, 2015

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: June 3, 2015

Use Statistics

	2015	2014
System wide circulation:	May	May
Print, cds, dvds, magazines and audiobooks:	78,625	76,224
eBooks borrowed:	4,849	4,320
Inter-library loan, material loaned:	319	308
Public computer usage within the libraries:	6,272	5,990
Programme attendance:	3,675	3,239
Database usage	7,593	13,089
Public wireless users:	5,477	3,564

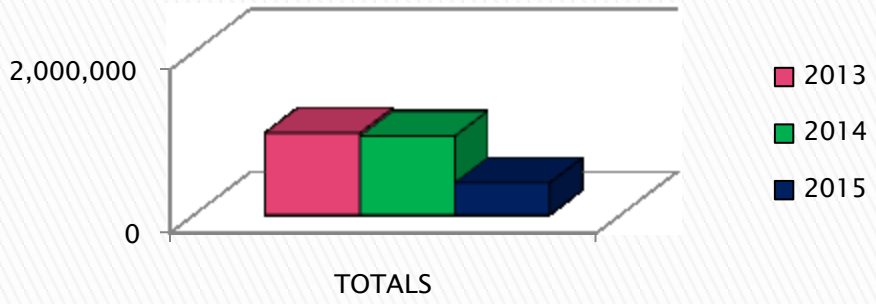
Circulation Statistics

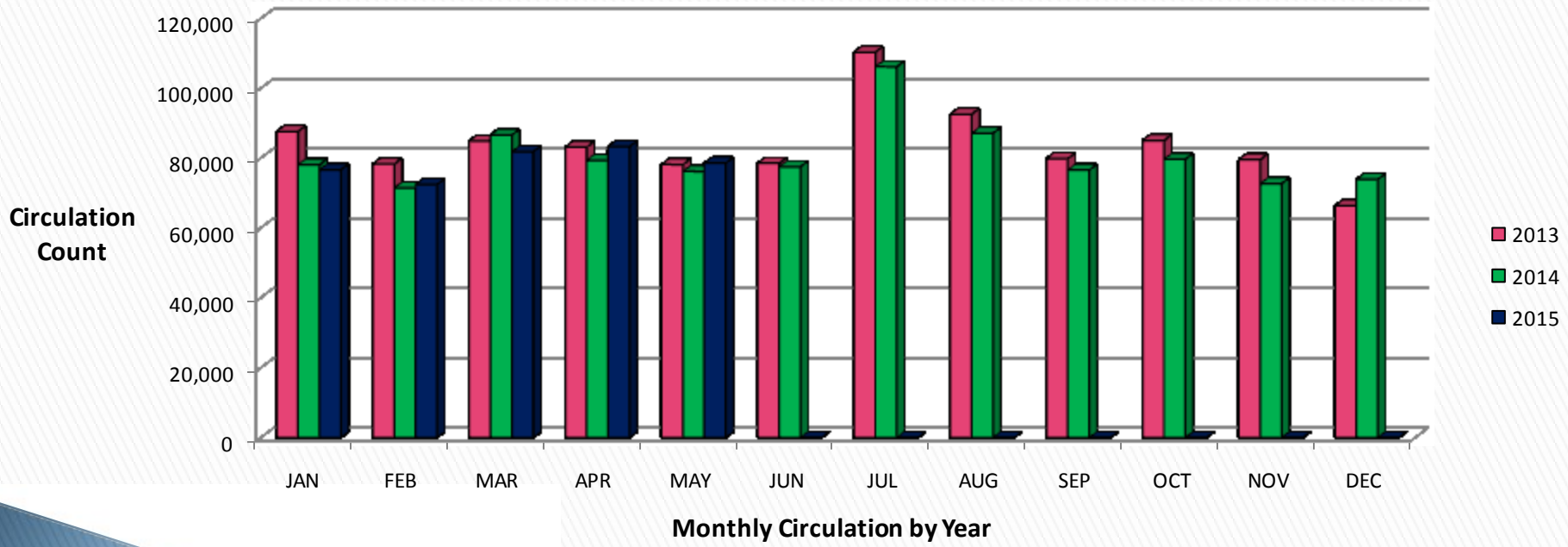
*Circulation of Material – Traditional Formats

		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	TOTALS
ABOYNE	2013	12,232	11,460	13,023	12,133	11,571	12,535	16,665	14,355	11,838	11,831	11,807	9,425	148,875
	2014	12,479	10,993	14,565	11,264	12,268	12,391	16,870	13,469	10,593	11,634	10,940	11,188	148,654
	2015	11,897	11,221	14,691	9,295	8,830								55,934
ARTHUR	2013	4,965	3,996	4,722	4,529	4,542	4,913	6,924	5,380	4,737	5,162	4,567	3,414	57,851
	2014	4,587	4,321	4,716	4,768	4,506	4,762	6,459	5,209	4,493	5,137	4,440	4,430	57,828
	2015	4,413	4,689	4,900	4,443	4,768								23,213
CLIFFORD	2013	1,543	1,367	1,538	1,357	1,490	1,557	2,045	1,624	1,184	1,576	1,254	1,177	17,712
	2014	1,372	1,264	1,623	1,264	1,392	1,534	2,056	1,544	1,440	1,433	1,053	1,078	17,053
	2015	1,306	1,124	1,224	1,192	1,138								5,984
DRAYTON	2013	11,088	10,128	10,136	10,306	8,582	9,903	14,501	10,694	9,753	10,431	10,174	8,704	124,400
	2014	9,908	9,502	10,947	9,314	8,648	9,901	13,317	10,716	9,503	9,266	8,430	8,401	117,853
	2015	9,235	9,067	10,060	9,036	8,338								45,736
ELORA	2013	5,961	5,162	5,718	5,789	5,513	4,902	7,933	6,589	5,727	5,698	5,659	4,704	69,359
	2014	5,520	4,759	5,988	5,791	5,498	4,790	6,699	6,056	5,318	5,598	5,173	5,390	66,580
	2015	5,513	4,870	5,751	5,689	5,345								27,168
ERIN	2013	5,075	4,167	4,880	4,702	4,691	4,409	6,772	5,889	5,135	4,979	4,579	3,735	59,013
	2014	4,214	3,793	4,766	4,285	4,198	4,226	6,107	4,765	4,521	4,604	4,361	4,585	54,425
	2015	4,593	4,443	5,075	4,612	4,474								23,197
FERGUS	2013	12,383	11,474	11,738	10,773	10,713	8,125	11,894	11,284	9,744	10,691	10,339	9,275	128,433
	2014	10,052	9,000	10,803	11,077	10,023	8,008	13,506	11,435	10,249	10,272	9,285	9,397	123,107
	2015	9,376	8,588	7,152	17,235	15,589								57,940
HARRISTON	2013	4,794	4,264	4,625	4,353	4,126	4,184	6,310	5,535	4,543	4,980	4,385	2,790	54,889
	2014	3,879	4,026	4,652	4,062	3,825	4,154	5,633	4,585	4,207	4,428	3,902	4,060	51,413
	2015	4,234	3,969	4,925	4,475	4,330								21,933
HILLSBURGH	2013	3,588	3,212	3,465	3,627	3,110	3,378	4,662	3,837	3,287	3,893	3,647	2,954	42,660
	2014	3,547	2,845	3,440	3,632	3,147	3,370	4,271	3,524	2,835	2,923	2,473	3,009	39,016
	2015	2,956	2,770	3,344	3,161	2,669								14,900
MARDEN	2013	4,661	3,848	4,038	4,658	3,960	4,002	5,278	4,227	4,013	3,866	3,865	3,240	49,656
	2014	3,887	3,267	4,276	3,843	3,502	3,905	5,040	4,634	3,841	3,943	3,704	3,813	47,655
	2015	3,668	3,554	4,037	4,022	3,868								19,149
MTFOREST	2013	7,566	7,008	7,674	7,820	7,011	7,284	9,789	8,694	7,904	8,652	7,754	6,919	94,075
	2014	7,392	7,539	8,416	7,486	7,476	7,246	10,308	8,180	7,949	8,120	7,236	7,596	94,944
	2015	7,746	7,388	8,283	8,055	7,614								39,086
PALMERSTON	2013	2,804	2,530	2,496	2,822	2,738	2,430	3,190	2,684	2,293	2,635	2,304	2,272	31,198
	2014	2,100	1,944	2,239	2,410	2,188	2,403	3,270	2,707	2,411	2,801	2,236	2,325	29,034
	2015	2,756	2,318	2,526	2,260	2,485								12,345
PUSLINCH	2013	3,924	3,595	3,886	3,827	3,902	3,910	4,501	4,032	3,088	3,763	3,177	2,738	44,343
	2014	3,234	2,777	3,269	3,343	3,317	3,878	3,905	3,140	2,937	3,010	3,065	2,800	38,675
	2015	2,918	2,700	3,148	3,100	2,659								14,525
ROCKWOOD	2013	7,068	6,145	6,935	6,478	6,248	7,041	9,914	7,738	6,649	6,924	6,073	5,017	82,230
	2014	5,942	5,473	6,930	6,867	6,236	6,997	8,758	7,191	6,339	6,553	6,428	5,889	79,603
	2015	6,088	5,807	6,757	6,754	6,518								31,924
TOTALS	2013	87,652	78,356	84,874	83,174	78,197	78,573	110,378	92,562	79,895	85,081	79,584	66,364	1,004,690
	2014	78,113	71,503	86,630	79,406	76,224	77,565	106,199	87,155	76,636	79,722	72,726	73,961	965,840
	2015	76,699	72,508	81,873	83,329	78,625	0	0	0	0	0	0	0	293,034
Annual Change		-2%	1%	-5%	5%	3%								0%

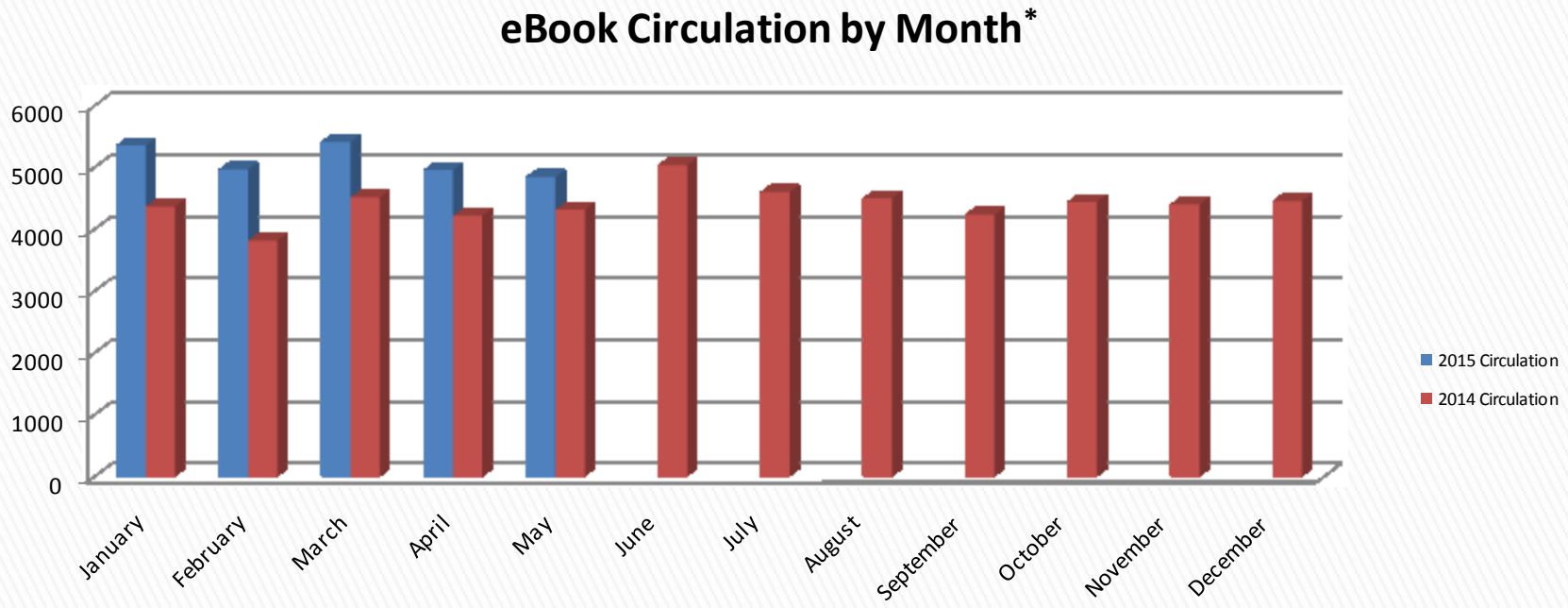
Circulation Activity

Wellington County Library
Total Circulation of Materials by Year





eBook Circulation Activity



*includes eBooks, eAudiobooks, eVideo and eMusic circulation from OverDrive.

Website Statistics
May 2015

Top Pages Visited

Library Home Page	6,725
Online Resources	1,640
Borrowing	1,191
eBooks and More	1,032
Fergus Branch	693

Our website was accessed in a variety of ways including 1,459 visits from tablets and 1,199 from Mobile Devices.

Mobile devices include Apple iPad, Apple iPhone, Blackberry Playbook, Blackberry Z10 and Apple iPod.

Visits to Library Website

# of total visits	8,093
# of pages viewed	16,336

Location of people accessing our website:
Canada, U.S., U.K., Germany, India, Austria, Brazil, China and Japan.

The majority of visitors were within Canada:
Fergus, Guelph, Kitchener, Toronto, Waterloo, Minto, Orangeville, Halton Hills, Cambridge, Erin and Hamilton.

Of the visitors 68% were returning and 32% were new visitors to our website.

Programming Report

May 2015

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	25	297	103	83	
ARTHUR	23	187	102	46	
CLIFFORD	13	40	25	4	
DRAYTON	25	194	95	3	
ELORA	13	96	30	65	
ERIN	26	286	63	49	
FERGUS	33	512	148	48	
HARRISTON	18	56	19	73	
HILLSBURGH	16	145	33	58	
MARDEN	16	49	35	51	
MT FOREST	24	177	42	88	
PALMERSTON	12	53	23	41	
PUSLINCH	9	47	26	35	
ROCKWOOD	19	82	42	24	
TOTALS	272	2221	786	668	3675
	Total Programmes				Total Participants

May 2014

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	17	229	75	32	
ARTHUR	18	142	87	45	
CLIFFORD	11	51	19	4	
DRAYTON	19	227	82	3	
ELORA	7	77	34	17	
ERIN	15	171	39	15	
FERGUS	15	340	64	27	
HARRISTON	19	107	37	47	
HILLSBURGH	13	72	65	60	
MARDEN	14	340	47	26	
MT FOREST	18	96	42	37	
PALMERSTON	12	107	45	13	
PUSLINCH	14	74	63	36	
ROCKWOOD	14	92	34	19	
TOTALS	206	2125	733	381	3239
	Total Programmes				Total Participants

Hon. Michael Chong, M.P.
Wellington-Halton Hills

L'hon. Michael Chong, député
Wellington-Halton Hills

CANADA

May 25, 2015

The Hon. Pierre Poilievre, P.C., M.P.
Minister of Employment and Social Development
Department of Employment and Social Development
140 Promenade du Portage
Gatineau, QC K1A 0J9

Dear Minister,

Recently, Service Canada announced a reduction in hours at the Fergus/Elora Scheduled Outreach Site, located at the Aboyne Branch of the Wellington County Library. This space has been provided free of charge by the County of Wellington.

The Wellington County Library Board met on May 13, 2015, and requested that I seek your intervention in this matter. The County of Wellington would like a restoration of the service hours at the Aboyne Branch. As Minister responsible for this matter, I am confident that you will take these concerns into careful consideration.

Please direct your reply to the following person, and copy me on any response:

Warden George Bridge
The Corporation of the County of Wellington
74 Woolwich Street
Guelph ON N1H 3T9

Thank you in advance for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Michael Chong

cc: Warden George Bridge, The Corporation of the County of Wellington
Councillor Rob Black, Chair, Wellington County Library Board

Fergus
5-200, rue St. Patrick St. E/est
Fergus, ON N1M 1M4
Telephone/Téléphone (519) 843 7344

Ottawa
House of Commons/Chambre des communes
Ottawa, ON K1A 0A6
Telephone/Téléphone (613) 992 4179

Georgetown
205-16, ch. Mountainview Rd. S/sud
Georgetown, ON L7G 4K1
Telephone/Téléphone (905) 702 2597

Birds of Prey
Get up close and personal with some of Ontario's birds of prey. Learn about their special characteristics and how to identify some of our local raptor species. Please register.
Wednesday, July 15, 11:00 am - 12:00 pm (All Ages)

Magical Mayhem
Step through a portal into the magical world! Put on your wizard's hat and join us for some spellbinding stories, games and crafts. Ages 5 and under to be accompanied by an adult. Please register.
Tuesday, July 21,
2:30 - 3:30 pm (All Ages)

Creative Messy Play
Get Messy! Be Creative! Join us for an hour of ooey, gooey fun! Ages 5 and under to be accompanied by an adult. Please register.
Wednesday, July 22, 11:00 am - 12:00 pm (All Ages)

Summer Movie
Join us for a fun family movie! Please register.
Wednesday, July 22, 6:30 pm (All Ages)

Brushless Painting!
Who needs a paintbrush to make art? Join us for some creative painting and discover how to paint with whatever you have on hand, even if that's just your hand! Ages 5 and under to be accompanied by an adult. Please register.
Monday, July 27, 2:00 - 3:00 pm (All Ages)

Playing Dress Up
You're never too young or too old to play dress up!
Ages 5 and under to be accompanied by an adult.
Please register.
Wednesday, July 29,
11:00 am - 12:00 pm (All Ages)

Go Fly A Kite!
Explore the world of kites - a timeless international summer toy! Ages 5 and under to be accompanied by an adult. Please register.
Wednesday, August 5, 11:00 am - 12:00 pm (All Ages)

The Corporation of the County of Wellington

Alternate formats available upon request.

TD Summer Reading Club

A programme of Canadian Public Libraries • www.tdsummerreadingclub.ca

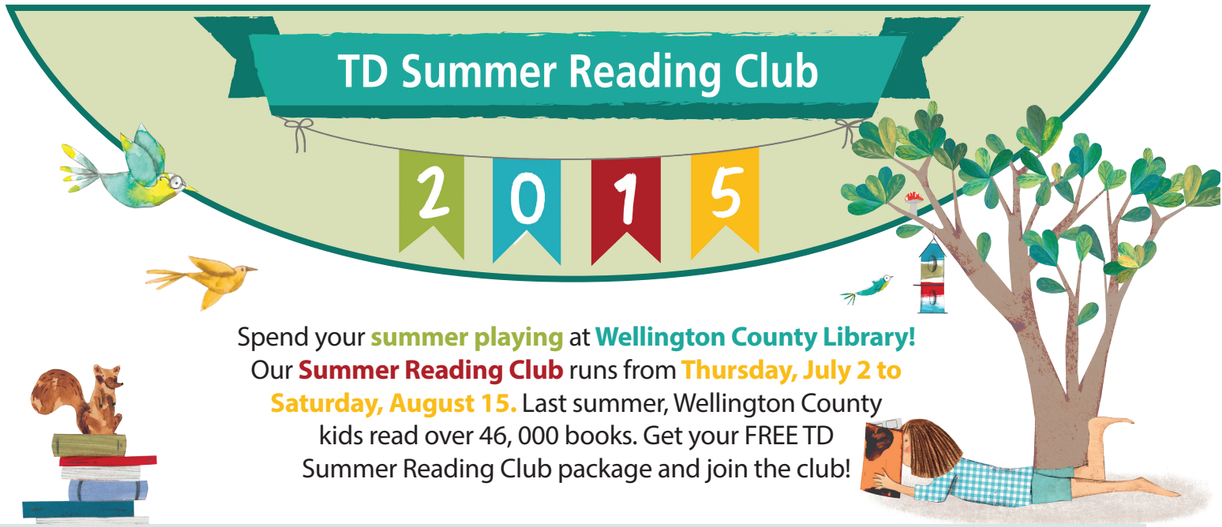
Developed by: Toronto Public Library

In partnership with: Library and Archives Canada / Bibliothèque et Archives Canada — Canada

Title sponsor: TD

TD Summer Reading Club

2015



Spend your **summer playing** at **Wellington County Library!** Our **Summer Reading Club** runs from **Thursday, July 2 to Saturday, August 15.** Last summer, Wellington County kids read over 46, 000 books. Get your FREE TD Summer Reading Club package and join the club!

It's a fact that children who read over the summer are better prepared for school in the fall. Parents, help your kids build their reading skills by signing them up for this free programme! Kids, you can earn Book Bucks by reading books. Trade those Book Bucks for prizes and enter a draw to win a grand prize! Registration for the club begins Saturday, June 13 at all branches. For more information or a complete list of programmes happening this summer, please visit www.wellington.ca/Library.

Aboyne Branch 519.846.0918

I Spy with My Little Eye
I spy with my little eye something that we've made! You've seen the books, now create your own visual puzzle at the library.
Please register.
Thursday, July 2, 2:00 pm - 3:00 pm (Grades 4-6)

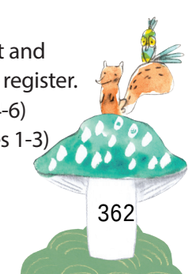
Game Shows
Come see what it's like to be in a game show and how easy it is to win. Or is it? Please register.
Monday, July 6, 10:30 am - 11:30 am (3-6 year olds)
Tuesday, July 7, 2:00 pm - 3:00 pm (Grades 4-6)
Wednesday, July 8, 2:00 pm - 3:00 pm (Grades 1-3)
Thursday, July 9, 10:30 am (1-3 year olds)

Dinosaurs for Kids
Dino-seekers gather for fun dino activities! Enter a dinosaur world with crafts and activities to intrigue young paleontologists! Please register.
Monday, July 13, 10:30 am - 11:30 am (3-6 year olds)
Tuesday, July 14, 2:00 pm - 3:00 pm (Grades 4-6)
Wednesday, July 15, 2:00 pm - 3:00 pm (Grades 1-3)
Thursday, July 16, 10:30 am (1-3 year olds)

Magical Mayhem
Step through a portal into the magical world! Put on your wizard's hat and join us for some spellbinding stories, games and crafts.
Monday, July 20, 10:30 am - 11:30 am (3-6 year olds)
Tuesday, July 21, 1:00 pm - 3:00 pm (Grades 4-6)
Wednesday, July 22, 2:00 pm - 3:00 pm (Grades 1-3)
Thursday, July 23, 10:30 am (1-3 year olds)

All the World's A Stage
Do you have undiscovered dramatic talents? Show us a dazzling performance as we come together to perform, play and have fun!
Monday, July 27, 10:30 am - 11:30 am (3-6 year olds)
Tuesday, July 28, 2:00 pm - 3:00 pm (Grades 4-6)
Wednesday, July 29, 2:00 pm - 3:00 pm (Grades 1-3)
Thursday, July 30, 10:30 am (1-3 year olds)

Puppet Idol
It's Canadian Idol puppet-style! Make a puppet and bring it to life on the Puppet Idol stage! Please register.
Tuesday, August 4, 2:00 am - 3:00 pm (Grades 4-6)
Wednesday, August 5, 2:00 pm - 3:00 pm (Grades 1-3)
Thursday, August 6, 10:30 am (1-3 year olds)



Creative Messy Play
Get messy! Be creative! Join us for an hour of ooey gooey fun! Please register.
Monday, August 10, 10:30 am - 11:30 am (3-6 year olds)
Tuesday, August 11, 2:00 pm - 3:00 pm (Grades 4-6)
Wednesday, August 12, 2:00 pm - 3:30 pm (Grades 1-3)

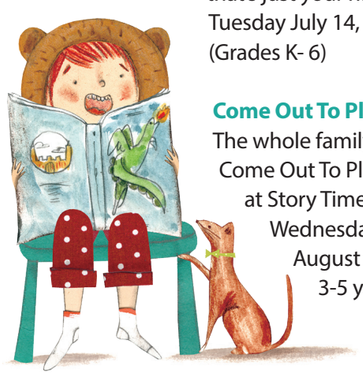
Summer Reading Club Closing Party
The TD Summer Reading Club is going out with a bang! Join us for a medieval-themed "Royal Fair" and be entertained by juggler "Vaudeville Steve", make fun crafts, learn how to pull taffy, and joust!
Thursday, August 13, 10:00 am - 12:00 pm (All Ages)

Elora Branch, 519.846.0190

Dinosaurs for Kids!
Dino Seekers Gather for Fun Dino-Activities! Enter a dinosaur world with crafts and activities to intrigue young paleontologists!
Tuesday July 7, 10:30-11:30am (Grades K- 6)

Birds of Prey
Get up close and personal with some of Ontario's birds of prey. Learn about their special characteristics and how to identify some of our local raptor species. Please register.
Wednesday July 8, 10:30am(All Ages)

Brushless Painting!
Who needs a paintbrush to make art? Join us for some creative painting and discover how to paint with whatever you have on hand, even if that's just your hand!
Tuesday July 14, 10:30-11:30am (Grades K- 6)



Come Out To Play! Story Time
The whole family is invited to Come Out To Play! at Story Time this summer.
Wednesdays July 15, 22, 29 and August 5, 12 10:30-11am (Ages 3-5 years)

Wordplay!
Welcome, welcome to the wacky, weird and wonderful world of wordplay!
Tuesday July 21, 10:30-11:30am (Grades K- 6)

Game Shows
Come see what it is like to be in a game show and how easy it is to win. Or is it?
Tuesday July 28, 10:30-11:30am (Grades K- 6)

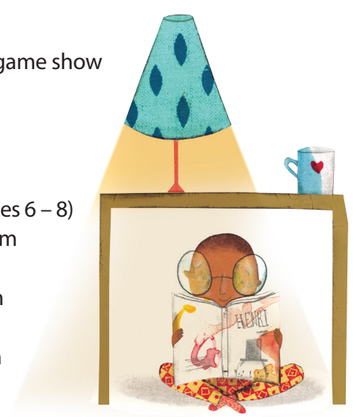
Magical Mayhem
Step through a portal into the magical world! Put on your wizard's hat and join us for some spellbinding stories, games and crafts.
Tuesday August 4, 10:30-11:30am (Grades K- 6)

Fergus Branch, 519.843.1180

Mystic Drumz
This World Music Safari Adventure blends multicultural music themes and audience participation! Featuring incredible sound effects and unique instruments from around the globe. Bring the whole family to laugh and learn together as we track down the "Legend of Marshmallow Island". Please register.
Monday July 6, 10:30 am (All Ages)

Play Around the World
Visit the playgrounds of the world to discover the games that children play in different countries. Please register.
Tuesday July 7, 10:30 – 11:00 am (Ages 1 – 3)
Tuesday July 7, 2:00 – 3:00 pm (Ages 6 – 8)
Wednesday July 8, 10:30 – 11:00 am (Ages 3 – 5)
Wednesday July 8, 2:00 – 3:00 pm (Ages 8 – 12)
Thursday July 9, 10:30 – 11:00 am (Ages 3 – 5)
Thursday July 9, 2:00 – 3:00 pm (Ages 6 – 8)
Friday July 10, 10:30 – 11:00 am (Ages 3 – 5)
Friday July 10, 2:00 – 3:00 pm (Ages 8 – 12)

Game Shows
Come see what it is like to be in a game show and how easy it is to win. Or is it?
Please register.
Tuesday July 14, 10:30 – 11:00 am (Ages 1 – 3)
Tuesday July 14, 2:00 – 3:00 pm (Ages 6 – 8)
Wednesday July 15, 10:30 – 11:00 am (Ages 3 – 5)
Wednesday July 15, 2:00 – 3:00 pm (Ages 8 – 12)
Thursday July 16, 10:30 – 11:00 am (Ages 3 – 5)



Thursday July 16, 2:00 – 3:00 pm (Ages 6 – 8)
Friday July 17, 10:30 – 11:00 am (Ages 3 – 5)
Friday July 17, 2:00 – 3:00 pm (Ages 8 – 12)

Magical Mayhem
Step through a portal into the magical world! Put on your wizard's hat and join us for some spellbinding stories, games and crafts. Please register.
Tuesday July 21, 10:30 – 11:00 am (Ages 1 – 3)
Tuesday July 21, 2:00 – 3:00 pm (Ages 6 – 8)
Wednesday July 22, 10:30 – 11:00 am (Ages 3 – 5)
Wednesday July 22, 2:00 – 3:00 pm (Ages 8 – 12)
Thursday July 23, 10:30 – 11:00 am (Ages 3 – 5)
Thursday July 23, 2:00 – 3:00 pm (Ages 6 – 8)
Friday July 24, 10:30 – 11:00 am (Ages 3 – 5)
Friday July 24, 2:00 – 3:00 pm (Ages 8 – 12)

Go Fly a Kite
Explore the world of kites - a timeless, international summer toy.
Please register.
Tuesday July 28, 10:30 – 11:00 am (Ages 1 – 3)
Tuesday July 28, 2:00 – 3:00 pm (Ages 6 – 8)
Wednesday July 29, 10:30 – 11:00 am (Ages 3 – 5)
Wednesday July 29, 2:00 – 3:00 pm (Ages 8 – 12)
Thursday July 30, 10:30 – 11:00 am (Ages 3 – 5)
Thursday July 30, 2:00 – 3:00 pm (Ages 6 – 8)
Friday July 31, 10:30 – 11:00 am (Ages 3 – 5)
Friday July 31, 2:00 – 3:00 pm (Ages 8 – 12)

Dinosaurs for Kids
Dino Seekers Gather for Fun Dino-Activities! Enter a dinosaur world with crafts and activities to intrigue young paleontologists!
Please register.
Tuesday August 4, 10:30 – 11:00 am (Ages 1 – 3)
Tuesday August 4, 2:00 – 3:00 pm (Ages 6 – 8)
Wednesday August 5, 10:30 – 11:00 am (Ages 3 – 5)
Wednesday August 5, 2:00 – 3:00 pm (Ages 8 – 12)
Thursday August 6, 10:30 – 11:00 am (Ages 3 – 5)
Thursday August 6, 2:00 – 3:00 pm (Ages 6 – 8)
Friday August 7, 10:30 – 11:00 am (Ages 3 – 5)
Friday August 7, 2:00 – 3:00 pm (Ages 8 – 12)

Wordplay!
Welcome, welcome to the wacky, weird and wonderful world of wordplay! Please register.
Tuesday August 11, 10:30 – 11:00 am (Ages 1 – 3)
Tuesday August 11, 2:00 – 3:00 pm (Ages 6 – 8)
Wednesday August 12, 10:30 – 11:00 am (Ages 3 – 5)
Wednesday August 12, 2:00 – 3:00 pm (Ages 8 – 12)
Thursday August 13, 10:30 – 11:00 am (Ages 3 – 5)
Thursday August 13, 2:00 – 3:00 pm (Ages 6 – 8)
Friday August 14, 10:30 – 11:00 am (Ages 3 – 5)
Friday August 14, 2:00 – 3:00 pm (Ages 8 – 12)

Marden Branch, 519.763.7445

I Spy With My Little Eye…
I spy, with my little eye, something that we made! You've seen the books, now create your own visual puzzle at the library. Space is limited. Ages 5 and under to be accompanied by an adult. Please register.
Monday, July 6, 2:00 - 3:00 pm (All Ages)

Wacky Races
Three, two, one, GO! Crazy fun is happening at the library with our wacky races! Ages 5 and under to be accompanied by an adult. Please register.
Wednesday, July 8, 11:00 - 12:00 pm (All Ages)

Paws 4 Stories
This is a very special reading programme to practice reading fluency in a relaxed, fun environment with a dog reading buddy! Space is limited. Please register.
Saturday, July 11, 11:00 am - 12:30 pm (Ages 6 and up)
Saturday, August 1, 2:00 - 3:30 pm (Ages 6 and up)

Dinosaurs for Kids
Dino Seekers Gather for Fun Dino-Activities! Enter a dinosaur world with crafts and activities to intrigue young paleontologists! Ages 5 and under to be accompanied by an adult. Please register. Monday, July 13, 2:00 - 3:00 pm (All Ages)

Teen Summer Reading Challenge

Read some books, write a short review on your favourite one and enter to **WIN AMAZING PRIZES! Our Teen Summer Reading Challenge is taking place from June 13 – August 15** and is for teens between ages 12 and 19.

- **Read for a chance to win movie passes in July and August or our grand prize tablet!**
- **Writing a short book review enters you in a draw for a chance to win an iPod Shuffle.**

Teen Highlights this summer:

Teen Games Night
Drop-in programme for teens to play board games in our Elora Library Community Room.
Elora Branch, 519.846.0190
Thursday July 2, 9, 16, 23, 30 and August 6, 13
5:30 -7:30pm

Minute to Win It - Teen Edition
Get ready to move as you complete a series of wacky 60-second challenges.
Aboyne Branch, 519.846.0918
Friday, July 10, 1:30 - 2:30 pm

Teen Summer Movies
Drayton Branch, 519.638.3788
Saturday, July 4, 1:00 pm -
Join us to watch Spiderman 3. Rated PG
Wednesday, July 29, 6:00 pm -
Join us to watch Big Miracle. Rated PG.
Marden Branch, 519.763.7445
Wednesday, August 5, 6:00 pm -
Join us for pizza and a movie!

DIY Upcycling
Everything old is new again! Try your hand at tie-dying, jewellery-making, and recreating something new from those old jeans at the bottom of your cupboard. For teens and pre-teens. Please register.
Hillsburgh Branch, 519.855.4010
Thursdays, July 9, 23 and August 6, 6:30 - 7:30 pm

Creative Endeavors
Join us weekly throughout the summer to let your inner creativity develop as we experiment with different artistic mediums.
Grades 7 – 12.
Erin Branch, 519.833.9762
Mondays, July 6, 13, 20, 27,
4:00 – 5:00 pm

Visit our website for a complete list of teen programmes happening this summer!
www.wellington.ca/Library

The Corporation of the County of Wellington

Alternate formats available upon request.

Special Summer Events!

Check out these **FREE special events** happening at the library this summer:

Erick Traplin Concert (All Ages)

Erick captivates young audiences and encourages participation at his fun-filled, high energy concerts! Please register.

Arthur Branch, 519.848.3999
Wednesday, July 15, 10:30 am

The Puppet Tamer (All Ages)

Get set for more laughs than you can shake a stick-puppet at with the Puppet Tamer Show! A fast-action comedy ventriloquist show including juggling, unicycling, and on the spot improvising. This show brings the best in live theatre to life. Please register.

Erin Branch, 519.833.9762
Tuesday, July 7, 10:30 am
Rockwood Branch, 519.856.4851
Tuesday, July 7, 1:00 pm
Clifford Branch, 519.327.8328
Tuesday, July 7, 3:30 pm

Mystic Drumz (All Ages)

This World Music Safari Adventure blends multicultural music themes and audience participation! Featuring incredible sound effects and unique instruments from around the globe. Bring the whole family to laugh and learn together as we track down the "Legend of Marshmallow Island". Please register.

Fergus Branch, 519.843.1180
Monday, July 6, 10:30 am
Mount Forest Branch, 519.323.4541
Monday, July 6, 2:00 pm
Drayton Branch, 519.638.3788
Monday, July 13, 10:30 am

Birds of Prey (All Ages)

Get up close and personal with some of Ontario's birds of prey. Learn about their special characteristics and how to identify some of our local raptor species. Please register.

Elora Branch, 519.846.0190
Wednesday, July 8, 10:30 am
Hillsburgh Branch, 519.855.4010
Wednesday, July 8, 1:30 pm
Marden Branch, 519.763.7445
Wednesday, July 15, 11:00 am
Puslinch Branch, 519.763.8026
Wednesday, July 15, 1:00 pm

Vaudeville Steve (All Ages)

The funniest magician you will see, Vaudeville Steve combines mind blowing magic and hilarious juggling. Both adults and children will howl with laughter and delight. Please register.

Aboyne Branch, 519.846.0918
Thursday, August 13, 10:30 am
Harriston Branch, 519.338.2396
Thursday, August 13, 2:00 pm

Paws 4 Stories (Ages 6 and up)

This is a very special reading programme to practice reading fluency in a relaxed, fun environment with a dog reading buddy! Space is limited. Please register.

Palmerston Branch, 519.343.2142
Saturday, July 4 and August 8, 12:30 – 2:30 pm
Marden Branch, 519.763.7445
Saturday, July 11, 11:00 am – 12:30 pm and August 1, 2:00 – 3:30 pm

Corporation of the County of Wellington
Planning Committee
Minutes

June 11, 2015
County Administration Centre
Keith Room

Present:	Warden George Bridge Councillor Andy Lennox (Chair) Councillor Allan Alls Councillor Don McKay Councillor Shawn Watters
Staff:	Donna Bryce, County Clerk Gary Cousins, Director of Planning and Development Ken DeHart, County Treasurer Linda Dickson, Emergency Manager - CEMC Mark Paoli, Manager, Policy Planning Aldo Salis, Manager, Development Planning Mark Van Patter, Manager, Planning and Environment Sarah Wilhelm, Planner Rachel Wilson, Clerk's Summer Student
Also Present:	Councillor Gregg Davidson Ken Roth, Councillor, Township of Puslinch

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1. Call to Order

At 11:03 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Delegation:

3.1. Mr. Lou Maieron, Resident, Town of Erin re: Property Flooding and Tree Damage

1/6/15

Moved by: Councillor McKay
Seconded by: Councillor Alls

That the presentation by Mr. Lou Maieron, Resident, Town of Erin regarding Property Flooding and Tree Damage be received for information.

Carried

3.2. Mr. Richard Gorrie, President, Friends of Luther Marsh

2/6/15

Moved by: Councillor Alls
Seconded by: Councillor Watters

That the presentation by Mr. Richard Gorrie, President, Friends of Luther Marsh regarding the Wilson Quarry Ontario Municipal Board settlement be received for information.

Carried

4. Financial Statements and Variance Projections as of May 31, 2015

3/6/15

Moved by: Warden Bridge
Seconded by: Councillor Alls

That the Planning, Green Legacy and Emergency Management Financial Statements and Variance Projections as of May 31, 2015 be received for information.

Carried

5. 2014 Land Use Performance Measures

4/6/15

Moved by: Warden Bridge
Seconded by: Councillor Watters

That the report 2014 Land Use Performance Measures (PD 2015-17) be received for information.

Carried

6. Wilson Quarry OMB Settlement

Mr. Don Scott, Planner and Mr. Peter Fallis, Solicitor were in attendance on behalf of the applicant, Mr. Alfred Wilson.

5/6/15

Moved by: Warden Bridge
Seconded by: Councillor Watters

That the County of Wellington Council supports the draft Minutes of Settlement, Attachment 3 to the report regarding Wilson Quarry OMB Settlement, with respect to the Ontario Municipal Board hearing for the proposed Wilson Quarry (PL070333) and its attached schedules, and the approval by the Ontario Municipal Board of the proposed Further Approval of Non-decision - Deferral Number 1(H) the County Of Wellington Official Plan, zone change application, Site Plans and license conditions which would permit the establishment of a quarry at lands described as Lot 10, Concession 10 Monk, Geographic Township of West Luther in the Township of Wellington North; and

That Council hereby approves and authorizes the Warden and Clerk to execute final Minutes of Settlement in accordance with the draft Minutes subject to final wording, such Minutes of Settlement being satisfactory to the County Chief Administrative Officer and County Solicitor; and

That Council authorizes legal counsel and appropriate County Staff to attend as necessary at the Ontario Municipal Board proceedings with respect to this matter in support of its position as set out in this resolution.

Carried

7. Request for Support – Elora Redevelopment Project

6/6/15

Moved by: Warden Bridge
Seconded by: Councillor Watters

That the Warden be authorized to sign a letter of support for the Elora redevelopment project involving the former Elora Mill and Little Folks Factory area.

Carried

8. Cottontail Road Trail Update – Trans Canada Trail Gap Construction

7/6/15

Moved by: Councillor Watters
Seconded by: Warden Bridge

That the Cottontail Road Trail Report (PD2015-19) be received for information and provided to the Trans Canada Trail office for information; and

That staff be authorized to plan an opening event for the new trail.

Carried

9. 9-1-1 Central Emergency Reporting Bureau (CERB) Renewal

8/6/15

Moved by: Warden Bridge
Seconded by: Councillor Watters

That Council for the County of Wellington adopts a by-law authorizing the Warden and the Clerk to execute an Agreement for the provision of 9-1-1 CERB Services between the County of Wellington and the Ontario Provincial Police for a five-year term from October 22, 2015 to October 21, 2020.

Carried

10. Text with 9-1-1 (T9-1-1) Service Report

9/6/15

Moved by: Councillor Watters
Seconded by: Warden Bridge

That the report titled "Text with 9-1-1 (T9-1-1) Service" be received for information.

Carried

11. Closed Session

10/6/15

Moved by: Warden Bridge
Seconded by: Councillor Watters

That the Planning Committee move into a closed meeting for the purposes of considering litigation or potential litigation.

Carried

12. Rise and Report

11/6/15

Moved by: Councillor Watters
Seconded by: Warden Bridge

That the Planning Committee rise and report from the closed meeting.

Carried

13. Adjournment

At 12:16 pm, the Chair adjourned the meeting until September 10, 2015 or at the call of the Chair.

_____
Andy Lennox
Chair
Planning Committee

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Document Path: F:\LIS\Projects\2015\Mountainview_Road\8 Mountainview Crescent.mxd

Gary Cousins

From: Lou Maieron <LouMaieron@hotmail.ca>
Sent: Saturday, May 02, 2015 7:48 AM
To: Gary Cousins
Subject: Re: request

Mr. Cousins:

Thank you for your answer.

To clarify, my concerns deals more with the death of trees on my property – the application of the Counties tree bylaw and the counties involvement in applying the bylaw fairly .

If I kill too many trees by cutting down healthy trees (I can cut down all the dead trees I want)– I would be paid a visit by your tree bylaw officer.

If the regrading of a neighbouring property to permit a subdivision combined with the installation of stormwater ponds so designed, so they have no receiving stream to discharge to, causes regular and extensive flooding and swamping of my property, so killing or causing tree toppling on my property – why am I solely responsible to clean up all the dead and toppled trees and furthermore create and solely fund a temporary outlet for this subdivision storm water & surface drainage run off to alleviate some of this problem? Why isn't the bylaw officer visiting the developers to have them stop this negative consequence ?

Additional to this, I have received regular visits from the County bylaw officer when other residential neighbours complain about my activities in cleaning up this dead tree problem caused by creation of the subdivision. The County has reacted to the residential neighbour complaints by dispatching your tree bylaw officer Mr. Giovanazzo – 5 times in total. Mr. Giovanazzo has issued a letter stating that I have not violated the bylaw – perhaps eluding to the flooding problem – can't recall.

The problem persists with more live trees toppled over this spring (2015) – ergo my request for you to come for a visit – see for yourself – a pictures worth a thousand words. On the visit I could show you all the extensive temporary trenching we have had to do at personal expense to develop a partial solution to this subdivision imposed flooding problem. I would avail yourself of the opportunity.

Please put me on the May Planning Agenda, include all recent email correspondences between us regarding this issue, as well as Mr. Giovanazzo's letter. If you could have a few aerial shots of our property and the Erin brook subdivision available for the committee to view, that would be appreciated. If they could be loaded on the screen – that would facilitate my speaking to the matter. A large overview of the 2 properties and few close ups of the property boundary and the storm water ponds would suffice. If you could have staff email me some photo's. I could ensure we are looking at the right areas.

Please avail yourself of my invitation to visit prior to the planning meeting.

Thank you and regards

Lou Maieron

From: Gary Cousins
Sent: Friday, May 01, 2015 10:20 AM
To: Lou Maieron
Cc: Scott Wilson ; Donna Bryce
Subject: RE: request

Lou

We have been over this before. I don't think I can help you. The county did not approve the plan – the OMB did although we helped implement it on the Board's behalf. The storm water facilities are the Town's and you need to see them. If you want to be a delegation at Planning committee that is your right. You know to contact Donna Bryce for that. I am sorry that I cannot help you.

Gary

From: Lou Maieron [mailto:LouMaieron@hotmail.ca]
Sent: Wednesday, April 29, 2015 11:02 AM
To: Gary Cousins
Subject: request
Importance: High

Mr. Cousins:

On a few occasions over the past 6 months or so, I have requested that you please come and take a look at the flooded areas (SWAMPING) & new unwanted water discharges on our farm Silver Creek Aquaculture Inc.

The request was prompted by on going neighbour complaints to the County Tree By law officer – Mr. Giovanazzo, who has visited the farm on numerous occasions and you are aware of the latest letter he has provided me in this regard.

The flooding causes me many problems – one is, that large areas of previously dry land – pre Erin Brook subdivision development, are now very swampy, this causes trees to drown or topple over in wind storms– as well as other more significant flooding issues to my home and farm. Cleaning up these dead/fallen trees has caused neighbour complaints to be launched to the County. so I am doubly victimized.

To minimize this flooding – at significant personal expense, I have had to create temporary ditching – to provide these new unwanted water sources from the Erin Brook subdivision an outlet to a receiving stream – so the water does not continue to accumulate with no way out, creating the swamping condition, which has caused the tree destruction. The County has assumed the responsibility for tree protection. Why should I be solely responsible to incur all the costs for these remedial actions - driven by a poor plan of subdivision?

I believe the County was the approval authority for the Erin Brook plan of subdivision. I do not think it is good planning to allow a developer to place storm water ponds right next to my property line and then make me solely responsible financially and otherwise to have to address all this new discharges (new spring & storm water sewage). All of which were not present prior to the subdivision being built.

Flooding and new water discharges most likely occurs because of the considerable land grading that occurred to build the subdivision - now drives rainfall and runoff in my direction. I believe this constitutes a contravention of the "Drainage act ". Given these concerns, I recall that you come on site and take a look for yourself a few years ago, during a flooding situation.

I have also asked that pursuant to this next visit – I present my concerns to the planning committee. To date I have not received a reply to my request for your visit or to place me as a delegation on an upcoming planning agenda.

Please reply & advise – as I would want to resolve this matter amicably.

Lou Maieron
County Taxpayer

Gary Cousins

From: Lou Maieron <LouMaieron@hotmail.ca>
Sent: Thursday, November 13, 2014 12:49 PM
To: Gary Cousins
Subject: Fw: Photos of drowned trees

Let me know if you get the photos this time. Karen

From: Lou Maieron
Sent: Wednesday, November 05, 2014 11:17 AM
To: Gary Cousins
Subject: Photos of drowned trees

Mr. Cousins – Thank you for your letter of Oct. 23 regarding flooding and tree loss.

To update your understanding, there is NO matter before the courts between Lou Maieron, Karen Jeffrey and/or Silver Creek Aquaculture and the Town of Erin regarding drainage issues. There is a matter before the courts with respect to payment of the developers property taxes by us.

It is fairly obvious from these photographs that the tree loss is due to new sources of ground water resulting in flooding which inundates our property and forest, because these new sources of groundwater have no discharge to a stream or watercourse. Certainly this was not the intent of the subdivision plan, the CVC or the MOE. We believe that these new sources of groundwater discharge have resulted from the significant re-grading of the adjacent property to allow for the subdivision. This re-grading has driven groundwater and surface waters to our property boundary line apparently with no plan for these waters to reach a discharging stream, so the water ponds up, causes flooding and tree death or tree tip overs.

Since Mr. Maieron is not returning as Mayor or County Councillor, we request that you come visit our property, before the snow flies, and visit the adjacent Leenders' property as well where on both properties there are significant wasteful discharges of groundwater resources to no receiving water body.

As you can see from the photographs there has been extensive work done by us to provide a temporary drain to this new ground water source, so providing a minimal outlet for this new water to an existing stream (watercourse). On your visit you will witness that in this situation, this new groundwater source crosses the property line from Block 57. This new drain, constructed this year, is one of 3 or 4 temporary new drains that we have had to construct over the past 10 years to spare our home and farm and forest from flooding impacts.

In all, this is a significant waste of precious groundwater resources – surely the subdivision plan did not suggest dumping groundwater on the neighbour with no receiving water course to accept it. All this new water causes significant tree damage, either by drowning the trees or by softening the soil so much that they tip over – see photographs. We believe that the County, specifically the planning department has an interest in maintaining forests and woodlots. These new water discharges are a significant threat to our woodlot. Without our drainage attempts the whole woodlot would be flooded out.

Please advise when you are contemplating coming for a visit.

Yours sincerely,

Karen Jeffrey

Drowning woodlot Silver Creek Aquaculture

VIEW SLIDE SHOW DOWNLOAD ALL

This album has 21 photos and will be available on SkyDrive until 2015-02-03.

COUNTY OF WELLINGTON

PLANNING AND DEVELOPMENT DEPARTMENT
GARY A. COUSINS, M.C.I.P., DIRECTOR
T 519.837.2600
T 1.800.663.0750
F 519.823.1694

ADMINISTRATION CENTRE
74 WOOLWICH STREET
GUELPH ON N1H 3T9

October 23, 2014

Ms. Karen Jeffrey
Silver Creek Aquaculture Inc,
8 Mountainview Crescent
Erin, ON N0B 1T0

Dear Ms. Jeffrey

RE: Flooding and Tree Loss

I have reviewed your September 5, 2014 letter to me and additional information emailed the next day. It is my understanding that there is an issue before the courts between the Town and Mr. Maieron and yourself, related to the drainage issue. As you appear to believe tree damage is directly related to the flooding issue, I do not feel I can make any comments on behalf of the County.

I am sure you are aware that Mr. Giovinazzo, the County's Forest Conservation Officer visited your property on June 20, 2014 and found no violations of the tree bylaw.

Sincerely,

Gary Cousins, MCIP
Director of Planning

In Summary

As for what we would ask from you? As I said earlier we would certainly want our position to be more accurately represented in the report.

We we would also want your support and help in ensuring that certain changes are made to the minutes of settlement before they are approved.

1. That we are included in all negotiations as this moves forward.
2. That we are recognized and participate in any future monitoring plans.
3. That hours of operation are reduced and there be no operation or shipping on Saturday. Right now the quarry is projected to operate from six in the morning till seven in the evening Monday to Friday and 6:00am to noon on Saturday. Of courer that means trucks will be travelling up the road and lining up probably at least at 5:30 in the morning.
4. In the further interest of safety that the school area be recognized and that the area of speed reduction at Damascus be increased.
5. Establishment of a contingency fund to cover any damages if and when required.
6. We would want to see some sort of payback into the community. It seems only fair if we are thinking about planning for the whole community that there be some way of mitigating the change this will bring to the community, something that gives back the community.
7. Finally we would want to see some sort of process in place to vet the operators for this for their compliance and safety record.

Thank you.

Richard Gorrie, Ph.D.

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Paoli, Manager of Policy Planning
Date: Wednesday, June 11, 2014
Subject: **2014 Land Use Performance Measures (PD-2015-17)**

Background:

The province requires municipalities to report on a number of performance measures on an annual basis. The County reports these measures in one report submitted by Administration, Finance and Personnel Committee to Council. Each department prepares a report on its area of interest. Land use planning performance measures for the year 2014 are attached.

Overall, 81 % of building permits issued for new residential units in Wellington County in 2014 took place in settlement areas, up from 71% in 2013. The addition of land to Rockwood to accommodate a new school and church site was more than offset by a broader reduction in settlement areas under the Official Plan 5-Yar Review (OPA 81) which corrected a number of hamlet and urban centre boundaries. The net result was the addition of approximately 75 hectares of agricultural land.

While performance measures is not intended for building permit trend analysis, we note that the 326 permits issued for new residential units in 2014 is the rebound that we anticipated from last year's 250, and is more in line with long term trends.

Recommendation:

That Report PD 2015-17 be received for information.

Respectfully submitted,

Mark Paoli
Manager of Policy Planning

COUNTY OF WELLINGTON

2014 PERFORMANCE MEASURES

Land Use Planning

Planning and Development Department

May 26, 2015

WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2014

Building Permits Issued for New* Dwellings in 2014
County of Wellington and Member Municipalities

Lines 8170-8175

Centre Wellington

	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apartment building/condo	Total
Settlements					
Belwood	3	0	0	0	3
Elora/Salem	31	0	8	0	39
Fergus	39	0	15	55	109
Subtotal	**73**	**0**	**23**	**55**	**151**
Rural Areas	**16**	**0**	**0**	**0**	**16**
Total	**89**	**0**	**23**	**55**	**167**
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
% in Settlements	***82%***	***0%***	***100%***	***100%***	***90%***

Erin

	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
Settlements					
Erin Village	2	0	0	0	2
Hillsburgh	1	0	0	0	1
Cedar Valley	1	0	0	0	1
Crewson's Corners	6	0	0	0	6
Subtotal	**10**	**0**	**0**	**0**	**10**
Rural Areas	**11**	**0**	**0**	**0**	**11**
Total	**21**	**0**	**0**	**0**	**21**
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
% in Settlements	***48%***	***n/a***	***n/a***	***n/a***	***48%***

Guelph/Eramosa Township

	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
Settlements					
Rockwood	28	0	16	0	44
Eden Mills	1	0	0	0	1
Subtotal	**29**	**0**	**16**	**0**	**45**
Rural Areas	**3**	**0**	**0**	**0**	**3**
Total	**32**	**0**	**16**	**0**	**48**
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
% in Settlements	***91%***	***n/a***	***100%***	***n/a***	***94%***

Mapleton

	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
Settlements					
Drayton	11	0	7	0	18
Moorefield	0	0	0	0	0
Rothsay	2	0	0	0	2
Subtotal	**13**	**0**	**7**	**0**	**20**
Rural Areas	**5**	**0**	**0**	**0**	**5**
Total	**18**	**0**	**7**	**0**	**25**
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
% in Settlements	***72%***	***n/a***	***100%***	***n/a***	***80%***

Minto

	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
Settlements					
Clifford	2	0	0	0	2
Harriston	5	0	0	0	5
Palmerston	4	4	0	0	8
Subtotal	**11**	**4**	**0**	**0**	**15**
Rural Areas	6	0	0	0	6
Total	**17**	**4**	**0**	**0**	**21**
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
% in Settlements	***65%***	***100%***	***n/a***	***n/a***	***71%***

Puslinch					
	Single Detached Dwelling*	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
Settlements					
Aberfoyle	1	0	0	0	1
Morriston	0	0	0	0	0
Subtotal	**1**	**0**	**0**	**0**	**1**
Rural Areas	20	**0**	**0**	**0**	**20**
Total	**21**	**0**	**0**	**0**	**21**
	Line 8171	**Line 8172**	**Line 8173**	**Line 8174**	**Line 8175**
% in Settlements	***5%***	***n/a***	***n/a***	***n/a***	***5%***

Wellington North					
	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
Settlements					
Mount Forest	10	2	3	0	15
Arthur	8	0	0	0	8
Subtotal	**18**	**2**	**3**	**0**	**23**
Rural Areas	**0**	**0**	**0**	**0**	0
Total	**18**	**2**	**3**	**0**	**23**
	Line 8171	**Line 8172**	**Line 8173**	**Line 8174**	**Line 8175**
% in Settlements	***100%***	***100%***	***100%***	***n/a***	***100%***

Wellington County					
	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
All Settlements	155	6	49	55	265
Rural Areas	61	0	0	0	61
Total	**216**	**6**	**49**	**55**	**326**
	Line 8171	**Line 8172**	**Line 8173**	**Line 8174**	**Line 8175**
% in Settlements	***72%***	***100%***	***100%***	***100%***	***81%***

* Notes: New dwellings exclude dwelling units that are replacement dwellings that were demolished in same calendar year. New accessory apartments are not included.

WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2014
AGRICULTURAL LAND PRESERVED

OFFICIAL PLAN AMENDMENT	LOCAL MUNICIPALITY	PURPOSE OF AMENDMENT	AGRICULTURAL LAND (LOST) OR GAINED IN COUNTY OFFICIAL PLAN [hectares]
OPA 81	Centre Wellington	5-Year Review of the Official Plan which included Hamlet and Urban Centre boundary corrections.	9.6
	Erin		0.0
	Guelph/Eramosa		27.1
	Mapleton		26.4
	Minto		2.1
	Wellington North		25.6
	Puslinch		-3.7
	Puslinch		**87.1**
OPA 88	Guelph/Eramosa	To expand the Rockwood Urban Centre to permit a new elementary school and future church site	**(12.0)**
TOTAL			**75.1**

OVERALL AREA (HECTARES) AND PERCENTAGE OF AGRICULTURAL LAND PRESERVED
Over the Year 2014 and Over the Period 2000 to 2014

Municipality	Agricultural Land Jan. 1, 2000	Agricultural Land Jan. 1, 2014	Agricultural Land Dec. 31, 2014	% Preserved Jan. 1, 2000 to Dec. 31, 2014	% Preserved Jan. 1 to Dec. 31, 2014
Centre Wellington	38,450	37,949	37,959	98.70%	100.03%
Erin	28,906	28,716	28,716	99.34%	100.00%
Guelph-Eramosa	28,072	27,960	27,975	99.60%	100.05%
Mapleton	51,035	50,991	51,017	99.91%	100.05%
Minto	29,301	29,257	29,259	99.85%	100.01%
Wellington North	48,916	48,922	48,948	100.01%	100.05%
Puslinch	20,658	20,611	20,607	99.77%	99.98%
TOTAL	245,338	244,406	244,481	99.65%	100.03%

Notes:

1. Agricultural land is taken from the Wellington County Official Plan and includes Prime Agricultural Area Secondary Agricultural Area and Greenland Areas.
2. Calculation of % Preserved:

$$\frac{\text{Designated Agricultural Land End of Period}}{\text{Designated Agricultural Land Start of Period}} \times 100$$

WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2014
SETTLEMENT AREA

MUNICIPALITY	LINE 8167 Settlement Area as of Dec 31, 2014 (ha)	Line 8168 Change in Settlement Area since Jan 1, 2014 (ha)
Centre Wellington	2,511	-10
Erin	1,389	0
Guelph/Eramosa	871	-15
Mapleton	1,123	-26
Minto	1,118	-2
Wellington North	1,492	-26
Puslinch	639	4
WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2014	9,143	-75

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair Lennox and Members of the Planning Committee
From: Mark Van Patter, Manager of Planning and Environment
Date: Thursday, June 11, 2015
Subject: **Wilson Quarry OMB Settlement (PD2015-18)**

Introduction/Overview:

When the County of Wellington Official Plan was approved, in part, by the Ministry of Municipal Affairs and Housing (MMAH) on April 13, 1999, there were several areas of 'Non-Decision'. These have been identified as Deferrals on the Wellington Official Plan Schedules. One of the properties which was deferred ("Non-Decision No. 1 (h)") is the subject lands for applications to establish the proposed Wilson Quarry.

The Wilson Quarry applications were originally made in 1991 and then, appealed by the applicant in 2007 to the Ontario Municipal Board (OMB). Three applications are still before the Board awaiting decision: (1) proposed application for "further approval" of the County Official Plan (effectively an official plan amendment); (2) proposed zoning amendment; (3) proposed license under the Aggregate Resources Act.

Since the commencement of the OMB appeal process, these applications have been the subject of a lengthy multi-disciplinary study, agency and peer review process to assess their suitability and environmental acceptability. This process and the resulting proposed planning and license approval instruments are described in this report. Based on this process, the applicant is now proposing to bring these proposed planning and licensing approval documents forward to the Ontario Municipal Board for approval.

The effect of proposed official plan amendment would be to:

- add the Mineral Aggregate Area designation to provide for the establishment of a new quarry; and

- add Policy Area PA 6-9 to the local policies of the Official Plan, to require extraction below 488 metres (asl) in certain specified portions of the subject property to occur by subaqueous technology and prohibit dewatering in those same specified portion for quarrying below this elevation.

The effect of the proposed zoning amendment, site plan drawings license conditions would be to establish detailed, legally binding requirements and restrictions related to the construction, operation, monitoring and rehabilitation of the proposed quarry.

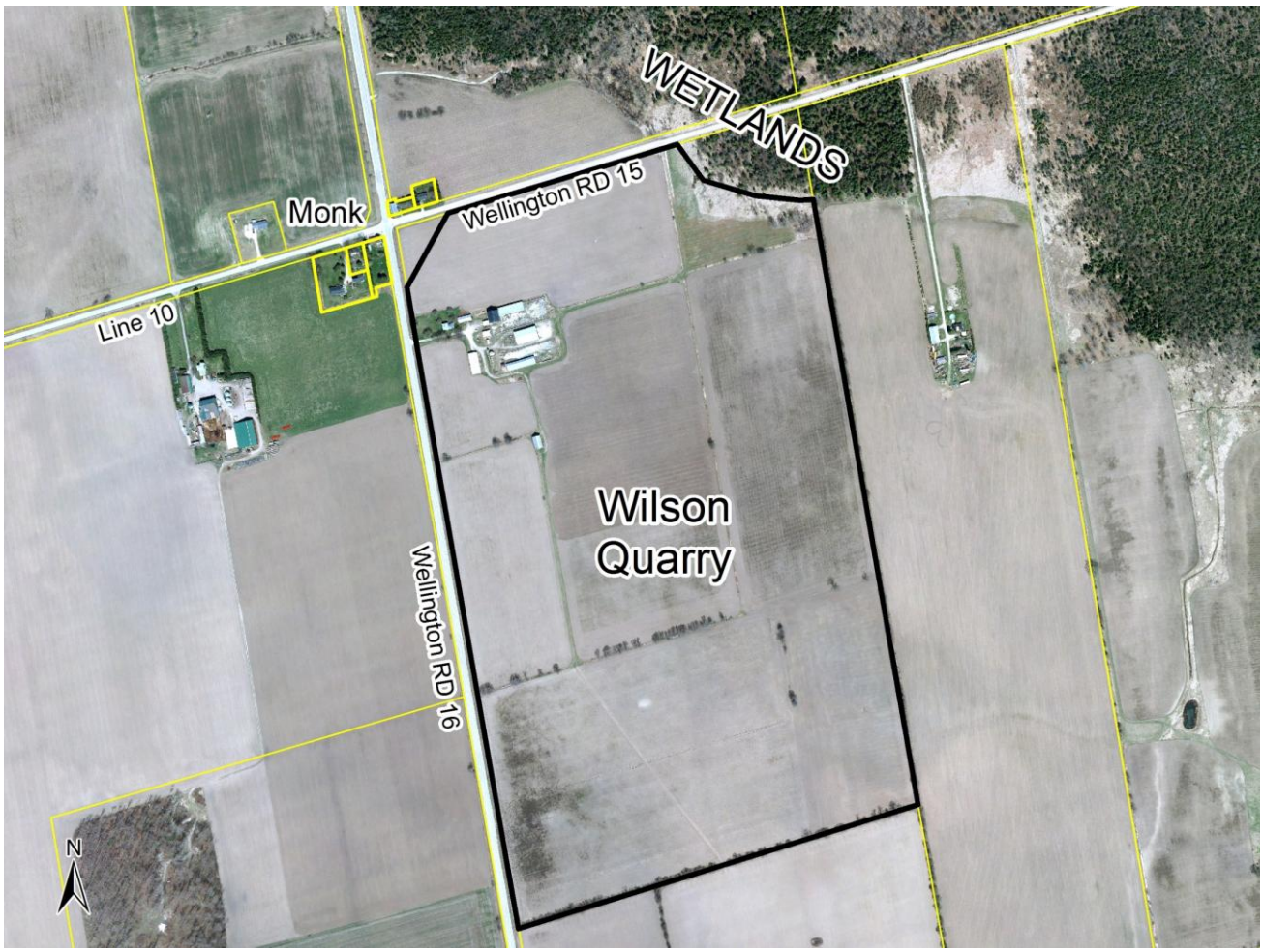
The purpose of this report is to provide: (1) provide an overview of the quarry proposal and associated applications; (2) a description of the planning process, environmental study and peer review completed for these applications; and (3) my planning opinion and recommendation with respect to the quarry proposal and associated proposed approval instruments. The report also includes three key documents for consideration by Planning Committee and Council with respect to this matter:

1. Draft Official Plan Amendment (Attachment 1, pg. 9)
2. Draft Zoning By-law Amendment (Attachment 2, pg. 11)
3. Draft Minutes of Settlement (Attachment 3, pg. 15)

Location:

The subject property is located at the southeast corner of Monk in Lot 10, Concession 10, Geographic Township of West Luther – now part of amalgamated Township of Wellington North. The proposed quarry is just below a broad band of wetlands north and south of Wellington Road 15, running east to Luther Marsh. Most of the wetlands and marsh are owned by the Grand River Conservation Authority.

The quarry is immediately southeast of the intersection of Wellington Roads 15 and 16. Located at Monk's corner is a small pioneer settlement, consisting of 4 dwellings, 1 small commercial use and a church. It is not designated Hamlet in the Official Plan. A landscaping triangle of 1.5 to 2.0 acres is to be left at Monk.



Background/Planning Process:

In February of 1991 the Applicant applied to the Township of West Luther for amendments to the Township's Official Plan ("Township OPA Application") and Zoning By-law, to permit the development of a dolostone quarry on a 150 acre farm parcel. While the Applicant provided a number of studies at the time, further study was required in a number of disciplines to support the application.

The Applicant also applied for a quarry license under the Aggregate Resources Act to extract 1 million tonnes of aggregate per year. The license approval process is administered by the Ministry of Natural Resources; license approval cannot be given until the planning approval for zoning is in place.

An informal open house meeting was hosted by the proponent at the Damascus community centre on March 20, 1997.

Effective January 1, 1999, the newly amalgamated municipality of the Township of Wellington North was created. The former Township of West Luther was one of four municipalities brought together in this new municipality.

A statutory meeting under the Planning Act was held by the Township of Wellington North on May 19, 1999 at the Arthur community centre with respect to the Township OPA application and zoning by-law amendment application. This meeting was very well attended and a number of concerns were voiced by the public that could not be sufficiently addressed by the proponent. The Township determined that a number of areas of further work were required.

As part of the April 13, 1999 approval of the Wellington County Official Plan, the designation on the Subject Property was identified as “Deferred” in the County Official Plan. The Approval Authority for areas of “non-decision” (i.e. deferred areas) is the Ministry of Municipal Affairs and Housing.

On July 2, 1999, the Township of Wellington North repealed its local Official Plans, including the West Luther Official Plan. Thus, the Official Plan that was the subject of the original Official Plan Amendment Application, no longer exists.

On May 3, 2007, the proponent appealed the Township’s and County’s failure to make decisions, respectively, on the Zoning By-law and Official Plan amendment. Pursuant to subsection 17(11) of the 1991 Planning Act, the Ministry of Municipal Affairs on June 22, 2007 referred the matter to the Ontario Municipal Board at the request of the applicant.

In 2010 the Courts approved an expansion of the municipal drain under the Drainage Act, required in order to facilitate dewatering activities at the proposed quarry. The Township of Wellington North was very involved in this.

Since 2007, the County of Wellington and the Grand River Conservation Authority have provided technical comments, and the applicant has conducted a series of additional technical studies in order to address hydrogeological and wetland issues as well as additional County concerns related to noise, vibration, traffic and dust issues. Peer reviews have been conducted on behalf of both the County and the GRCA with respect to the additional studies completed to address outstanding technical concerns.

Planning considerations:

The Aggregate Resource

The Ontario Geological Survey has prepared Paper 162 – Aggregate Resources Inventory of Wellington County (1999) (See Appendix I). Only one "Selected Bedrock Resource Area" is present in the north part of Wellington County. According to this document, "Deposit Number 1" is approximately 100 hectares in area and centered on the hamlet of Monk. "Deposit Number 1," shown in light grey on Appendix I to this amendment, extends south of Monk, on both sides of County Road 16. The available information indicates that the selected bedrock resource in the Monk area is the Guelph formation and is a high quality resource. In this area, according the Aggregate Resource Inventory, bedrock is close to the surface, generally within 1 to 8 metres deep. The proposed Wilson Quarry is situated on Deposit Number 1. The Aggregate Resources Inventory identifies this bedrock resource as extending to the south and west of Lot 10, Concession 10 and on both sides of County Road 16, where the bedrock falls off from 8 to 15 metres below the surface.

Hydrogeological

The applicant has completed a series of hydrogeological investigations to characterize the site and its relationship with the provincially significant wetlands, both on-site and off-site to the north. These studies which included additional borehole installation, monitoring and modelling by the applicant, have been the subject of peer reviews completed by both the County and GRCA.

In late 2013 the applicant revised the extraction proposal to respond to continuing concerns raised by both County and GRCA peer reviewers with respect to potential impacts on adjacent and on-site wetlands. The revised proposal would require below-water Aggregate extraction (below 488 metres above sea level (asl)) in Stage 2 of Phase 2 of the site plans, to be completed utilizing subaqueous extraction methods. Deployment of this operational approach would avoid dewatering during this Phase of extraction operations, thereby significantly reducing potential impacts.

In addition, the Applicant has now agreed to extensive revisions to site plan notes and license conditions which establish required monitoring, triggers and contingency actions to further protect against potential impacts to groundwater resources and the on-site and adjacent Provincially Significant Wetlands.

The GRCA and County peer review concluded that sufficient information has been provided to demonstrate that well water interference as a result of quarrying activities is not predicted. Further, contingency provisions are in place, through site plan conditions, which establish the Applicant's obligation to provide a replacement water supply in the unanticipated event of quarry impacts.

Based on the foregoing, the County peer reviewer and GRCA staff are now satisfied that extraction can proceed without adverse environmental impacts on ground and surface water impacts and on-site/adjacent Provincially Significant Wetlands.

Natural Environment

As discussed, an important related issue is the potential impacts of the quarry on provincially significant wetlands, located on adjacent lands in the northeast corner of the site, and offsite to the north across Wellington Road 15. These wetland areas are designated Core Greenlands in the Official Plan. Based on completed studies and revisions to site plan notes/license conditions, the County peer reviewer and GRCA staff are now satisfied that extraction can occur without impacts on the wetlands, as per the requirements of Section 2.1.8 of the Provincial Policy Statement. This is also based on the restrictions placed on the method of subaqueous extraction which ensure extraction will occur in Stage 2 of Phase 2 without water taking. Phase 2 of the proposed quarry is therefore being placed in a new Policy Area PA 6-9 in the Official Plan to require subaqueous extraction below 488 metres. The Core Greenlands designation will remain the same and be located outside of the Mineral Aggregate Area designation.

Archaeological Assessment

An Archaeological Assessment was completed in November 1999 by Parker Archaeological Consulting. The study found that there were no significant archaeological resources on site.

Extraction in Prime Agricultural Area

Complete agricultural rehabilitation is not required in this case as there is a substantial quantity of aggregate resources below the water table, and rehabilitation to agriculture is not feasible. There are no reasonable alternative locations for this resource in the area. The Guelph formation comes closest to the surface at Monk as can be seen on Schedule C of the County Official Plan. There are no other identified bedrock resources in the northern half of Wellington County.

Noise, Vibration and Dust Study

The limit of extraction is 30 metres from the property boundary. A church, residential use and a commercial use are located immediately across Wellington Roads 15 and 16, about 50 metres away from the extraction limit. Noise and vibration impacts studies were required, which demonstrated that the proposed quarry could be operated without adverse off-site noise, vibration, and dust/air quality impacts on these adjacent and nearby uses.

A noise and vibration assessment for the proposal was carried out on behalf of the Applicant by Rowan William Davies & Irwin Inc. (RWDI) in 1993. At the request of the County this study was updated September 21, 2005 by RWDI. Additional noise modelling was completed in 2014.

A peer review has been completed on behalf of the County by Valcoustics Canada Ltd. Based on this study, monitoring requirements, operational conditions and mitigation measures have been imposed through site plan conditions to the satisfaction of the County peer reviewer. Based on this, the County peer reviewer is satisfied that, provided compliance with proposed site plan drawings and notes is achieved, quarry operations will meet all Ministry of Environment Noise Standards and will not impose unacceptable adverse noise impacts on adjacent residential and other uses.

A Dust/air Quality Assessment was also conducted by RWDI on behalf of the Applicant. This study was also subject to peer review on behalf of the County by SENES Consultants Limited. Based on this study and peer review, on-going monitoring requirements, operational conditions and mitigation measures have been imposed through site plan conditions including the requirement that the operator of the quarry comply with a Dust Control Best Management Plan. Based on the foregoing, the County peer reviewer is satisfied that, provided compliance with proposed site plan drawings and notes is achieved, quarry operations will meet all Ministry of Environment air quality standards and will not impose unacceptable adverse dust or air quality impacts on adjacent residential and other uses including the County Road System.

In late October, 2014 a Blasting Impact Study was prepared by Explotech, that examined the existing land use on-site and in the surrounding area, as well as the proposed extraction operation. The study provides the initial blasting parameters for the site which will be monitored and revised based on the site specific data. Vibration and overpressure levels were established at the nearest sensitive receptor.

Explotech is of the opinion that the planned extraction can be carried out safely and within MOECC guidelines. The study includes a series of recommendations including a continuous review of blast designs to ensure compliance. The Blasting Study provisions have been included on the ARA site plans.

Wellington Road 16

The haul route is on Wellington Road 16, approximately half of the truck traffic going north to Highway 89 and half south through the Hamlet of Damascus to Wellington Road 109. The county road system is part of the major road system in Wellington County and as such is *"… expected to provide and serve high volumes of traffic including truck traffic"*(Section 12.5.3 (a), County Official Plan). There are no alternative haul routes with the capacity to handle the proposed truck traffic.

The Office of the County Engineer has design requirements for the entrance on Wellington Road 16. The original Transportation Study was done in June, 1996 by Henderson, Paddon and Associates. This was recently updated by WSP in June, 2014. The results are consistent with the earlier study. County Road 16 will be able to handle the proposed truck traffic.

A draft agreement has been prepared by the County requiring:

- the installation of an entrance on Wellington Road 16
- the installation of a slip-around lane and tapers
- entrance to be paved a minimum of 100 m.

The County would require that the agreement be placed on title and binding upon subsequent owners of the property.

Quarry Final Rehabilitation Plan

The after use of the quarry will be a lake with a depth of about 16 metres. It will be suitable habitat for bass and will contain some wetland areas. The rehabilitation plans (page 5) of the site plans is to be revised showing greater detail as recommended by the Grand River Conservation Authority. A future building site will be available at the north end of the subject lands with access on Wellington Road 15. Suitable access for emergency vehicles will be provided to the edge of the future lake, during and after the life of the quarry.

Other Applications

The applicant has applied to the Township of Wellington North for an associated zoning by-law amendment. The applicant has also applied to the Ministry of Natural Resources for a Category 2 (below the water table) Class "A" quarry license. Both of these applications are also under appeal at the Board. Comprehensive revisions have been made to the site plans to include recommendations of the various peer reviewers.

Involvement by the Public

There are two party's to the OMB hearing that represent the public. The first is the "Friends of Luther Marsh", which has had some involvement over the years. The second group consists of two residents of Monk – Mr. Gordon Trask and Mr. Roger Villeneuve - who made some verbal submissions during the pre-hearing.

The Friends of Luther Marsh have had little involvement with the agency parties – Township, County and Grand River Conservation Authority – in the technical review of the Wilson proposal. Their solicitor Ms. Virginia Maclean was given updates by the County solicitor form time to time. She is no longer working for the group.

The Friends group retained Dr. John Morton, who is a specialist in bedrock geology and hydrogeology. Stan Denhoed and I met with him and two members of the Friends last year. Mr. Denhoed updated them on hydrogeological work that had been done. Dr. Morton has prepared a report raising the possibility that quarrying activity could release pent-up stresses, causing bedrock movement. He recently attended a meeting at the County on May 13, 2015 to discuss this. As a result, Mr. Wilson's hydrogeologist is investigating equipment that could be used to monitor rock stress. In order to address Mr. Morton's concerns, the Mr. Wilson's planner is proposing to add two site plan notes.

> Condition 1 would be altered to include a requirement to inspect all foundations on existing residences and buildings within 500 metres of the licenced area. This inspection would be done by a qualified individual and the foundation conditions documented and tabled with the MNRF.
>
> Another condition would specify the number and location of monitoring devices and require the blasting operator to document the sound (dbl) and vibration (m/sec) of each blast.

During the last month the Friends of Luther Marsh have raised some more general concerns: aggregate need, prime farmland loss, truck traffic impacts and environmental impacts on Luther Marsh. It is my feeling that all of these issues have been addressed through the professional reports and their peer reviews.

I will be meeting with the group on June 7 to provide an overview of the County's review process and to answer questions.

Draft Minutes of Settlement

Draft Minutes of Settlement (MOS) have been prepared (**Attachment 3** to this report) and circulated to all parties to the OMB hearing on this matter. The MOS which would commit all signators (County, GRCA, Township and Wilson) to advising the Ontario Municipal Board that they support approval by the OMB of the OPA, zoning amendment, site plan drawings and notes and license conditions, in the form agreed to by the parties.

The Applicant, Mr. Wilson, has executed this document. The Grand River Conservation Authority passed a resolution in support of the MOS at their April 24 Board meeting, authorizing the Chief Administrative Officer to execute the final MOS (**Attachment 4**). The Township of Wellington North passed a resolution in support at their Council meeting of May 25, 2015 and authorizing execution of the MOS on behalf of the Township (**Attachment 5**).

PLANNING OPINION AND RECOMMENDATIONS:

I have been the planner on this file for the last 24 years. Factors which have contributed to unusual length of this application period include the extensive drilling and monitoring, required to gain a satisfactory understanding of the site's hydrogeology, along with the need to protect provincially significant wetlands on-site and off-site to the north.

During an 8-year pre-hearing process at the OMB, the applicant has carried out additional studies to address issues raised by the parties to the hearing. As outlined above, technical peer reviews of these studies have been carried out by independent experts on behalf of the County. Based on this, as well as input from experts at the Grand River Conservation Authority (GRCA), extensive revisions have been made to the quarry site plans to incorporate their requirements. Proposed approval instruments have been agreed to by the technical experts that incorporate the results of the study and peer review process.

One of the key requirements agreed to by the applicant is that Aggregate extraction in Phase 2 of the quarry, located on the northern portion of the property closest to Monk, must occur through the use of underwater extraction technology (i.e. no dewatering) to reduce impacts. Both the draft Official Plan and Zoning By-law amendments have been written to require this.

The GRCA, the peer reviewers and I are of the opinion that the proposed quarry approval instruments (Official Plan Amendment, zoning by-law amendment site plan drawings and notes, and license conditions) satisfactorily address all identified concerns. All of the issues identified during the peer review and study process have been addressed and negative impacts will be mitigated to acceptable levels which meet all applicable standards and regulatory requirements.

Based on my review of the relevant policies of the Growth Plan for the Greater Golden Horseshoe ("Growth Plan"), it is my opinion that the proposed official plan and zoning amendment conform to this policy document, including Section 4 ("Protecting What is Valuable"). I have reviewed the policies of the "Provincial Policy Statement", and find the proposed quarry to be consistent with the policies of Sections 2.1, 2.2, 2.3 and 2.5. Need for the resource does not have to be demonstrated. The extraction will take place in a manner which minimizes social, economic and environmental impacts. Overall, it is my opinion that approval of the proposed official plan amendment and zoning amendment would be consistent with the PPS 2014.

I have reviewed the policies of the Wellington County Official Plan and find that the proposed quarry is in conformity with the policies of Section 6.6.5 for New Mineral Aggregate Operations. The various matters under Section 6.6.5 have been considered and addressed by the proponent's studies and their peer reviews. I am also of the opinion that the policies of Section 6.6.9, Mining Below the Water Table, have also been satisfactorily been addressed.

Recommendation:

That the County of Wellington Council supports the draft Minutes of Settlement, Attachment 3 to this Report, with respect to the Ontario Municipal Board hearing for the proposed Wilson Quarry (PL070333) and its attached schedules, and the approval by the Ontario Municipal Board of the proposed Further Approval of Non-decision - Deferral Number 1(H) the County Of Wellington Official Plan, zone change application, Site Plans and license conditions which would permit the establishment of a quarry at lands described as Lot 10, Concession 10 Monk, Geographic Township of West Luther in the Township of Wellington North;

AND THAT Council hereby approves and authorizes the Warden and Clerk to execute final Minutes of Settlement in accordance with the draft Minutes subject to final wording, such Minutes of Settlement being satisfactory to the County Chief Administrative Officer and County Solicitor;

AND THAT Council authorizes legal counsel and appropriate County Staff to attend as necessary at the Ontario Municipal Board proceedings with respect to this matter in support of its position as set out in this resolution.

Respectfully submitted,

Mark Van Patter, RPP, MCIP
Manager of Planning and Environment

ATTACHMENT 1: DRAFT OFFICIAL PLAN AMENDMENT

DETAILS OF THE FURTHER APPROVAL

The Official Plan of the County of Wellington is hereby further approved as follows:

1. THAT Schedule A6 – Wellington North is further approved, with respect to lands located in Lot 10, Concession 10, Geographic Township of West Luther, as shown on Schedule "A" of this Further Approval by:
    - deleting the Deferred Area designation
    - adding the Mineral Aggregate Area designation
    - adding Policy Area PA 6-9 designation

2. THAT Section 9.7.2, Policy Areas for the Township of Wellington, is further approved by the addition of the following, new policy area:

    "***Policy Area PA 6-9 Wilson Quarry – Phase 2 Subaqueous Extraction***

    Policy Area PA 6-9 applies to the area identified within the hatched boundary line on Schedule "A" on lands in the Township of Wellington North described legally as North Part Lot 10, Concession 10, Geographic Township of West Luther.

    Extraction of aggregate below the water table (below a depth of 488 metres) within Policy Area PA 6-9 shall only be permitted by using subaqueous methods that do not involve dewatering in order to protect provincially significant wetlands to the northeast, on-site and off-site. Notwithstanding the above, dewatering from outside of PA 6-9 may occur, as may be needed, to secure the processing plant area and to recharge the on-site wetland.

    The boundary of the provincially significant wetland shall be further refined on-site, as required by the quarry site plan notes.

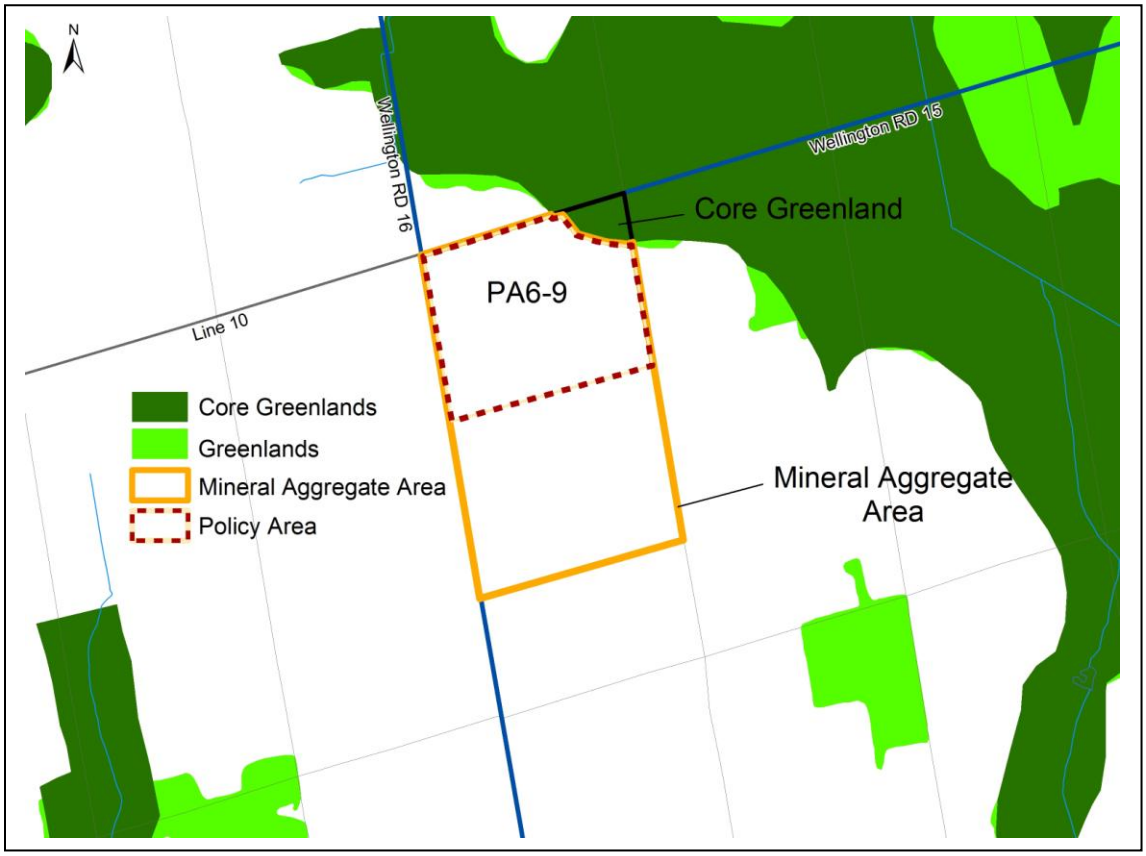
    An amendment to the Township of Wellington North Zoning By-law shall be required prior to any extraction below the water table which requires dewatering for the purposes of extraction. Any such amendment to the zoning by-law must be supported by additional hydrogeological information, demonstrating that such water taking will have no adverse impact on the provincially significant wetlands. The Ministry of Natural Resources and Forestry, the Ministry of the Environment, the County of Wellington and the Grand River Conservation Authority shall be consulted on the adequacy of the hydrogeological and other environmental information and analysis provided in support of the rezoning application.

    The zoning by-law of the Township of Wellington North is to be amended to implement the above policy."

THE CORPORATION OF THE COUNTY OF WELLINGTON

SCHEDULE "A" OF

FURTHER APPROVAL OF DEFERRAL No. 1(h)



Deletion of the Deferred Area designation

Refinement of Wetland (Core Greenland designation)

Addition of the Mineral Aggregate Area designation

Addition of the Policy Area PA 6-9 designation

ATTACHEMENT 2: DRAFT ZONING BY-LAW AMENDMENT

BEING A BY-LAW TO AMEND ZONING BY-LAW NUMBER 66-01 FOR THE TOWNSHIP OF WELLINGTON NORTH

WHEREAS, Section 34 of the Planning Act, R.S.O. 1990, Chapter P. 13 as amended, permits a Council of a Municipality to amend its zoning by-law;

NOW THEREFORE the Council of the Corporation of the Township of Wellington North enacts as follows:

1. THAT Schedule "A" Map 1 to By-law 66-01 is amended by changing the zoning on lands described as Part of Lot 10, Concession 10, Geographic Township of West Luther, as shown on Schedule "A" attached to and forming part of this By-law from:

   Agricultural (A) to Extractive Industrial Exception (EI-164) and Extractive Industrial Exception (EI-165)

2. THAT Section 33, Exception Zone 3 – Rural Areas, is amended by the inclusion of the following new exception:

33.164 **Part Lot 10, Con. 10 – W. Luther**	**EI-164** **In addition to the uses permitted in Section 26, Extractive Industrial zone, the following additional use is permitted:** • **the permitted uses of the Agricultural (A) Zone** • **a temporary portable cement plant, subject to the definition requirements of Sections 5.14 (b) and (c)** **Dewatering of the EI-164 zone may occur during aggregate extraction in the EI-164 zone.** **Dewatering of the EI-164 zone during aggregate extraction in the EI-165 zone is only permitted if necessary for the following limited purposes:** • **recharge of the on-site wetland located in the in the EI-165 zone** • **prevention of flooding of the processing plant / area located in the EI-164 zone.**
33.165 **Part Lot 10, Con. 10 – W. Luther**	**EI-165** **In addition to the uses permitted in Section 26, Extractive Industrial zone, the following additional uses are permitted:**

	• **the permitted uses of the Agricultural (A) Zone** • **the existing farm residence on the lands may be used for an administrative building for the aggregate operation and / or as a residence for the owner or manager of the quarry** • **a temporary portable cement plant, subject to the definition requirements of Sections 5.14 (b) and (c)** **Extraction of aggregate below the water table (below a depth of 488 metres) shall only be permitted within the EI-165 zone by using subaqueous methods that do not involve dewatering. Dewatering shall not be permitted in the EI-165 zone.** **An amendment to the Township of Wellington North Zoning By-law shall be required prior to any extraction below the water table which requires any dewatering for the purposes of extraction. Any such application must be supported by additional hydrogeological information, demonstrating that such water taking will have no adverse impact on the provincially significant wetlands. The Ministry of Natural Resources, the Ministry of the Environment, the County of Wellington and the Grand River Conservation Authority shall be consulted on the adequacy of the hydrogeological, and other environmental information, and analysis provided in support of the rezoning application.** **The existing Natural Environment (NE) zone in the northeast corner of the subject land remains unchanged.**

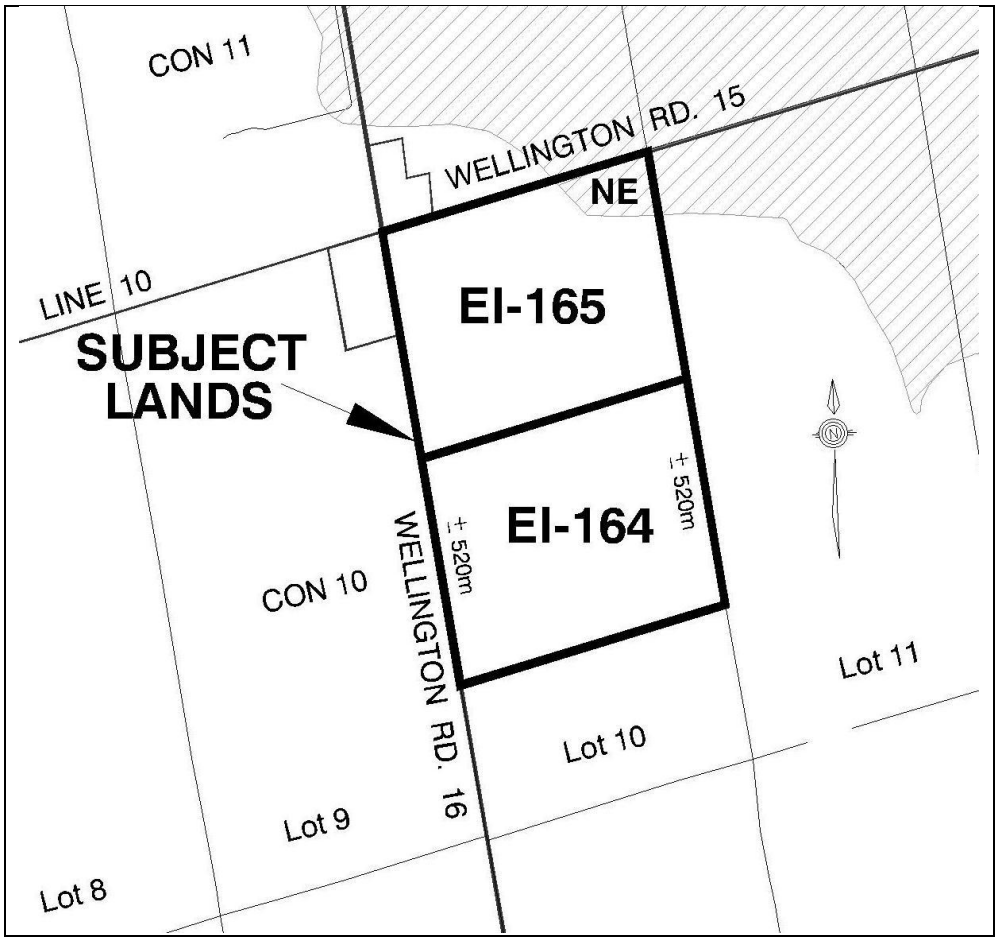
3. THAT except as amended by this By-law, the land as shown on the attached Schedule 'A' shall be subject to all applicable regulations of Zoning By-law 66-01, as amended.

4. THAT this By-law shall come into effect upon the final passing thereof pursuant to Section 34(21) and Section 34(22) of The Planning Act, R.S.O., 1990, as amended, or where applicable, pursuant to Sections 34 (30) and (31) of the Planning Act, R.S.O., 1990, as amended.

THE TOWNSHIP OF WELLINGTON NORTH

BY-LAW NO_____.

Schedule "A"



Rezone from Agricultural (A) to

Extractive Industrial Exceptions (EI-164 and EI-165)

Natural Environment (NE) zone remains unchanged

EXPLANATORY NOTE

BY-LAW NUMBER _____.

THE LOCATION being rezoned is Lot 10, Concession 10, Geographic Township of West Luther, with a civic address of 9267 Wellington Road 16.

THE PURPOSE AND EFFECT of the amendment is to amend the zoning of the property from Agricultural (A) to Extractive Industrial Exceptions (EI-164 and EI-165). This will permit the development of a quarry on the subject lands. Both of the EI zones permit agricultural uses as well as extractive industrial uses. Both permit temporary, portable cement plants. The EI-165 zone requires the northern Phase 2 of the quarry to be extracted using subaqueous operations, below 488 metres (above sea level). Dewatering is not permitted in the EI-165 zone. Should the owner wish to extract below 488 metres using conventional methods, including dewatering, an amendment to this by-law shall be required, in order to demonstrate that there will be no hydrogeological impacts on the provincially significant wetlands to the north, both on-site and off-site. Notwithstanding this, limited dewatering is permitted in the EI-164 zone, during Phase 2 extraction, but only as needed to prevent flooding of the processing plant area and to supply water to the on-site wetland. The EI-165 zone also permits the existing farm residence on the lands to be used for an administrative building for the aggregate operation and / or as a residence for the owner or manager of the quarry.

ATTACHMENT 3: MINUTES OF SETTLEMENT

Ontario Municipal Board Case No . PL070333

ONTARIO MUNICIPAL BOARD

IN THE MATTER OF an appeal by Alfred J. Wilson to the Ontario Municipal Board under subsection 34(11) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, from Council's refusal or neglect to enact a proposed amendment to Zoning By-law 66-01 of the Township of Wellington North to rezone lands respecting Lot 10, Concession 10, in the former township of West Luther from Agriculture A to Extractive Industrial EI to facilitate the establishment for the proposed Class A quarry
OMB Case No, PL070333
OMB File No. Z070038

AND IN THE MATTER OF the request of Alfred J. Wilson to the Minister of Municipal Affairs and Housing for a referral to the Ontario Municipal Board under subsection 17(11) the *Planning Act*, R.S.O. 1990, c. P.13, of the deferral of the approval of Official Plan for the County of Wellington as it applies to Lot 10, Concession 10, in the former township of West Luther from Agriculture A to Extractive Industrial EI to facilitate the establishment for the proposed Class A quarry
OMB Case No, PL070333
O.M.B. File No. O070073

AND IN THE MATTER OF a referral by the Minister of Natural Resources to the Ontario Municipal Board under subsection 11(5) of the *Aggregate Resources Act* R.S.O. 1990, c. A.8, as amended of an application for a Class "A" licence from lands being composed of Lot 10, Concession 10, (in the former Township of West Luther), in the Township of Wellington North
OMB Case No, PL070333
OMB File No. M070040

MINUTES OF SETTLEMENT (DRAFT)

B E T W E E N

THE CORPORATION OF THE COUNTY OF WELLINGTON
(hereinafter referred to as the "**County**")

- and –

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
(hereinafter referred to as the "**Township**")

- and –

THE GRAND RIVER CONSERVATION AUTHORITY
(hereinafter referred to as the "**GRCA**")
-and-

ALFRED WILSON
(hereinafter referred to as the "Applicant")

WHEREAS the Minister of Municipal Affairs referral with respect to the County of Wellington Official Plan the Applicant's appeal of the refusal of the Township of Wellington North of the zoning amendment and the Minister of Natural Resources' referral of the license application, all pertaining to the establishment for the proposed Class A quarry on a 150 acre parcel located at Lot 10, Concession 10, in the former township of West Luther (the "Subject Lands")are before the Ontario Municipal Board (the "Board") for adjudication;

AND WHEREAS since the commencement of the hearing process in 2007, the County of Wellington and the Grand River Conservation Authority have provided technical comments, and the applicant has conducted additional technical studies in order to address hydrogeological and wetland issues as well as additional County concerns related to noise, vibration, traffic and dust issues;

AND WHEREAS peer reviews have been conducted on behalf of both the County and the GRCA with respect to the additional studies completed to address outstanding environmental, planning and technical concerns with respect to the quarry proposal;

AND WHEREAS based on this work, proposed approval instruments with respect to the proposed quarry, including (1) a further approval of the County Official Plan with respect to the subject lands, (2) an amending zoning by-law with respect to the Subject Lands, (3) Site Plans and associated Site Plan Notes for the proposed quarry and (4) license conditions for the proposed quarry ("proposed approval instruments") have been prepared and finalized to the satisfaction of the County of Wellington, the Grand River Conservation Authority, the Applicant and their consultants and advisors;

AND WHEREAS the County of Wellington, the Grand River Conservation Authority and the Applicant have concluded, based on expert planning and technical advice, that the agreed-upon approval instruments are consistent with the Provincial Policy Statement, conforms to the Growth Plan for the Greater Golden Horseshoe, meet the requirements of the Aggregate Resources Act and represents good planning;

AND WHEREAS based on the above, the Parties are desirous of entering into Minutes of Settlement to document their agreement with respect to this matter.

THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The recitals set out above are true and correct.

2. The Parties will jointly request that the Board allow the Applicant's Appeal and issue an Order:

    a. Further Approving the County of Wellington Official Plan accordance with Schedule A to these Minutes;

    b. Approving an amendment to the Township of Wellington North Zoning By-law in accordance with Schedule B to these Minutes; and

    c. Directing the Minister of Natural Resources to approve a Class "A" licence for the subject lands subject to:
        i. The Prescribed Conditions,
        ii. the additional conditions set out in Schedule C to this Minutes; and
        iii. The Site Plans and Site Plan notes provided as Schedule D to these Minutes.

3. The Parties shall be responsible for their own costs with respect to these proceedings.

4. These Minutes shall enure to the benefit of, and be binding upon the Parties and their respective successors and assigns.

5. The Parties agree that these Minutes address all of the terms and conditions of their agreement and that there are no other written or oral terms which amend or modify or otherwise affect the provisions of this agreement.

6. The Parties acknowledge and confirm that these Minutes may be executed in counterparts, each of which when executed and delivered shall be deemed to be an original, and taken together constitute one and the same Minutes of Settlement. For the purposed of these Minutes, the delivery of scanned or facsimile copy of these Minutes shall be deemed to be a valid execution and delivery of these Minutes. The Party shall deliver an original copy of these Minutes as soon as possible after delivering the scanned or facsimile copy.

7. The Parties agree that an original, signed copy of these Minutes of Settlement shall be filed with the Ontario Municipal Board.

THE CORPORATION OF THE COUNTY OF WELLINGTON
Per:

Dated this ___ day of ____, 2015 **DRAFT**

_____
Warden
DRAFT

_____
CAO

THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH
Per:
DRAFT

_____
Mayor

Dated this ___ day of ____, 2015 **DRAFT**

_____
CAO

THE GRAND RIVER CONSERVATION AUTHORITY
Per

Dated this ___ day of ____, 2015 **DRAFT**

_____

DRAFT

Dated this ___ day of ____, 2015 _____
Alfred J. Wilson

ATTACHMENT 4: MINUTES OF SETTLEMENT

GRAND RIVER CONSERVATION AUTHORITY RESOLUTION IN SUPPORT

THAT the Grand River Conservation Authority endorse the draft Minutes of Settlement for the Ontario Municipal Board hearing for the proposed Wilson Quarry, Township of Wellington North; AND THAT the Chief Administrative Officer be authorized to execute final Minutes of Settlement in accordance with the draft Minutes.

ATTACHMENT 5: MINUTES OF SETTLEMENT

TOWNSHIP OF WELLINGTON NORTH RESOLUTION IN SUPPORT

"BE IT RESOLVED THAT Council of the Township of Wellington North supports the draft Minutes of Settlement, Attachment 1 to the April 2015 Township Planner's Report, with respect to the Ontario Municipal Board hearing for the proposed Wilson Quarry (PL070333) and its attached schedules, and the approval by the Ontario Municipal Board of the proposed Further Approval of Non-decision - Deferral Number 1(H) the County Of Wellington Official Plan, zone change application, Site Plans and license conditions which would permit the establishment of a quarry at lands described as Lot 10, Concession 10 Monk, Geographic Township of West Luther in the Township of Wellington North;

AND FURTHER THAT Council of the Township of Wellington North hereby approves and authorizes the Mayor and Clerk to execute final Minutes of Settlement in accordance with the draft Minutes subject to final wording, such Minutes of Settlement being satisfactory to the Township Chief Administrative Officer and Township Solicitor;

AND FURTHER THAT Council of the Township of Wellington North authorizes legal counsel and appropriate County Staff to attend as necessary at the Ontario Municipal Board proceedings with respect to this matter in support of its position as set out in this resolution."

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Gary Cousins, Director of Planning and Development
Date: Thursday, May 14, 2015
Subject: **REQUEST FOR SUPPORT (PD2015-21)**

---

1. **BACKGROUND:**

In December 2012, the County of Wellington and Centre Wellington approved an official plan amendment in Elora for the redevelopment of the lands in and around the former Elora Mill and Little Folks Factory to allow a new hotel, a banquet/conference centre, new retail uses, the reinstatement of the Victoria Street bridge and new condominiums. The project has very strong community support.

The developer of the site is applying for funding under the Southwest Ontario Development Fund (see attached) and has been advised that County Council and Centre Wellington Council support would be beneficial.

The letter which the developer wants the County to endorse describes the economic development advantages of the redevelopment project.

2. **RECOMMENDATION:**

That the Warden be authorized to sign a letter of support for the Elora redevelopment project involving the former Elora Mill and Little Folks Factory area.

Respectfully submitted,

Gary Cousins
Director of Planning and Development

June 15, 2015

Ministry of Economic, Employment and Infrastructure
Southwest Ontario Development Fund
Investment Funding & Coordination Branch
250 Yonge Street, 35th Floor
Toronto, Ontario M7A 2H1

Attention: Ms. Adrienne Swanson
Senior Program Advisor

Dear Ms. Swanson,

Re: Pearle Hospitality Redevelopment Project, Elora, Ontario
Application for Funding Assistance

The Council of the County of Wellington is submitting this letter in support of the approval of support and funding via the Southwest Ontario Development Fund for the redevelopment project being undertaken by Pearle Hospitality in the Village of Elora in Centre Wellington Township.

The Pearle project involves the restoration of all 5 buildings on the historic (1864) Elora Mill site along with the rejuvenation of the former industrial land on the south side of the Grand River known as the Little Folks property to commercial uses that are complimentary to the proposal for the Elora Mill. The redevelopment of the Little Folks property includes a new sister hotel to the Elora Mill, a new banqueting/conference facility, new retail uses, the reinstatement of the Victoria Street bridge, new performance venues and new residential condominium units. The required Official Plan Amendment and Zoning By-law amendment have been approved by the Twp of Centre Wellington and the County of Wellington at this time

Without question this project will have a profound effect on the Elora, Centre Wellington Twp and County of Wellington economies. The objective is to convert the current seasonal daytrip environment into a 4 season overnight stay destination catering to tourist traffic, weddings and events and convention accommodation. On-going liaison with local businesses and the Grand River Conservation Authority is taking place to further the 4 season objective.

The projected creation of at least 250 full time equivalent jobs as part of the project will be seeking both youth and skilled trades which will improve on local employment losses over the last couple of years. The 1 megawatt hydro electric generation portion of the project speaks to green energy and innovation and overall there will be millions spent on construction activity in the area.

Pearle owns and operates the Cambridge Mill, the Ancaster Mill, Spencer's on the Waterfront in Burlington, Whistle Bear Golf Club (site of the current LPGA Classic) as well as Bread Bar restaurants in Hamilton and Guelph. As a quality operator we do not view them as traditional developers as their objective is to build and manage this project and as such will be there to follow through on their commitments. Pearle has demonstrated on their other projects a commitment to tap into local food chains and to use local contractors and other talent which also benefit our community.

Please accept this letter as our endorsement for funding of this exciting and beneficial project.

LANDMARK GROUP

Developer: Elora Development Inc.

Architect: Paul Roth Architect

Date: September 7 2012

LEGEND

- HOTEL FACILITIES
- RETAIL / OFFICE
- RESIDENTIAL

Elora Mill Community

Concept Plan
Figure 2

How it works

The Southwestern Ontario Development Fund gives money to businesses, municipalities and not-for-profit organizations for economic development in southwestern Ontario.

The fund supports projects that:

- create jobs
- encourage innovation, collaboration and cluster development
- attract private sector investment

The geographic area

Southwestern Ontario includes the following 18 geographic areas:

- Brant
- Bruce
- Chatham-Kent
- Dufferin
- Elgin
- Essex
- Grey
- Haldimand
- Huron
- Lambton
- Middlesex
- Niagara
- Norfolk
- Oxford
- Perth
- Simcoe
- Waterloo
- Wellington

Who is eligible

Two types of funding are available through the fund: business and regional.

Business stream

To be eligible for the business stream, businesses need to:

- employ at least 10 people
- commit to creating at least 10 new jobs
- be able to provide 3 years of operations/financial statements
- be located in, or plan to locate in, a community in southwestern Ontario
- invest at least $500,000 in their project

Download: Business Stream Application Guide (PDF)

Small Community Pilot

Businesses with 5-10 employees located in small communities may be eligible for funding from the Small Community Pilot.

A "small community" is a municipality with a population less than 20,000 or with a population density of less than 100 persons per square kilometre.

Projects need:

- a minimum investment of $200,000 over 4 years
- a 50% increase in current employment

Regional stream

To be eligible for the regional stream, projects need to:

- focus on economic/business development and job creation in the area
- align with provincial and regional priorities (e.g., introducing new forms of innovation, taking part in province-led economic development initiatives)
- invest more than $100,000
- have private sector support
- be used for activities that are new to the organization

Download: Regional Stream Application Guide (PDF)

Eligible sectors

Projects in these sectors are eligible for funding:

- advanced manufacturing (automotive, aerospace, plastics, clean technologies)
- life sciences
- processing (primary and secondary)
- information and communication technology
- tourism
- cultural industries

Eligibility Checklist

The first step in the application process is the checklist. Complete the checklist first and submit it to the Southwestern Ontario Development Fund office. After your checklist is reviewed, a staff member will contact you. He or she will work with you on the next step: the full application form.

Funding amounts

Business stream

Funding amount

Up to 15% of eligible project costs to a maximum grant of $1.5 million.

Investments of more than $10 million that also create more than 50 new jobs may be eligible for a loan of up to $5 million.

Successful applicants

You need to contribute **at least 50% of total costs** from your own resources or through private financing.

Regional stream

Funding amount

Up to 50% of eligible project costs to a maximum grant of $1.5 million

Successful applicants

You need to contribute at least **35% of total costs** from your own resources or through private financing.

Restrictions

You are not allowed to combine (or "stack") Southwestern Ontario Development funding in either stream with other provincial programs.

Application deadline

There is no deadline. You can apply any time throughout the year.

How to apply

Step 1: contact a regional staff person for help with your application.
Step 2: submit an eligibility checklist and staff will confirm that your project is eligible.
Step 3: once you know you are eligible, complete the application forms.

Application packages

Business Stream Application Package (ZIP)

Regional Stream Application Package (ZIP)

Selection process

Successful projects need to:

- align with the fund's goals of investment attraction and job creation
- provide economic benefits (create jobs, contribute to the region or develop the sector)
- be achievable (i.e. applicants need to have the necessary financing, project management structure and experience to implement the project)

COUNTY OF WELLINGTON

COMMITTEE REPORT

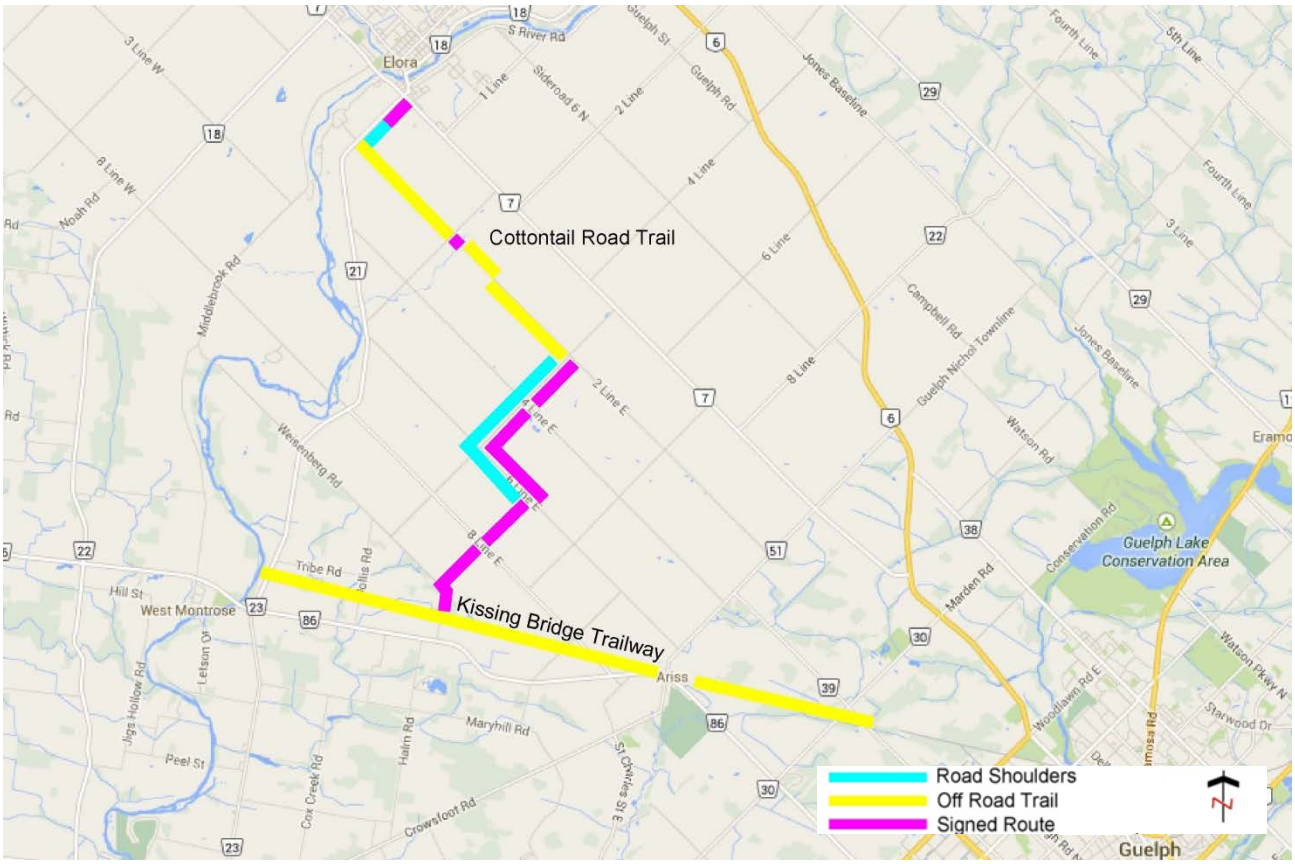
To: Chairman and Members of the Planning and Development Committee
From: Sarah Wilhelm, Planner
Date: June 3, 2015
Subject: **Cottontail Road Trail Update**
Trans Canada Trail Gap Construction
Report: PD2015-19

Summary

The Cottontail Road Trail will complete the Trans Canada Trail in Wellington County by connecting the Kissing Bridge and Elora Cataract trails. The tender for gravel trail surfacing has been awarded and came in under budget. As a result, we have an updated the overall budget of $251,800, plus an additional $50,750 not eligible for funding. The total County share is $101,650. The remaining $200,900 will be covered by provincial grants.

There are a considerable number of improvements needed to complete the trail. With detailed planning and design in place, we expect to be on time and within budget.

Figure 1 Cottontail Road Trail Route



Purpose

This report provides a status update of the Cottontail Road Trail construction in Centre Wellington (Figure 1). This 2015 Trans Canada Trail gap construction project will be funded by a Trans Canada Trail Ontario (TCTO) Pan Am grant, a Trans Canada Trail (TCT) grant and by the County of Wellington. This construction project must be completed by the end of September 2015 to be eligible grant funding.

Budget

In the 2014, budget County Council set aside $375,000 to complete the Trans Canada Trail in Wellington County between Elora and Ariss. A trail route and costing was developed by a trail consultant funded by the Trans Canada Trail organization (Kathy Smith). She estimated that the cost of the off-road sections (5.6 km) would be $728,000. It was later determined that the Elora Research Station would prefer a grassed trail surface rather than stonedust which reduced the budget to $349,000. Now that the tender has been awarded for the gravel trail surfacing we have accurate figures for that portion of the budget. Giving consideration to these figures, the budget has been further reduced to $251,800.

Figure 2 Trail Budget

	June 2014	January 2015	May 2015
Total Budget Eligible for Funding	$728,000	$349,300	$251,800
Basis for change	Amount determined by TCT trail consultant	Costs reduced due to grass trail portion	Costs reduced due to bid amount for trail surfacing
TCTO Pan Am Grant	$150,000	$150,000	$150,000
TCT Grant	$289,000	$99,650	$50,900
County Share	$289,000	$99,650	$50,900
Total Budget not Eligible for Funding	$50,570	$50,750	$50,750
Total County Share	$339,570	$150,220	$101,650

A detailed cost estimate is attached as Appendix 1.

Trail Route

The trail will be comprised of 2.6 km of gravel off-road trail, 3.0 km of grassed off-road trail and 8.6 km of on-road trail. The total trail will be 14.2 km in length. The various components of the trail route are identified below.

Figure 3 Trail Components

Work Plan

Trail Improvements

The necessary trail improvements are identified in the map and detail series contained in Appendix 2. We note that the Engineering Services Department will be completing some of the work associated with this project, which will be billed back to the Planning and Development Department. These works include:

- Shoulder paving of Wellington Road 21
- Relocation of farm access from Cottontail Road to Wellington Road 21 for the Grand River Agricultural Society
- Paving of parking area and installation of post and wire fence along perimeter
- Paving trail at steep grade north of Sideroad 4
- Ramp construction and seeding
- Installation of on road and off road signage

The contractor awarded the contract for the construction of the trail is Snow Brothers. They will be responsible for:

- Clearing and grading the trail
- Moving fill to designated areas
- Installing culverts where needed
- Fabricating and installing new barrier gates
- Surfacing a 3.0 m wide trail

Additional items to be completed by others include:

- Kiosk design, construction and installation
- Signage fabrication and installation
- Bench installation
- Landscaping

Parking Lot
The parking lot for the trail will be located off the intersection of Wellington Road 21 and Cottontail Road. Through our detailed planning, we discovered that access to fields to the east conflicted with the proposed parking area location. These lands are owned by the Grand River Agricultural Society. We retained BSR&D Surveyors to prepare a site grading and partial topographic survey for the parking lot so that we could look at options with the Township of Centre Wellington and the Grand River Agricultural Society.

As the field was technically landlocked under the current arrangement, a suggestion to relocate the access off Wellington Road 21 was well received. This provided the landowner with legitimate access and also left adequate space for 4 or 5 cars for the trail. The final option with redlines is included in Appendix 3. The new entrance has been installed by the County Engineering Services Department.

As part of the trail work, we have also arranged to deposit fill onto the same field as it has been subject to erosion in the past.

Tree Assessment
An assessment of potential hazards to future trail users was conducted by Williams and Associates Forestry Consulting Ltd. A number of minor hazards were identified, such as hanging dead branches together with significant hazards related to large soft maple trees. The recommended work was completed and the invoice has been paid.

Kiosk
The design of the kiosk is inspired by the cupola on the County Museum shown at left. Grinham Architects designed the kiosk and is in the process of selecting a local contractor to do the work. We expect to use the same design for any kiosks installed at Wellington Place in the future. The design drawings for the kiosk are found in Appendix 4.

Benches
The proposed bench will be the same design installed along the Kissing Bridge Trailway (Appendix 5).

Barrier Gates
There will be two new barrier gates installed on either end of Cottontail Road. We will be using the construction detail provided by the Township of Centre Wellington (Appendix 6).

Signage
We have referred to the signage hierarchy in the Township of Centre Wellington Trail Master Plan in developing our signage plan. There are a total of 50 signs proposed for the new trail. Appendix 7 includes a signage plan which identifies sign location, number, size and text for each sign. We have also included mapping of the different signage locations. We are in the process of finalizing in-house signage design and selecting a sign company to fabricate the signage. Regulatory signage will be fabricated and installed by the staff at the County sign shop.

Trail Event

The County is required to recognize the Trans Canada Trail (TCT) grant in a variety of ways. We have already recognized the TCT through media coverage, our website, project notice and by incorporating the TCT logo in our signage for the trail. We also propose hosting a trail opening event when the trail is complete. This is a standard requirement for projects where the TCT contribution accounts for more than 50% of the total project cost. We anticipate that we would host such an event late September or early October.

Next Steps

The next steps for the trail project include the following:

- Monitor trail construction by contractor and coordinate work with County Roads
- Select contractor for kiosk and signage
- Plan landscaping location and material
- Plan trail opening event

Staff will continue to monitor costs and timing as the work progresses.

Recommendations

THAT the Cottontail Road Trail Report (PD2015-19) be received for information and provided to the Trans Canada Trail office for information; and

THAT staff be authorized to plan an opening event for the new trail.

Respectfully submitted,

Sarah Wilhelm, BES, MCIP, RPP
Planner

Appendices:
1 Detailed Cost Estimates
2 Proposed Trail Improvements
3 Concept Plan for Parking Lot
4 Kiosk Detail
5 Bench Detail
6 Barrier Gate Detail
7 Signage Plan

APPENDIX 1

Detailed Cost Estimates

COTTONTAIL ROAD TRAIL

Preliminary Cost Estimates

25-May-15

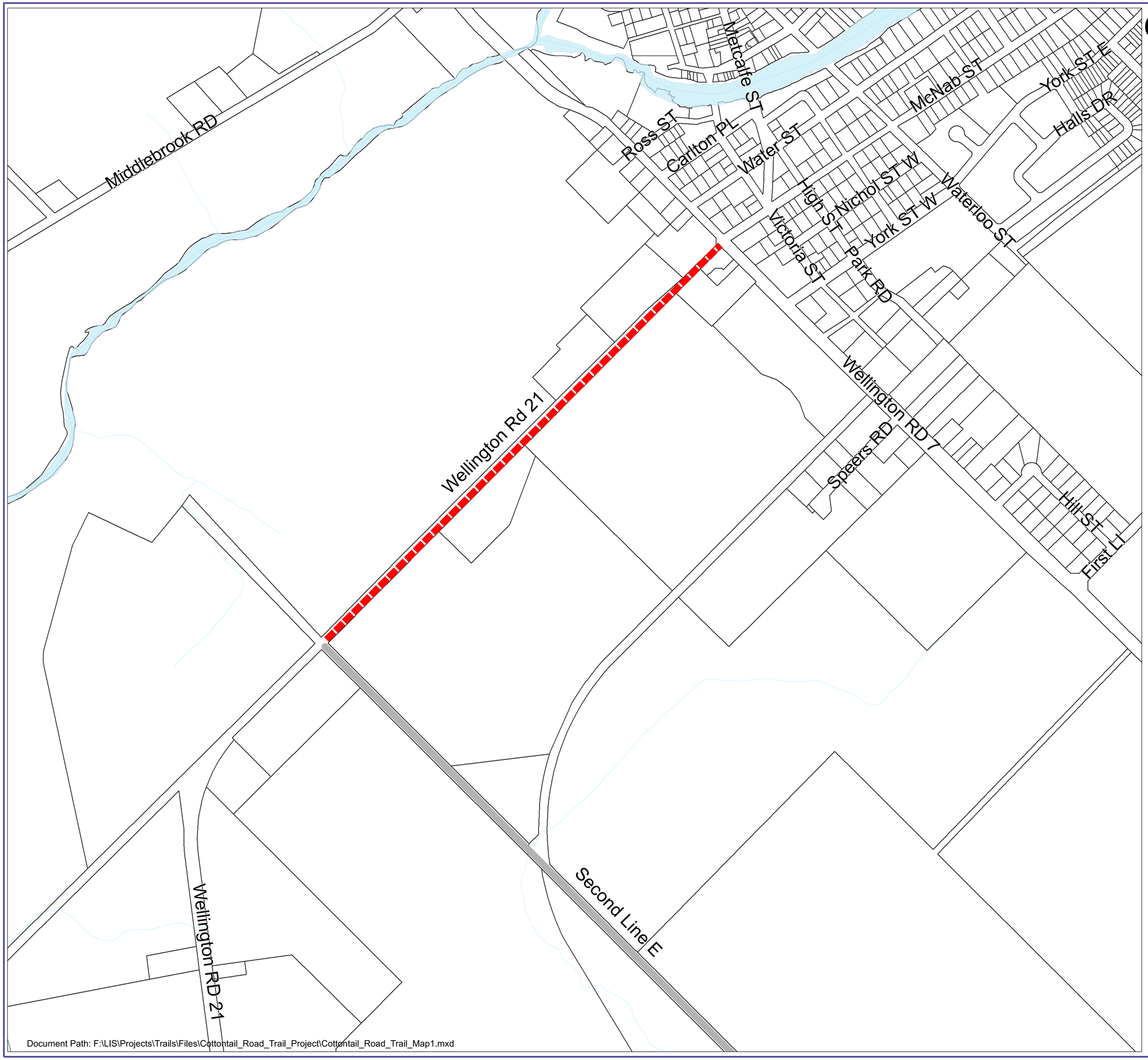
	AMT	UNIT COST	OVERALL COST	ELIGIBLE FOR FUNDING	NOT ELIGIBLE FOR FUNDING
TRAIL PLANNING					
Design Fees			$10,000	$10,000	
Engineering			$4,500	$4,500	
Travel			$1,500	$1,500	
Trail Opening Event			$2,500	$2,500	
SUBTOTAL			**$18,500**	**$18,500**	
TRAIL PREPARATION					
Tree Assessment, Hazard Removal & Clearing		LS	$25,000	$25,000	
SUBTOTAL			**$25,000**	**$25,000**	
CONTRACTOR					
Barrier Gates	2	$5,000	$10,000	$10,000	
Culverts	2	$2,000	$4,000	$4,000	
3.0 m wide gravel trail (km)	1	LS	$130,000	$130,000	
SUBTOTAL			**$144,000**	**$144,000**	
ROADS DEPT WORKS					
Parking Area w Culvert	1	LS	$20,000	$20,000	
Post and wire fence (lin. m)	60	$100	$6,000	$6,000	
WR 21 Access	1	LS	$5,000		$5,000
Shoulder Paving WR 21		LS	$40,000		$40,000
Paving at Sideroad 4 (m)	50	$2,000	$2,000	$2,000	
Ramp construction & seeding		LS	$5,000	$5,000	
SUBTOTAL			**$78,000**	**$33,000**	**$45,000**
OFF-ROAD SIGNAGE					
Major Trailhead Sign (with kiosk)	1	$10,000	$10,000	$10,000	
Minor Trailhead Sign	4	$1,000	$4,000	$4,000	
Route Marker/Rules of Trail	2	$250	$500	$500	
Trail Marker/ Directional	8	$750	$6,000	$6,000	
No Parking in front of Gate	2	$250	$500	$500	
Roadway Name Sign	2	$150	$300	$300	
Stop Sign	5	$250	$1,250	$1,250	
Stop Sign Ahead	1	$250	$250	$250	
Steep Grade	1	$250	$250	$250	
Please Stay on the Trail	1	$250	$250	$250	
SUBTOTAL			**$23,300**	**$23,300**	
ON-ROAD SIGNAGE					
Trail Marker/Directional	17	$250	$4,250		$4,250
Trail Crossing Ahead	6	$250	$1,500		$1,500
SUBTOTAL			**$5,750**		**$5,750**
TRAIL AMENITIES					
Landscaping		LS	$4,000	$4,000	
Benches		2	$2,000	$4,000	
SUBTOTAL			**$6,000**	**$8,000**	
GRAND TOTAL				**$251,800**	**$50,750**
ORIGINAL BUDGET				$728,000	
DIFFERENCE				$476,200	

APPENDIX 2

Proposed Trail Improvements

Cottontail Road Trail

(Wellington Road 21)
MAP 1



Legend:

On-Road Route

Existing Conditions:

1.3 km paved road
with gravel shoulders

Improvements:

Shoulder paving on
both sides of road

N

Date Prepared: May 29, 2015.

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Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 75 150 300
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Map1.mxd

Cottontail Road Trail

(Cottontail Road)
MAP 2

Detail 1
Detail 2
Detail 3
Detail 4
Detail 5
Detail 6

Wellington Rd 21
Wellington Rd 7
Sideroad 4
Fourth Ll E

Legend:

- Off-Road Trail
- Municipal Well
- Potential Topsoil Removal

Existing Conditions:

Wellington Rd 21 to Well - 0.6 km long, 3.65 m wide trail
Well to Sideroad 4 - 2 km long gravel/dirt

Improvements:

Parking area
2 barrier gates
Well detour
Topsoil removal
Chainlink fence
Asphault

N

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Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 75 150 300
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Map2.mxd

Cottontail Road Trail

(Cottontail Road)
DETAIL 1

N

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Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 5 10 20
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Detail_1.mxd

Cottontail Road Trail

(Cottontail Road)
DETAIL 2

N

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0 4.75 9.5 19
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Detail_2.mxd

Cottontail Road Trail

(Cottontail Road)
DETAIL 3

N

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0 5 10 20
Metres

Cottontail Road Trail

(Cottontail Road)
DETAIL 4

N

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0 5 10 20
Metres

Cottontail Road Trail

(Cottontail Road)
DETAIL 5

N

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0 25 50 100
Metres

Cottontail Road Trail

(Cottontail Road)
DETAIL 6

N

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0 3 6 12
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Detail_6.mxd

Cottontail Road Trail

(Elora Research Station)
MAP 3

Detail 1

Detail 2

Sideroad 4

Wellington Rd 7

Fourth Ll E

Sideroad 10

Legend:

On-Road Route

Off-Road Grass Trail

Possible tree trimming

Existing Conditions:

265 m On-Road
1.4 km Grass Trail (E/S)
1.6 km Grass Trail (W/S)

Improvements:

Ramp @ bridge (Topsoil- Grass)
Tree Trimming

N

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Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 100 200 400
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Map3_Elora_Research_Station.mxd

Cottontail Road Trail

(Elora Research Station)
DETAIL 1

N

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0 5 10 20
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Map3_Elora_Research_Station_Detail_1.mxd

Cottontail Road Trail

(Elora Research Station)
DETAIL 2

N

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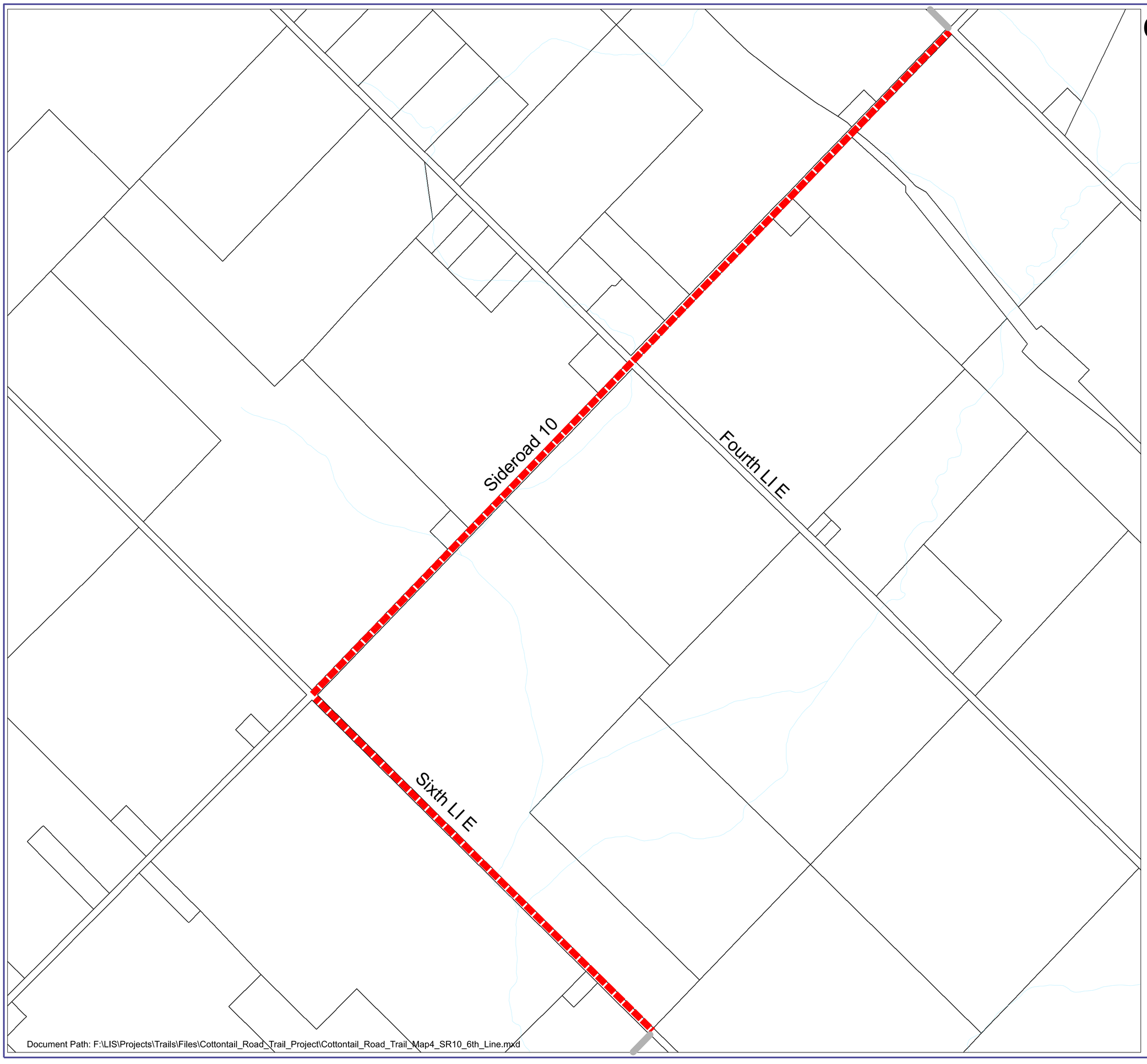
0 10 20 40
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Map3_Elora_Research_Station_Detail_2.mxd

Cottontail Road Trail

(Sideroad 10, Sixth Line)
MAP 4



Legend:

On-Road Route

Existing Conditions:

Sideroad 10 - 2.5 km paved

Sixth Line - 1.3 km paved

N

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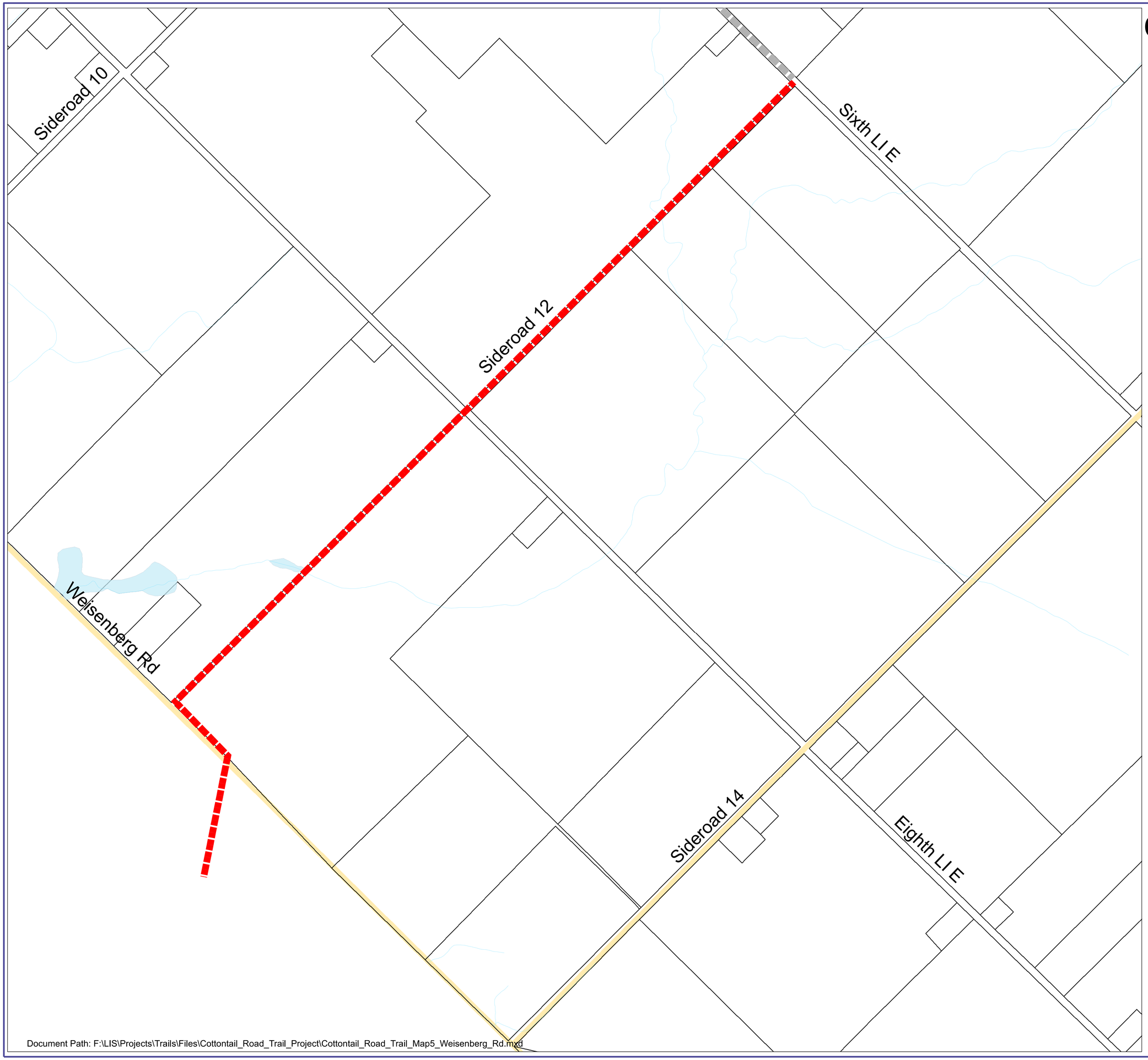
0 100 200 400
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Map4_SR10_6th_Line.mxd

Cottontail Road Trail

(Sideroad 12, Weisenberg Rd)
MAP 5



Legend:

On-Road Route

Existing Conditions:

Sideroad 12 - 2.4 km paved

Weisenberg Rd - 0.8 km gravel

N

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Sources:
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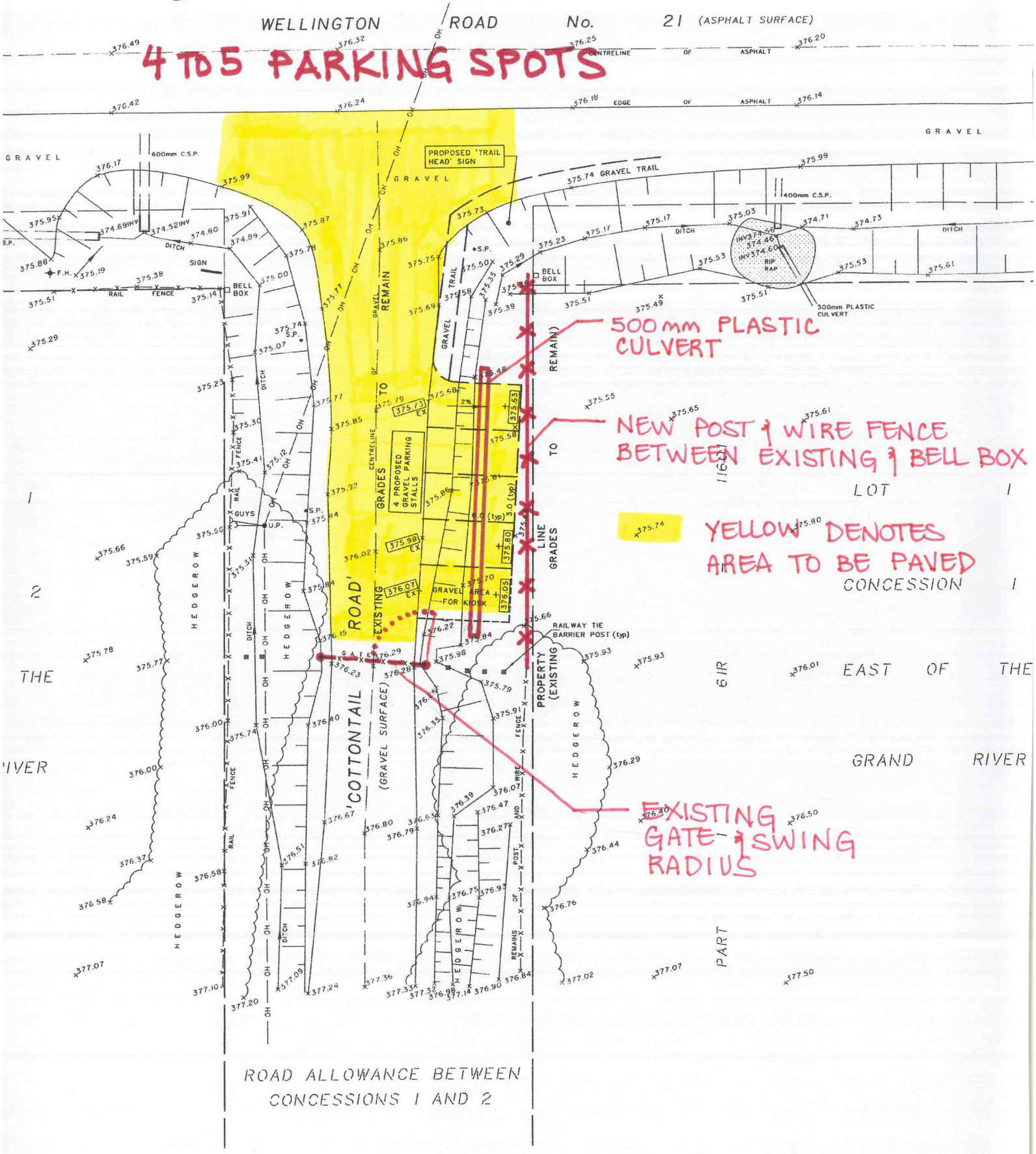
0 100 200 400
Metres

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Cottontail_Road_Trail_Map5_Weisenberg_Rd.mxd

APPENDIX 3

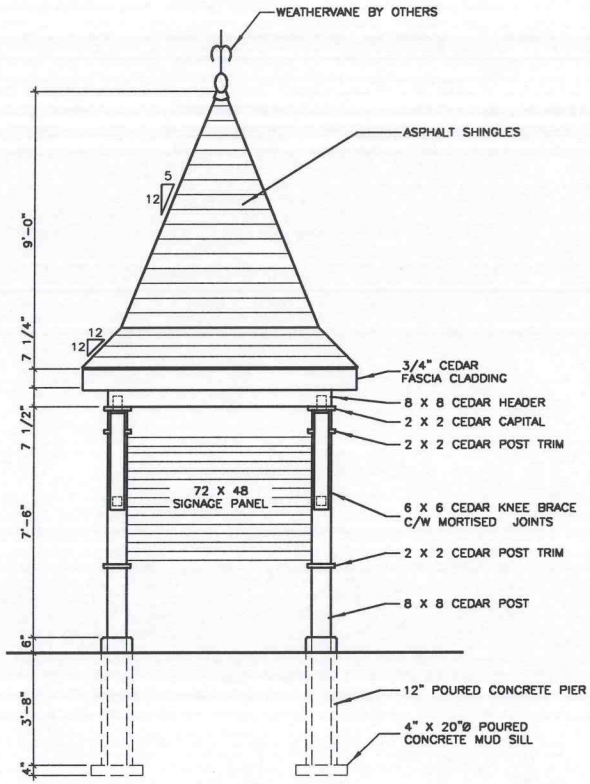
Concept Plan for Parking Lot

CONCEPT PLAN

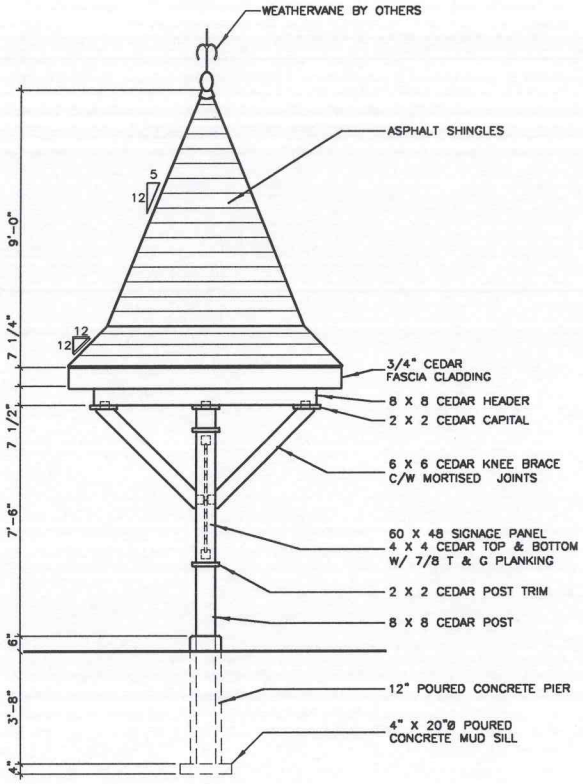


APPENDIX 4

Kiosk Detail



FRONT/REAR ELEVATION
SCALE: 1/4"=1'-0"



SIDE ELEVATION
SCALE: 1/4"=1'-0"

GRINHAM ARCHITECTS
15 Yarmouth Street
Guelph, Ontario, N1H 4G2
Tel: 519.766.1580
Fax: 519.766.1377
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Web: www.grinham.ca

ONTARIO ASSOCIATION OF ARCHITECTS
LLOYD A. GRINHAM
LICENCE
4762

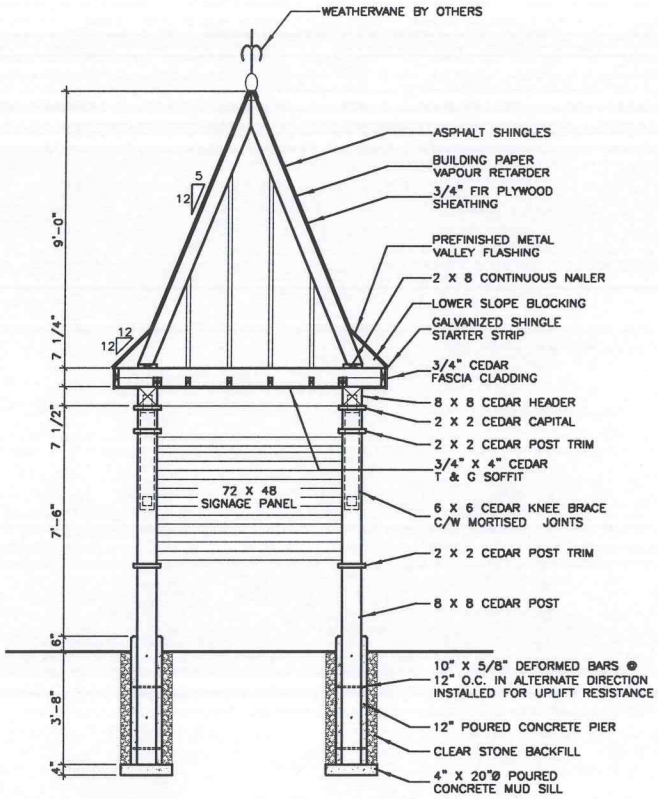
NO	DATE	REVISIONS
01	2015 05 20	ISSUED FOR REVIEW

PROPOSED
TRAIL KIOSK
TOWNSHIP OF WELLINGTON

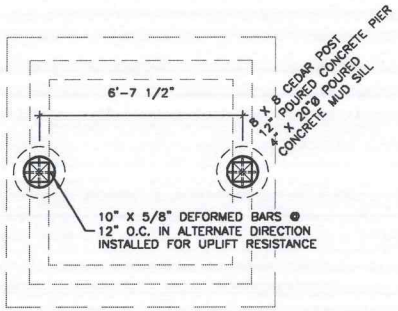
ELEVATIONS

SCALE: 1/4" = 1'-0"
DATE: 21-May-2015
DRAWN: MK
CHECKED: LAG
STATUS: PRELIM
JOB NO: 1545

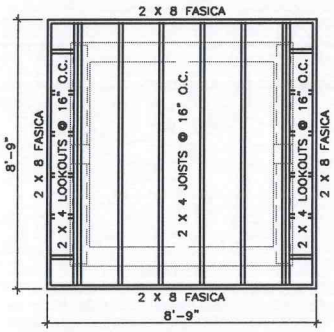
A-01



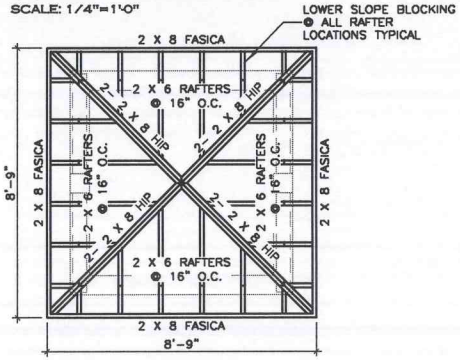
SECTION
SCALE: 1/4"=1'-0"



PIER PLAN
SCALE: 1/4"=1'-0"



SOFFIT FRAMING PLAN
SCALE: 1/4"=1'-0"



ROOF FRAMING PLAN
SCALE: 1/4"=1'-0"

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15 Yarmouth Street
Guelph, Ontario, N1H 4G2
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Fax: 519.766.1377
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Web: www.grinham.ca

ONTARIO ASSOCIATION OF ARCHITECTS
LLOYD A. GRINHAM
LICENCE
4762

NO	DATE	REVISIONS
01	2015 05 20	ISSUED FOR REVIEW

PROPOSED
TRAIL KIOSK
TOWNSHIP OF WELLINGTON

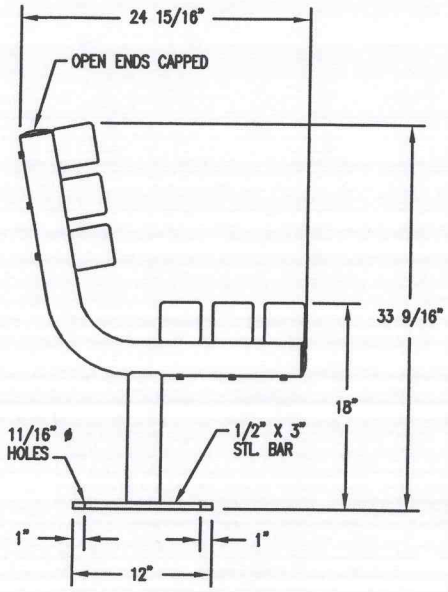
SECTION & PLANS

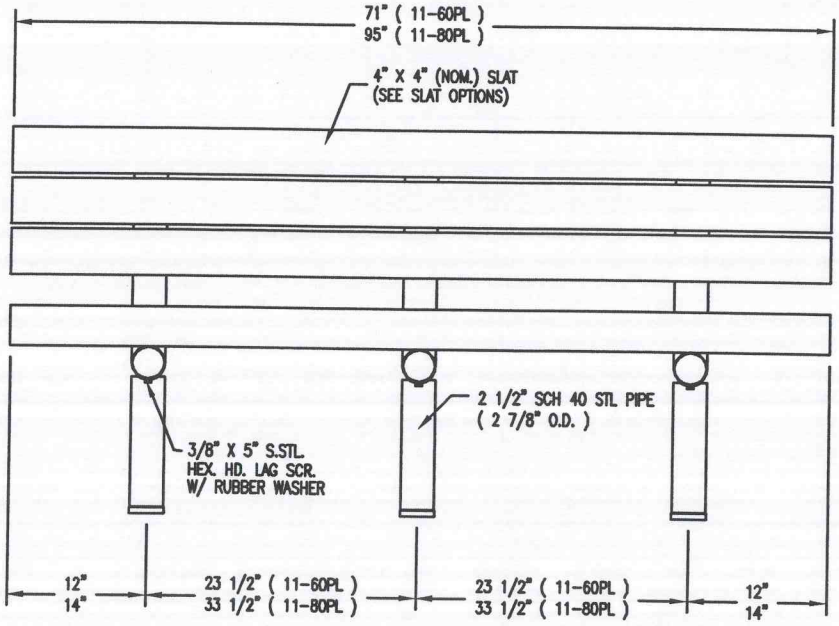
SCALE: 1/4" = 1'-0"
DATE: 21-May-2015
DRAWN: MK
CHECKED: LAG
STATUS: PRELIM
JOB NO: 1545

A-02

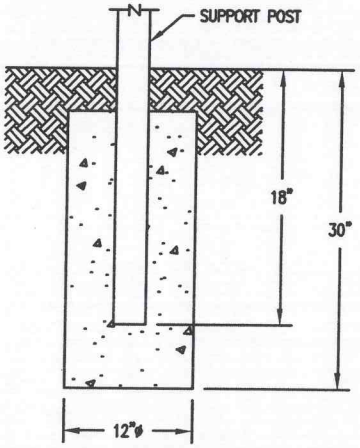
APPENDIX 5

Bench Detail

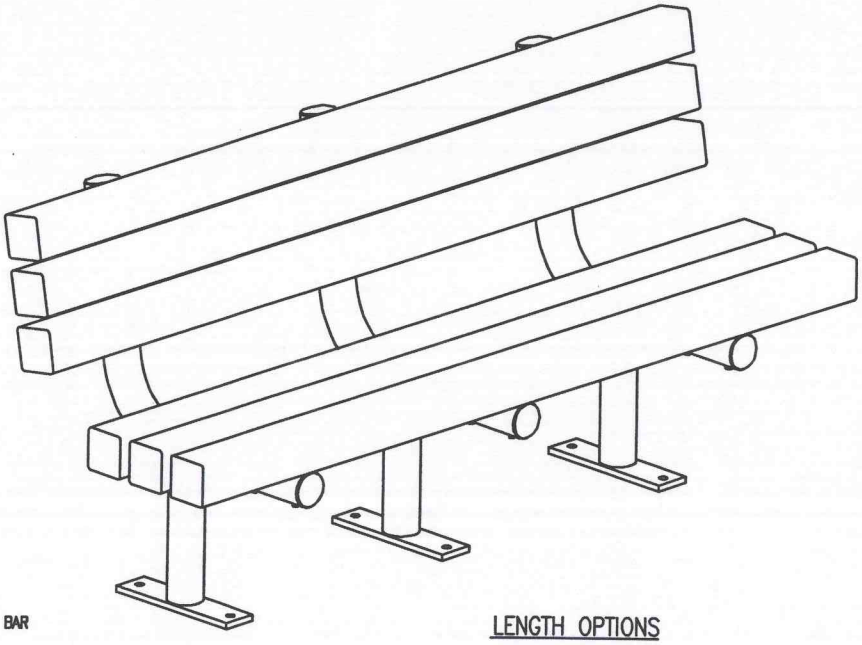


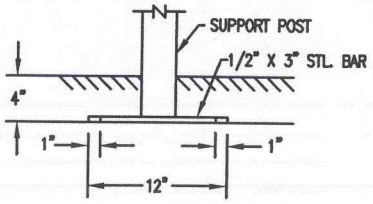


☐ S-2 SURFACE MOUNT



☐ S-1 EMBEDMENT





☐ S-4 SUB FLOOR

LENGTH OPTIONS

☐ 6' BENCH
☐ 8' BENCH

SLAT OPTIONS

☐ "CEDAR" RECYCLED PLASTIC
☐ "GREY" RECYCLED PLASTIC
☐ "REDWOOD" RECYCLED PLASTIC
☐ "WALNUT" RECYCLED PLASTIC
☐ OTHER_____

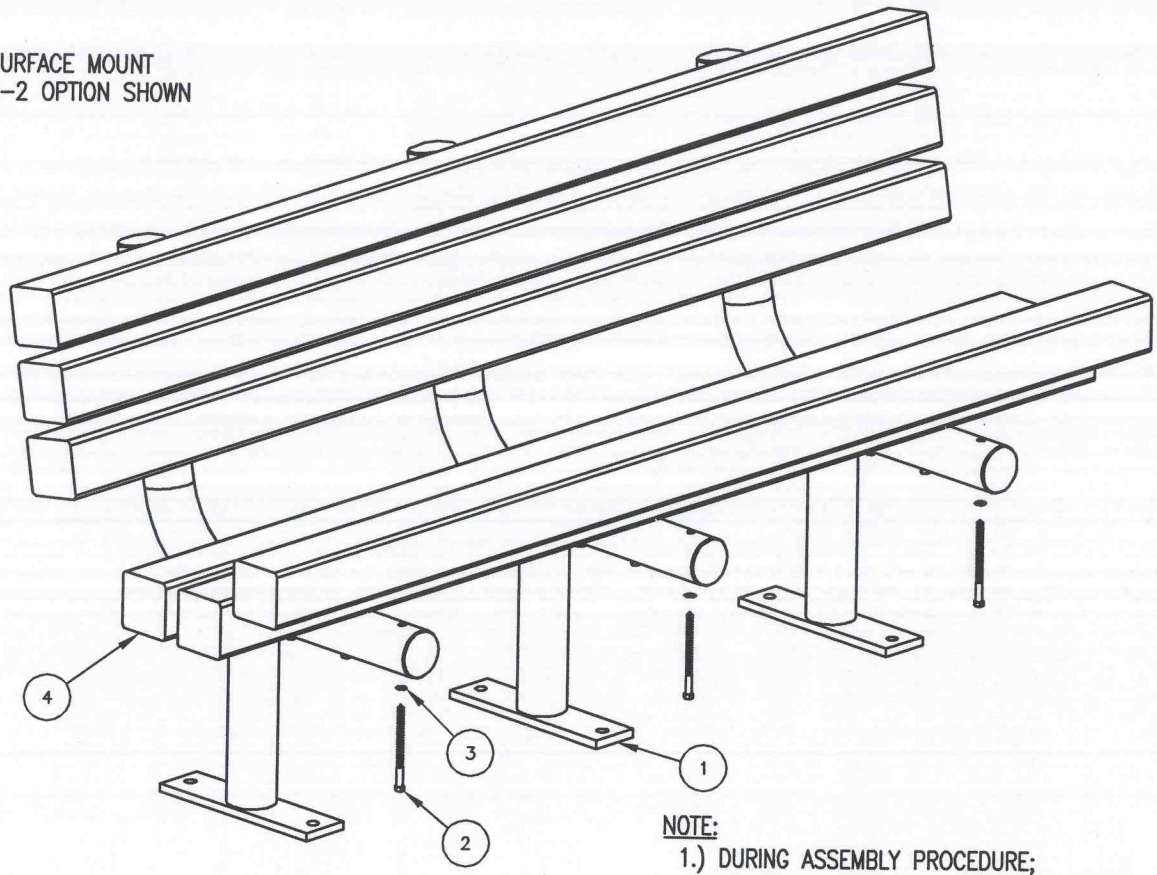
NOTES

1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
2.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED FOR S-2 AND S-4 OPTIONS.

DuMor, inc.
P.O. Box 142 Mifflintown, PA 17059-0142

SCALE : NONE	TITLE : BENCH		
DATE DRAWN :3/22/94			
DRAWN BY : AH	REV. D	DRAWING NUMBER 11 SERIES PL	SHEET 1 OF 2
DATE REV. : 10/25/11			
REV. BY : RDH			

SURFACE MOUNT
S-2 OPTION SHOWN



NOTE:

1.) DURING ASSEMBLY PROCEDURE;
DO NOT COMPLETELY TIGHTEN HARDWARE.

2.) THE ACTUAL PARTS WILL NOT BE NUMBERED:
NUMBERS ONLY APPLY TO DRAWING.

3.) SEE SPEC. SHEET 1 FOR MOUNTING OPTIONS.

STEP 1:

USE 3 – PC. SUPPORT POST (1)
18 – PCS. 3/8" X 5" SS. HEX HD. LAG SCR. (2)
18 – PCS. 3/8" ID. X 5/8" OD. RUBBER WASHER (3)
6 – PC. 4" X 4" X 71" PLASTIC SLAT (4)

ATTACH ONE PLASTIC SLAT (4) TO THREE SUPPORT POSTS (1) USING HARDWARE (2 & 3). TIGHTEN TO SNUG FIT. REPEAT UNTIL ALL PLASTIC SLATS ARE ATTACHED TO SUPPORT POSTS.

STEP 2:

UPON COMPLETION OF BENCH ASSEMBLY SQUARE ALL COMPONENTS THEN TIGHTEN ALL HARDWARE.

STEP 3:

ANCHOR ACCORDING TO SUPPORT OPTION USED.

ITEM	QTY	PART NO	DESCRIPTION
1	3	0-56-00-02/S-2	SUPPORT POST FOR SURFACE MOUNT
2	18	1-13-019	3/8" X 5" SS HEX HD LAG SCR
3	18	1-22-018	3/8" ID X 5/8" OD RUBBER WASHER
4	6	0-11-60PL-02	4" X 4" X 71" PLASTIC SLAT

DuMor, inc.
P.O. Box 142 Mifflintown, PA 17059-0142

SCALE : NONE
DATE DRAWN : 3/22/94
DRAWN BY : AH
DATE REV. : 10/25/11
REV. BY : RDH

TITLE : BENCH

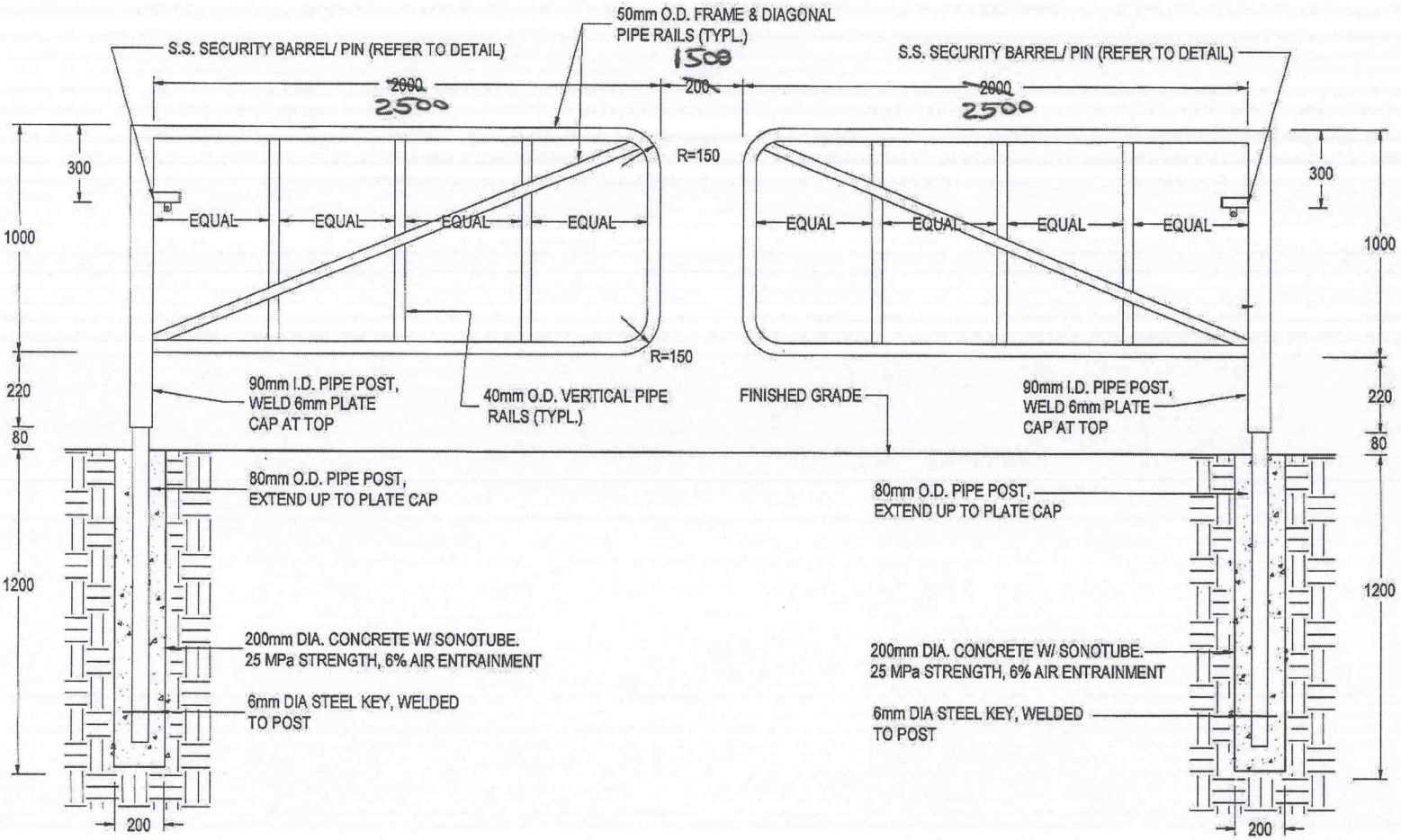
REV. D

DRAWING NUMBER 11 SERIES PL

SHEET 2 OF 2

APPENDIX 6

Barrier Gates

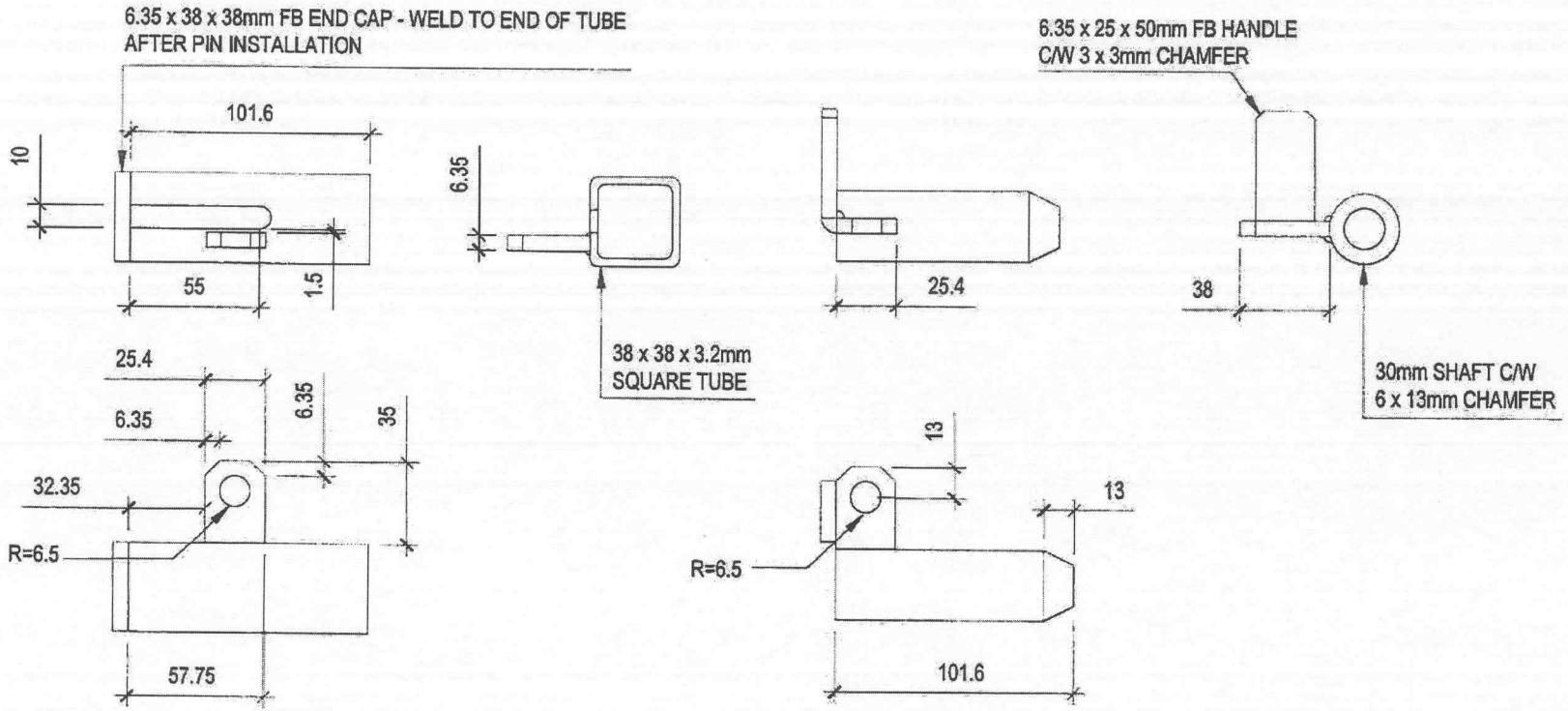


NOTES:

- ALL GATE METAL EXCEPT S.S. SECURITY BARREL/PIN TO BE SCHEDULE 40 STEEL PIPE, HOT DIP GALVANIZED TO MEET CSA-G164-M1981 AFTER FABRICATION. ALL WELDS TO MEET CSA W59-M1989 AND BE GROUND SMOOTH. TOUCH UP ALL MINOR DAMAGED AREAS WITH ZINC BASED PAINT AFTER INSTALLATION. POSITION DRAINAGE HOLES TO MINIMIZE WATER INGRESS; FILL HOLES IF DIRECTED BY TOWNSHIP REPRESENTATIVE.
- EXACT LOCATION OF GATE AND ANY ADDITIONAL LANDSCAPE TREATMENTS TO BE AS DIRECTED ON SITE BY TOWNSHIP REPRESENTATIVE.
- THIS DRAWING MUST BE READ IN CONJUNCTION WITH DRAWING L4, STAINLESS STEEL SECURITY BARREL/PIN FOR TRAIL BARRIER GATE.

TOWNSHIP OF CENTRE WELLINGTON	DATE OCT., 2013	REV. 0
MAINTENANCE ACCESS GATE	STD. **L5**	

TRITON ENGINEERING SERVICES LIMITED



BARREL DETAIL

PIN DETAIL

NOTES:

- REMOVE GALVANIZING FROM GATE AT BARREL/PIN WELD AREA AND FULLY COAT WELD SURFACE WITH ZINC BASED PAINT OVERLAPPING ONTO STAINLESS STEEL.
- THIS DRAWING MUST BE READ IN CONJUNCTION WITH DRAWING L3, TRAIL BARRIER GATE.

TOWNSHIP OF CENTRE WELLINGTON	DATE MAY, 2013	REV. 0
STAINLESS STEEL SECURITY BARREL/PIN FOR TRAIL BARRIER GATE	STD. **L4**	

TRITON ENGINEERING SERVICES LIMITED

APPENDIX 7

Signage Plan

TRAIL SIGNAGE PLAN
Cottontail Road Trail

OFF-ROAD

Size	Sign Type	Description	Number	Location
5'x3'	Major Trailhead Sign (with Kiosk)	Typically located at staging areas	1	• Wellington Road 21 & Cottontail Road
3'x3'	Minor Trailhead Sign	Typically located at major junctions along the trail	4	• Sideroad 4 & Cottontail Road • Second Line E & Sideroad 10 • Second Line E at transition to on-road portion • At KBT junction
18"x24"	Trail Entry Sign/ Permitted Uses	Located at minor entry points to trail illustrating permitted uses (road and trail intersections)	2	• Wellington Road 21 & Cottontail Road at barrier gate • Sideroad 4 & Cottontail Road at barrier gate
6"x6'	Trail Marker/ Directional	Located along trail at 1.0 km intervals and at road and trail intersections	8	• Cottontail Road (4) • Second Line E (4)
	No Parking in front of Gate	Regulatory signage on front of barrier gate	2	• Wellington Road 21 & Cottontail Road • Sideroad 4 & Cottontail Road
	Roadway Name Sign	Directional signage on backside of barrier gate	2	• Wellington Road 21 & Cottontail Road • Sideroad 4 & Cottontail Road
	Stop Sign	Regulatory signage where trail intersects with a road	5	• Wellington Road 21 & Cottontail Road • Sideroad 4 & Cottontail Road • Second Line E at transition to on-road portion • Trail crossing on Second Line E (2)
	Stop Sign Ahead	Warning sign	1	• Cottontail Road approaching Sideroad 4
	Steep Grade	Warning sign	1	• Cottontail Road approaching Sideroad 4
18"x24"	Please Stay on the Trail	Warning sign adjacent to private property	1	• At residence adjacent to trail on Cottontail Road

ON-ROAD

Size	Sign Type	Description	Number	Location
18"x24"	Trail Marker/Directional	Located along on-road portions of trail at 1.0 km intervals	17	• Wellington Road 21 (3) • Second Line E south of bridge (1) • Sideroad 10 (4) • Sixth Line E (2) • Sideroad 12 (4) • Weisenberg Road (3)
18"x24"	Trail Crossing Ahead	Warning sign	6	• Second Line E near Sideroad 4 • Second Line E approx. midway between Sideroad 4 & Sideroad 10

MAJOR TRAILHEAD SIGN (to be inserted into kiosk)

1

Description: Typically located at staging areas
Size: 6’ x 4’ (1.8 m x 1.2 m)
Required: 1
Location: Trail staging area at WR 21

TRAIL NAME/LOGO

TRAIL MAP

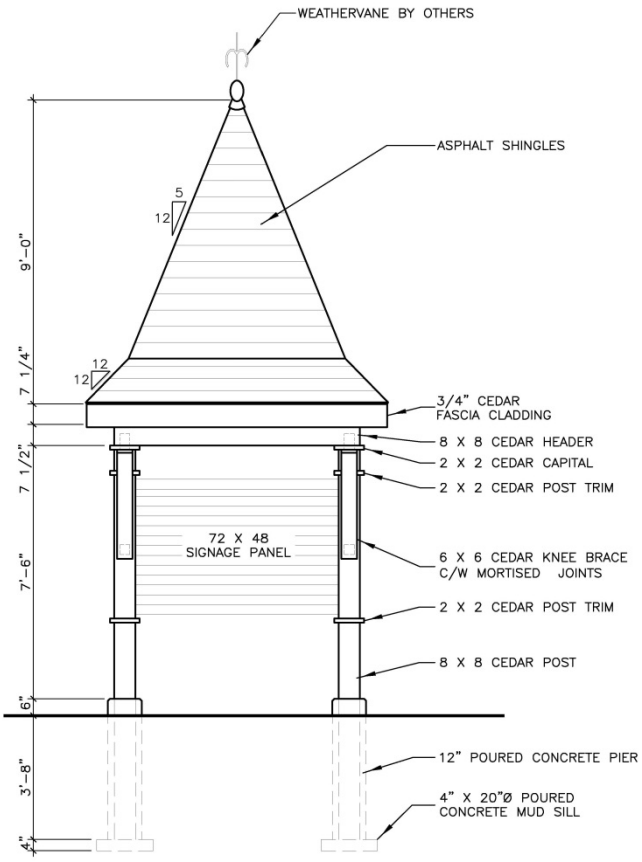
KEY MAP

TRAIL ETIQUETTE

Rules of Trail
For use only during daylight hours
Use at your own risk
Stay on trail, respect private property
Keep dogs on a leash
Clean up after your pet

Permitted Uses
Hiking
Biking
Cross-country skiing

Prohibited Uses
No unauthorized vehicles
No ATV use
No camping, fires or cooking
No hunting
No horseback unless posted



FRONT/REAR ELEVATION
SCALE: 1/4"=1'-0"

FUNDING PARTNERS

County of Wellington
Trans Canada Trail

EMERGENCY INFORMATION

Police, Fire, Ambulance - 911
General maintenance issues - County of Wellington 519.837.2600

REV 5/25/15

MINOR TRAILHEAD SIGN

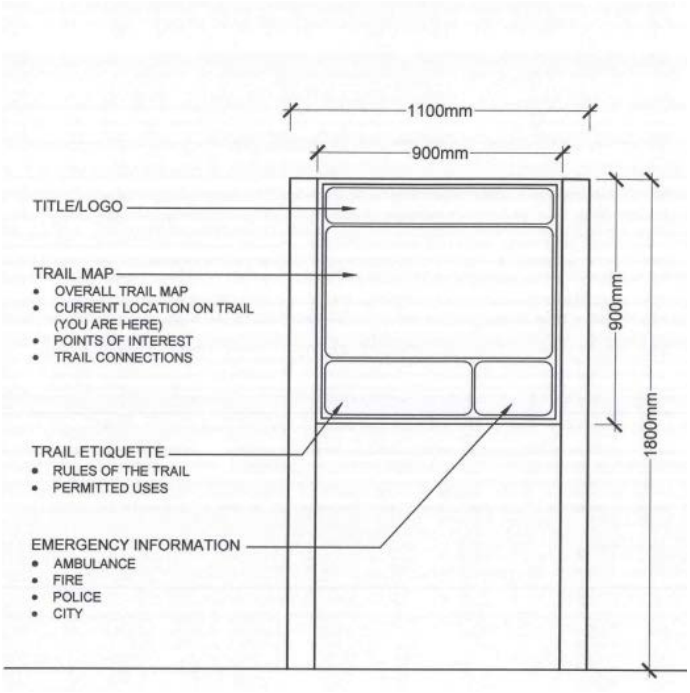
2

Description: Typically located at major junctions along trail
Size: 3’ x 3’ (0.9 m x 0.9 m)
Required: 4
Location: Sideroad 4 & Cottontail Road
Second Line E & Sideroad 10
Second Line E at transition to on-road portion
At junction with Kissing Bridge Trailway

TRAIL NAME/LOGO

TRAIL MAP

TRAIL ETIQUETTE



Rules of Trail
For use only during daylight hours
Use at your own risk
Stay on trail, respect private property
Keep dogs on a leash
Clean up after your pet

Permitted Uses
Hiking
Biking
Cross-country skiing

Prohibited Uses
No unauthorized vehicles
No ATV use
No camping, fires or cooking
No hunting
No horseback unless posted

EMERGENCY INFORMATION

Police, Fire, Ambulance - 911
General maintenance issues - County of Wellington 519.837.2600

REV 5/25/15

TRAIL ENTRY SIGN/RULES OF THE TRAIL

3

Description: Located at minor entry points to trail to illustrate permitted uses
Typically at trail and road intersections
Size: 18” x 24”
Required: 2
Location: Wellington Road 21 & Cottontail Road at barrier gate
Sideroad 4 and Cottontail Road at barrier gate

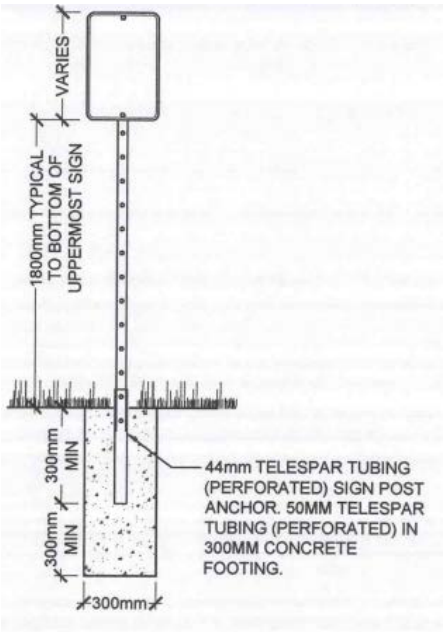
TRAIL NAME/LOGO

TRAIL ETIQUETTE

Rules of Trail
For use only during daylight hours
Use at your own risk
Stay on trail, respect private property
Keep dogs on a leash and clean up after your pet

Permitted Uses
Hiking
Biking
Cross-country skiing
Horseback

Prohibited Uses
No unauthorized vehicles
No ATV use
No camping, fires or cooking
No hunting



FUNDING PARTNERS

County of Wellington
Trans Canada Trail

REV 5/25/15

TRAIL MARKER/DIRECTIONAL (Off-road)

4

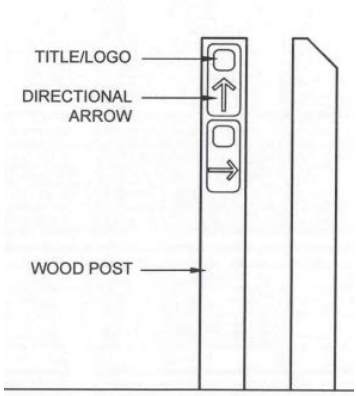
Description: Located along the trail at 1 km intervals and at road and trail intersections
Size: 6” x 6’ (0.15 m x 1.8 m)
Required: 8
Location: Cottontail Road (4)
Second Line E (4)

TRAIL NAME AND/OR LOGO

ARROW DIRECTIONALS

COUNTY LOGO
TRANS CANADA TRAIL LOGO

PERMITTED AND PROHIBITED USE SYMBOLS



Permitted Uses
Hiking
Biking
Cross-country skiing

REV 5/25/15

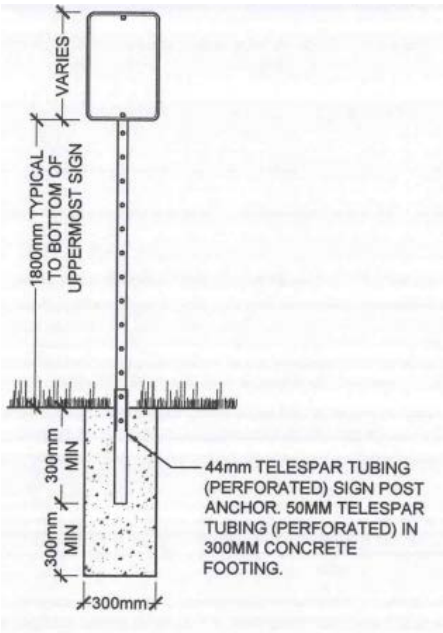
DOGS ON LEASH SIGN

5

Description: Site specific sign adjacent to property with free range chickens
Size: 18” x 24”
Required: 1
Location: At residence adjacent to trail on Cottontail Road

TRAIL NAME AND/OR LOGO

TEXT
Keep dogs on leash
Chicken crossing



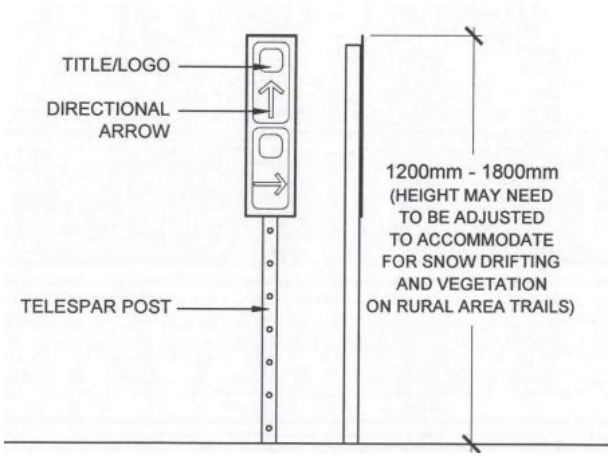
TRAIL MARKER/DIRECTIONAL (On-road)

6

Description: Located along on-road portions of trail at 1 km intervals
Size: 12” x 24”
Required: 17
Location: Wellington Road 21 (3)
Second Line E south of bridge (1)
Sideroad 10 (4)
Sixth Line E (2)
Sideroad 12 (4)
Weisenberg Road (3)

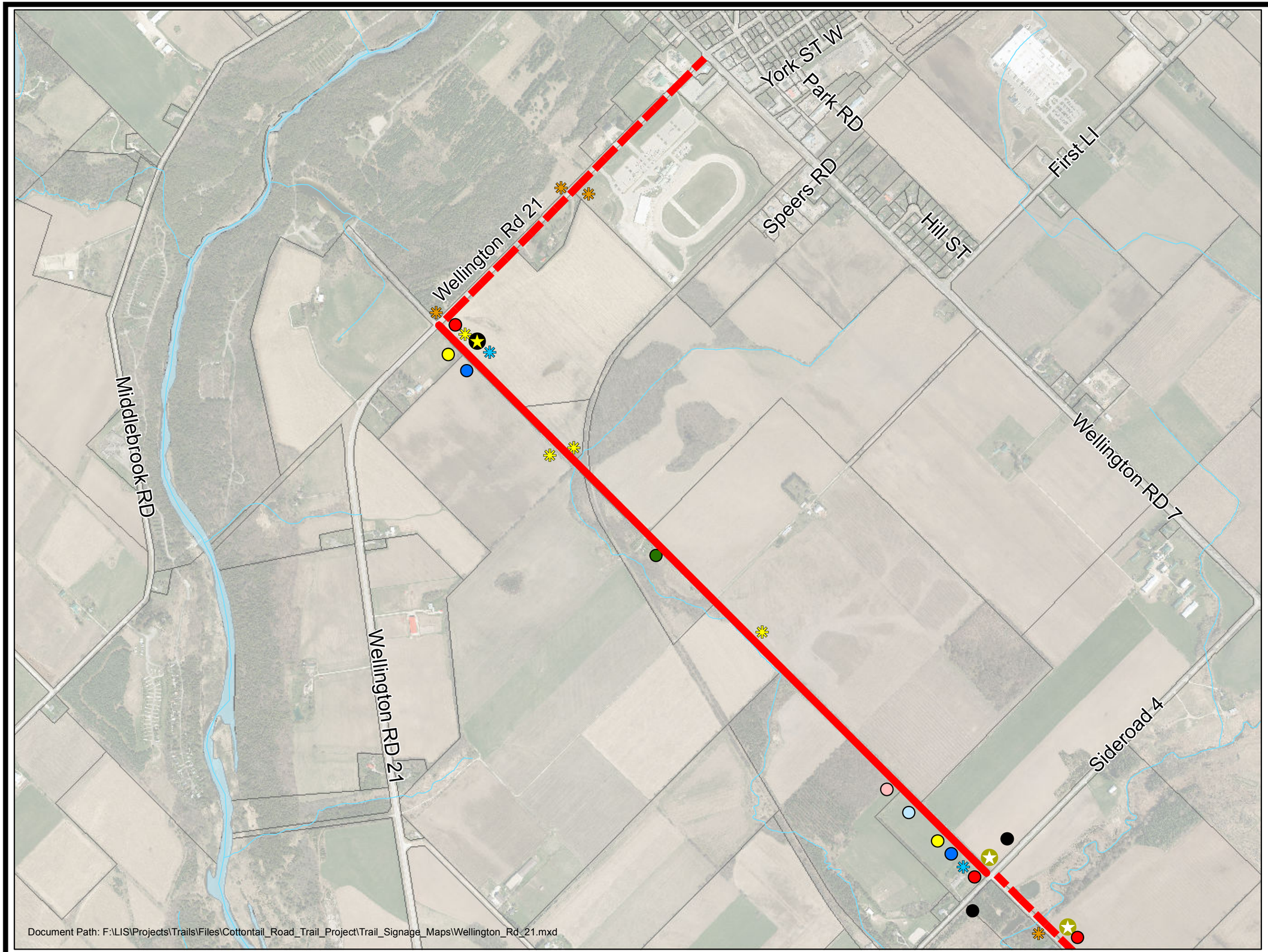
TRAIL NAME AND/OR LOGO

ARROW DIRECTIONALS



Cottontail Road Trail

(Wellington Rd 21 & Cottontail Road)



Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Trail_Signage_Maps\Wellington_Rd_21.mxd

Legend

- On-Road Route
- Off-Road Multi-Use Trail
- Major Trailhead Sign
- Minor Trailhead Sign
- No Parking in front of gate
- Roadway name on back of gate
- Stop Sign
- Stop Sign Ahead
- Please stay on the trail sign
- Steep Grade
- Roadway Name Sign
- Trail Crossing Ahead
- Trail Marker Directional (Off-Road)
- Trail Marker Directional (On-Road)
- Trail Entry Sign/Permitted Uses

N

Date Prepared: May 26, 2015.

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Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 125 250 500
Metres

Cottontail Road Trail

(Elora Research Station)

Sideroad 4

Wellington RD 7

Fourth Ll E

Sideroad 10

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Trail_Signage_Maps\Elora_Research_Station.mxd

Legend

- On-Road Route
- Off-Road Multi-Use Trail
- Major Trailhead Sign
- Minor Trailhead Sign
- No Parking in front of gate
- Roadway name on back of gate
- Stop Sign
- Stop Sign Ahead
- Please stay on the trail sign
- Steep Grade
- Roadway Name Sign
- Trail Crossing Ahead
- Trail Marker Directional (Off-Road)
- Trail Marker Directional (On-Road)
- Trail Entry Sign/Permitted Uses

N

Date Prepared: May 26, 2015.

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Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 100 200 400
Metres

Cottontail Road Trail

(Sideroad 10 & Sixth Line)

Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Trail_Signage_Maps\Sideroad10_Sixth_Line.mxd

Legend

- On-Road Route
- Off-Road Multi-Use Trail
- Major Trailhead Sign
- Minor Trailhead Sign
- No Parking in front of gate
- Roadway name on back of gate
- Stop Sign
- Stop Sign Ahead
- Please stay on the trail sign
- Steep Grade
- Roadway Name Sign
- Trail Crossing Ahead
- Trail Marker Directional (Off-Road)
- Trail Marker Directional (On-Road)
- Trail Entry Sign/Permitted Uses

N

Date Prepared: January 6, 2015.

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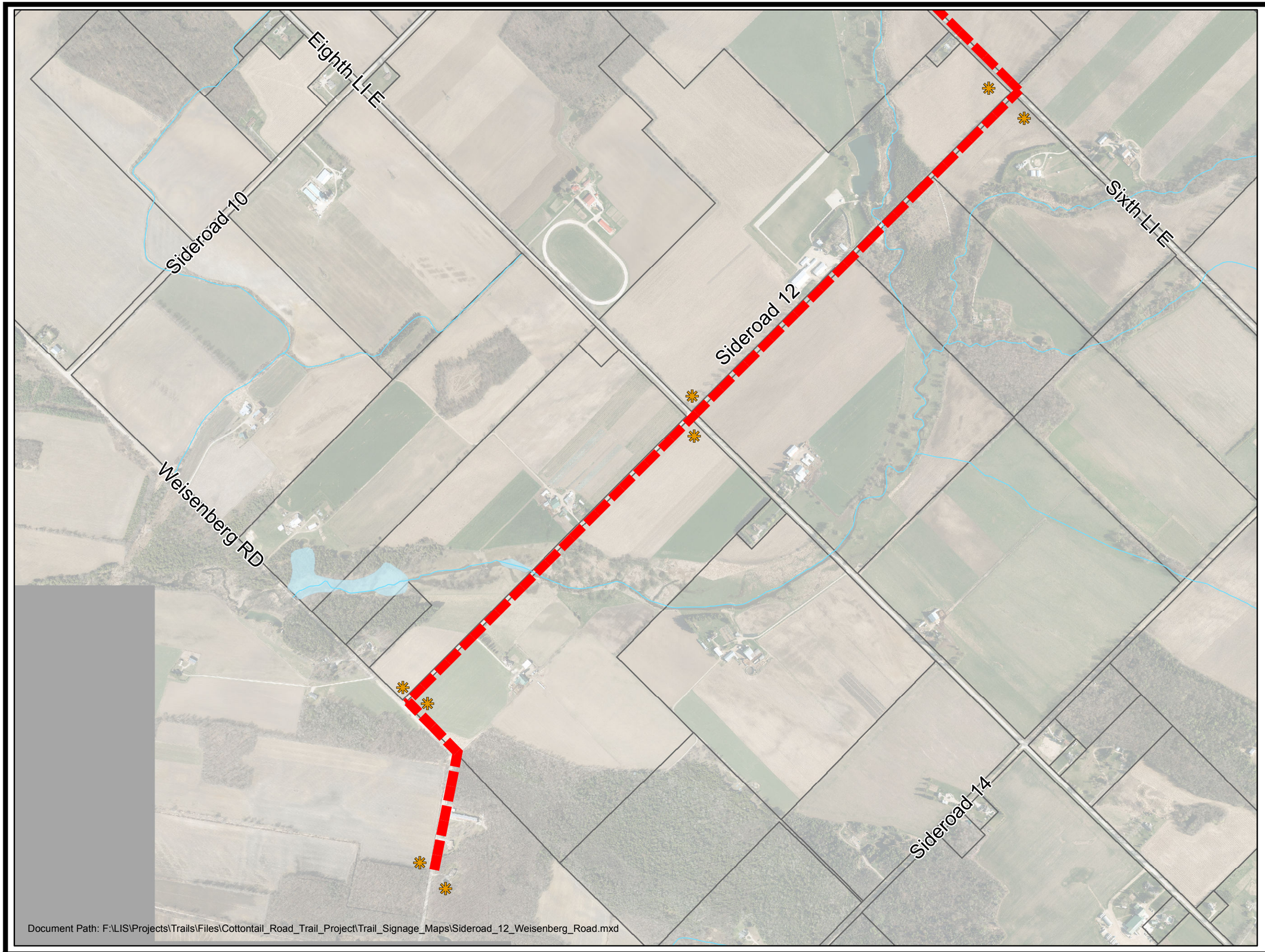
Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 125 250 500
Metres

Cottontail Road Trail

(Sideroad 12 & Weisenberg Road)



Document Path: F:\LIS\Projects\Trails\Files\Cottontail_Road_Trail_Project\Trail_Signage_Maps\Sideroad_12_Weisenberg_Road.mxd

Legend

- On-Road Route
- Off-Road Multi-Use Trail
- Major Trailhead Sign
- Minor Trailhead Sign
- No Parking in front of gate
- Roadway name on back of gate
- Stop Sign
- Stop Sign Ahead
- Please stay on the trail sign
- Steep Grade
- Roadway Name Sign
- Trail Crossing Ahead
- Trail Marker Directional (Off-Road)
- Trail Marker Directional (On-Road)
- Trail Entry Sign/Permitted Uses

N

Date Prepared: January 6, 2015.

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Sources:
County of Wellington Planning and Development Department 2014. Ministry of Natural Resources

0 100 200 400
Metres

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Linda Dickson, Emergency Manager/CEMC
Date: Thursday, June 11, 2015
Subject: **9-1-1 CERB contract renewal for 2015**

Background:

In October 2001, the County of Wellington entered into its first agreement/contract with the Ontario Provincial Police to provide the 9-1-1 CERB service for the County. Since October of 2001, the Ontario Provincial Police have provided a very good, cost effective 9-1-1 Central Emergency Reporting Bureau for Wellington. The current agreement with the OPP expires October 21 this year. The OPP has presented a renewal agreement for the term October 22, 2015 to October 21, 2020.

Agreement:

There are no major changes to the agreement. However, the contract renewal period increases from three years to five years. A copy of the agreement and renewal letter are attached.

Costs

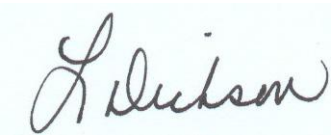
The OPP continues to charge a per capita cost of $0.561. The agreement and costing is based upon a population figure of 86,672 for Wellington County. The population figure is taken from the Ontario Municipal Directory. The annual service cost for the contract period which is now set a five years will increase slightly from $46,391.89 to $48,622.99 annually. The increase is the result of the increase in the population figure used for the agreement.

To date, fees of approximately $41,777.36 have been paid to the OPP for the duration of the existing contract, which expires October 21, 2015. If County Council authorizes the execution of the new agreement, we will receive a second invoice for the cost of the service for the rest of 2015 under the costing terms of the new agreement. The total amount to be expended for the CERB contract, based upon the current and renewed agreement will be about $1,600 over budget for 2015.

Recommendation:

That Council for the County of Wellington adopts a by-law authorizing the Warden and the Clerk to execute an Agreement for the provision of 9-1-1 CERB Services between the County of Wellington and the Ontario Provincial Police for a five year term from October 22, 2015 to October 21, 2020

Respectfully submitted,



Linda Dickson, MCIP, RPP
Emergency Manager/CEMC

Municipal Policing Bureau
Police municipale Bureau

777 Memorial Ave.
Orillia ON L3V 7V3

777,ave Memorial
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File Reference:SSC 01– 134 C

February 9, 2015

Ms. Linda Dickson, MCIP, RPP
Community Emergency Management Coordinator
The Corporation of the County of Wellington
Wellington Terrace, 474 Wellington Road 18, Suite 20
Fergus, ON N1M 0A1

Dear Ms. Dickson:

Re: Renewal of 9-1-1 Central Emergency Reporting Bureau (CERB) Services Agreement between the Ontario Provincial Police (OPP) and the Corporation of the County of Wellington

As you aware, the current *Agreement for the Provision of 9-1-1 CERB Services* between the OPP and the Corporation of the County of Wellington expires on October 21, 2015. Under section 9.2 of the current Agreement, your community has the option of extending the contract under the same terms and conditions, save for costs, by providing written notice to the OPP. Your community also has the choice of entering into a new version of the current Agreement with the OPP. Should your community choose this option; the OPP will require a certified true copy of a By-Law from the Corporation of the County of Wellington authorizing the new Agreement.

Municipal Policing Bureau has prepared a 9-1-1 CERB Services renewal information package for your Corporation. Included in the package is a draft version of our current 9-1-1 CERB Services Agreement for your Corporation to review and an information document outlining the OPP provision of 9-1-1 CERB Services. Please note in the attached draft version of our current 9-1-1 CERB Services Agreement we now maintain all digital voice records for five (5) years (Section 4.5 in the Agreement). Additionally, the current term for the Agreement is now five (5) years.

The population of the community served by your Corporation determines costs for this service. Subject to section 3.1(b), upon renewal, your annual costs for the provision of this service for a further 5 year term will be **$48,622.99**, based upon a population of 86,672 residents as noted in the current Agreement. If this population figure is inaccurate, please advise Municipal Policing Bureau what the accurate population is for your community, and the cost will be amended accordingly.

If you have any questions or concerns about this process or our response to your questions, please call me at (705) 329-6192 or e-mail pamela.ford@opp.ca.

Yours truly,

Pamela Ford, Sergeant
Contract Analyst, Specialized Services Agreements
Municipal Policing Bureau

/pf
c: Commander, Municipal Policing Bureau

AGREEMENT FOR THE PROVISION OF 9-1-1 C.E.R.B. SERVICES

BETWEEN

THE COMMISSIONER OF THE ONTARIO PROVINCIAL POLICE

AND

THE CORPORATION OF THE COUNTY OF WELLINGTON

This Agreement made in four (4) originally executed copies.

AGREEMENT FOR THE PROVISION OF 9-1-1 CERB SERVICES

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO as represented by the MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES on behalf of the ONTARIO PROVINCIAL POLICE

("O.P.P.")

OF THE FIRST PART

AND:

THE CORPORATION OF THE CORPORATION OF THE COUNTY OF WELLINGTON

(the "Municipality")

OF THE SECOND PART

RECITALS:

A. **WHEREAS** Bell Canada has entered into an agreement with the Municipality to provide the Municipality with a 9-1-1 Public Emergency Reporting Service – Ontario;

B. **AND WHEREAS** it is the obligation of the Municipality under its agreement with Bell Canada to ensure that a Central Emergency Reporting Bureau serves the Municipality;

C. **AND WHEREAS** the Municipality is permitted under its agreement with Bell Canada to contract with a third party for the management and operation of the Central Emergency Reporting Bureau;

D. **AND WHEREAS** the Municipality wishes to contract with the O.P.P. for the management and operation of the Central Emergency Reporting Bureau;

E. **AND WHEREAS** the Municipality confirms its adherence to this Agreement by executing it, as provided for herein, and providing the O.P.P. with a certified copy of the resolution or by-law authorizing it entering into this Agreement;

NOW THEREFORE, in consideration of the promises and covenants herein, the Parties agree as follows:

0.1 The Parties warrant that the recitals are true.

1.0 DEFINITIONS AND INTERPRETATION

1.1 **Definitions** - For the purposes of this Agreement, the following terms have the meanings ascribed below:

"Agreement" means this agreement and Schedule "A", which is attached to, and forms part of this Agreement.

"ALI" means an automatic location identification, which consists of a database feature that displays, to the CERB and Remote Agencies, address and location data with respect to a telephone line from which the 9-1-1 Call originates.

"ANI" means an automatic number identification, which consists of a database feature that displays the telephone number of the primary exchange service that originates the 9-1-1 Call to the CERB.

"Call Control" means a feature that allows the 9-1-1 call taker at the CERB to maintain control of the line upon which the 9-1-1 Call was made regardless of calling-party action.

"CERB" means the Central Emergency Reporting Bureau serving the Municipality, and located at the O.P.P. Provincial Communications Centre (PCC), which is the first point of reception by the O.P.P. of 9-1-1 Calls.

"Director" means the Director of Provincial Communication Operations, Communications and Technology Services Bureau.

"ESZ" means an Emergency Services Zone, which is a geographic area served by a Remote Agency in the Municipality.

"Party" means the O.P.P. or the Municipality, and "Parties" shall mean both of them.

"Mayor" or "Reeve" means Mayor or Reeve for the municipality.

"Remote Agency" means the communication center of a fire, police or ambulance agency, within an ESZ, to which 9-1-1 Calls are transferred from the CERB, and for which the Remote Agency is then responsible for taking appropriate action.

"Selective Routing and Transfer" means a feature that automatically routes a 9-1-1 Call to the appropriate CERB or Remote Agency based upon the ANI of the telephone line from which the 9-1-1 Call originates.

"9-1-1 Call" means a phone call received at the CERB, which requires an emergency response, typically the transfer of the call to a Remote Agency.

"9-1-1 PERS" means the Public Emergency Reporting Service – Ontario, which is a telecommunications service provided by Bell Canada pursuant to Bell Canada General Tariff Item 1400 to Municipalities for the delivery of 9-1-1 Calls to the CERB and to Remote Agencies and pursuant to the agreement between Bell Canada and the Municipality.

1.2 **Severability -** If any term of this Agreement shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.

1.3 **Section Headings -** The section headings contained herein are for purposes of convenience only, and shall not be deemed to constitute a part of this Agreement or to affect the meaning or interpretation of this Agreement in any way.

1.4 **Entire Agreement -** This Agreement constitutes the entire agreement of the Parties, with respect to the provision and operation of services as defined hereunder and supersedes any previous agreement whether written or verbal. In the event of a conflict or inconsistency between this Agreement, and a tender document such as request for proposals issued by the Municipality for the provision of services as described hereunder or the proposal that the O.P.P. submitted in response to the tender document, this Agreement shall prevail to the extent of the conflict or inconsistency.

1.5 **Amendments –** Any amendments to this Agreement shall be in writing and shall not take effect until approved in writing by both Parties.

2.0 NOTICES

2.1.1 **Notice -** Any notice required pursuant to this Agreement shall be in writing and delivered personally, sent by facsimile transmissions ("FAX") or by registered mail to the following addresses:

To the Municipality.

Attention: The Warden
The Corporation of the County of Wellington
74 Woolwich Street
Guelph, ON N1H 3T9
FAX: (519) 837-1909

To the O.P.P.

Attention: Director – Provincial Communications Operations,
Communications and Technology Services Bureau
General Headquarters
777 Memorial Avenue
Orillia, Ontario
L3V 7V3
FAX: (705) 329-6230

Or to such other addresses either of the Parties may indicate in writing to the other. Any notice given in accordance with this Agreement shall be deemed to have been received upon delivery, if delivered personally, at the time of transmission if sent by FAX, or five (5) days after posting, if sent by registered mail.

2.2 **Notices in Writing** – All notices required under this Agreement shall be in writing.

3.0 RATES AND METHOD OF PAYMENT

3.1 The Municipality shall pay the O.P.P. for providing and operating the CERB as follows:

(a) **Amount of Annual Rate** - The Municipality shall be charged and shall be required to pay an annual rate of **$48,622.99** based on the Municipalities' residential population of 86,672 at a per capita cost of **$0.561.** The per capita cost shall remain constant for the 5-year term of this agreement.

(b) **Review of Annual Rate** - The annual rate specified in clause (a) of section 3.1 herein shall be reviewed at the end of every calendar year the Agreement is in effect. In the event that the residential population of the Municipality increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the Municipality shall be obliged to pay the O.P.P. the revised annual rate. The O.P.P. shall determine the annual revisions to the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.

(c) **Invoices** - The first invoice shall be issued immediately to the Municipality upon the start of the Agreement. The Municipality shall subsequently be invoiced annually at the beginning of each calendar year, and the invoice shall cover the time period for the subsequent calendar year, or portion thereof that this Agreement is in effect.

(d) **Interest for Late Payments –** In addition to any other remedies the O.P.P. may have at law, the Municipality shall be charged and required to pay interest at the rate set by the Minister of Finance for Ontario from time to time if the O.P.P. has not received full payment from the Municipality within thirty (30) days of the date the O.P.P. issued an invoice.

4.0 RESPONSIBILITIES OF THE O.P.P.

The O.P.P. shall manage and operate the CERB and:

4.1 **Personnel** - Staff the CERB at a level appropriate to answer, handle and transfer 9-1-1 Calls to the appropriate Remote Agency in a manner and at a level based on typical 9-1-1 call volumes in the Municipality.

4.2 **Equipment -** Provide, in its operation of the CERB, terminal equipment which permits the utilization of features provided by Bell Canada to the Municipality under 9-1-1 PERS consisting of "ALI", "ANI", "Selective Routing and Transfer" and "Call Control" features, and such features can be adapted, where required, for callers who are hearing or voice impaired.

4.3 **Hours -** Operate the CERB twenty-four (24) hours a day, (7) seven days a week.

4.4 **9-1-1 Call Response** - Answer, handle and transfer all 9-1-1 Calls received by the CERB, and associated ANI/ALI information, to a designated Remote Agency within the proper ESZ, as deemed appropriate by CERB personnel. This shall include maintaining control of the line upon which each 9-1-1 Call is received until the 9-1-1 Call is confirmed as being transferred to the appropriate Remote Agency or until the 9-1-1 Call is terminated.

4.5 **Record Retention** - Retain digital voice records of all 9-1-1 Calls received at the CERB, for five (5) years and hard copy records of all Bell PERS E911 ANI/ALI printer data for one hundred eighty (180) days from the date such records are created. The O.P.P. is prepared to provide, to authorized personnel, certified copies of audio recordings and/or copies of PERS printer data, as it directly pertains to the CERB for the purposes of civil litigation and/or criminal proceedings provided the request is received no later than five days prior to the end of the retention period of the recordings or records. The O.P.P. shall retain the original recordings or records until the conclusion of any civil or criminal proceedings to which such records relate.

4.6 **Back up CERB -** Provide an operational back-up CERB to which 9-1-1 Calls shall be transferred at the discretion of the O.P.P. or Bell Canada in the event that the primary CERB is unable to accept the 9-1-1 Calls, except that 9-1-1 Calls shall not be transferred to the back-up CERB where call overflow occurs because of high call volumes to the primary CERB.

4.7 **Non-English Callers** - Make reasonable efforts to respond to 9-1-1 Calls from non-English callers, subject to the O.P.P.'s ability to access the services of a third party provider. The O.P.P. does not warrant that it shall be able to provide services to non-English callers, or that it shall be able to access such services from a third party provider.

4.8 **Reports -** Provide reports, the frequency of which shall be monthly or as determined by the O.P.P. in consultation with the Municipality, which show the overall efficiency of the CERB in answering 9-1-1 Calls, including the volume of 9-1-1 Calls.

5.0 RESPONSIBILITIES OF THE MUNICIPALITY

The Municipality shall:

5.1 **Payment -** Be responsible to the O.P.P. for the amount of payment, in the manner, and within the time lines set out in Article 3.0 herein.

5.2 **Designate Remote Agencies -** Designate Remote Agencies for each and every ESZ in the Municipality to which the CERB shall answer, handle and transfer a 9-1-1 Call, and co-ordinate the participation of all such Remote Agencies in the manner required by this Agreement.

5.3 **Warranty -** Warrant and represent that each Remote Agency shall operate twenty-four (24) hours a day, seven (7) days a week and shall answer and respond to all 9-1-1 Calls directed to it from the CERB.

5.4 **9-1-1 PERS–** notify the O.P.P. in writing immediately upon becoming aware of any changes to 9-1-1 PERS that shall affect or are likely to affect the services the O.P.P. is offering under this Agreement, or of any changes to, or the termination or expiry of any agreement between the Municipality and Bell Canada related to 9-1-1 PERS.

6.0 INSURANCE AND LIMITATION OF LIABILITY

6.1 **Insurance -** The Municipality and the O.P.P. shall, during the term of this Agreement, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of the same to each other or, if the Parties are self-insured, each Party shall provide to the other Party evidence that is satisfactory to that Party that the Municipality and/or the O.P.P., as the case may be, is and shall be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under the Agreement.

6.2 **Limitation of Liability -** Notwithstanding any other provision in this Agreement, the O.P.P. shall not be responsible or liable for any injury, death or property damage to the Municipality, its employees, subcontractors or agents or for any claim by any third party against the Municipality, its employees, subcontractors or agents arising from:

(a) **External Information -** The accuracy or completeness or lack thereof of any information the O.P.P. receives from the Municipality, Bell Canada or any other third party, and which the O.P.P. relies upon in providing services under this Agreement;

(b) **Equipment and Services** – Equipment or services provided by any other party (including the failure of any other party to provide equipment or services) which the O.P.P. uses and relies upon to provide services under this Agreement including but not limited to:

(i) Equipment or services required to transfer services provided under this Agreement from any other party to the O.P.P.,
(ii) Services provided to non-English speakers who place 9-1-1 Calls,
(iii) Services provided by Bell Canada to the Municipality under 9-1-1 PERS; and,
(iv) Services provided by Remote Agencies.

(c) **Call Volumes** - The inability of the O.P.P. to respond to 9-1-1 Calls due to call volumes that exceed the capacity of the CERB, including the equipment and personnel who work at the CERB.

6.3 **Survival** – Section 6.2 shall survive the termination or expiry of this Agreement.

7.0 COMPLIANCE WITH LAWS AND CONFIDENTIALITY

7.1 **Compliance with Laws** - Both Parties agree to comply with all applicable laws in effect in the Province of Ontario in performing their respective obligations and duties under this Agreement.

7.2 **Confidential Information –** Both Parties agree that except where required by law, or for the purpose of performing duties or obligations under this Agreement, neither Party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this Agreement, any confidential information belonging to the other Party, unless the other Party has provided its written consent. Both Parties further agree that when this Agreement terminates or expires, they shall return all confidential information belonging to the other Party.

8.0 DISPUTE RESOLUTION

8.1 **Dispute Resolution –** Subject to Article 9.0 herein, if any dispute arises between the O.P.P. and the Municipality as to their respective rights and obligations under this Agreement, the Parties may use the following dispute resolution mechanism to resolve such disputes:

(a) The Unit Commander of the CERB and the Municipality Representative named in Section 2.1 herein shall attempt to settle the dispute within fourteen (14) business days of the dispute arising;

(b) If the Unit Commander of the CERB and the Municipality Representative are unable to settle the dispute within fourteen (14) business days of the dispute arising, they shall refer the dispute to the Director. The Director and the Municipality Representative shall attempt to resolve the dispute within fourteen (14) business days;

(c) If the Parties are still unable to resolve the dispute, the Commissioner or the Deputy Commissioner of the O.P.P. and the Municipality Representative agrees to attempt to resolve the dispute within fourteen (14) business days; and,

(d) If the Parties are still unable to resolve the dispute, each may, with the agreement of the other Party, refer the dispute to arbitration in accordance with the Arbitration Act, 1991, as amended.

9.0 TERM, TERMINATION AND RENEWAL

9.1 **Term** – Subject to this Agreement being terminated in accordance with this Article, this Agreement shall be effective from the 22nd of October, 2015 until the 21st day of October, 2020.

9.2 **Renewal -** This Agreement may be renewed for a further term of five (5) years, upon the Municipality giving six (6) months written notice to the O.P.P., on the same terms and conditions with the possible exception of the payment of the annual rate, which shall be agreed to by the Parties.

9.3 **Termination -** Either Party to this Agreement may terminate this Agreement without cause and without incurring any liability upon providing ninety (90) days written notice of termination to the other Party, in which case this Agreement shall terminate ninety (90) days following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of the services under this Agreement up to and including the date of such termination and the O.P.P. shall continue to be responsible to provide the services described in this Agreement up to and including the date of such termination.

9.4 **Immediate Termination –** Either Party may terminate this Agreement immediately without incurring any liability if Bell Canada withdraws offering 9-1-1 PERS to the Municipality or if the agreement between Bell Canada and the Municipality for the provision of 9-1-1 PERS is terminated or is expired and not renewed.

10.0 GENERAL

10.1 **No Waiver -** The failure of a Party to this Agreement to enforce at any time any of the provisions of this Agreement or any of its rights in respect thereto or to insist upon strict adherence to any term of this Agreement shall not be considered to be a waiver of such provision, right or term or in any way to affect the validity of this Agreement.

10.2 **Waiver in Writing -** Any waiver by any Party hereto of the performance of any of the provisions of this Agreement shall be effective only if in writing and signed by a duly authorized representative of such Party.

10.3 **No Prejudice -**The exercise by any Party to this Agreement of any right provided by this Agreement shall not preclude or prejudice such Party from exercising any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.

10.4 **Restructuring –** The Municipality shall notify, and consult with the O.P.P. before the Municipality's boundaries are altered, the Municipality is amalgamated with another municipality, the Municipality is dissolved or the legal status of the Municipality is subject to other substantive changes.

10.5 **Relations –** The Agreement shall not create nor shall it be interpreted as creating any association, partnership, any employment relationship or any agency relationship between the Parties.

10.6 **Media –** Both Parties agree that they shall not at any time directly or indirectly communicate with the media in relation to this Agreement unless they first provide written notice to the other Party.

10.7 **Promotion –** Neither Party shall publicize or issue any publications related to this Agreement unless they first notify the other Party in writing.

10.8 **Assignment -** Neither Party shall assign this Agreement or any portion thereof without the prior written consent of the other, which consent may not be arbitrarily withheld.

10.9 **Force Majeure -** Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.

IN WITNESS WHEREOF, each of the Parties hereto have executed this Agreement:

Corporation of the County of Wellington

_____
Warden

Date: ___day of _____, 2015.

_____
Clerk

Date: ___day of _____, 2015.

Ontario Provincial Police (O.P.P.)

_____
Provincial Commander

Date: ____day of _____, 2015.

SCHEDULE "A"

BYLAW OF COUNCIL

Attached to and forming part of the Agreement between

HER MAJESTY THE QUEEN
IN RIGHT OF THE PROVINCE OF ONTARIO
as represented by the MINISTRY OF COMMUNITY SAFETY
AND CORRECTIONAL SERVICES
on behalf of the ONTARIO PROVINCIAL POLICE

And

THE CORPORATION OF THE COUNTY OF WELLINGTON

Insert Bylaw Here

OPP PROVISION

Of

9-1-1
CENTRAL EMERGENCY REPORTING BUREAU (CERB) SERVICES

2013 Version

OPP 9-1-1 CERB Services

The Ontario Provincial Police (OPP) has over ninety years of experience in providing services to municipalities throughout the Province of Ontario. Many of the services, including policing, communications and 9-1-1 Central Emergency Reporting Bureau (CERB), are provided under contract.

Trained personnel have expertise in both call taking and dispatch functions and are available to provide 9-1-1 CERB services 24 hours per day, seven days per week.

Presently, the OPP has over 80 contracts for 9-1-1 CERB Services (also known as PPSAP; Primary Public Safety Answering Point), with municipalities and Local Services Boards across Ontario.

If a Municipality chooses to accept an OPP contract for the provision of 9-1-1 CERB services, the resources of the Provincial Communications Centre will focus on meeting the needs of the Municipality, as set out in the contract.

Advantages to the Municipality include:

- assurance of the adequacy of the service;
- utilization of effective, state of the art technology;
- service provided at a defined cost.

The following information contained in this document describes CERB services as provided by the OPP.

Technical and Operational Information

Provincial Communications Centres Providing Call Reception

A Provincial Communication Centre is the incoming call centre and acts as the primary interface between the public and the OPP for both routine and emergency calls, including 9-1-1. The OPP currently operate five (5) Provincial Communication Centres in Ontario. All OPP Provincial Communication Centres operate in compliance with the provisions of Ontario Regulation 3/99 governing the adequacy and effectiveness of police services (Adequacy Standards). The OPP currently provides 9-1-1 CERB services to numerous municipalities throughout the province.

The OPP will provide year-round 9-1-1 CERB services to the Municipality, 24 hours per day through one of two Provincial Communication Centres. The North Bay Provincial Communication Centre is designated as the primary call reception centre, with the Orillia Provincial Communication Centre serving as the backup location. This will be required as part of the Bell conversion (cutover) plan. Staff and system requirements necessary for the provision of this service to the municipality will be available upon acceptance of the OPP as the provider of CERB services. 9-1-1 calls will be answered and directed to the various public safety agencies within the municipality's PERS E9-1-1 service. In order to accommodate 9-1-1 CERB responsibilities for the municipality, Bell PERS will be required to install circuits to direct the calls appropriately to the OPP. This work will be done without any cost to the municipality as part of a cutover plan.

Staffing of Provincial Communication Centres

The OPP staffs all of its Provincial Communication Centres, including the North Bay location, with OPP personnel, both civilian and uniform. The OPP also manages all of the personnel and equipment in these facilities required to receive and process all emergency calls directed to the CERB. A Provincial Communication Centre is normally staffed based on historical workloads and software that identifies the number of required personnel to adequately meet the OPP Grade-of-Service target. During normal operations the call-taker and dispatcher functions are separated, although all operators are trained to perform either role. On-duty senior civilian Communication Operators and Sergeant Team Leaders provide full time supervision and support.
In addition all OPP Provincial Communication Centres, including the North Bay CERB location, have a Sergeant Team Leader on duty at all times (24 hours a day, 365 days a year) to provide full time supervision and support.

The OPP is thoroughly familiar with the operation of the PERS E9-1-1 system, as it is a part of normal day-to-day operations. The OPP provides 9-1-1 downstream services for most PERS E9-1-1 services throughout the province and is also a major public safety agency providing police services throughout the province. As such, our personnel have considerable experience in dealing with emergent situations and serving the public

directly. This experience and fundamental orientation will be of benefit to the citizens of the Municipality.

Training

The provision of communications is a mission critical service for the OPP and as such, considerable resources and training are dedicated to these functions. A quality assurance program is being implemented to ensure employees are adequately trained and standard operating procedures are adhered to. All applicants for OPP communication operator positions are subjected to a rigorous screening process involving interviews, testing (C.O.M.E.T.), grammar and computer skills; and security checks. Once hired, they receive extensive training in a classroom environment, followed by practical training in the Provincial Communication Centre, and are matched with a peer monitor during their initial transition. The operation of PERS E9-1-1 is performed utilizing the Bell Canada Standards Manual. The OPP is a primary and secondary CERB provider for numerous 9-1-1 services and operates in this environment continually.

Standards

The OPP operation is guided by OPP Standard Operating Procedures that incorporates the Bell Canada Standards Manual. These procedures are applied consistently to all OPP 9-1-1 customers. The OPP currently has a service level objective of answering 95% of all 9-1-1 calls within 2 rings. This performance level is normally exceeded. Performance of all call answering activity is measured and reviewed daily. The 9-1-1 CERB calls are the highest rated priority in the system and are always answered first.
Note: The standard ringing cycle is 6 seconds and is fixed by the telephone company. Accordingly, the maximum time for 2 ringing cycles is 12 seconds from start to finish.

Each Provincial Communication Centre is equipped with digital reader-boards that display the number of calls waiting in the queues and the time for the longest outstanding call. During peak periods the reader boards are programmed to sound an audible alarm at preset limits showing the number of calls waiting and the time for the longest outstanding call. Immediately upon an alarm sounding, prompt action is taken to address the situation to relieve pressure. Team leaders continually monitor call activity and assign duties as required by the situation. When call activity is consistently high, built in Automatic Call Distribution (ACD) provides system flexibility, allowing communicator team leaders to re-assign call taking duties to address call volume fluctuations. During peak periods the reader boards are programmed to sound an audible alarm at preset limits showing the number of calls waiting and the time for the longest outstanding call. Immediately upon an alarm sounding, prompt action is taken to address the situation to relieve pressure. Use of this equipment facilitates efficiencies in call answering.

Redundancy and Back-up Sites

Both the primary CERB (the North Bay Provincial Communication Centre) and the back-up location (the Orillia Provincial Communication Centre) are equipped with the same types of equipment and provide equivalent operation and service.

Telephones: Within each Provincial Communication Centre, there are two (2) telephone systems that back up each other, totaling four (4) systems. The main Nortel Meridian M61C system includes redundant CPU memory and network, and is supported by a back-up Meridian M11C and a Symposium Call Centre Server ACD that provides full functionality for call-taking and dispatch operations in the event of a main M61C system failure. The systems can be transferred from one to the other, either automatically or manually, as the situation requires.

Power Supply: Both the primary CERB (the North Bay Provincial Communication Centre) and the back-up location (the Orillia Provincial Communication Centre) are equipped with Uninterrupted Power Supply (UPS) systems. Power to the Provincial Communication Centre is provided through banks of batteries, which are continually recharged by AC power. In the event that a failure of AC power occurs, a diesel-powered motor/generator set activates and continues to charge the battery system. This design promotes a stable environment enhancing the operation of computer systems. Either Provincial Communication Centre is capable of remaining on line indefinitely, provided fuel for the generators is maintained. Even without recharging, the battery system was designed to provide power to the Provincial Communication Centre for a minimum of twelve hours.

Back Up Site: The operation of a Provincial Communication Centre is mission critical to the OPP. The OPP has developed plans to deal with various system failures or disasters. There are several options to deal with emergent situations up to and including transferring all operations to the back-up location. This includes PERS E9-1-1 service (CERB and secondary) and regular OPP direct dial services via 888-310-1122/33.
It should also be noted the telephone company services (regular Central Office and PERS E9-1-1) for both the Orillia and North Bay Provincial Communication Centres are provided via a fiber ring that provided redundant access from the local Bell Central Office. Both locations are also served by different Bell DMS switching systems.

Multi-Language/Hearing-Voice Impaired Calls

All 9-1-1 calls are initially addressed in English. However, there are personnel on staff within the Provincial Communications Centre on each shift who are conversant in the French language. The OPP will respond, as provided by the French Language Services Act, to both verbal inquiries and written correspondence received in French.
The OPP is a subscriber to Language Line Services (formally AT&T Language Services) and regularly uses this service to access translation services. Each Provincial Communication Centre is equipped with two (2) TDD/TTY devices, which are connected to the telephone systems and PERS E9-1-1 calls can be transferred as required. These

devices are also utilized by the OPP to provide similar service through the direct dial 1-888-310-1133 number.

Multi-Channel Digital Logging Equipment

Both the primary CERB (the North Bay Provincial Communication Centre) and the back-up location (the Orillia Provincial Communication Centre) are equipped with Multi-Channel Digital Logging equipment. Multi channel digital recorders also provide continuous long-term storage on a 24-hour per day basis. The logger recordings are retained on compact discs in a secure environment at the Provincial Communications Centres. The OPP utilizes the Digital Voice Disc (DVD) recorder system, which allows instantaneous access to all communications, including 9-1-1 calls within the Provincial Communications Centre. This includes, but is not limited to, queries about conversations over the radio system, tape requests, concerns from officers and dispatchers/call takers, and allows for the auditing of calls for quality control purposes. Records are retained for a five (5) year period. DVD recordings of 9-1-1 related calls are the property of the OPP and no ownership can be accorded to the Municipality. These records contain other proprietary information.

Automatic Number/Location Identification Equipment (ANI/ALI)

All communicator consoles are equipped with Informer panels for display of ANI/ALI data. All Bell PERS E9-1-1 ANI/ALI data and associated information received with each individual E9-1-1 call is recorded on a hard copy printer. The PERS printer records are also kept in a secure environment at the Provincial Communication Centre with a retention period of 180 days. The OPP only record the portion of the call where they are the Agency in control. Once the call has been transferred to the appropriate agency, it is no longer recorded by the OPP. The OPP is responsible for its own operations and can accommodate the reception of ANI/ALI data. The ANI/ALI data will continue to be downloaded automatically to all secondary CERB agency systems as part of their interface to PERS E9-1-1, including the Ministry of Health. Bell is the provider of ANI/ALI data. The OPP will use the PERS system to pass ANI/ALI data on to any other agency that has the capability to receive it.
The OPP does not manually log any calls. PERS E9-1-1 printer records are the property of the OPP and no ownership can be accorded to the Municipality. These records contain other proprietary information.

The OPP is prepared to provide to authorized individuals, copies of PERS printer data and /or copies of audio recordings, as it directly pertains to the Municipality's CERB operation for purposes of civil litigation and/or criminal proceedings. Requests for such information must be received in writing at least 5 days prior to the end of the 180 day retention period, in the case of PERS printer records, or at least 5 days prior to the end of the five (5) year retention period in the case of audio recordings. The OPP will retain the originals until such proceedings are complete.

Online Conferencing

The Bell PERS system has a maximum conference capability of three (3) parties. In operation, the CERB will conference the originating 9-1-1 caller to the requested service (police/fire/ambulance). It is then the responsibility of the secondary CERB that receives the 9-1-1 call from the CERB, to manage the situation and conference others as required. The OPP can add a fourth party (i.e. Language Line Services) via the Meridian conference feature.

Reports

The OPP will provide reports, the frequency of which shall be monthly or as determined in consultation with the Municipality, which will show the overall efficiency of the CERB operation in answering 9-1-1 calls and the volume of calls handled for the Municipality.

The OPP notifies Bell of any identified addressing errors related to the ANI/ALI addressing database. As a standard practice, the OPP reports any noted failures of the PERS system to Bell Canada.

Costs

The OPP determines the costs for this service based on the population of the community. The annual rate per capita is $0.561.

Additional Charges:

The per capita rate shall remain constant for the term of the Agreement for CERB Services. The annual rate shall be reviewed at the end of every calendar year the Agreement is in effect. In the event that the residential population of the Municipality increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the Municipality shall be obliged to pay the OPP the revised annual rate. The OPP shall determine the annual revisions to the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.

Allowances for business interruptions:

Due to the equipment redundancy and back-up provisions, the OPP do not expect any disruption to CERB service. To date there has been no service interruptions to CERB services that are attributable to the OPP. The OPP have committed significant resources to the telecommunications infrastructure to prevent disruptions and consequently are not offering any monetary allowances.

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Linda Dickson, Emergency Manager/CEMC
Date: Thursday, June 11, 2015
Subject: **Text with 9-1-1 (T9-1-1) Service**

Background:

In 2009, the CRTC, requested that the Emergency Services Working Group (ESWG) conduct an investigation and evaluation of the benefits, uses and limitations of access to 9-1-1 services via the various forms of text messaging, including SMS, IM, RTT and IP Relay. "T9-1-1 was developed by the CRTC Interconnection Steering Committee (CISC) Emergency Services Working Group (ESWG). The CISC ESWG participants include wireless carriers, 9-1-1 service providers, Public Safety Answering Point (PSAP) organizations, representatives of hearing- and speech-impaired persons, and other interested parties. The T9-1-1 service was tested with volunteers from the deaf, deafened, hard of hearing, and speech impaired community in the spring and summer of 2012 in Vancouver, Toronto, Peel Region, and in Montreal." (http://textwith911.ca)

The Service:

Text with 9-1-1 is a new service that enables individuals who are deaf, hard of hearing or speech impaired (DHHSI) to communicate with 9-1-1 operators via text message (SMS) during an emergency. A member of the DHHSI community must first register for T9-1-1 with their wireless service provider.

When a DHHSI person requires 9-1-1 services, they dial 9-1-1 on their cell phone. They must first call as if making a voice call. There is no need for them to speak to the 9-1-1 operator, as the 9-1-1 call taker will receive an indicator that tells them to communicate with the caller via text messaging. The 9-1-1 call taker then initiates text messaging with the caller to address the emergency.

T9-1-1 is considered a "best efforts" service due to the technology constraints associated with text messaging. As with any text messaging services, there is no guarantee a text message will be sent, delivered or received in a timely manner. Also, as with any wireless device, location information must be provided by the caller. 9-1-1 operators/call takers may receive an approximate location of a call made from a wireless device, however it is very important that any user of 9-1-1 ensure that they confirm their exact location of the emergency.

Public Education

A media release was issued by the County on April 16, 2015 subsequent to the announcement by OPP that they would now be providing this service. The 9-1-1 information brochure has been updated and reprinted with Text with 9-1-1 information and the County's website contains information on text with 9-1-1 service particularly for members of the DHHSI community.

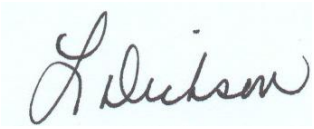
Costs:

There are no direct costs to the County at this time. We are in the process of negotiating our CERB contract with OPP and the addition of this service will not affect the current costing set out in the draft agreement with them.

Recommendation:

That this report is provided for information purposes only.

Respectfully submitted,



Linda Dickson, MCIP, RPP
Emergency Manager/CEMC

Corporation of the County of Wellington
Economic Development Committee
Minutes

June 16, 2015
Governor's Residence Boardroom
Lower Level

Present:	Warden George Bridge Councillor Doug Breen Councillor Pierre Brianceau Councillor Kelly Linton
Regrets:	Councillor Chris White (Chair)
Staff:	Donna Bryce, County Clerk Ken DeHart, County Treasurer Jana Reichert, Economic Development Officer Rachel Wilson, Clerks Summer Student Scott Wilson, CAO
Also Present:	Councillor Allan Alls Councillor Dennis Lever

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1. Call to Order

At 11: 00 am, the Acting Chair, Warden Bridge called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Delegation:

3.1. Ms. Kelly Counsell, Equine Canada

1/6/15

Moved by: Councillor Linton
Seconded by: Councillor Breen

That the Horse Experience 2015 presentation by Ms. Kelly Counsell, Equine Canada be received for information.

Carried

4. WCMEDG Minutes - May 2015

2/6/15

Moved by: Councillor Brianceau
Seconded by: Councillor Breen

That the Wellington County Municipal Economic Development Group Minutes of May 2015 be received for information.

Carried

5. Economic Development Financial Statements and Variance Projections as of May 31, 2015

3/6/15

Moved by: Councillor Brianceau
Seconded by: Councillor Linton

That the Financial Statements and Variance Projections as of May 31, 2015 for Economic Development be approved.

Carried

6. June 2015 Economic Development Update

4/6/15

Moved by: Councillor Brianceau
Seconded by: Councillor Breen

That the Economic Development Committee approve the Economic Development June update.

Carried

7. Adjournment

At 11:55 am, the Chair adjourned the meeting until September 15, 2015 or at the call of the Chair.

_____
Warden George Bridge
Acting Chair
Economic Development Committee

Horse Experience 2015
See, touch, experience #HorsesinCanada

An initiative of Equine Canada

What is Horse Experience 2015?

- A portal to events and opportunities for horse farm tours, horse racing packages, educational tours, learn-to experiences, horse exhibitions, horse sales, and unique horse interaction, horse-adventure and riding opportunities.
- A portal to shuttle service for these events, and to a shuttle loop in the region of the Pan Am equestrian competitions
- A series of events at the Orangeville Event Centre in celebration of the Pam American Games
- A site for camping and RV parking and service near the equestrian competition

July 2015 HORSE EXPERIENCE HIPPIQUE

Objectives

- Develop export markets for Canadian-bred horses, genetics and expertise.

South / Central American countries are target markets for the Long Term International Strategy for Equine Canada (and the Canadian industry) as key potential growth markets for Canadian horse industry exports.

July 2015 HORSE EXPERIENCE HIPPIQUE

Objectives

- Maximize domestic and international tourism activities during the Pan Am Games.

Pan Am Games (Toronto 2015) is anticipating more than 10,000 international visitors from 41 countries in North, Central and South America. Pan Am Toronto 2015 is planning for an additional 200,000+ visitors to the area from Ontario and neighbouring provinces and states.

July 2015 HORSE EXPERIENCE HIPPIQUE

Objectives

- Maximize participation with horses in Ontario in all breeds, disciplines and sports by attracting new participants from urban Ontario.

Horses, horse farms and all related businesses are an important part of our rural landscape and economy.

July 2015 HORSE EXPERIENCE HIPPIQUE

What Events Happen in Wellington County?

- Grand River Raceway dinner and tour – July 13
- A tour of the Ontario Veterinary College - July 20th
- Standardbred Canada's Learn-to-Drive at Ideal Training Centre in Ospringe, on to dinner at the races at Mohawk – July 18
- Conestoga River Horseback Riding Adventures - Man Hunt, Mennonite Experience, Games on Horse Back – multiple dates
- Introduction to Eventing Open House and Horse Sale at Myrddin Farm in Erin – July 22
- A celebration marking 350 years of the Canadian Horse at Hidden Meadows Farm in Erin – multiple dates
- Rustic Meadows in Hillsburgh open house – multiple dates
- Forest Gait Farm in Fergus has a Paso Fino Showcase – July 18
- The Welsh Pony and Cob Summer Classic Horse Show and Sale held in Erin – July 18

In Summary

Can you help us promote this initiative?

Horse Experience has initiated some unprecedented collaboration in the horse industry; and the industry has really stepped up to showcase itself… how will you support them?

July 2015 HORSE EXPERIENCE HIPPIQUE

Wellington County Municipal Economic Development Group

Minutes
WWCFDC Boardroom,
Practitioners Meeting
May 5th, 2015
9:30 a.m.

Present:
John Brennan (Town of Erin), Bob Cheetham (Erin Economic Development Co-ordinator), Crystal Ellis (Mapleton Township), Janet Harrop (WFA), Mandy Jones (County of Wellington), Fred Lehmann (Senior Communications Officer, County of Wellington), Robyn Mulder (County of Wellington), Kelly Patzer (Township of Puslinch), Jana Reichert (County of Wellington), Jane Shaw (WWCFDC), Carol Simpson (WFPB), Dale Small (Township of Wellington North), Christine Veit (Safe Communities), Belinda Wick-Graham (Town of Minto), Scott Williams (GWBEC), Scott Wilson (County of Wellington)
Regrets:
Rose Austin (Saugeen Economic Development), Chantal La Duke (SEDC), Brad Dixon (GRCA), Alex Goss (LIP), Mark Granger (Ontario Works Employment Specialist), Gerry Horst (OMAF), April Marshall (Township of Wellington North), Patricia Rutter (Economic Development Officer, Centre Wellington), Steve Smith (MEDEI/MRI), Kim Wingrove (CAO, Township of Guelph/Eramosa), Chris White (Mayor, Township of Guelph/Eramosa)

1. **Approval of Agenda**
   Motion to approve agenda as written.
   Moved by Belinda Wick-Graham, seconded by Mandy Jones
   Carried

2. **Declaration of Pecuniary Interest**
   None declared.

3. **Approval of Minutes**
   Motion to approve the minutes from the meeting held April 7th written.
   Moved by Dale Small, seconded by Crystal Ellis
   Carried

4. **Teleconference:** Dean Fiacco, Business Development Manager, Industry Research
   The Group received details regarding Industry Research and information provided from IBISWorld. Dean shared the data sources available as well as the layouts of specific reports for the area, focusing on the trends and projections for the future. The information was well received from the Group with many questions, specifically to determine if the services would be relevant for each municipality.

5. **Job Portal Progress – liveandwork.com**
   Belinda and Dale provided a brief follow up to the Group on the liveandwork.com job portal. Both municipalities, Town of Minto and Township of Wellington North, have launched the portal. Currently the portal lists 15 jobs, 20 properties (owned/rent) on the Wellington North site. The Township of Wellington North will include the job portal in the 2015 BR&E budget, as will The Town of Erin, which is having a preliminary launch at the upcoming Mayors breakfast. The feedback from the portal has been positive for Minto. Other municipalities will review the portal over the next few months and will determine whether they will purchase the product. The portal should then be brought under one County umbrella and be promoted as such as well as on the County page of the Wellington Advertiser once the hiccups have been fixed.

6. **RTO 4 Bike Proposal**
   RTO 4 is currently developing cycle routes in the area and is searching for partners interested in paying half of the project cost which totals $58,500. Further information will provided to the Group at a later time.

7. **Presentation: WFPB Job Demand Tool**
   Sadly there is no plan for WFPB from the government for the future (Carol will provide an update at the June meeting to the Group).
   The WFPB Job Demand Report has been purchased in the past for $1500 per year, by community, by the WFPB. To purchase the full report, which includes jobs posted by employers hiring and what they are hiring for by industry, occupation, permanent, part-time, temporary, wages, and etc. the cost would increase to $3000 per year. The Group believes this tool is an asset to their community and agrees to pay the fee of $500 to offset the cost of $3000.

8. **Roundtable/Other Business**
   Centre Wellington:
   - No update

   County:
   - Global Talent Attraction – A Welcome Letter from the Mayors and the Warden were distributed as well as phone calls have been started to meet with employers.
   - Sector profiles are at the printers and should be back by May 8th.
   - The Festivals & Events guide will be available at the municipal offices on May 20th.

- Palmerston Library has started their renovation and Hillsburgh will be the next library project
- Mapleton will be receiving the next round a bout.

OMAF:

- No update

GBEC:

- Summer company applications are available until the middle of May
- Starter company program will be continuing for an additional 2 years

Mapleton:

- Palmerston high school will be the host for the upcoming Job Fair on May 13th
- The Cultural Plan will be presented to council soon.
- Crystal will be attending the upcoming Cultural Event in Barrie
- Safe Kids Day at The Palmerston Arena on May 7th

Minto:

- On May 8th the Alumni will be launched.
- Launch-It has new vendors
- Pitch-It has 5 finalists, which are brand new businesses in the Minto area
- Farmers Markets will be opening in June

Erin:

- The Mayors Breakfast will be held on May 6th, which is when the job portal will be introduced
- Mark your calendar for the upcoming tradeshow on September 26th
- The newly developed Economic Development Committee is working on the 4 year action plan

Wellington North:

- Farmers Market will start on May 8th.
- Renew Northern Wellington Arts and Business Association includes Mapleton, Minto and Wellington North as part of the renew project.

Puslinch:

- Aqua Marine Technologies has started a fish production in the quarry
- Aberfoyle Antique Market has opened

WFPB:

- Changing operation mode to be flexible with government decision
- Lease up at end of May and will possibly move in with a partner

WFA:

- Will be discussing the sharing the roads rules for large equipment and licensed vehicles at the next meeting
- The WFA is involved with the development of round-a-bouts as some are unsafe for larger equipment
- The Grand Opening for the new Livestock and Research Centre will be held on May 28th

Safe Communities:

- Safe kids week – bicycle safety this year
- Christine will be in attendance at the Fergus Home Show

Next meeting is scheduled for **June 2nd, 2015**, with elective officials, in the WWCFDC Boardroom for at 9:30am.

Meeting adjourned at 11:40am

Jana Reichert, Chair	Jane Shaw, Recording Secretary

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Economic Development Committee
From: [Jana Reichert], [Economic Development Officer]
Date: Tuesday, June 16, 2015
Subject: **Economic Development – June Update**

Ontario European Agri-Food Trade Forum – November 12, 2015
The City, University of Guelph and I have postponed our July 8-10 Agri-Food Trade Forum. In the interest of our sponsors, speakers, and registered attendees, we have secured November 12 as the alternate date which better suits our European guests' travel arrangements. The programme is very strong and deserves a packed conference.

We have already met to discuss a formal marketing plan, including international outreach. Many of the Dutch delegates and consulate representatives we hosted in May expressed interest in returning to Wellington, and that their visit was just a stepping stone in their desire to continue to work with the County, City and University to expand partnerships, markets and investment opportunities in our region.

Most recently at Federation of Canadian Municipalities (FCM), the Warden and I had the opportunity to meet Minister Fast and the Chief Trade Negotiator, Mr. Verheul, for the Comprehensive Economic Trade Agreement (CETA) between Canada and the European Union. We congratulated Mr. Verheul on the successful negotiating process, as contrary to the 1994 signing of NAFTA wherein 29% of all tariff lines were duty free upon launch, CETA commits 98% of the 9,000 tariff lines duty free. Mr. Verheul was pleased to hear of our Forum and agreed to provide a CETA specialist to give details as part of the programme.

Strengthening Wellington's Downtowns
We recently met with StreetCast; entrepreneurs in our community, one of who invented the BlackBerry BBM communication tool. StreetCast has developed a mobile marketing tool (smartphone app) where consumers receive notifications of deals and events from nearby businesses. Having recently launched the tool in New York City, StreetCast met with us to discuss how we could use their tool to increase traffic in our downtowns and how to engage the business community.

The Ontario Government are strong supporters of the Yellow Pages "Shop the Neighbourhood" campaign as it supports local shopping on November 28 each year. By working with local BIAs, the one day event brought $98,000,000 into the local economy. StreetCast aims to achieve this on a year round basis. The County will be hosting a StreetCast information session at 9:30am in the Nicholas Keith Room September 17 as part of our Wellington Economic Development Group meeting, inviting all organizations with a mandate to support downtown business activity. We encourage Council to assist in spreading the word about this session.

Wellington Investment Attraction
We have received complimentary feedback on our hosting of the Dutch trade delegation in May and we are proud to have partnered with the City and University, providing a full programme including matchmaking for our businesses. We are now conducting follow up with both the European businesses requesting further information and those Wellington businesses that participated in the matchmaking.

It was very positive to see one of our Wellington natural health beverage businesses at the matchmaking event, that had the day prior met with the chef from Canoe restaurant in Toronto. They expressed their gratitude to the County as their business connections were launched at the Taste Real Source it Here event in 2014, where they met with a broker that connected them with several chefs in Toronto, where they met the chef from Canoe.

We have been notified that Vitagora, Europe's leading cluster (200 members) focused on the science of taste located in Dijon, will be bringing two companies with them to Guelph Wellington June 24. We are providing them with Wellington connections as they are interested in meeting with nutritional specialists, producers and copackers, restaurant and food beverage companies as well as research labs.

Credit Review 2015

I have begun the process of collecting development activity, employment changes, economic development highlights and general trends for the 2014 review by Standard and Poors. S&P will be coming to the County to receive the presentation on July 29.

Taste Real Guelph Wellington

The Spring Rural Romp was a success despite the unsettled weather. Reroot farm, one of the 15 stops across Mapleton, Minto and Wellington North, saw 200 attendees as they celebrated their farm store opening. We are still receiving location surveys for evaluation. The photo contest closes June 14. We are excited that the programme received a two page article in the spring 2015 Guelph Chamber "Moving Business Forward" magazine (attached). The Local Food Map already has 31,000 of 40,000 copies distributed to date and we continue to receive requests.

Our Coordinator was a guest speaker on publicly funded Buy Local programmes at Sustain Ontario's Ontario Food Strategy conference. She was also a guest on the July 9 one hour Rogers Guelph Talk Local Show, of which we are receiving a copy. Together with the County Planning department, we participated in the Greater Golden Horseshoe agriculture and food asset mapping project.

Posters, bridge banners and social media are busy promoting the June 21 Local Food Fest. This year's festival includes local food, drink, craft beer, a farmers' market, exhibitors, kids' activities, live music and more. Based on feedback surveys and resident input, we will be offering more food skill building workshops, which grow in popularity each year. This year we are offering pig butchery, cheese making, beer brewing, bread baking, foraging, backyard chickens and goat milking. We are also collaborating with the Green Legacy Programme and the Old Growth Forest Project to offer an agro forestry and tree planting workshop. This year, the event will include a Butter Tart eating contest, featuring Wellington North's Butter Tart Trail. This event received full coverage in the recent SNAP'D Guelph publication.

The Wellington Food Tourism Strategy has launched and we are working with the Ontario Culinary Tourism Alliance on collecting comprehensive data on food, farm and tourism businesses and organization for evaluation. First in-market days are scheduled for the beginning of July.

Wellington County Economic Development Trade Show Booth

The County had its first economic showcase at the recent FCM conference. Our ED Coordinator did an excellent job representing the County and we had many opportunities to speak with booth visitors as to our industries, visitor attraction programmes and employment lands, for example.

Making Connections
The Warden, CAO and I met with the President of the University of Guelph, Dr. Vaccarino and the Vice President, Mr. Atlin. We introduced our respective focus areas, plans and partnership opportunities. These opportunities include the International Plowing Match 2016, the University's outreach plan and communicating online learning opportunities to our residents and businesses.

Wellington Signage Plan 2015
Please refer to the attached project launch document, shared with Council, our member municipalities' CAOs and economic development professionals.

Other activities:

- Consulted with the Rockwood Farmers' Market group on attracting vendors and promotion for new farmers' market, happening each Wednesday starting July 8.
- Economic Development 2014 within Wellington Annual Report.
- Business visit in Erin resulting in mentor match from Innovation Guelph and connection with venture capitalist.
- County of Wellington Economic Development programme descriptions and private employment land listing in the BMA Municipal Study.

Recommendation:

That the Economic Development Committee approve the Economic Development June update.
Respectfully submitted,

Jana Reichert
Economic Development Officer

Corporation of the County of Wellington
Signage Plan 2015

Purpose: To provide the County with a comprehensive, unique and consistent visual communication system that enables residents, visitors and motorists to effectively navigate to, within and through Wellington County and that encourages the exploration and experience of its key attractions.

Rationale: The 2012 Wellington Economic Development Strategy identified the need for a coordinated signage system in the County as well as the need for entrance, directional and highway signage within the County. The 2014 Countywide Business Retention and Expansion project (278 interviews) resulted in 50% of businesses identifying signage as the requested focus for the County within the next five years.

Intent: The purpose of countywide signage is twofold; to demonstrate to residents, visitors and investors how Wellington differentiates itself from neighbouring municipalities and to raise the profile of Wellington, thereby increasing traffic to our businesses and tourism destinations.

Wellington Signage Plan Project Members

County Economic Development Committee Chair, Mayor Guelph Eramosa Township	Chris White	chrisw@wellington.ca
County Operations Manager	Paul Johnson	paulj@wellington.ca
County Economic Development	Jana Reichert	janar@wellington.ca
County Economic Development	Mandy Jones	mandyj@wellington.ca
County Communications	Fred Lehmann	fredl@wellington.ca
County Planning	Sarah Wilhelm /Aldo Salis	sarahw@wellington.ca aldos@wellington.ca
Centre Wellington Township	Robyn Mulder	rmulder@centrewellington.ca
Highland Pines Campground	Don Vallery	dvallery@everus.ca

Consultant: Stempski Kelly Associates Inc. (related projects include Centre Wellington, Minto and Wellington North signage plans) in conjunction with project team member Mellor Murray Consulting (having recently completed the Middlesex County Tourism Wayfinding Plan).

Project timeline and meeting schedule: The Plan will be completed and presented to Council by November 30, 2015. Project team members are committed to meeting approximately three times throughout the project. The full project timeline is below:

Work Plan - Tasks and Anticipated Timeline
This Way to Wellington Signage Plan
11th June 2015

	June					July				August					September				October				November				
Project Launch (June)	*1*	*8*	*15*	*22*	*29*	*6*	*13*	*20*	*27*	*4*	*10*	*17*	*24*	*31*	*8*	*14*	*21*	*28*	*5*	*12*	*19*	*26*	*2*	*9*	*16*	*23*	*30*
Start-up Meeting with County Economic Development																											
1 Research & Outreach																											
Review of associated Documents & Reports																											
Inventory: County-wide signage review; transit routes, etc.																											
Inventory: Physical assets, tourism product, market growth, etc.																											
Base Plan Preparation & Inventory Mapping																											
M1 Stakeholder Interviews (via telephone interview, online survey, etc.)					M																						
M2 Focus Group Meetings x 4						M																					
D1 Community Research & Outreach Report									D																		
2 Concept & Plan Development																											
Identity & Branding Development: style guide for sign development																											
D2 Branding Consideration and Recommendations													D														
M3 Branding Discoveries with Signage Plan Committee													M														
Three Phase Strategy Concept Development 1) County Boundary Entrance Signs, 2) Business and Tourism Signs, and 3)Directional and Wayfinding Signs																											
Marketing Strategy for Tourism and Business Signs - 'Pay to Play': Business Participation Programme																											
Location Identification Mapping & Placement																											
D3 Signage Concepts, Strategies & Business Programme																											
M4 Signage Concepts Presentation: to Signage Plan Committee																M											
Refine favoured concepts as per comments																											
M5 Review Meeting with Stakeholders & Focus Groups																											
Detailed Sign Design																											
Budget Estimates																											
Develop Draft Signage Plan																											
D4 Draft "This Way to Wellington" Signage Plan																											
M6 Meeting with Signage Plan Committee for Review																					M						
Amend Draft Final "This Way to Wellington" Signage Plan																											
D5 Submission of Draft Final "This Way to Wellington" Signage Plan Report																											

A permanent spot for all information on this project has been created on the County Economic Development webpage:
http://www.wellington.ca/en/business/events.asp?_mid_=27642

What we need from our member municipalities:

1. Signage by-laws
2. Wayfinding documents/programmes
3. Existing signage locations and conditions
4. Municipal and town/community entrances
5. Tourism destinations (eventual pay to play)
6. Township municipal road authority standards

County to provide GIS – trails, parks, schools, Conservation Areas, etc. including County entrance points, bylaws and road authority standards.

Signage Plan objectives:

The objectives of the Signage Plan are to:

- Create a comprehensive, unique and consistent visual communication system for Wellington County with concise messaging.
- Enable motorists to effectively navigate through the County.
- Encourage visitors to explore Wellington County and experience our key attractions.
- Develop signs that are attractive, legible, informative, easy to install, cost effective and easy to maintain and align with current and applicable policies and procedures.

Signage Plan Considerations:

- Through signage, how best can we show our Wellington identity?
- Recognizing the importance of spatial learning, how best can we guide our road users to their desired destination?
- Beyond getting road users to their destination, how do we help road users learn about their environment along the way?
- How do we retain the individual municipal identities but create a unified Wellington image?
- How do we ensure consistency across the County for signage?

Please watch for emails from our Economic Development department, as moving forward, we will require your input via surveys, project-related information from your municipality and help with community outreach.

The County places such pride in all aspects of its capital projects and we are really excited to create a Signage Plan that adds to this and is reflective of our history and where we're going!

Jana

Jana Reichert BA, MSc
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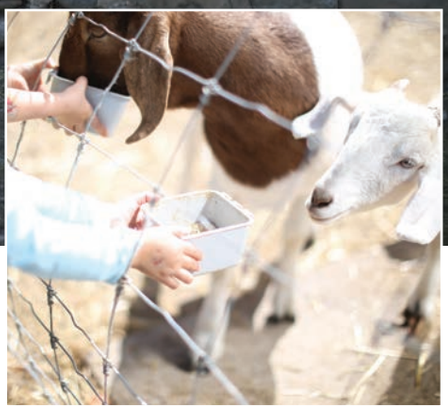
WELLINGTON RURAL ROMP: EXPERIENCE REAL FOOD UP CLOSE

BY CHRISTINA MANN



Vignettes from Drumlin Farm (main photo) & Top Market Meats (inset) at the last Fall Rural Romp

WANT TO FIND OUT WHERE YOUR FOOD COMES FROM?

Twice a year, hundreds of people put on their rubber boots to find out for themselves. They spend the day 'romping' through Guelph and Wellington County to visit farms, markets, and food businesses to get to the bottom of where their food is grown and prepared.

The **Rural Romp** – organized by **Taste Real Guelph Wellington Local Food** – is a self-guided farm and food tour that directs folks to over a dozen **Taste Real** local food locations that open their doors to showcase what they do best – feed us.

On the **Rural Romp** you'll learn directly from our farmers how they grow their food, raise animals, and care for the land. And there's so much to do on **Romp** day. Pick your own pumpkins. Go on a horse-drawn wagon ride. Feed elk, alpacas and ostriches. Wander through lavender fields. Hike through maple bushes and find your way through a corn maze. Taste test butter tarts. Follow it up with a barbeque lunch. Savour locally-made ice cream. The **Rural Romp** has got it all. And it's also a truly wonderful opportunity to teach kids about agriculture and growing food. How better to learn about food than by collecting eggs in a hen-house, digging potatoes, or planting seeds?

Romp activities are as unique as the food tour's locations and their owners. They're real. They're rural. And they engage all the senses.

And while the R**ural Romp** is a great way to get acquainted with local food, the quest for local flavours certainly doesn't have to stop there. **Taste Real Farms** and food businesses welcome visitors year round. Details can be found on the **Guelph Wellington Local Food Map** – available for free at tourism outlets, libraries, and participating businesses.

Taste Real Guelph Wellington Local Food is an initiative of the **Economic Development Office** at the **County of Wellington** *(Chamber Member since 2006)* that works with **Visit Guelph** and Wellington's municipalities to promote local food and local food experiences in the region. **Taste**

Real provides a platform to connect consumers and food businesses with local farmers through a number of events as well as online and via print tools.

Besides the Spring and Fall **Rural Romps**, **Taste Real** also hosts the annual **Local Food Fest** to be held this year June 21 on the grounds of **Ignatius Jesuit Centre** (*Chamber Member since 2004)* – a festival featuring local food, craft beer, live music, food skills workshops, tours, wagon rides, children's activities, and much more.

Local flavours are the key to the **Farmalicious Dining Series** which takes place in local restaurants throughout harvest season. This event highlights the collaboration between local farmers and chefs committed to sourcing local. On the B2B side, **Taste Real** acts as a facilitator to create more connections from farm to table. Meanwhile, the annual **Source It Here Networking Event** held each February brings together businesses along the local food value chain under one mission: to get more local food on local tables.

Guelph and Wellington have a strong farm and food culture and offers authentic food experiences. **Taste Real** is here to help to connect the dots and spread the word.

After all, food tastes better if you know the whole story.

Visit **tastereal.ca**

<<

This year's Spring Rural Romp takes place in Northern Wellington County on May 30, while the Fall Rural Romp occurs across Southern Wellington County on September 26.

The Corporation of the County of Wellington
Administration, Finance and Human Resources Committee
Minutes

June 16, 2015
County Administration Centre
Guthrie Room

Present:	Warden George Bridge Councillor Dennis Lever (Chair) Councillor Allan Alls Councillor Andy Lennox
Regrets:	Councillor Chris White
Also Present:	Councillor Pierre Brianceau Ken Roth, Councillor, Township of Puslinch
Staff:	Mark Bolzon, Manager of Purchasing and Risk Management Donna Bryce, County Clerk Ken DeHart, County Treasurer Andrea Lawson, Director of Human Resources Rachel Wilson, Clerks Summer Student Scott Wilson, CAO

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1. Call to Order

At 1:00 pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Finance

3.1. Summary of Tender Awards Report

1/6/15

Moved by: Councillor Lennox
Seconded by: Warden Bridge

That the Summary of Contract Awards for the period covering January 2015 - June 2015 be received for information.

Carried

3.2. 2015 Tax Capping Report

2/6/15

Moved by: Warden Bridge
Seconded by: Councillor Lennox

That a cutoff date of April 24, 2015 be established for adjustments to the frozen tax listing of commercial, industrial and multi residential properties for the purposes of the County of Wellington's 2015 capping adjustment calculations; and

That the 2015 cap on assessment related increases for commercial, industrial and multi-residential properties be funded by capping assessment related decreases at the appropriate level in order to make the cap self-financing within each property class; and

That the County of Wellington adopt the following parameters in accordance with section 329.1 of the Municipal Act, 2001 with respect to 2015 capping adjustment calculations:

1. 2015 capping adjustments shall be the greater of 10% of the previous year's annualized taxes or 5% of previous year's full CVA taxes for properties in each of the multi-residential, commercial and industrial property classes

2. capping adjustment thresholds of +/- $250 for properties in each of the multi-residential, commercial and industrial property classes

3. the minimum taxation level for a property defined as 'new construction' or 'new to class' in 2015 shall be 100% of the uncapped 2015 taxes for that property

4. adopt the 'stay at CVA' tax option; and

That staff be directed to prepare the necessary by-law, incorporating the final 2015 clawback percentages for properties with assessment related tax decreases to be calculated on the basis of the above recommendations.

Carried

3.3. 2015 Supplementary Taxes and Weighted Assessment Report

3/6/15

Moved by: Councillor Lennox
Seconded by: Councillor Alls

That the 2015 Supplementary Taxes and Weighted Assessment Report be received for information.

Carried

3.4. County-Wide Financial Statements and Variance Projections as of May 31, 2015

4/6/15

Moved by: Councillor Lennox
Seconded by: Councillor Alls

That the County Financial Statements and Variance Projections as of May 31, 2015 be approved.

Carried

Staff was directed to request Mr. Brad Coutts, General Manager, Court Services, City of Guelph to attend the September Committee meeting to present the 2014 Court Services Annual Report.

4. Closed Meeting

5/6/15

Moved by: Warden Bridge
Seconded by: Councillor Alls

That the Administration, Finance and Human Resources Committee move into a closed meeting for the purposes of considering labour relations or employee negotiations, and litigation or potential litigation.

Carried

5. Rise and Report

6/6/15

Moved by: Warden Bridge
Seconded by: Councillor Alls

That the Administration, Finance and Human Resources Committee rise and report.

Carried

7. Adjournment

At 2:15 pm, the Chair adjourned the meeting until September 15, 2015 or at the call of the Chair.

_____
Dennis Lever
Chair
Administration, Finance and Human Resources Committee

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Tuesday, June 16, 2015
Subject: **Summary of Tender Awards**

Background:

The County's Purchasing Policy provides staff the authority to award tenders/contracts up to $500,000.00 exclusive of applicable taxes as long as the following criteria are met –

1. Funding for these Goods and/or Services is included in the approved Capital Budget or Operating Budget;
2. The award is made to the lowest bidder meeting the specifications outlined in the bid documents and the submission is within the overall available or approved budget for the project, including all applicable taxes, contingency allowances, and fees;
3. There are no Provincial or Federal Government requirements for the express authorization of Council to Award the Contract.

As a result, the following tenders have been awarded by staff this year based on the County's Purchasing Policy, with amounts shown exclusive of HST @ 13%-

PROJECT	AWARDED FIRM & BID AMOUNT	
CW2015-002 – Cottontail Road Trail	Snow Brothers Contr.	$115,069.70
CW2011-006 - Spring Creek Bridge Repairs	Owen King Limited	$195,577.88
CW2015-010 – Traffic Control Marking	R&N Maintenance	$312,620.00
CW2015-011 – Four – ¾ Ton Diesel Pick Ups	Reliable Motors Ltd.	$164,676.00
CW2015-012 - Motor Grader, Articulated AWD	Nortrax Canada Inc	$233,544.00
CW2015-015 – One 4WD Tool Carrier Loader	Strongco LP	$150,700.00
CW2015-022 – Fergusson Place Generator	Harold Stecho	$178,500.00
CW2015-029 – Bridge Replacement, No.27106, WR 27	W.G. Kelly Const.	$424,631.80

In addition to the contracted amounts shown, revised budget numbers are set to cover such items as engineering, contingencies and County staff and equipment.

Recommendation:

That the Summary of Contract Awards for the period covering January 2015 – June 2015 be received for information.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, June 16, 2015
Subject: **2015 Tax Capping Report**

Background:

The Municipal Act sets out the requirements for the capping of assessment-related tax increases on commercial, industrial and multi-residential properties.

1) Cut-off date

The capping calculation involves examining each commercial, industrial and multi-residential property in order to calculate the assessment-related tax increase or decrease. This is accomplished by comparing annualized 2014 taxes with the full 2015 current value assessment (CVA) taxes. To make the capping calculation as accurate as possible, all adjustments including supplementary assessment and tax write-offs, must be captured for each property, and it is necessary to freeze the listing at a point in time in order to run the capping calculations. All adjustments up to and including those submitted on April 24, 2015 have been incorporated into the calculations.

2) Recovery of Capping costs

Council may finance the cap (i.e. the cost of increases not passed on) by capping decreases as well, by using general revenues or reserves, or by using a combination of the above. As in previous years, staff recommend that the cap on increases be funded by clawing back decreases at the level necessary to create a “revenue neutral” situation (i.e. the value of increases not passed on equals the value of decreases not passed on). Funding the cap through means other than capping decreases results in either a long term drain on reserve balances (as the cap is indefinite) or subsidization of tax increases by other classes. Shortfalls cannot be shared with school boards.

3) Capping Options for 2015

The Province provides municipalities with additional options regarding the capping calculations. These options are outlined on the following table.

Option	Description	Impacts	Recommendation
Capping % limit	Council can pick a limit between 5% and 10% of the previous year's annualized taxes The limit can vary by class	Increasing the limit to 10% will result in more properties paying CVA tax, reduce the likelihood of a shortfall, and reduce the clawback %	Adopt the 10% limit for all three classes
Alternative capping limit	In addition to the limit above, Council can also incorporate a limit of up to 5% of the previous year's full CVA taxes If adopted, the capping adjustment becomes the greater of the 10% limit and the alternative limit	Adopting the alternative will reduce the amount of taxes actually capped, thereby resulting in a lower clawback %	Adopt the alternative 5% limit for all classes
Thresholds	The Act allows a capping adjustment threshold to be set – if the capping adjustment is lower than the threshold, then the property reverts to full CVA taxes Separate thresholds can be set for increasing and decreasing properties, and the thresholds can also vary by class Maximum thresholds are +/- $250	Significant increase in the number of properties paying full CVA tax Reduction in the amount of taxes in the pool of decreasers, thereby increasing the clawback rates Can result in a shortfall if not set properly	+/- $250 for each of the multi-residential, commercial and industrial classes;
New construction and new to class properties	Prior to 2005, taxes on properties that were newly constructed were capped at a level of taxation equivalent to the average capped tax level of up to 6 comparable properties selected by MPAC In 2015, municipalities may establish a minimum taxation level not exceeding 100%, which means that the capped taxes for such properties will not be less than 100% of their full CVA taxes	By adopting this option and the regulated limit increase each year, capping protection and tax adjustments for new to class/new construction properties have been eliminated in Wellington County since 2008	Adopt the 100% minimum taxation level for new construction and new to class properties in all classes
Stay at CVA tax option	Since 2008, an additional tax mitigation option became available to remove properties from the capping program. Those properties that reached full CVA tax in 2014, could be selected to remain at full CVA tax level for 2015	Increases the number of properties paying CVA taxes and hastens the elimination of the tax capping program Decreases the number of properties which may have been clawed-back in order to fund the capping pool	Adopt the stay at CVA option

The attached **Schedule A** provides summary statistics showing the impact of adopting the recommended options. The recommendations support the objective of maximizing the number of properties paying full CVA taxation without creating a shortfall in any one class.

4) Clawback percentages

Based on the above recommended options, the capping calculations are performed in such a way that a County-wide clawback percentage is produced for each class. The result is that some municipalities will be taxing more than they should, and others will generate less tax than levied.

Subsequent to the 2012 base year reassessment MPAC made adjustments to several gravel pit properties which has reduced the extreme cap protection significantly. In Puslinch, industrial capped properties were protected by -$238,800 in 2012 which have since been reduced to -$49,642 in 2015. This amount is largely comprised of one single gravel pit property protected by -$40,780. Of the 32 properties subject to industrial capping the averages are -$3,380 and +$1,615. In the commercial class, once again the amounts are significantly lower than previous years. The highest amount of protection is -$7,700 while the most clawed back (over taxed) property is Jefferson Elora at +$13,260. Of the 19 properties subject to commercial capping the averages are -$1,625 and +$1,090. Since capping came into effect in 1998, multi-residential properties have reached their full CVA tax and are no longer subject to capping or clawback for the 2015 taxation year.

The Act requires the County to act as a banker so that overall, there is no net surplus or shortfall. **Schedule B** identifies the results of the capping calculations. As can be seen, all three classes net to $0 (i.e. there are no shortfalls). The clawback percentages used in the calculations are 0.0000% for the multi-residential property class, 85.1607% for the commercial property class and 31.7464% for the industrial property class.

Commentary

Adopting the recommendations set out in this report will continue to maximize the number of properties paying the full CVA tax level, as shown below:

		2009	2010	2011	2012	2013	2014	2015
Commercial	**Properties at full CVA tax**	**1508**	**1545**	**1663**	**1727**	**1759**	**1765**	**1773**
	Capped or clawed-back properties	108	90	78	51	23	21	19
	Total	1616	1635	1740	1778	1782	1786	1792
Industrial	**Properties at full CVA tax**	**338**	**326**	**329**	**333**	**358**	**370**	**379**
	Capped or clawed-back properties	74	68	61	58	43	32	32
	Total	412	394	390	391	401	402	411
Multi-Res	**Properties at full CVA tax**	**85**	**90**	**92**	**93**	**96**	**100**	**99**
	Capped or clawed-back properties	4	0	0	0	0	0	0
	Total	89	90	92	93	96	100	99

Significant headway has been made over the years towards the ultimate elimination of this costly programme. For example, prior to enhanced capping options becoming available in 2008, the total number of properties subject to capping was 466 from a total of 2,043 properties in the County. Currently, 51 properties remain in the capping regime.

Recommendation:

That a cutoff date of April 24, 2015 be established for adjustments to the frozen tax listing of commercial, industrial and multi residential properties for the purposes of the County of Wellington's 2015 capping adjustment calculations; and

That the 2015 cap on assessment related increases for commercial, industrial and multi-residential properties be funded by capping assessment related decreases at the appropriate level in order to make the cap self-financing within each property class; and

That the County of Wellington adopt the following parameters in accordance with section 329.1 of the Municipal Act, 2001 with respect to 2015 capping adjustment calculations:

1. 2015 capping adjustments shall be the greater of 10% of the previous year's annualized taxes or 5% of previous year's full CVA taxes for properties in each of the multi-residential, commercial and industrial property classes
2. capping adjustment thresholds of +/- $250 for properties in each of the multi-residential, commercial and industrial property classes
3. the minimum taxation level for a property defined as 'new construction' or 'new to class' in 2015 shall be 100% of the uncapped 2015 taxes for that property
4. adopt the 'stay at CVA' tax option; and

That staff be directed to prepare the necessary by-law, incorporating the final 2015 clawback percentages for properties with assessment related tax decreases to be calculated on the basis of the above recommendations.

Respectfully submitted,

Ken DeHart, CPA, CGA
County Treasurer

SCHEDULE A

2015 Tax Capping Report
AF&HR - June 16, 2015

2015 Capping Summary Analysis Report
Wellington County

	Multi-residential	Commercial	Industrial
Capping Parameters			
Annualized Tax Limit	10.00%	10.00%	10.00%
Prior Year CVA Tax Limit	5.00%	5.00%	5.00%
CVA Tax Threshold - Increasers	$250	$250	$250
CVA Tax Threshold - Decreasers	$250	$250	$250
Exclude Properties Previously at CVA Tax	Yes	Yes	Yes
Exclude Properties that Move from Capped to Clawed Back	Yes	Yes	Yes
Exclude Properties that Move from Clawed Back to Capped	Yes	Yes	Yes
Capping Clawback and Retained Percentages			
Clawback Percentage	0.0000%	85.1607%	31.7464%
Retained Percentage	100.0000%	14.8393%	68.2536%
Total	100.0000%	100.0000%	100.0000%
Total Tax Adjustment			
Capped Properties	$0	**($19,670)**	**($61,078)**
Clawback Properties	$0	$19,670	$61,078
Net Class Impact/Shortfall	$0	$0	$0

SCHEDULE B

2015 TAX CAPPING REPORT

AF&HR - June 16, 2015

2015 Upper Tier Distribution of Capping Tax Adjustments

Municipality	Multi-residential			Commercial			Industrial			
	Levy	Cap Impact	Net Adj	Levy	Cap Impact	Net Adj	Levy	Cap Impact	Net Adj	Total due to/from
Puslinch Township	4,843	0	0	386,512	($589)	($589)	463,776	($49,642)	($49,642)	($50,231)
Guelph Eramosa Tp	28,349	0	0	381,259	($1,924)	($1,924)	144,316	($3,091)	($3,091)	($5,015)
Erin Town	33,568	0	0	314,469	($3,227)	($3,227)	154,089	3,237	3,237	10
Centre Wellington	334,129	0	0	977,229	4,500	4,500	517,015	28,536	28,536	33,036
Mapleton Twp	22,252	0	0	237,520	0	0	286,628	8,654	8,654	8,654
Minto Town	99,521	0	0	532,803	($1,046)	($1,046)	291,117	12,306	12,306	11,260
Wellington North	260,853	0	0	756,966	2,286	2,286	516,000	0	0	2,286
Wellington Co	1,283,109	0	0	6,913,093	0	0	4,898,706	0	0	0
Total	2,066,624	0	0	10,499,852	0	0	7,271,647	0	0	0

Positive lower tier amounts under Net Adjustment column represent payments due from lower tier municipality to upper tier.
Negative lower tier amounts under Net Adjustment column represent payments due from upper tier to lower tier municipality.

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Human Resources Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, June 16, 2015
Subject: **2015 Supplementary Taxes and Weighted Assessment Report**

Background:

This report provides an update on the status of supplementary and omitted assessments processed by the Municipal Property Assessment Corporation (MPAC) since the last roll return. Three production runs have been scheduled in May, August and October for 2015. The May 15 extract is expected to produce assessment and revenue totals as shown on the attached Schedule A. Supplementary assessments relate to 2015 while omitted assessments can go back two years covering 2013 and 2014.

Supplementary and omitted assessment values of $101.7 million are expected to generate revenue for County purposes of $575,611 resulting from the first supplementary run with an additional two extracts remaining in 2015. This would indicate that we are on target to meet the annual budget amount of $1 million. This figure does not take into account the effect of write-offs and other adjustments made during the year.

As of June 4, the 2015 assessment roll was 0.49% higher than the roll returned in December 2014. The in-year weighted assessment roll used for tax rate setting purposes has increased by 0.45%.

Comments relating to this report:

- Supplementary revenue includes: luxury estate homes in Puslinch; an existing property changing from commercial to the industrial tax class in Guelph/Eramosa (Classroom Holdings); estate homes on Crewson Court in Erin; new commercial and industrial in Mapleton as well as $2 million life lease condominiums in Drayton
- MPAC cautions municipalities to expect supplementary and omitted assessment amounts to decline year by year as they catch up on outstanding permit inspections
- In preparation for the upcoming base year revaluation and advance disclosure we may not realize as much in-year assessment growth from MPAC for 2015 and 2016
- As expected, very few commercial or industrial properties have been inspected and added to the assessment base. More complex properties take longer to value and are typically added to the rolls during the latter part of the year
- Although we are now in the third year of the current reassessment cycle, most municipalities continue to receive adjustments moving property values from fully taxable into the various discounted tax incentive programmes

The most recent Municipal Status Report released by MPAC dated March 31, 2015 show a significant number of building permits remain outstanding within Wellington County.

OUTSTANDING BUILDING PERMITS

	Major (+$10,000)	Minor (-$10,000)	Total	2+ years
Puslinch	190	81	**271**	72
Guelph/Eramosa	385	155	**540**	163
Erin	300	155	**455**	174
Centre Wellington	476	302	**778**	229
Mapleton	408	120	**528**	136
Minto	55	45	**100**	61
Wellington North	285	169	**454**	109
COUNTY	**2,099**	**1,027**	**3,126**	**944**

Included in the above figures are 944 permits issued two years ago or longer.

Staff have requested and received MPAC's inventory of all building permits in each municipality. Internal reviews have begun with an aim to removing old permits which have been assessed and to target property inspections at risk of losing taxation years.

The first quarter report indicates that the 10 highest assessment appeals in Wellington County include five from Puslinch, four in Centre Wellington and one in Minto with a combined annual CVA of $150,667,000. Staff liaise with MPAC and tax agents when high risk appeals are in the negotiation process and provide tax estimate updates depending on the outcome or proposed settlement.

Recommendation:

That the 2015 Supplementary Taxes and Weighted Assessment Report be received for information.

Respectfully submitted,

Ken DeHart, CPA, CGA
County Treasurer

SCHEDULE A

Supplementary Taxes and Weighted Assessment Report
AF&HR - June 16, 2015

MAY 15, 2015 SUPPLEMENTARY REVENUE ESTIMATE

	Upper-Tier	Lower-Tier	Education	TOTAL
PUSLINCH	145,112	40,251	80,411	265,775
GUELPH ERAMOSA	58,577	24,141	29,324	112,042
ERIN	46,273	20,484	13,981	80,738
CENTRE WELL	137,845	62,851	58,873	259,569
MAPLETON	111,161	68,727	69,993	249,881
MINTO	39,740	33,614	14,676	88,030
WELL NORTH	36,903	30,102	11,731	78,736
COUNTY	**575,611**	**280,171**	**278,990**	**1,134,771**

JUNE 4, 2015 IN-YEAR CVA ASSESSMENT GROWTH *

	2015 Roll CVA	In-Year Growth	Growth	% Change	Wtd Assmt
PUSLINCH	1,971,225,528	1,984,251,790	13,026,262	0.66%	0.64%
GUELPH ERAMOSA	2,384,683,718	2,397,841,383	13,157,665	0.55%	0.38%
ERIN	2,249,775,972	2,258,782,814	9,006,842	0.40%	0.25%
CENTRE WELL	4,036,662,716	4,054,564,427	17,901,711	0.44%	0.45%
MAPLETON	1,833,118,812	1,843,004,158	9,885,346	0.54%	0.50%
MINTO	936,519,895	941,941,823	5,421,928	0.58%	0.83%
WELL NORTH	1,531,015,676	1,536,477,369	5,461,693	0.36%	0.22%
COUNTY	14,943,002,317	15,016,863,764	73,861,447	0.49%	0.45%

* CVA totals include taxable, PIL and exempt

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of Administration, Finance and Human Resources
From: Ken DeHart, County Treasurer
Date: Tuesday, June 16, 2015
Subject: **County-Wide Financial Statements and Variance Projections as of May 31, 2015**

Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides a first projection to year-end based on expenditures and revenues to May 31, 2015. Each Standing Committee of Council as well as the Police Service and Library Boards have received financial statements and variance projections for its particular area of operation. This report summarizes all of the major issues covered at each meeting. Attached are a high-level variance analysis, a development charge collection summary, and the complete set of County financial statements. Highlights of the financial statements and variances are as follows:

- **Roads:** There is approximately $1.5 million of winter control budget remaining, although some costs for work done by other municipalities on the County's behalf have yet to be processed. Costs in the last five years for winter control for the period from October to December have ranged from a low of $867,000 in 2012 to a high of $2.17 million in 2013, with the overall (inflated) average at just under $1.43 million. Depending on the severity of winter a variance of +/- $200,000 is possible given past experience. Any savings or overages will be transferred to or from the Winter Control reserve which currently has a balance of $1.1 million.

- **Waste Management:** Bag sales recorded to May 31 are at 42% of the total budget of $1,025,000. Based on previous years' experience only a small variance should result by year-end. Tipping fees are tracking below targeted levels to this point, sitting at 32% of the budgeted level of $1.2 million for landfills and transfer stations. The tipping fee rate increased to $75 per tonne on March 31st and tipping fees traditionally pick up in the summer months. If revenues follow a similar path as in 2014, tipping fees should track to budget. If revenues follow a similar path as in 2012 and expenditures continue to track below budget, a small positive variance may result.

- **Ontario Works:** Due to the implementation of the new Provincial SAMS software, caseload statistics cannot be split between County and City at this time. Ontario Works combined average monthly caseload for both the County and City has seen an increase of 2.4% over the 2014 average caseload at the end of April. The 2015 budget allowed for an increase of 4% over 2014 actual costs (3% caseload and 1% cost). For the County, gross savings in expenditures to date is approximately $85,376 ($7,342 net). If the caseload trends as anticipated, a net year end favourable County variance of approximately $17,500 will remain. Ontario Works benefit costs for the City are over budget year to date by approximately $250,736 gross or $21,563 net. If caseload remains at the average currently experienced it is estimated that there will be a

year-end net negative variance for the City of $52,000. It is estimated that at year end the County will be close to budget with small year-end savings of approximately $20,000. The City is also expected to end the year close to budget and could see a negative variance of approximately $50,000.

- **Child Care:** Parent fees are tracking ahead of budget to this point in the year and if this trend continues, a positive variance of $40,000 - $50,000 may result. The 2015 Provincial funding allocation increased by approximately $660,000 that was not known at the time of the approval of the County budget. This additional funding will be allocated $60,000 for administration costs and the remaining $600,000 for core services. Willowdale operations currently have a positive variance of approximately $70,000. The capital project remains open for the completion of site works and deficiencies and staff anticipate the project will remain within budget. Overall childcare is very close to budget and a small positive variance of approximately $25,000 for the County and $75,000 for the City may result.

- **Housing:** Rent revenues are tracking slightly better than projected at this point in the year, if this trend continues, a positive variance of between $50,000 and $70,000 could be anticipated. Purchased Services is tracking higher than budget at this point in the year, due to seasonally high utility costs (which should balance out over the course of the year) and higher than anticipated snow removal and move-out costs. If the trend were to continue, a small negative variance of $30,000 to $50,000 may result. Payments to non-profit and coop housing providers are tracking just under budget. This budget contains a contingency of approximately $120,000 to deal with emergency repairs and expenses that come up throughout the year. Social Services Committee recommended using $100,000 of this funding for an emergency roof repair at Mount Forest Non-Profit Housing Corporation at its June meeting. If the payment trends continue, a favourable variance in the range of $50,000 to $80,000 may result. The Provincial government has approved the County's plan to spend the Investment in Affordable Housing for Ontario (IAH) funding allocation for years 2 – 6. Future allocations will be included in the upcoming 2016-2020 budget process. These funds will be used for the construction of Phase II of Fergusson Place. Overall, housing is tracking close to budget with a small favourable variance of $70,000 to $100,000 projected (County - $10,000 - $20,000; City - $60,000 to $80,000)

- **Affordable Housing:** The Investing in Affordable Housing capital project is a provincially-funded initiative intended for the construction of new rental housing. In 2012 the County issued a request for proposal and awarded the project to Michael House Pregnancy Care Centre for the addition of eight new rental units. The project is nearing completion and is proceeding within budget.

- **Wellington Terrace:** In February of this year correspondence was received from the province indicating the County's Case Mix Index (CMI) will be increasing from 97.11 to 101.42 as of April 1, 2015. The resulting impact to the County is an additional $193,000 in funding for 2015. Resident revenue is currently close to budget with only a small variance anticipated. Salaries and benefits comprise the majority of expenditures, and are close to budget at this point, a small positive variance may result.

- **Police Services:** False alarm revenue and parking fine revenue are each tracking on budget; if revenues continue at the current pace a small positive variance is expected at year end. Quarterly reconciliations are no longer provided under the new policing funding model. This is the first year of a new contract with the OPP with the first annual reconciliation expected to be received in March of 2016. The PSU credit amount will be determined at that time. The OPP costs are now based on a per property basis, which means the PSU credit may be applied specific to Wellington County or may be applied province-wide. It is not clear at this time whether any savings in police services will be received through a credit payment at the time of the reconciliation in 2016 or if they will be applied as a reduction in billing to the following year's contract. Staff will report back to committee as more information on the new contract reconciliation process becomes available.

- **Land Ambulance:** Based on recent communication, the City of Guelph anticipates provincial funding for ambulance to exceed the budgeted amount. The County's portion of this funding is expected to be result in a positive variance of $160,000. Contract costs are currently close to the budgeted amount. The first quarter reconciliation resulted in additional costs of $25,700. Backfill and overtime costs are expected to pick up over the summer months. Currently an overall positive variance of $150,000 for ambulance is expected.

- **POA Revenues**: POA revenues are currently sitting at $135,400 overall. This amount includes the $48,600 monthly payments for January to May. The 1st quarter reconciliation indicated revenues are well under budget for the year. If POA fines for the remainder of the year are similar to 2014 there could be a negative variance between $150,000 and $200,000 at year end.

- **Supplementary Taxes**: Estimated supplementary taxes to date are $575,600 based on the first supplementary run. It is expected that the budget level of $1,000,000 will be achieved and a positive variance of between $50,000 and $100,000 could result. Additional revenue will depend on MPAC's ability to pick up additional properties prior to the last two supplementary runs in August and October.

Capital Projects

- Several Roads projects have gone to tender this spring which have resulted in adjustments to the original scope of the work. Recommendations to deal with these variances have been submitted to Committee and Council and are summarized below:
  - Sidewalk repairs on Badley Bridge in Elora - Cancel the tender and complete basic repairs to the sidewalk, review the scope of the work and adjust the budget in a future year.
  - Wellington Road 11 Culvert 111020 - Cancel the tender and reissue in a future year. Redirect Ontario Community Infrastructure Funds (OCIF) of $250,000 to WR 32 resurfacing.
  - Resurfacing of Wellington Road 32 - Large variance is a result of geotechnical investigation requiring a more extensive treatment than in the original scope. Variance will be addressed by shifting the OCIF funding from Culvert 111020 and drawing from the Roads Capital reserve. A transfer will be budgeted in 2016 to replenish the reserve.
  - Wyandot Bridge – Construction in this project will span a two year period, funding adjustments will be addressed through the 2016 budget process.

- Social housing projects that have recently gone to tender include:
  - Speedvale Elevator installation – Tender results indicate savings. This project will continue in 2016 with additional budget which will be adjusted through the budget process.
  - Fire upgrades a various social housing locations –Tender results indicate a funding deficit with the County's share to be funded from the housing capital reserve.
  - 450 Albert Street Mount Forest Roof replacement and Air Make Up unit – Tender results also indicate a funding deficit with the County's share of to be funded from the housing capital reserve.

Summary
The attached schedule sets out the year-end variance projections. A surplus of between $150,000 and $1.2 million is projected at this point in the year, and the range of potential variances reflects the variability that may occur as the year progresses. The most significant factors which will determine the County's final year end position in 2015 are as follows:

- The severity of the winter weather and its impact on roads and building operations (heat/hydro/energy/snow removal) costs
- CUPE contract negotiations
- The ability of the POA to pick up additional fine revenue
- The Police Services reconciliation and PSU credit calculation
- The ability to minimize legal costs and negotiate favourable settlements for the County on the outstanding gravel pit appeals
- Supplementary taxes and tax write-offs

The next variance projection update will be in October based on September month-end results.

Capital Summary
The attached Schedule "B" summarizes County-wide capital spending to date. Capital projects that have gone to tender and resulted in budget variances have been presented to Council and Committee, all approved budget adjustments are reflected in this summary.

Development Charge Update
The attached charts (Schedule C) show year to date development charges collections with a comparison to the same period last year and a summary of annual development charge collections since 2010. Development charges collected are 53.8% higher than this time last year, with development in Centre Wellington accounting for 48% of this increase.

Recommendation:

That the County Financial Statements and Variance Projections as of May 31, 2015 be approved.

Respectfully submitted,

Ken DeHart, CPA, CGA
County Treasurer

Schedule "A"

COUNTY OF WELLINGTON
2015 OPERATING BUDGET VARIANCE ANALYSIS AS OF MAY 31, 2015

	2015 Budget	May 31/15 net actual	May 31/15 actual as a % of budget	Projected variance to Dec. 31/15 Scenario 1	Projected variance to Dec. 31/15 Scenario 2
Programmes and Services					
Ontario Works	1,729.8	595.1	34%	20.0	30.0
Social Housing	4,259.3	2,732.4	64%	20.0	40.0
Affordable Housing	500.0	274.1	55%	0.0	0.0
Roads and Bridges	20,680.6	15,665.4	76%	(200.0)	200.0
Police Services	17,023.6	6,918.7	41%	0.0	200.0
Wellington Terrace	7,588.1	2,800.3	37%	190.0	210.0
Child Care Services	981.6	427.4	44%	20.0	40.0
Solid Waste Services	4,439.8	2,176.4	49%	50.0	100.0
County Library System	7,960.4	4,745.9	60%	(30.0)	30.0
Land Ambulance	3,963.1	1,576.5	40%	140.0	160.0
Planning and Development	2,335.5	849.1	36%	10.0	20.0
Public Health	2,497.4	1,065.9	43%	0.0	0.0
County Museum and Archives	1,940.2	889.9	46%	20.0	30.0
Emergency Management	605.7	260.8	43%	(10.0)	10.0
Green Legacy	666.0	275.9	41%	(10.0)	10.0
Grants	1,252.9	1,247.5	100%	0.0	0.0
Economic Development	1,040.5	574.7	55%	10.0	20.0
Provincial Offences	(124.1)	(6.0)	5%	(200.0)	(150.0)
Subtotal	79,340.4	43,070.1	54%	30.0	950.0
General Government					
Treasury	1,249.1	460.0	37%	10.0	20.0
County Property	1,125.1	890.1	79%	10.0	20.0
Human Resources	792.7	231.5	29%	10.0	20.0
County Council	980.1	379.0	39%	0.0	10.0
Office of the CAO and Clerk	2,894.6	1,349.0	47%	20.0	30.0
Subtotal	7,041.6	3,309.6	47%	50.0	100.0
Non-Programme Expenditures and Revenues					
General Expenses/Revenues	(327.5)	(606.6)	185%	20.0	50.0
Tax Levy Requirement	(84,523.5)	(42,267.1)	50%	0.0	0.0
PILs and Supplementary Taxes	(1,531.0)	(446.8)	29%	50.0	100.0
Subtotal	(86,382.0)	(43,320.5)	50%	70.0	150.0
Net Total	0.0	3,059.2		150.0	1,200.0

Schedule "B"

Summary of Capital Projects to May 31, 2015						
Department	Approved Budget	Current Year Actuals	Previous Years Actuals	Total	% of Budget	Remaining Budget
Economic Development	$70,000	$0	$0	$0	0%	$70,000
POA Administration	$134,000	$5,784	$0	$5,784	4%	$128,216
Homes for the Aged	$220,000	$103,721	$21,821	$125,542	57%	$94,458
Land Ambulance	$361,000	$8,058	$0	$8,058	2%	$352,942
Planning	$435,300	$23,002	$25,694	$48,696	11%	$386,604
Office of the CAO/Clerk	$755,000	$33,086	$369,539	$402,625	53%	$352,375
Solid Waste Services	$1,800,000	$31,563	$1,161,480	$1,193,043	66%	$606,957
Property Services	$2,908,200	$11,206	$889,606	$900,811	31%	$2,007,389
Museum & Archives at WP	$6,497,000	$256,735	$2,810,345	$3,067,079	47%	$3,429,921
Police Services	$7,620,000	$109,100	$7,056,048	$7,165,147	94%	$454,853
Social Services	$7,973,000	$831,402	$2,458,411	$3,289,813	41%	$4,683,187
Library Services	$9,440,000	$892,814	$4,307,198	$5,200,012	55%	$4,239,988
Roads and Engineering	$37,293,100	$2,017,611	$9,607,201	$11,624,812	31%	$25,668,288
Total Capital	**$ 75,506,600**	**$ 4,324,080**	**$ 28,707,343**	**$ 33,031,423**	**44%**	**$42,475,177**

Schedule "C"

County of Wellington Year To Date Development Charges 2014 vs. 2015						
Collected To Date May 31, 2014	**2014 # of Units**	**DCs collected to 05/31/14**	**2015 # of Units**	**DCs collected to 05/31/15**	**$ Change**	**% Change**
Single Dwelling	51	$ 140,881	71	$ 187,599	$ 46,718	33.2%
Apartments - 2+ Bedrooms	0	$ -	54	$ 85,050	$ 85,050	NA
Apartments - 1 Bedroom	1	$ 1,062	1	$ 1,063	$ 1	0.1%
Other Multiples	14	$ 28,456	3	$ 6,192	$ (22,264)	-78.2%
Non-Residential (sq ft)	34,360	$ 60,288	41,984	$ 74,790	$ 14,502	24.1%
Total		**$ 230,687**		**$ 354,694**	**$ 124,007**	**53.8%**

County of Wellington YTD and 5 Year Development Charge Collection History						
	2010	**2011**	**2012**	**2013**	**2014**	**2015 YTD**
Single Dwelling	$ 501,270	$ 534,697	$ 608,026	$ 495,557	$ 624,406	$ 187,599
Apartments - 2+ Bedrooms	$ 6,311	$ 2,518	$ 61,501	$ 7,850	$ 85,050	$ 85,050
Apartments - 1 Bedroom	$ 1,249	$ 20,884	$ 32,572	$ -	$ 2,126	$ 1,063
Other Multiples	$ 39,771	$ 14,300	$ 71,131	$ 62,837	$ 101,644	$ 6,192
Non-Residential	$ 290,135	$ 412,278	$ 366,252	$ 964,218	$ 331,133	$ 74,790
Total	**$ 838,736**	**$ 984,677**	**$1,139,482**	**$1,530,462**	**$1,144,359**	**$ 354,694**

THE COUNTY OF WELLINGTON

ADMINISTRATION, FINANCE AND PERSONNEL COMMITTEE

CORPORATE FINANCIAL STATEMENTS

May 31, 2015

County of Wellington

General Revenue & Expenditure

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Property Taxation	$86,054,500	$22,145,632	$42,713,846	50%	$43,340,654
Grants and Subsidies	$2,888,800	$0	$1,444,400	50%	$1,444,400
Sales Revenue	$12,000	$0	$(1,081)	(9%)	$13,081
Other Revenue	$2,818,000	$94,447	$48,225	2%	$2,769,775
Internal Recoveries	$42,400	$0	$20,467	48%	$21,933
Total Revenue	**$91,815,700**	**$22,240,079**	**$44,225,856**	**48%**	**$47,589,844**
Expenditures					
Supplies, Material & Equipment	$18,000	$0	$1,950	11%	$16,050
Purchased Services	$1,973,500	$343,498	$763,605	39%	$1,209,896
Insurance & Financial	$1,074,200	$3,597	$139,794	13%	$934,406
Total Expenditures	**$3,065,700**	**$347,095**	**$905,348**	**30%**	**$2,160,352**
NET OPERATING COST / (REVENUE)	$(88,750,000)	$(21,892,984)	$(43,320,508)	49%	$(45,429,492)
Transfers					
Transfers from Reserves	$(450,000)	$0	$0	0%	$(450,000)
Transfer to Reserves	$2,818,000	$0	$0	0%	$2,818,000
Total Transfers	**$2,368,000**	**$0**	**$0**	**0%**	**$2,368,000**
NET COST (REVENUE)	**$(86,382,000)**	**$(21,892,984)**	**$(43,320,508)**	**50%**	**$(43,061,492)**

County of Wellington

County Council

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Other Revenue	$18,200	$1,486	$7,471	41%	$10,729
Total Revenue	**$18,200**	**$1,486**	**$7,471**	**41%**	**$10,729**
Expenditures					
Salaries, Wages and Benefits	$734,000	$54,985	$273,809	37%	$460,191
Supplies, Material & Equipment	$49,600	$9,846	$32,046	65%	$17,554
Purchased Services	$213,000	$8,169	$78,980	37%	$134,020
Insurance & Financial	$1,700	$0	$1,674	98%	$26
Total Expenditures	**$998,300**	**$73,001**	**$386,509**	**39%**	**$611,791**
NET OPERATING COST / (REVENUE)	$980,100	$71,515	$379,038	39%	$601,062
NET COST (REVENUE)	**$980,100**	**$71,515**	**$379,038**	**39%**	**$601,062**

County of Wellington

Office of the CAO/Clerk

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
User Fees & Charges	$600	$15	$424	71%	$176
Internal Recoveries	$1,656,100	$138,008	$690,042	42%	$966,058
Total Revenue	**$1,656,700**	**$138,023**	**$690,466**	**42%**	**$966,234**
Expenditures					
Salaries, Wages and Benefits	$3,057,800	$239,463	$1,197,572	39%	$1,860,228
Supplies, Material & Equipment	$257,600	$41,514	$82,528	32%	$175,072
Purchased Services	$1,006,300	$55,996	$531,221	53%	$475,079
Insurance & Financial	$2,400	$0	$2,360	98%	$40
Internal Charges	$2,200	$0	$783	36%	$1,417
Total Expenditures	**$4,326,300**	**$336,974**	**$1,814,464**	**42%**	**$2,511,836**
NET OPERATING COST / (REVENUE)	$2,669,600	$198,950	$1,123,998	42%	$1,545,602
Transfers					
Transfer to Capital	$225,000	$0	$225,000	100%	$0
Total Transfers	**$225,000**	**$0**	**$225,000**	**100%**	**$0**
NET COST (REVENUE)	**$2,894,600**	**$198,950**	**$1,348,998**	**47%**	**$1,545,602**

County of Wellington

01-June-2015

Office of the CAO/Clerk

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Guelph Campus Rewire	$50,000	$0	$3,109	$35,916	$39,025	78 %	$10,975
Core Switch Replacement	$70,000	$9,627	$9,627	$0	$9,627	14 %	$60,374
Archiving Storage System	$40,000	$11,916	$17,107	$12,736	$29,843	75 %	$10,157
Online GIS Upgrade	$50,000	$0	$0	$37,009	$37,009	74 %	$12,991
Records Management	$80,000	$0	$0	$0	$0	0 %	$80,000
Terrace UPS	$40,000	$0	$0	$0	$0	0 %	$40,000
Server Expansion 2015	$55,000	$0	$0	$0	$0	0 %	$55,000
JD Edwards Upgrade	$370,000	$668	$3,244	$283,878	$287,121	78 %	$82,879
Total Office of the CAO/Clerk	**$755,000**	**$22,211**	**$33,086**	**$369,539**	**$402,625**	**53 %**	**$352,375**

County of Wellington

Treasury

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Internal Recoveries	$412,000	$34,333	$171,667	42%	$240,333
Total Revenue	**$412,000**	**$34,333**	**$171,667**	**42%**	**$240,333**
Expenditures					
Salaries, Wages and Benefits	$1,308,400	$105,319	$548,333	42%	$760,067
Supplies, Material & Equipment	$37,000	$6,323	$10,979	30%	$26,021
Purchased Services	$271,900	$18,685	$16,873	6%	$255,027
Insurance & Financial	$35,800	$0	$3,772	11%	$32,028
Internal Charges	$4,600	$0	$1,660	36%	$2,940
Total Expenditures	**$1,657,700**	**$130,327**	**$581,616**	**35%**	**$1,076,084**
NET OPERATING COST / (REVENUE)	$1,245,700	$95,993	$409,950	33%	$835,750
Transfers					
Transfers from Reserves	$(46,600)	$0	$0	0%	$(46,600)
Transfer to Reserves	$50,000	$0	$50,000	100%	$0
Total Transfers	**$3,400**	**$0**	**$50,000**	**1,471%**	**$(46,600)**
NET COST (REVENUE)	**$1,249,100**	**$95,993**	**$459,950**	**37%**	**$789,150**

County of Wellington

Human Resources

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Internal Recoveries	$1,003,900	$82,592	$403,136	40%	$600,764
Total Revenue	**$1,003,900**	**$82,592**	**$403,136**	**40%**	**$600,764**
Expenditures					
Salaries, Wages and Benefits	$1,417,200	$109,368	$580,015	41%	$837,185
Supplies, Material & Equipment	$126,800	$2,755	$31,691	25%	$95,109
Purchased Services	$417,400	$18,722	$73,908	18%	$343,492
Transfer Payments	$70,000	$0	$10,000	14%	$60,000
Insurance & Financial	$190,800	$0	$190,817	100%	$(17)
Internal Charges	$1,800	$0	$1,150	64%	$650
Total Expenditures	**$2,224,000**	**$130,845**	**$887,581**	**40%**	**$1,336,419**
NET OPERATING COST / (REVENUE)	$1,220,100	$48,253	$484,445	40%	$735,655
Transfers					
Transfers from Reserves	$(427,400)	$(15,524)	$(252,949)	59%	$(174,451)
Total Transfers	**$(427,400)**	**$(15,524)**	**$(252,949)**	**59%**	**$(174,451)**
NET COST (REVENUE)	**$792,700**	**$32,729**	**$231,496**	**29%**	**$561,204**

County of Wellington

Property Services

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Licenses, Permits and Rents	$996,700	$74,057	$407,301	41%	$589,399
User Fees & Charges	$157,000	$14,146	$32,517	21%	$124,483
Other Revenue	$1,500	$0	$0	0%	$1,500
Internal Recoveries	$681,100	$56,761	$283,789	42%	$397,311
Total Revenue	**$1,836,300**	**$144,964**	**$723,607**	**39%**	**$1,112,693**
Expenditures					
Salaries, Wages and Benefits	$786,900	$70,276	$339,216	43%	$447,684
Supplies, Material & Equipment	$153,700	$11,070	$49,252	32%	$104,448
Purchased Services	$679,200	$43,811	$314,858	46%	$364,342
Insurance & Financial	$31,500	$0	$31,583	100%	$(83)
Minor Capital Expenses	$172,500	$0	$0	0%	$172,500
Debt Charges	$444,400	$2,114	$230,715	52%	$213,685
Total Expenditures	**$2,268,200**	**$127,271**	**$965,623**	**43%**	**$1,302,577**
NET OPERATING COST / (REVENUE)	$431,900	$(17,693)	$242,017	56%	$189,883
Transfers					
Transfers from Reserves	$(99,000)	$0	$0	0%	$(99,000)
Transfer to Reserves	$792,200	$0	$648,100	82%	$144,100
Total Transfers	**$693,200**	**$0**	**$648,100**	**93%**	**$45,100**
NET COST (REVENUE)	**$1,125,100**	**$(17,693)**	**$890,117**	**79%**	**$234,983**

County of Wellington

01-June-2015

Property Services

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Solar Panel Projects	$2,624,200	$0	$0	$889,606	$889,606	34 %	$1,734,594
Admin Centre: Heating System	$50,000	$926	$926	$0	$926	2 %	$49,074
116 Woolwich St Interior	$50,000	$0	$0	$0	$0	0 %	$50,000
Gaol: Elevator System	$54,000	$0	$0	$0	$0	0 %	$54,000
Admin Centre: Furniture Rplcmt	$60,000	$10,280	$10,280	$0	$10,280	17 %	$49,720
Admin Centre: 3rd Fl Flooring	$45,000	$0	$0	$0	$0	0 %	$45,000
Gaol: HVAC Rooftop Heating	$25,000	$0	$0	$0	$0	0 %	$25,000
Total Property Services	**$2,908,200**	**$11,206**	**$11,206**	**$889,606**	**$900,811**	**31 %**	**$2,007,389**

County of Wellington

Grants & Contributions

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	$52,900	$0	$47,500	90%	$5,400
Total Expenditures	**$52,900**	**$0**	**$47,500**	**90%**	**$5,400**
NET OPERATING COST / (REVENUE)	$52,900	$0	$47,500	90%	$5,400
Transfers					
Transfer to Reserves	$1,200,000	$0	$1,200,000	100%	$0
Total Transfers	**$1,200,000**	**$0**	**$1,200,000**	**100%**	**$0**
NET COST (REVENUE)	**$1,252,900**	**$0**	**$1,247,500**	**100%**	**$5,400**

County of Wellington

POA Administration

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Municipal Recoveries	$515,600	$(57,516)	$135,426	26%	$380,174
Total Revenue	**$515,600**	**$(57,516)**	**$135,426**	**26%**	**$380,174**
Expenditures					
Debt Charges	$257,500	$0	$(4,548)	(2%)	$262,048
Total Expenditures	**$257,500**	**$0**	**$(4,548)**	**(2%)**	**$262,048**
NET OPERATING COST / (REVENUE)	$(258,100)	$57,516	$(139,975)	54%	$(118,125)
Transfers					
Transfer to Capital	$134,000	$0	$134,000	100%	$0
Total Transfers	**$134,000**	**$0**	**$134,000**	**100%**	**$0**
NET COST (REVENUE)	**$(124,100)**	**$57,516**	**$(5,975)**	**5%**	**$(118,125)**

County of Wellington

01-June-2015

POA Administration

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Court House Roof Repairs	$134,000	$0	$5,784	$0	$5,784	4 %	$128,216
Total POA Administration	**$134,000**	**$0**	**$5,784**	**$0**	**$5,784**	**4 %**	**$128,216**

County of Wellington

Land Ambulance

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	$3,713,100	$260,167	$1,326,545	36%	$2,386,555
Total Expenditures	**$3,713,100**	**$260,167**	**$1,326,545**	**36%**	**$2,386,555**
NET OPERATING COST / (REVENUE)	$3,713,100	$260,167	$1,326,545	36%	$2,386,555
Transfers					
Transfer to Reserves	$250,000	$0	$250,000	100%	$0
Total Transfers	**$250,000**	**$0**	**$250,000**	**100%**	**$0**
NET COST (REVENUE)	**$3,963,100**	**$260,167**	**$1,576,545**	**40%**	**$2,386,555**

County of Wellington

01-June-2015

Land Ambulance

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
2015 Replacement Ambulances	$221,000	$0	$4,247	$0	$4,247	2%	$216,753
Ambulance IT Implmntn 2015	$28,000	$0	$785	$0	$785	3%	$27,215
2015 Ambulance IT Replacements	$76,000	$0	$2,765	$0	$2,765	4%	$73,235
2015 Ambulance Equipment	$36,000	$0	$261	$0	$261	1%	$35,739
Total Land Ambulance	**$361,000**	**$0**	**$8,058**	**$0**	**$8,058**	**2 %**	**$352,942**

County of Wellington

Public Health Unit

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	$2,153,000	$0	$1,076,522	50%	$1,076,478
Debt Charges	$344,400	$0	$(10,582)	(3%)	$354,982
Total Expenditures	**$2,497,400**	**$0**	**$1,065,940**	**43%**	**$1,431,460**
NET OPERATING COST / (REVENUE)	$2,497,400	$0	$1,065,940	43%	$1,431,460
NET COST (REVENUE)	**$2,497,400**	**$0**	**$1,065,940**	**43%**	**$1,431,460**

County of Wellington

Roads and Engineering

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Municipal Recoveries	$715,000	$300,736	$731,107	102%	$(16,107)
User Fees & Charges	$210,000	$9,394	$41,708	20%	$168,292
Sales Revenue	$400,000	$158,746	$158,746	40%	$241,254
Internal Recoveries	$1,750,000	$66,228	$963,778	55%	$786,222
Other Financing	$0	$26,822	$26,822	0%	$(26,822)
Total Revenue	**$3,075,000**	**$561,926**	**$1,922,162**	**63%**	**$1,152,838**
Expenditures					
Salaries, Wages and Benefits	$4,870,400	$313,041	$2,442,653	50%	$2,427,747
Supplies, Material & Equipment	$3,749,500	$267,647	$2,586,828	69%	$1,162,672
Purchased Services	$1,389,700	$74,067	$571,289	41%	$818,411
Insurance & Financial	$293,400	$(1,318)	$292,098	100%	$1,302
Minor Capital Expenses	$713,200	$17,734	$84,249	12%	$628,951
Debt Charges	$226,500	$0	$96,820	43%	$129,680
Internal Charges	$1,655,300	$64,550	$959,540	58%	$695,760
Total Expenditures	**$12,898,000**	**$735,722**	**$7,033,476**	**55%**	**$5,864,524**
NET OPERATING COST / (REVENUE)	$9,823,000	$173,796	$5,111,315	52%	$4,711,685
Transfers					
Transfers from Reserves	$(226,500)	$0	$0	0%	$(226,500)
Transfer to Capital	$8,819,900	$0	$8,819,900	100%	$0
Transfer to Reserves	$2,264,200	$0	$1,734,200	77%	$530,000
Total Transfers	**$10,857,600**	**$0**	**$10,554,100**	**97%**	**$303,500**
NET COST (REVENUE)	**$20,680,600**	**$173,796**	**$15,665,415**	**76%**	**$5,015,185**

County of Wellington

01-June-2015

Roads and Engineering

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Roads General							
Roads Equipment 2015	$1,781,000	$680,371	$1,179,667	$0	$1,179,667	66 %	$601,333
Various Shop Repairs 2015	$100,000	$0	$0	$0	$0	0 %	$100,000
Rebuild Drayton Shop	$500,000	$2,575	$2,575	$0	$2,575	1 %	$497,425
Rebuild/Renovate Erin Shop	$125,000	$0	$0	$20,667	$20,667	17 %	$104,333
Subtotal Roads General	**$2,506,000**	**$682,945**	**$1,182,242**	**$20,667**	**$1,202,908**	**48%**	**$1,303,092**
Engineering							
WR18 @ WR26 Intersection Imprv	$50,000	$0	$0	$0	$0	0 %	$50,000
WR18 Geddes St Elora, Strm Swr	$50,000	$0	$0	$0	$0	0 %	$50,000
WR18 Geddes St Elora, RtngWall	$50,000	$0	$0	$0	$0	0 %	$50,000
WR21, Inverhaugh, Storm Sewer	$50,000	$0	$0	$0	$0	0 %	$50,000
WR29 @ WR22, Intersection Impr	$50,000	$0	$0	$0	$0	0 %	$50,000
WR32 Puslinch Lake, Struct Des	$50,000	$0	$0	$0	$0	0 %	$50,000
WR35 N of 401, Struct Design	$50,000	$0	$0	$0	$0	0 %	$50,000
Asset Management	$35,000	$1,977	$15,054	$0	$15,054	43 %	$19,946
Subtotal Engineering	**$385,000**	**$1,977**	**$15,054**	**$0**	**$15,054**	**4%**	**$369,946**
Growth Related Construction							
WR 30 at Road 3, Signals & L	$120,000	$0	$30	$38,937	$38,967	32 %	$81,033
WR 46, WR 34 to 401	$1,800,000	$29,457	$84,033	$113,327	$197,360	11 %	$1,602,640
WR 124, Passing Lane N of 125	$200,000	$0	$0	$32,010	$32,010	16 %	$167,990
WR7 Psng Lanes Elora/Ponsonby	$2,950,000	$0	$10,879	$3,023,211	$3,034,090	103 %	-$84,090
WR7 PL Design Salem to Tev	$150,000	$2,352	$8,165	$5,838	$14,004	9 %	$135,996
WR109 @ WR5 Intersection	$50,000	$0	$3,744	$10,074	$13,819	28 %	$36,181
WR124 @ Whitelaw Intersection	$50,000	$0	$0	$7,410	$7,410	15 %	$42,590
WR124 @ Guelph Rd 1 Inter	$50,000	$0	$0	$6,283	$6,283	13 %	$43,717
WR 46 Maltby to WR 34 2 km	$1,100,000	$2,839	$3,825	$236,886	$240,710	22 %	$859,290
Subtotal Growth Related Constructi	**$6,470,000**	**$34,648**	**$110,677**	**$3,473,976**	**$3,584,653**	**55%**	**$2,885,347**

County of Wellington

01-June-2015

Roads and Engineering

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Roads Construction							
WR 50, 3rd Line to WR 24	$2,425,000	$175	$977	$488,024	$489,001	20 %	$1,935,999
WR14, Eliza & Frederick Arthur	$3,070,000	$37,937	$59,417	$781,797	$841,213	27 %	$2,228,787
WR 29, Wellington/Halton Bound	$1,956,500	$0	$3,618	$1,891,290	$1,894,909	97 %	$61,591
WR 10, McGivern St Moorefield	$150,000	$0	$0	$25,688	$25,688	17 %	$124,312
WR109 AT WR7 Int Improvmnts	$100,000	$0	$0	$18,359	$18,359	18 %	$81,641
WR109, HWY89 S to end of curb	$2,725,500	$22,138	$46,041	$10,230	$56,271	2 %	$2,669,229
WR109 WR7 Traffic Imp Study	$50,000	$1,498	$8,451	$19,680	$28,131	56 %	$21,869
WR123, WR109 Traffic Imp Study	$50,000	$0	$0	$0	$0	0 %	$50,000
WR12 @ WR8 Intersection Improv	$990,000	$9,792	$21,949	$14,999	$36,948	4 %	$953,052
WR86, COG to WR9 Traffic Study	$50,000	$0	$0	$0	$0	0 %	$50,000
WR86 @ WR12 Intersection	$100,000	$0	$0	$0	$0	0 %	$100,000
WR109 @ WR16 Intersection	$50,000	$0	$0	$17,450	$17,450	35 %	$32,550
WR51, WR7 @ Hwy 6 2.3km	$100,000	$0	$0	$0	$0	0 %	$100,000
WR124, Concept Plan	$35,000	$1,743	$3,365	$23,100	$26,464	76 %	$8,536
WR8 Main St Drayton Strm Sewer	$50,000	$0	$0	$0	$0	0 %	$50,000
WR50, Hwy 7 to railway tracks	$50,000	$0	$0	$0	$0	0 %	$50,000
WR25 - WR52 to WR42 7.0km	$850,000	$0	$0	$267,122	$267,122	31 %	$582,878
Subtotal Roads Construction	**$12,802,000**	**$73,285**	**$143,817**	**$3,557,738**	**$3,701,556**	**29%**	**$9,100,444**

County of Wellington

01-June-2015

Roads and Engineering

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Bridges							
WR87, Maitland O'flow B87137	$645,000	$7,272	$35,158	$42,226	$77,384	12 %	$567,616
WR87, Maitland R Bridge 87138	$1,280,000	$2,729	$36,577	$75,158	$111,736	9 %	$1,168,264
WR124, Bridge 124135	$200,000	$0	$15,954	$61,810	$77,764	39 %	$122,236
WR36, Bridge 36122	$100,000	$308	$13,277	$39,151	$52,428	52 %	$47,572
WR109, Bridge 109132	$225,000	$0	$0	$0	$0	0 %	$225,000
WR35, Paddock Bridge 35087	$200,000	$0	$181	$32,909	$33,091	17 %	$166,909
WR6, B006010, design rehab	$450,000	$6,747	$21,032	$73,886	$94,917	21 %	$355,083
WR7, Bosworth Bridge 07028	$150,000	$4,670	$7,603	$30,251	$37,854	25 %	$112,146
WR8, Main St Bridge 008089	$50,000	$6,480	$14,017	$18,166	$32,183	64 %	$17,817
WR10, Moorefield Bridge 010023	$425,000	$2,108	$29,017	$43,705	$72,722	17 %	$352,278
WR10, Wyandot Bridge 010024	$575,000	$77,832	$172,464	$48,392	$220,856	38 %	$354,144
WR16, Penford Bridge 16038	$100,000	$567	$6,993	$21,208	$28,201	28 %	$71,799
WR30, Bridge 030124	$200,000	$0	$206	$11,701	$11,907	6 %	$188,093
WR21,Badley Bridge,021057 sdwk	$725,000	$89,456	$89,456	$0	$89,456	12 %	$635,544
WR36 Bridge36086, design and	$50,000	$0	$0	$0	$0	0 %	$50,000
WR86 Conestogo Bridge 86125	$1,200,000	$68,237	$71,915	$0	$71,915	6 %	$1,128,085
2015 Various Bridge & Culvert	$200,000	$0	$0	$0	$0	0 %	$200,000
WR109 Mallet River Brdg 109129	$50,000	$0	$0	$0	$0	0 %	$50,000
WR27, Bridge 27106 1km S of WR	$565,000	$2,436	$7,323	$26,243	$33,565	6 %	$531,435
Subtotal Bridges	**$7,390,000**	**$268,841**	**$521,173**	**$524,806**	**$1,045,979**	**14%**	**$6,344,021**

County of Wellington

01-June-2015

Roads and Engineering

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Culverts							
WR18, Culvert 18021, D & Liner	$350,000	$0	$326	$45,072	$45,398	13 %	$304,602
WR6, Culvert 06081 replace	$75,000	$0	$0	$2,211	$2,211	3 %	$72,789
WR11 Culvert, 1.7km S of 6th L	$50,000	$502	$543	$18,522	$19,064	38 %	$30,936
WR22, Culvert east of WR23	$710,000	$10,894	$21,314	$94,835	$116,149	16 %	$593,851
WR5, Culvert 0.9km s 7th line	$200,000	$1,273	$1,697	$6,118	$7,815	4 %	$192,185
WR11, Culvert 111020	$400,000	$3,466	$8,006	$20,085	$28,091	7 %	$371,909
WR12, Culvert 12086	$25,000	$262	$1,021	$3,499	$4,520	18 %	$20,480
WR12, Culvert 12087	$50,000	$0	$0	$7,633	$7,633	15 %	$42,367
WR5 Culvert 050780, Design and	$50,000	$0	$0	$0	$0	0 %	$50,000
WR7 Culvert 071270, design and	$50,000	$0	$0	$0	$0	0 %	$50,000
WR7 Mncpl Drain Clvrt, 330 m E	$50,000	$0	$0	$0	$0	0 %	$50,000
WR11, Clvrt 11092, design and	$50,000	$0	$0	$0	$0	0 %	$50,000
WR109 Clvrt 109142, design and	$50,000	$0	$0	$0	$0	0 %	$50,000
Subtotal Culverts	**$2,110,000**	**$16,398**	**$32,907**	**$197,974**	**$230,882**	**11%**	**$1,879,118**
County Bridges on Local Roads							
E-W Luther TL Bridge 000101	$600,000	$870	$3,934	$48,310	$52,244	9 %	$547,756
E/W Luther TL,Hays Brdg 000001	$50,000	$0	$0	$0	$0	0 %	$50,000
Subtotal County Bridges on Local R	**$650,000**	**$870**	**$3,934**	**$48,310**	**$52,244**	**8%**	**$597,756**
Roads Resurfacing							
WR16, WR15 to Hwy89 5.4km	$647,300	$0	$0	$764,377	$764,377	118 %	-$117,077
WR124, COG to Era pvmt preserv	$912,600	$0	$0	$1,019,354	$1,019,354	112 %	-$106,754
WR32, WR124 to hwy 7, 5.3 km	$1,500,000	$0	$0	$0	$0	0 %	$1,500,000
WR87, Hwy23 to Minto/Howick	$100,000	$0	$0	$0	$0	0 %	$100,000
WR124, Guelph to Reg. Waterloo	$150,000	$0	$0	$0	$0	0 %	$150,000
WR10, Conc 8 to 4 5.4km	$1,300,000	$7,807	$7,807	$0	$7,807	1 %	$1,292,193
Subtotal Roads Resurfacing	**$4,609,900**	**$7,807**	**$7,807**	**$1,783,731**	**$1,791,538**	**39%**	**$2,818,362**
Total Roads and Engineering	**$36,922,900**	**$1,086,771**	**$2,017,611**	**$9,607,201**	**$11,624,812**	**31 %**	**$25,298,088**

County of Wellington

Solid Waste Services

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$717,700	$1,332	$4,710	1%	$712,990
Licenses, Permits and Rents	$12,900	$0	$9,068	70%	$3,832
User Fees & Charges	$2,225,000	$233,900	$863,922	39%	$1,361,078
Sales Revenue	$972,600	$56,870	$182,268	19%	$790,332
Internal Recoveries	$396,100	$37,788	$136,373	34%	$259,727
Total Revenue	**$4,324,300**	**$329,889**	**$1,196,340**	**28%**	**$3,127,960**
Expenditures					
Salaries, Wages and Benefits	$2,338,200	$179,415	$880,936	38%	$1,457,264
Supplies, Material & Equipment	$935,000	$30,175	$195,138	21%	$739,862
Purchased Services	$4,428,800	$294,540	$1,263,778	29%	$3,165,022
Insurance & Financial	$136,800	$4,226	$107,060	78%	$29,740
Internal Charges	$398,000	$37,327	$125,793	32%	$272,207
Total Expenditures	**$8,236,800**	**$545,683**	**$2,572,705**	**31%**	**$5,664,095**
NET OPERATING COST / (REVENUE)	$3,912,500	$215,793	$1,376,365	35%	$2,536,135
Transfers					
Transfers from Reserves	$(272,700)	$0	$0	0%	$(272,700)
Transfer to Reserves	$800,000	$0	$800,000	100%	$0
Total Transfers	**$527,300**	**$0**	**$800,000**	**152%**	**$(272,700)**
NET COST (REVENUE)	**$4,439,800**	**$215,793**	**$2,176,365**	**49%**	**$2,263,435**

County of Wellington

01-June-2015

Solid Waste Services

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Elora Transfer clsd Nichol LF	$1,200,000	$0	$30,240	$1,006,569	$1,036,809	86 %	$163,191
Aberfoyle Closed Site	$200,000	$0	$1,323	$148,500	$149,823	75 %	$50,177
2015 SWS Equipment	$40,000	$0	$0	$0	$0	0 %	$40,000
Belwood Closed Site	$360,000	$0	$0	$6,411	$6,411	2 %	$353,589
Total Solid Waste Services	**$1,800,000**	**$0**	**$31,563**	**$1,161,480**	**$1,193,043**	**66 %**	**$606,957**

County of Wellington

Planning

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$28,000	$0	$15,000	54%	$13,000
Municipal Recoveries	$35,000	$3,400	$12,290	35%	$22,710
User Fees & Charges	$250,000	$12,890	$111,360	45%	$138,640
Other Revenue	$0	$0	$8,597	0%	$(8,597)
Internal Recoveries	$500	$0	$333	67%	$167
Total Revenue	**$313,500**	**$16,290**	**$147,580**	**47%**	**$165,920**
Expenditures					
Salaries, Wages and Benefits	$1,588,000	$128,644	$649,864	41%	$938,136
Supplies, Material & Equipment	$36,800	$3,486	$11,921	32%	$24,879
Purchased Services	$298,100	$24,114	$90,251	30%	$207,849
Transfer Payments	$740,000	$242,961	$242,961	33%	$497,039
Internal Charges	$6,100	$260	$1,636	27%	$4,464
Total Expenditures	**$2,669,000**	**$399,465**	**$996,633**	**37%**	**$1,672,367**
NET OPERATING COST / (REVENUE)	$2,355,500	$383,175	$849,054	36%	$1,506,446
Transfers					
Transfers from Reserves	$(20,000)	$0	$0	0%	$(20,000)
Total Transfers	**$(20,000)**	**$0**	**$0**	**0%**	**$(20,000)**
NET COST (REVENUE)	**$2,335,500**	**$383,175**	**$849,054**	**36%**	**$1,486,446**

County of Wellington

01-June-2015

Planning

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Trans Canada Trail	$395,300	$0	$21,328	$0	$21,328	5 %	$373,972
Official Plan Update	$40,000	$0	$1,674	$25,694	$27,368	68 %	$12,632
Total Planning	**$435,300**	**$0**	**$23,002**	**$25,694**	**$48,696**	**11 %**	**$386,604**

County of Wellington

Green Legacy

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Sales Revenue	$500	$0	$66	13%	$434
Other Revenue	$1,500	$0	$0	0%	$1,500
Total Revenue	**$2,000**	**$0**	**$66**	**3%**	**$1,934**
Expenditures					
Salaries, Wages and Benefits	$475,800	$59,716	$215,785	45%	$260,015
Supplies, Material & Equipment	$101,100	$16,493	$32,159	32%	$68,941
Purchased Services	$77,000	$5,203	$17,395	23%	$59,605
Insurance & Financial	$9,100	$0	$9,118	100%	$(18)
Internal Charges	$5,000	$1,505	$1,526	31%	$3,474
Total Expenditures	**$668,000**	**$82,917**	**$275,982**	**41%**	**$392,018**
NET OPERATING COST / (REVENUE)	$666,000	$82,917	$275,916	41%	$390,084
NET COST (REVENUE)	**$666,000**	**$82,917**	**$275,916**	**41%**	**$390,084**

County of Wellington

Emergency Management

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Expenditures					
Salaries, Wages and Benefits	$277,700	$48,752	$118,238	43%	$159,462
Supplies, Material & Equipment	$8,500	$402	$4,540	53%	$3,960
Purchased Services	$176,500	$22,100	$106,680	60%	$69,820
Transfer Payments	$141,000	$29,388	$29,388	21%	$111,612
Insurance & Financial	$2,000	$0	$1,984	99%	$16
Total Expenditures	**$605,700**	**$100,642**	**$260,829**	**43%**	**$344,871**
NET OPERATING COST / (REVENUE)	$605,700	$100,642	$260,829	43%	$344,871
NET COST (REVENUE)	**$605,700**	**$100,642**	**$260,829**	**43%**	**$344,871**

County of Wellington

Police Services

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$272,700	$29,718	$120,492	44%	$152,208
Licenses, Permits and Rents	$153,600	$13,650	$67,805	44%	$85,795
Fines and Penalties	$75,000	$5,190	$32,134	43%	$42,866
User Fees & Charges	$79,000	$8,742	$34,876	44%	$44,124
Other Revenue	$1,000	$0	$1,847	185%	$(847)
Total Revenue	**$581,300**	**$57,300**	**$257,154**	**44%**	**$324,146**
Expenditures					
Salaries, Wages and Benefits	$140,000	$11,487	$60,250	43%	$79,750
Supplies, Material & Equipment	$44,200	$1,286	$21,313	48%	$22,887
Purchased Services	$384,800	$32,635	$204,209	53%	$180,591
Transfer Payments	$16,432,800	$1,368,868	$6,704,898	41%	$9,727,902
Insurance & Financial	$7,200	$0	$7,410	103%	$(210)
Minor Capital Expenses	$19,000	$0	$0	0%	$19,000
Debt Charges	$594,600	$3,938	$87,191	15%	$507,409
Internal Charges	$1,500	$0	$589	39%	$911
Total Expenditures	**$17,624,100**	**$1,418,214**	**$7,085,859**	**40%**	**$10,538,241**
NET OPERATING COST / (REVENUE)	$17,042,800	$1,360,914	$6,828,705	40%	$10,214,095
Transfers					
Transfers from Reserves	$(109,200)	$0	$0	0%	$(109,200)
Transfer to Reserves	$90,000	$0	$90,000	100%	$0
Total Transfers	**$(19,200)**	**$0**	**$90,000**	**(469%)**	**$(109,200)**
NET COST (REVENUE)	**$17,023,600**	**$1,360,914**	**$6,918,705**	**41%**	**$10,104,895**

County of Wellington

01-June-2015

Police Services

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
NW OPP Operations Centre	$7,500,000	$0	$7,496	$7,056,048	$7,063,544	94 %	$436,456
Live Scan Fingerprinting	$60,000	$0	$49,333	$0	$49,333	82 %	$10,667
Rockwood OPP Furniture Rplcmnt	$60,000	$32,720	$52,270	$0	$52,270	87 %	$7,730
Total Police Services	**$7,620,000**	**$32,720**	**$109,100**	**$7,056,048**	**$7,165,147**	**94 %**	**$454,853**

County of Wellington

Museum & Archives at WP

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$52,300	$0	$0	0%	$52,300
Licenses, Permits and Rents	$42,000	$3,050	$25,096	60%	$16,904
User Fees & Charges	$60,000	$6,161	$21,125	35%	$38,875
Sales Revenue	$7,200	$563	$3,163	44%	$4,037
Other Revenue	$5,000	$0	$5,644	113%	$(644)
Total Revenue	**$166,500**	**$9,775**	**$55,029**	**33%**	**$111,471**
Expenditures					
Salaries, Wages and Benefits	$1,367,300	$114,145	$556,026	41%	$811,274
Supplies, Material & Equipment	$153,700	$11,848	$43,887	29%	$109,814
Purchased Services	$363,400	$21,199	$127,547	35%	$235,853
Transfer Payments	$5,000	$0	$0	0%	$5,000
Insurance & Financial	$17,300	$160	$17,496	101%	$(196)
Total Expenditures	**$1,906,700**	**$147,352**	**$744,955**	**39%**	**$1,161,745**
NET OPERATING COST / (REVENUE)	$1,740,200	$137,578	$689,926	40%	$1,050,274
Transfers					
Transfer to Capital	$200,000	$0	$200,000	100%	$0
Total Transfers	**$200,000**	**$0**	**$200,000**	**100%**	**$0**
NET COST (REVENUE)	**$1,940,200**	**$137,578**	**$889,926**	**46%**	**$1,050,274**

County of Wellington

01-June-2015

Museum & Archives at WP

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Terrace / OPP Road Upgrade	$1,300,000	$0	$89,167	$709,868	$799,035	61 %	$500,965
Groves Hospital Grant	$3,882,000	$0	$84,839	$1,893,741	$1,978,580	51 %	$1,903,420
WP& Artifact Storage Buildings	$730,000	$0	$0	$206,736	$206,736	28 %	$523,264
Commons Development	$100,000	$0	$0	$0	$0	0 %	$100,000
Coal Room Roof and Wall Repair	$200,000	$0	$0	$0	$0	0 %	$200,000
Grounds Maintenance Equipment	$85,000	$0	$82,729	$0	$82,729	97 %	$2,271
WP Generator	$200,000	$0	$0	$0	$0	0 %	$200,000
Total Museum & Archives at WP	**$6,497,000**	**$0**	**$256,735**	**$2,810,345**	**$3,067,079**	**47 %**	**$3,429,921**

County of Wellington

Library Services

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$182,500	$(5,306)	$25,018	14%	$157,482
Municipal Recoveries	$27,000	$0	$0	0%	$27,000
Licenses, Permits and Rents	$35,000	$1,023	$12,635	36%	$22,365
User Fees & Charges	$84,000	$7,306	$34,592	41%	$49,408
Sales Revenue	$7,900	$349	$2,195	28%	$5,705
Other Revenue	$0	$575	$1,539	0%	$(1,539)
Total Revenue	**$336,400**	**$3,947**	**$75,980**	**23%**	**$260,420**
Expenditures					
Salaries, Wages and Benefits	$3,799,200	$291,629	$1,501,236	40%	$2,297,964
Supplies, Material & Equipment	$828,100	$95,086	$341,311	41%	$486,789
Purchased Services	$836,500	$103,863	$436,966	52%	$399,534
Insurance & Financial	$22,200	$1,200	$23,573	106%	$(1,373)
Minor Capital Expenses	$68,000	$13,365	$38,885	57%	$29,115
Debt Charges	$690,100	$0	$247,262	36%	$442,838
Internal Charges	$1,500	$350	$1,504	100%	$(4)
Total Expenditures	**$6,245,600**	**$505,493**	**$2,590,737**	**41%**	**$3,654,863**
NET OPERATING COST / (REVENUE)	$5,909,200	$501,546	$2,514,757	43%	$3,394,443
Transfers					
Transfers from Reserves	$(218,800)	$(20,986)	$(38,885)	18%	$(179,915)
Transfer to Capital	$2,270,000	$0	$2,270,000	100%	$0
Total Transfers	**$2,051,200**	**$(20,986)**	**$2,231,115**	**109%**	**$(179,915)**
NET COST (REVENUE)	**$7,960,400**	**$480,560**	**$4,745,871**	**60%**	**$3,214,529**

County of Wellington

01-June-2015

Library Services

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Aboyne Facility Improvements	$820,000	$0	$0	$106,166	$106,166	13 %	$713,834
Fergus Branch Exp and Reno	$5,000,000	$11,664	$817,454	$4,107,574	$4,925,028	99 %	$74,972
Palmerston Branch Exp	$3,500,000	$18,999	$75,360	$93,458	$168,818	5 %	$3,331,182
Radio Frequency ID System	$50,000	$0	$37,425	$11,054	$48,479	97 %	$1,522
Palmerston Br Coll Enhancement	$50,000	$0	$0	$0	$0	0 %	$50,000
Self Check out Drayton & MtFor	$70,000	$0	$0	$0	$0	0 %	$70,000
Total Library Services	**$9,490,000**	**$30,662**	**$930,239**	**$4,318,252**	**$5,248,490**	**55 %**	**$4,241,510**

County of Wellington

Ontario Works

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$19,862,400	$1,735,156	$8,690,481	44%	$11,171,919
Municipal Recoveries	$3,576,300	$231,212	$1,195,836	33%	$2,380,464
Other Revenue	$52,300	$0	$44,383	85%	$7,917
Internal Recoveries	$10,300	$0	$5,819	56%	$4,481
Total Revenue	**$23,501,300**	**$1,966,368**	**$9,936,518**	**42%**	**$13,564,782**
Expenditures					
Salaries, Wages and Benefits	$5,955,200	$480,146	$2,369,620	40%	$3,585,580
Supplies, Material & Equipment	$179,300	$7,490	$81,827	46%	$97,474
Purchased Services	$406,900	$25,729	$147,762	36%	$259,138
Social Assistance	$17,330,600	$1,441,862	$7,374,936	43%	$9,955,664
Transfer Payments	$24,300	$0	$0	0%	$24,300
Insurance & Financial	$0	$0	$569	0%	$(569)
Internal Charges	$1,334,800	$109,961	$556,891	42%	$777,909
Total Expenditures	**$25,231,100**	**$2,065,188**	**$10,531,604**	**42%**	**$14,699,496**
NET OPERATING COST / (REVENUE)	$1,729,800	$98,820	$595,085	34%	$1,134,715
NET COST (REVENUE)	**$1,729,800**	**$98,820**	**$595,085**	**34%**	**$1,134,715**

County of Wellington

Child Care Services

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$11,117,700	$604,619	$4,331,958	39%	$6,785,742
Municipal Recoveries	$2,773,600	$23,834	$1,361,013	49%	$1,412,587
User Fees & Charges	$254,000	$28,255	$126,241	50%	$127,759
Internal Recoveries	$354,900	$6,909	$157,671	44%	$197,229
Total Revenue	**$14,500,200**	**$663,616**	**$5,976,884**	**41%**	**$8,523,316**
Expenditures					
Salaries, Wages and Benefits	$3,957,800	$302,431	$1,549,407	39%	$2,408,393
Supplies, Material & Equipment	$222,700	$34,061	$121,604	55%	$101,096
Purchased Services	$350,800	$7,680	$125,947	36%	$224,853
Social Assistance	$9,826,100	$293,174	$4,162,081	42%	$5,664,019
Insurance & Financial	$1,800	$0	$2,034	113%	$(234)
Minor Capital Expenses	$119,600	$0	$15,570	13%	$104,030
Internal Charges	$1,003,000	$60,592	$427,686	43%	$575,314
Total Expenditures	**$15,481,800**	**$697,938**	**$6,404,329**	**41%**	**$9,077,471**
NET OPERATING COST / (REVENUE)	$981,600	$34,322	$427,445	44%	$554,155
NET COST (REVENUE)	**$981,600**	**$34,322**	**$427,445**	**44%**	**$554,155**

County of Wellington

Social Housing

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$7,742,300	$763,848	$3,195,910	41%	$4,546,390
Municipal Recoveries	$15,117,700	$861,716	$6,053,273	40%	$9,064,427
Licenses, Permits and Rents	$5,200,000	$460,566	$2,244,053	43%	$2,955,947
User Fees & Charges	$52,500	$3,348	$23,983	46%	$28,517
Other Revenue	$0	$0	$483	0%	$(483)
Total Revenue	**$28,112,500**	**$2,089,478**	**$11,517,702**	**41%**	**$16,594,798**
Expenditures					
Salaries, Wages and Benefits	$3,617,300	$286,141	$1,404,983	39%	$2,212,317
Supplies, Material & Equipment	$362,400	$36,869	$93,757	26%	$268,643
Purchased Services	$6,365,600	$383,247	$2,867,624	45%	$3,497,976
Social Assistance	$18,004,300	$1,488,064	$6,982,256	39%	$11,022,044
Transfer Payments	$1,158,200	$0	$579,086	50%	$579,114
Insurance & Financial	$233,600	$1,975	$183,136	78%	$50,464
Minor Capital Expenses	$607,000	$40,979	$346,779	57%	$260,221
Internal Charges	$671,500	$53,440	$292,518	44%	$378,982
Total Expenditures	**$31,019,900**	**$2,290,716**	**$12,750,138**	**41%**	**$18,269,762**
NET OPERATING COST / (REVENUE)	$2,907,400	$201,238	$1,232,436	42%	$1,674,964
Transfers					
Transfers from Reserves	$(148,100)	$0	$0	0%	$(148,100)
Transfer to Reserves	$1,500,000	$0	$1,500,000	100%	$0
Total Transfers	**$1,351,900**	**$0**	**$1,500,000**	**111%**	**$(148,100)**
NET COST (REVENUE)	**$4,259,300**	**$201,238**	**$2,732,436**	**64%**	**$1,526,864**

County of Wellington

County Affordable Housing

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$206,800	$151,354	$151,354	73%	$55,446
Licenses, Permits and Rents	$571,800	$50,209	$239,589	42%	$332,211
User Fees & Charges	$0	$25	$366	0%	$(366)
Total Revenue	**$778,600**	**$201,588**	**$391,310**	**50%**	**$387,290**
Expenditures					
Salaries, Wages and Benefits	$3,700	$0	$632	17%	$3,068
Supplies, Material & Equipment	$32,200	$2,295	$18,326	57%	$13,874
Purchased Services	$370,200	$32,701	$144,621	39%	$225,579
Insurance & Financial	$13,700	$0	$11,233	82%	$2,467
Minor Capital Expenses	$26,600	$0	$0	0%	$26,600
Debt Charges	$302,000	$0	$(9,398)	(3%)	$311,398
Total Expenditures	**$748,400**	**$34,996**	**$165,414**	**22%**	**$582,986**
NET OPERATING COST / (REVENUE)	$(30,200)	$(166,592)	$(225,896)	748%	$195,696
Transfers					
Transfer to Reserves	$530,200	$0	$500,000	94%	$30,200
Total Transfers	**$530,200**	**$0**	**$500,000**	**94%**	**$30,200**
NET COST (REVENUE)	**$500,000**	**$(166,592)**	**$274,104**	**55%**	**$225,896**

County of Wellington

04-June-2015

Social Services

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Ontario Works							
129 Wyndham, Lobby Renovations	$150,000	$0	$0	$0	$0	0%	$150,000
Subtotal Ontario Works	**$150,000**	**$0**	**$0**	**$0**	**$0**	**0%**	**$150,000**
Child Care Services							
Willowdale Construction	$2,375,000	$0	$12,522	$2,283,372	$2,295,894	97%	$79,106
Subtotal Child Care Services	**$2,375,000**	**$0**	**$12,522**	**$2,283,372**	**$2,295,894**	**97%**	**$79,106**
Social Housing							
261-263 Speedvale Addition/Ele	$1,340,000	$2,091	$20,362	$0	$20,362	2%	$1,319,638
263 Speedvale Fire System	$60,000	$0	$1,272	$13,073	$14,345	24%	$45,655
51 John St Make up Air Unit	$70,000	$0	$60,257	$13,829	$74,086	106%	-$4,086
229 Dublin Roof	$310,000	$2,196	$2,386	$9,046	$11,432	4%	$298,568
130 Grange Balcony Waterproof	$170,000	$0	$69,082	$101,973	$171,055	101%	-$1,055
212 Whites Rd Make up Air Unit	$50,000	$0	$54,864	$0	$54,864	110%	-$4,864
212 Whites Rd Balcony	$120,000	$0	$37,567	$37,117	$74,684	62%	$45,316
Fire System Upg City Locations	$360,000	$0	$20,861	$0	$20,861	6%	$339,139
Fire System Upg County Locatn	$238,000	$0	$0	$0	$0	0%	$238,000
Elizabeth St. Roof	$60,000	$0	$0	$0	$0	0%	$60,000
229 Dublin Make Up Air Unit	$50,000	$0	$0	$0	$0	0%	$50,000
32 Hadati Roof Design/Replace	$20,000	$0	$0	$0	$0	0%	$20,000
56 Mill St Front Entry Reno	$100,000	$429	$429	$0	$429	0%	$99,571
56 Mill St Roof	$60,000	$0	$0	$0	$0	0%	$60,000
450 Albert St Roof	$100,000	$0	$0	$0	$0	0%	$100,000
450 Albert Make Up Air Unit	$70,000	$0	$0	$0	$0	0%	$70,000
Mt. Forest Proprty Acquisition	$1,300,000	$0	$0	$0	$0	0%	$1,300,000
Subtotal Social Housing	**$4,478,000**	**$4,716**	**$267,079**	**$175,039**	**$442,118**	**10%**	**$4,035,882**

County of Wellington

04-June-2015

Social Services

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Affordable Housing							
Investing in Affordable Hsing	$600,000	$540,000	$540,000	$0	$540,000	90 %	$60,000
165 Gordon Generator	$320,000	$0	$11,801	$0	$11,801	4 %	$308,199
182 George St Capital Works	$50,000	$0	$0	$0	$0	0 %	$50,000
Subtotal Affordable Housing	**$970,000**	**$540,000**	**$551,801**	**$0**	**$551,801**	**57%**	**$418,199**
Total Social Services	**$7,973,000**	**$544,716**	**$831,402**	**$2,458,411**	**$3,289,813**	**41 %**	**$4,683,187**

County of Wellington

Homes for the Aged

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$8,081,200	$675,265	$3,504,839	43%	$4,576,361
Municipal Recoveries	$112,000	$0	$124,356	111%	$(12,356)
User Fees & Charges	$4,256,000	$353,075	$1,743,631	41%	$2,512,369
Other Revenue	$0	$826	$4,966	0%	$(4,966)
Total Revenue	**$12,449,200**	**$1,029,166**	**$5,377,792**	**43%**	**$7,071,408**
Expenditures					
Salaries, Wages and Benefits	$14,382,500	$1,034,903	$5,959,251	41%	$8,423,249
Supplies, Material & Equipment	$1,191,800	$78,093	$413,750	35%	$778,050
Purchased Services	$982,100	$57,534	$375,614	38%	$606,486
Insurance & Financial	$32,000	$0	$32,062	100%	$(62)
Debt Charges	$1,964,000	$0	$592,566	30%	$1,371,434
Internal Charges	$1,139,900	$93,925	$459,823	40%	$680,077
Total Expenditures	**$19,692,300**	**$1,264,455**	**$7,833,065**	**40%**	**$11,859,235**
NET OPERATING COST / (REVENUE)	$7,243,100	$235,289	$2,455,272	34%	$4,787,828
Transfers					
Transfer to Capital	$95,000	$0	$95,000	100%	$0
Transfer to Reserves	$250,000	$0	$250,000	100%	$0
Total Transfers	**$345,000**	**$0**	**$345,000**	**100%**	**$0**
NET COST (REVENUE)	**$7,588,100**	**$235,289**	**$2,800,272**	**37%**	**$4,787,828**

County of Wellington

01-June-2015

Homes for the Aged

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Resident Vans	$85,000	$77,475	$77,475	$21,821	$99,296	117 %	-$14,296
Furniture Replacements	$40,000	$0	$0	$0	$0	0 %	$40,000
2015 Nursing Equip Replacement	$35,000	$0	$0	$0	$0	0 %	$35,000
2015 Resident Equipment Lifts	$60,000	$0	$26,246	$0	$26,246	44 %	$33,754
Total Homes for the Aged	**$220,000**	**$77,475**	**$103,721**	**$21,821**	**$125,542**	**57 %**	**$94,458**

County of Wellington

Economic Development

Statement of Operations as of

31 May 2015

	Annual Budget	May Actual $	YTD Actual $	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	$30,000	$31,000	$32,000	107%	$(2,000)
User Fees & Charges	$60,000	$0	$6,201	10%	$53,799
Total Revenue	**$90,000**	**$31,000**	**$38,201**	**42%**	**$51,799**
Expenditures					
Salaries, Wages and Benefits	$282,000	$26,565	$122,439	43%	$159,561
Supplies, Material & Equipment	$20,800	$4,722	$9,070	44%	$11,730
Purchased Services	$277,700	$38,856	$106,366	38%	$171,334
Transfer Payments	$355,000	$45,000	$105,000	30%	$250,000
Total Expenditures	**$935,500**	**$115,142**	**$342,875**	**37%**	**$592,625**
NET OPERATING COST / (REVENUE)	$845,500	$84,142	$304,674	36%	$540,826
Transfers					
Transfers from Reserves	$(75,000)	$0	$0	0%	$(75,000)
Transfer to Capital	$70,000	$0	$70,000	100%	$0
Transfer to Reserves	$200,000	$0	$200,000	100%	$0
Total Transfers	**$195,000**	**$0**	**$270,000**	**138%**	**$(75,000)**
NET COST (REVENUE)	**$1,040,500**	**$84,142**	**$574,674**	**55%**	**$465,826**

County of Wellington

01-June-2015

Economic Development

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending May 31, 2015

	Approved Budget	May Actual	LIFE-TO-DATE ACTUALS Current Year	Previous Years	Total	% of Budget	Remaining Budget
Wellington Signage Strategy	$70,000	$0	$0	$0	$0	0 %	$70,000
Total Economic Development	**$70,000**	**$0**	**$0**	**$0**	**$0**	**0 %**	**$70,000**

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Warden and Members of the County Council
From: Mark Bolzon, Manager, Purchasing & Risk Management Services
Date: Thursday, June 25, 2015
Subject: **Tender Award – Shingle Roof Replacement – 38 Elizabeth St & 56 Mill St., Harriston**

Background:

Staff recently issued County of Wellington Project No. CW2015-025 a tender for replacement of the shingle roofs at Social Housing sites located at 38 Elizabeth Street and 56 Mill Street, in Harriston, Ontario.

The intent of the work is to replace the shingle roofs at both locations along with repairs to the roof structures as necessary.

On Thursday, June 18, 2015 three (3) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	56 MILL STREET TOTAL BID AMOUNT EXCLUDING H.S.T.	38 ELIZABETH STREET TOTAL BID AMOUNT EXCLUDING H.S.T
Heather and Little Limited, Markham	$ 95,397.02	$61,788.58
Eileen Roofing Inc., Toronto	$108,500.00	$78,000.00
Wm. Green Roofing Ltd, Guelph	$114,619.00	$74,561.00

As the units are in very close proximity to each other the intent of the tender call was to award to one contractor based on the low overall price for both sites.

The project is over budget as there are structural issues that require repairs at the Mill Street location that were discovered after the budget was approved (some of the trusses for vertical support in the building are loose and can be moved by hand and most of the horizontal supports are slumping).

The submissions were all in order and staff are recommending awarding the tender to the lowest bidder meeting the specifications Heather and Little Limited, of Markham, at the total tendered amount of $157,185.60 excluding H.S.T. @ 13%.

Consulting and engineering fees for the project are approximately $35,000.00.

Funding for the project is outlined in the attached Financial Summary.

Recommendation:

That Project No. CW2015-025 a tender for replacement of the shingle roofs at the social housing sites located at 38 Elizabeth Street and 56 Mill Street, in Harriston, Ontario, be awarded to the lowest bidder meeting the specifications Heather and Little Limited, of Markham, at the total tendered amount of $157,185.60 exclusive of H.S.T. @ 13% ; and

That the funding for this project be approved as set out in the attached funding summary; and

That the County Treasurer be authorized to provide the additional funding for this project from the Housing Capital Reserve; and

That the Warden and County Clerk be authorized to sign the required contract documents and staff issue the necessary purchase orders.

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

FUNDING SUMMARY

COUNTY OF WELLINGTON
CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE

Project name: Roof Replacement 38 Elizabeth Street and 56 Mill Street
Project number : 21550021 & 21550061

PROJECT COSTS

	Total
Tendered Construction*	$160,000
Engineering fees	$35,000
Contingency	$20,000
Project total	$215,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Social Services Reserve	Municipal Recovery	Housing Capital Reserve
2015 Capital Budget	$ 120,000	$ 29,600	$ 90,400	
	$ 120,000	$ 29,600	$ 90,400	$ -
Funding Adjustment	$ 95,000		$ 71,500	$ 23,500
Revised cost and sources of financing	$ 215,000	$ 29,600	$ 161,900	$ 23,500

COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Warden and Members of the County Council
From: Scott Wilson, CAO
Date: Thursday, June 25, 2015
Subject: **Riverfest Elora Request**

Background:

The attached request dated June 18, 2015 was received from Riverfest Elora regarding its upcoming event and the issue of accommodating the high number of anticipated attendees. The event is held in Bissell Park, Centre Wellington and is scheduled from August 14-16, 2015. Riverfest Elora is requesting the use of County green space property adjacent and west of the Gambrel Barn on County Road 21 in Elora for overflow camping.

Staff are supportive and are recommending that the request be granted.

Recommendation:

That the County of Wellington grant the request from Riverfest Elora regarding the use of County of Wellington green space property adjacent and west of the Gambrel Barn on County Road 21 in Elora for additional camping during the festival on August 14-16, 2015.

Respectfully submitted,

Scott Wilson
CAO

From: Shawn Watters <shawn@riverfestelora.com>
Sent: Thursday, June 18, 2015 5:02 PM
To: Scott Wilson
Subject: Riverfest Elora

Dear Mr. Wilson,

I am involved in the production of Riverfest Elora which is arts and music festival being held at Bissell Park in Elora August 14,15,16 www.riverfestelora.com.

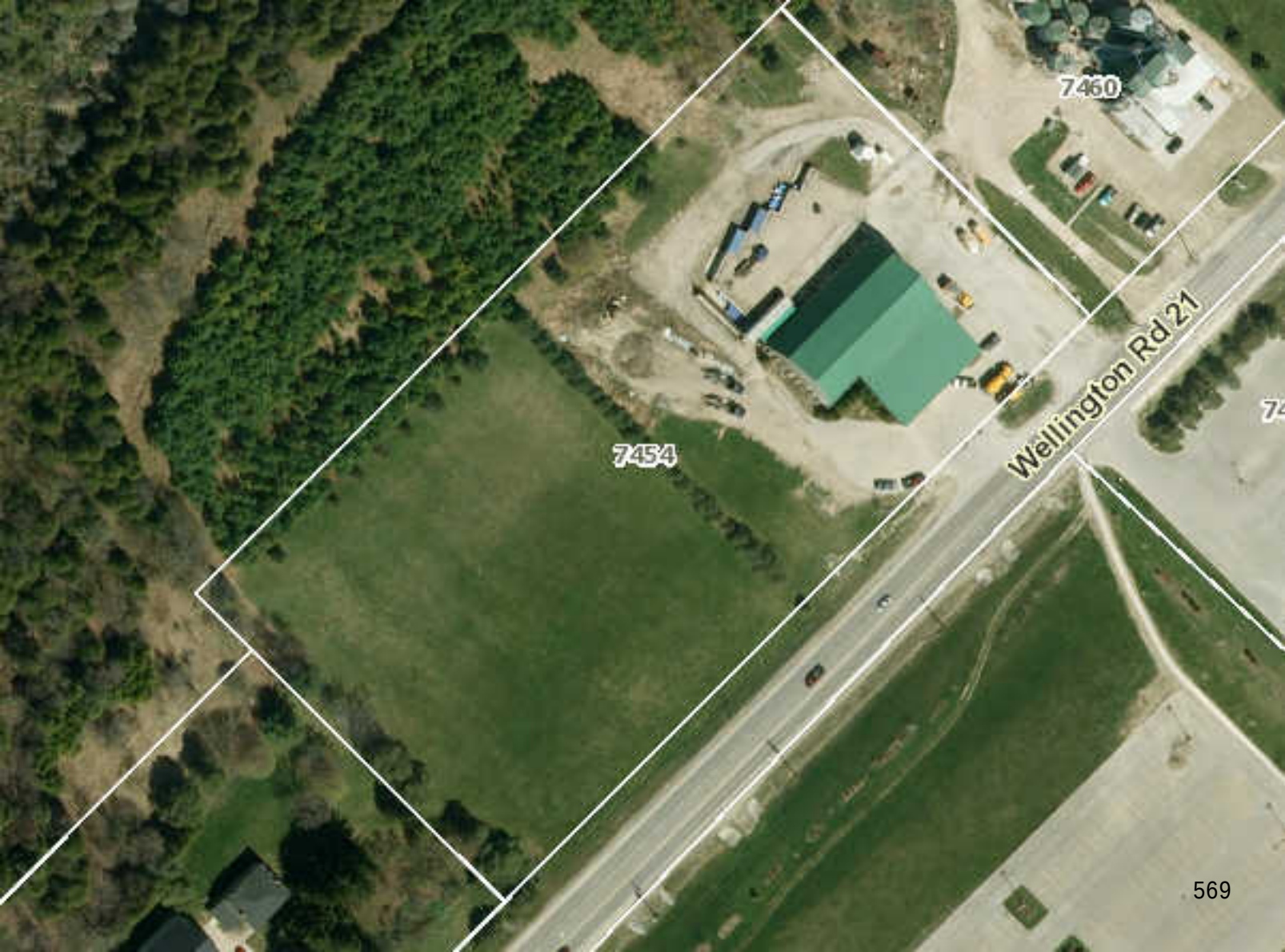
The festival has grown over the past 4 years from 500 attendees to anticipated attendance this year of 21,000 over the three days. Overnight accommodations for this event has become difficult to find as the festival has grown. The Gorge Park, B&B, hotels here and Guelph will be full or near capacity. In order to provide additional accommodation the Riverfest Elora committee has identify additional space that could be used for overflow camping. We have identified a County of Wellington green space property adjacent and west of the Gambrel Barns on County Road 21 in Elora. We would like to have additional camping on this property. Cars would be restricted to the parking lot. No RV's would be allowed on the property.The property would be fenced from County road 21. During the festival we would have 24 hours security.

Bathrooms and water would be provided to the campers. Open fires would not be allowed. For patrons of Riverfest a shuttle bus would circulate throughout the length of festival from Gambrel Barns making stops at the The Elora Gorge Park, Grand River Raceway and Bissell Park. Riverfest Elora has insurance and the County would be named on the policy pertaining to this property. Please contact us if you have any further comments or questions.

We're hoping you can assist with this.

Thank you,

Shawn Watters
Director Riverfest Elora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Wellington Rd 21