



The Corporation of the County of Wellington
County Council
Agenda

Thursday, April 24, 2014

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 Whale
 - 5.1 March 27, 2014
6. Resolution to Permit Delegations - Councillor Watters
 - 6.1 Certified Municipal Manager Designation Presentations

4 - 11

Executive Director Bill McKim from the Ontario Municipal Management Institute will be presenting awards to the following County employees:

Jennifer Adams, Information Coordinator, CMM II

Kristen Horne, Accessibility Clerk, CMM I

Brad Hutchinson, Safety Devices Foreman, CMM II

Cathy Stewart-Leahey, Supervisor, Marden Library, CMM II

Molly Wright, Human Resources Generalist, CMM II

The following County employees have achieved updated CMM statuses (no presentations):

Wayne England, Transfer Operations Supervisor, CMM III

Murali Narayanan, Business Systems Analyst, CMM II

6.2 Gas Tax Funding Presentation (To begin at 11:30 am)

Member Municipality Mayors

Mr. Michael Chong, MP

Mr. Gary Schellenberger, MP

Mr. Ted Arnott, MPP

Mr. Randy Pettapiece, MPP

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

5386-14 A by-law to reset upper and lower tier revenue neutral transition ratios for the 2014 taxation year

5387-14 A by-law to establish upper and lower tier property tax ratios and tax reductions for prescribed subclasses for the year 2014

5388-14 A by-law to establish and levy tax rates for upper tier purposes for the year 2014

5389-14 A by-law to provide for certain capping options with respect to property taxes for those properties in the commercial, industrial and multi-residential classes for the 2014 taxation year

5390-14 A by-law to amend by-law 4179-97 a by-law to regulate traffic on various County roads within the County of Wellington

5391-14 A by-law to amend by-law 4563-03 a by-law to regulate traffic on various County roads within the County of Wellington

5392-14 A by-law to adopt Official Plan Amendment No. 89 (Pike Lake, Town of Minto) to the Official Plan for the County of Wellington

5393-14 A by-law to adopt Official Plan Amendment No. 90 (Ren's Expansion, Township of Puslinch) to the Official Plan for the County of Wellington

5394-14 A by-law to confirm the proceedings of the Council of the Corporation of the County of Wellington at its meeting held April 24, 2014

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

9. Closed Meeting - Councillor Chapman

(Agenda emailed under separate cover)

10. Rise and Report - Councillor Lynda White

11. Report from Closed Meeting - Warden White

12. Committee Minutes and By-Laws For Action	
12.1 Roads Committee	12 - 30
12.2 Solid Waste Services Committee	31 - 47
12.3 Police Services Board	48 - 80
12.4 Social Services Committee	81 - 174
12.5 Information, Heritage and Seniors Committee	175 - 272
12.6 Planning Committee	273 - 324
12.7 Economic Development Committee	325 - 328
12.8 Administration, Finance and Personnel	329 - 393
13. Proposed By-Laws Resolution to Refer to Council - Councillor Lever	
14. Reports from Staff	
15. Correspondence for Council's Information	
16. Resolution that the Committee of the Whole Rise and Report - Councillor Tosh	
17. Resolution to Adopt Action of Council in Committee of the Whole - Councillor McKay	
18. Resolution for Third Reading of By-Laws - Councillor Ross-Zuj	
19. Notice of Motion	
20. Cultural Moment	
21. Municipal Announcements	
22. Adjournment	



The Corporation of the County of Wellington County Council Minutes

March 27, 2014
County Administration Centre
Council Chambers

1. O Canada

Councillor Watters led Council in the singing of O Canada.

2. Warden's Remarks

Warden White welcomed everyone to the Chambers.

3. Roll Call

Present: Warden Chris White, Councillors George Bridge, Ken Chapman, John Green, Jean Innes, Dennis Lever, Mark Mackenzie, Lou Maieron, Don McKay, Joanne Ross-Zuj, Gordon Tosh, Raymond Tout, Shawn Watters, Bruce Whale, Gary Williamson and Lynda White

4. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

5. Confirmation of Council Minutes

1/4/14

Moved by: Councillor Williamson

Seconded by: Councillor Lever

That the minutes of the Council Meetings in Committee of the Whole and Council Session held on February 27, 2014 be confirmed as recorded and distributed.

Carried

6. Resolution to Permit Delegations

2/4/14

Moved by: Councillor L. White

Seconded by: Councillor Green

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

Carried

6.1. +VG Architects - The Ventin Group

Mr. Ed Bordeau presented the site plan and design for the new Willowdale Child Care and Learning Centre.

7. Resolution First and Second Reading of By-Laws

3/4/14

Moved by: Councillor Lever

Seconded by: Councillor MacKenzie

That By-Laws numbered 5382-14 to 5385-14 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

4/4/14

Moved by: Councillor Innes

Seconded by: Councillor Chapman

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

Carried

9. Closed Meeting

5/4/14

Moved by: Councillor Watters

Seconded by: Councillor Tosh

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

Carried

10. Rise and Report

6/4/14

Moved by: Councillor Chapman

Seconded by: Councillor Williamson

That Council rise and report from the closed meeting.

Carried

11. Report from Closed Meeting

The Warden advised that the purchase of property on Willow Road from the City of Guelph for the new Willowdale Child Care Centre was discussed.

7/4/14

Moved by: Councillor Bridge

Seconded by: Councillor Ross-Zuj

That the County is hereby authorized to purchase said lands on Willow Road from the City of Guelph for \$150,000; and

That the Warden and County Clerk be authorized to execute and seal as required an Agreement of Purchase and Sale for said lands, and to complete the purchase pursuant to the Agreement of Purchase and Sale and to sign all documentation necessary to complete said purchase.

Carried

12. Committee Minutes and By-Laws For Action

12.1. Police Services Board

8/4/14

Moved by: Councillor Tout

Seconded by: Councillor Green

That the March 12, 2014 Minutes of the Police Services Board be received and referred to Council for adoption.

Carried

12.2. Economic Development Committee

9/4/14

Moved by: Councillor Bridge

Seconded by: Councillor Green

That the March 18, 2014 Minutes of the Economic Development Committee be received and referred to Council for adoption.

Carried

12.3. Administration, Finance and Personnel Committee

10/4/14

Moved by: Councillor Green

Seconded by: Councillor Bridge

That the March 18, 2014 Minutes of the Administration, Finance and Personnel Committee be received and referred to Council for adoption.

Carried

12.4. Hospital Funding Committee

11/4/14

Moved by: Warden White

Seconded by: Councillor Chapman

That the minutes of the March 18, 2014 Hospital Funding Committee be received and referred to Council for adoption.

Carried

13. FCM Report to Council

12/4/14

Moved by: Councillor Tout

Seconded by: Councillor L. White

That the FCM Report to Council - 2013 FCM Advocacy Days and Meeting of the Board of Directors be received for information.

Carried

14. Motion Regarding FCM

13/4/14

Moved by: Councillor L. White

Seconded by: Councillor Chapman

Whereas FCM's National Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the prestige required to carry the municipal message to the federal government; and

Whereas the 77th FCM Annual Conference and Trade Show will take place May 30 to June 2, 2014, during which time the Annual General Meeting will be held and followed by the election of the FCM's National Board of Directors;

Be it resolved that Council of the Corporation of the County of Wellington endorse Councillor Joanne Ross-Zuj to stand for election on the FCM's National Board of Directors for 2014- 2015; and

Be it further resolved that Council assume all costs associated with Councillor Joanne Ross-Zuj attending FCM's Board of Directors meetings.

Carried

15. Proposed By-Laws Resolution to Refer to Council

14/4/14

Moved by: Councillor Tosh

Seconded by: Councillor McKay

That By-Laws numbered 5382-14 to 5385-14 inclusive, be considered and referred to Council for third reading.

Carried

16. Reports from Staff

16.1. Tender Award – Construction of Willowdale Child Care and Learning Centre

15/4/14

Moved by: Councillor Tosh

Seconded by: Councillor Watters

That County of Wellington Project No. CW2014-016, a tender for the construction of a new Willowdale Child Care and Learning Centre be awarded to Devlan Construction Ltd, of Guelph, at the total tendered amount of 1,877,500.00 exclusive of HST @ 13% and inclusive of the separate prices; and

That the project costs and financing for the Willowdale Childcare and Learning Centre project be approved as set out in the schedule; and

That Purchasing and Risk Management staff be authorized to issue the necessary purchase orders; and

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

Carried

17. Correspondence for Council's Information

There was no correspondence for Council's information.

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

16/4/14

Moved by: Councillor Whale

Seconded by: Councillor MacKenzie

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

Carried

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

17/4/14

Moved by: Councillor Ross-Zuj

Seconded by: Councillor McKay

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

Carried

20. Resolution for Third Reading of By-Laws

18/4/14

Moved by: Councillor McKay

Seconded by: Councillor Tosh

That By-Laws numbered 5382-14 to 5385-14 inclusive be taken as read a third time and passed.

Carried

21. Notice of Motion

There were no notices of motion.

22. Cultural Moment

Ms. Janice Hindley, Wellington Place Administrator advised that the cultural moment was the unveiling of the new display case in the lobby that will feature the WCMA's Wellington County Collects exhibit. Wellington County Collects features the private collections of residents from across the County. After their collections have exhibited at the Museum for four months, the collections will come down to be displayed in the case at the County Administration Centre. The first collection on display was teapots owned by former County Councillor Carl Hall.

23. Municipal Announcements

Councillor Bridge thanked the organizers of the 4th annual Ontario Municipal Hockey Tournament hosted by Wellington North.

Councillor Williamson distributed postcards to promote the work Safe Communities Wellington County does to prevent injuries.

Councillor Lever advised that Puslinch has joined the exchange programme with Wellington County Archives to display and rotate art in municipal offices.

Councillor Tout advised that the Showcase Wellington North took place on March 24 and 25.

Councillor Whale announced the 33rd Annual Drayton Farm Show would take place on April 2 and April 3.

24. Adjournment

At 11:45 am, the Warden adjourned the meeting until April 24, 2014 or at the call of the Chair.

Chris White - Warden

Donna Bryce - County Clerk



**Corporation of the County of Wellington
Roads Committee
Minutes**

April 8, 2014
County Administration Centre
Keith Room

- Present:** Warden Chris White
Councillor Joanne Ross-Zuj (Chair)
Councillor Ken Chapman
Councillor Lynda White
Councillor Gary Williamson
- Staff:** Mark Bolzon, Manager, Purchasing and Risk Management
Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Mark Eby, Construction Manager
Gord Ough, County Engineer
Scott Wilson, CAO
- Also Present:** Councillor Dennis Lever
Councillor Don McKay
Ken Roth, Councillor, Township of Puslinch
Dennis Hollands, Triton Engineering

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. Roads Financial Statements as of March 2014

1/2/14

Moved by: Councillor L. White

Seconded by: Councillor Williamson

That the Roads and Engineering Financial Statements as of March 2014 be approved.

Carried

4. Tender Award - Asphalt and Shoulder Gravel

2/2/14

Moved by: Councillor Williamson

Seconded by: Councillor Chapman

That County of Wellington Project No. CW2014-018 a contract for the supplying and placing approximately 21,300 tonnes of HL-4, HL-4 Modified and HL-3 asphalt approximately 2,900 tonnes of shoulder gravel on County Roads throughout the County of Wellington be awarded to the companies/firms indicated in the table in the report, in the total amount of \$2,161,060.31 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 capital budgets for 2014 roads projects be amended as required as a result of the tender awards in accordance with the schedule; and

That the County Treasurer be authorized to transfer funds to and from the Roads Capital Reserve resulting from budget amendments to 2014 roads projects.

Carried

5. Prequalification of Bridge and Culvert Contractors 2014-2015

3/2/14

Moved by: Councillor L. White

Seconded by: Councillor Chapman

That the firms/contractors contained in the report of the Manager of Purchasing and Risk Management be approved to bid on County of Wellington Bridge and Culvert Replacement and Repair Contracts – 2014 to 2015 as per the criteria set out in County of Wellington Project No. CW2014-013; and

That Purchasing and Risk Management staff be authorized to limit the issuing of the necessary bid documents to these firms as the project come forward.

Carried

6. Environmental Assessment Bridge #000101

4/2/14

Moved by: Councillor Williamson

Seconded by: Councillor L. White

That the County of Wellington Roads Committee endorse the recommendation to remove Bridge #000101 on the East-West Luther Town Line; and

That the resolution be circulated to the Township of Wellington North, Township of East Luther and the County of Dufferin requesting that they do the same.

Carried

7. Speed Limit Review Request Wellington Road 22 (Erin)

5/2/14

Moved by: Warden White

Seconded by: Councillor Chapman

That the speed limit on Wellington Road 22 from Wellington Road 24 to Sixth Line of The Town of Erin be adjusted from 80 km/hr. to 60/km/hr.

Carried

8. Speed Limit Review Request Wellington Road 124 (Erin)

6/2/14

Moved by: Councillor L. White

Seconded by: Councillor Williamson

That the necessary by-law amendments be made to accommodate the realignment of the speed limits on WR124 at the southwest limits of “Erin” in the Town of Erin, so that the speed limits are the same in both lanes as vehicles enter or leave the 80km/hr. zone.

Carried

9. Reconstruction of Frederick Street and Eliza Street (Arthur)

Mr. Dennis Hollands, Triton Engineering presented a roundabout design option for the reconstruction of the intersection of Frederick Street and Eliza Street in Arthur.

7/2/14

Moved by: Councillor L. White

Seconded by: Councillor Williamson

That the report of the County Engineer regarding Reconstruction of Frederick Street and Eliza Street, Arthur be received for information.

Carried

10. Winston Churchill Boulevard

8/2/14

Moved by: Councillor Williamson

Seconded by: Councillor Chapman

That the report of the County Engineer regarding Winston Churchill Boulevard be received for information.

Carried

11. KUDOS - From a Satisfied Resident

The letter from a satisfied resident was received for information.

12. Parking on Harris Street, Rockwood- Verbal

Staff was directed to review parking on Harris Street, Rockwood during the winter snow plowing season.

13. Motorized Wheelchair Bicycle - Verbal

The Committee and staff on the Spring Road Tour would review the stretch of road in Erin Village providing access to the trails used by the motorized wheelchairs and consider whether terrain improvements are required.

14. Adjournment

At 2:00 pm, the Chair adjourned the meeting until May 14, 2014 or at the call of the Chair.

Joanne Ross-Zuj
Chair
Roads Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Tuesday, April 8, 2014
Subject: Roads Committee – Tender Award Asphalt and Shoulder Gravel

Background:

Staff recently issued County of Wellington Project No. CW2014-018 a tender for Hot Mix Asphalt and Shoulder Gravel (Supply and Place). The contract is for the supplying and placing approximately 21,300 tonnes of HL-4, HL-4 Modified and HL-3 asphalt approximately 2,900 tonnes of shoulder gravel on County Roads throughout the County of Wellington.

On Tuesday, April 1, 2014 six (6) tender submissions were received. Attached is a spreadsheet summarizing the various sections of the tender submissions. The pricing shown is exclusive of HST @ 13%.

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 @ 13%)
A	Wellington Road #6 (Sligo Road)	The Murray Group, Moorefield	\$76,435.15
B	Wellington Road #10	The Murray Group, Moorefield	\$925,692.00
C	Wellington Road #16	The Murray Group, Moorefield	\$542,750.88
D	Wellington Road #39	Cox Construction Limited, Guelph	\$341,966.65
E	Mill and Pave parts of WR's 7, 24, 26, 27, 32, 52, 124 and 125	E & E Seegmiller Limited, Kitchener	\$159,762.63
F	Mill and Pave part of WR's 7, 10, 11, 16, 18, 26, 87 and 109	Steed and Evans Limited, St. Jacobs	\$114,453.00
		TOTAL AMOUNT	\$2,161,060.31

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 – 2014 Paving and Recycling Tender Results" for a summary of capital 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.

The County has also issued a tender (Project No. CW2014-019) for 42,800 m² of asphalt recycling for a portion of Wellington Road 10. The costs exceeded the budget for this project and staff are recommending that the tender be cancelled and the work be completed as part of this tender. The work has been calculated into the costs of Part B and the numbers in the summary reflect the additional work.

Recommendation:

That County of Wellington Project No. CW2014-018 a contract for the supplying and placing approximately 21,300 tonnes of HL-4, HL-4 Modified and HL-3 asphalt approximately 2,900 tonnes of shoulder gravel on County Roads throughout the County of Wellington be awarded to the companies/firms indicated in the table above, in the total amount of \$2,161,060.31 exclusive of HST @ 13%

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

That the capital budgets for 2014 roads projects be amended as required as a result of the tender awards in accordance with the attached schedule

That the County Treasurer be authorized to transfer funds to and from the Roads Capital Reserve resulting from budget amendments to 2014 roads projects.

Respectfully submitted,



Mark Bolzon
Manager, Purchasing and Risk Management Services

County of Wellington
Project No. CW2014-018
Hot Mix Asphalt and Shoulder Gravel

COMPANY	PART A	PART B	PART C	PART D	PART E	PART F
The Murray Group, Moorefield	76,735.15	925,692.00	542,750.88	418,968.75	189,992.53	132,114.89
Cox Construction Ltd., Guelph	87,230.50	956,480.00	554,785.23	341,966.65	189,352.45	163,445.14
Coco Paving Inc, Petersburg	81,144.20	967,014.30	567,200.00	365,125.00	160,250.70	142,173.92
Capital Paving Inc, Guelph	108,693.31	1,013,920.37	603,674.86	349,027.63	179,694.87	203,614.53
E & E Seegmiller Ltd, Kitchener	90,932.72	1,296,536.43	721,417.23	420,167.61	159,762.63	137,538.59
Steed and Evan Ltd. St. Jacobs	No bid	984,936.50	No bid	369,696.50	No bid	114,453.00

Schedule A - 2014 Paving and Recycling Tender Results

April 8, 2014

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						
WR 6 WR6, Hwy6 w for 200m 21140261	Paving Contract	78,000	77,800			
	County Labour and Equipment	10,000		10,000		
	Construction Materials (COW)	10,000		10,000		
	Contingency	12,000		12,200		
	Engineering	15,000		15,000		
	Total		125,000	77,800	47,200	125,000
WR 10 WR 10, WR 86 to Conc 4, 5.4 km 21140271	Paving Contract	942,000	942,000			
	Pulverizing	46,000		46,000		
	County Labour and Equipment	87,000		87,000		
	Construction Materials (COW)	50,000		50,000		
	Contingency	55,000		55,000		
	Engineering	20,000		20,000		
Total		1,200,000	942,000	258,000	1,200,000	0
WR 16 WR16, WR15 to Hwy89 5.4km 21140291	Paving Contract	455,000	552,300			
	County Labour and Equipment	20,000		20,000		
	Construction Materials (COW)	20,000		20,000		
	Contingency	40,000		40,000		
	Engineering	15,000		15,000		
	Total		550,000	552,300	95,000	647,300
WR 39 WR39, WR30 to WR31, 3.1km 21140291	Paving Contract	255,000	348,000			
	County Labour and Equipment	20,000		20,000		
	Construction Materials (COW)	15,000		15,000		
	Contingency	20,000		20,000		
	Engineering	15,000		15,000		
	Total		325,000	348,000	70,000	418,000
Hot Mix Patches 1110141	Contracted Construction*	145,000	162,600			
	County Labour and Equipment	5,000		5,000		
	Total		150,000	162,600	5,000	167,600
Hot Mix Patches 1110141	Contracted Construction*	95,000	116,500			
	County Labour and Equipment	5,000		5,000		
	Total		100,000	116,500	5,000	121,500
GRAND TOTAL		2,450,000	2,199,200	480,200	2,679,400	-229,400

* 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, April 8, 2014
Subject: **Prequalification of Bridge and Culvert Contractors 2014-2015**

Background:

Staff recently issued a proposal call for the prequalification process to select qualified bridge construction contractors for the County's 2014 and 2015 bridge and culvert rehabilitation and replacement projects.

The intent of the Prequalification Call is to establish a list of prequalified Contractors to complete works (rehabilitation and/or replacement) on bridges and culverts owned or under maintenance control of The County of Wellington. A tiered list of Contractors will be generated from the prequalification process.

The highest level (Level I) will be Contractors qualified to complete bridge works valued in excess of \$1.5 million. The second level (Level II) will be bridge works valued at less than \$1.5 million and the third (Level III) will be Contractors qualified to install culverts and/or conduct minor repairs to culverts.

Level I Contractors will be able to bid on all projects, Level II Contractors will be able to bid on Level II bridge work and culverts and Level III Contractors will only be allowed to bid on culvert work only.

The County also reserves the right to complete a project specific prequalification process, and to remove firms from the list at the discretion of the County Engineer.

This approach allows the County of Wellington to select the best qualified contractors to bid on our projects. There will be no opportunity to add new firms during this period.

The following projects are anticipated for the next two years–

PROJECT	ANTICIPATED YEAR OF CONSTRUCTION	ESTIMATED VALUE OF CONSTRUCTION
BRIDGES		
WR 6, Spring Creek Bridge, repair	2014	\$150,000
WR 10, Moorefield Bridge, rehabilitation	2015	\$150,000
WR 10, Wyandot Bridge, rehabilitation	2015	\$225,000
WR 27, Bridge 027106, replacement	2015	\$550,000
WR 30, Bridge 030124, rehabilitation	2014	\$200,000
WR 36, Bridge 036122, replacement	2015	\$525,000
WR 36, Bridge 036086, rehabilitation	2015	\$200,000
WR 87, Bridge 087137, rehabilitation	2015	\$425,000
WR 87, Bridge 087138, rehabilitation	2015	\$1,000,000
CULVERTS		
WR 5, Culvert 0.9 km south of 7 th Line, widen	2015	\$100,000
WR 6, Culvert 06081, replacement	2015	\$400,000
WR 11, Culvert 11005, liner	2014	\$400,000
WR 11, Culvert 111020, rehabilitation	2014	\$100,000
WR 18, Culvert 18021, liner	2014	\$300,000
WR 22, Culvert east of WR 23, replacement	2014	\$500,000
WR 86, Culverts 86170 and 86180, liners	2014	\$500,000

The County of Wellington reserves the right to add or delete projects from this list at its discretion.

On Thursday February 27, 2014, thirty seven (37) submissions were received for County of Wellington Project No. CW2014-013 – Prequalification of Bridge and Culvert Contractors for Replacement and Repairs of County Bridges and Culverts – 2014 to 2015.

Staff reviewed the submissions and based on the criteria set out in the prequalification documents and the County’s past experience with some of the companies, the following firms are being recommended to be qualified to bid on County bridge and culvert projects.

Recommendation:

That the following firms/contractors be approved to bid on County of Wellington Bridge and Culvert Replacement and Repair Contracts – 2014 to 2015 as per the criteria set out in County of Wellington Project No. CW2014-013 –

Level I Contractors	
Amico Design Build Inc., Oldcastle	MacLean Taylor Construction Ltd., St. Mary's
Brennan Paving and Construction, Markham	Marbridge Construction Ltd., Mississauga
Looby Builders (Dublin) Limited, Dublin	Owen King Limited, Walkerton
Toronto Zenith Contracting Ltd., Concord	PCL Constructors Canada Inc., Mississauga
Facca Incorporated, Ruscom	
Level II Contractors	
Clearwater Structures Inc., Ajax	Finnbilt General Construction Ltd., Stratford
Engineered Concrete Ltd., Kitchener	Maloney & Pepping Construction, Ltd., Stratford
Premier Concrete Inc., Seaforth	Xterra Construction Inc., Kitchener
W.G. Kelly Construction, Mitchell	Intrepid General, Chatham
Reeves Construction Ltd., Mount Forest	Carlinton Construction, Stoney Creek
Signature Contractors, Oldcastle	Weathertech Restoration Services, Dorchester
SLR Contracting Group, Windsor	
Level III Contractors	
J. Weber Contracting Limited, Breslau	Lavis Contracting Co. Ltd., Clinton
Moorefield Excavating Ltd., Harriston	Network Site Services Ltd., Cambridge
Steed and Evans Limited, St. Clements	Vandriel Excavating Inc., Clinton
Capital Paving Inc., Guelph	Cedarwell Excavating Ltd., Hanover
Cox Construction Ltd., Guelph	Titanium Contracting Inc., Woodbridge
Hanna & Hamilton Construction Co. Ltd, Listowel	J.G. Goetz Construction Ltd., Guelph
Drexler Construction Ltd., Rockwood	

and

That Purchasing and Risk Management staff be authorized to limit the issuing of the necessary bid documents to these firms as the projects come forward.

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, April 8, 2014
Subject: **Bridge #000101 Environmental Assessment**

BACKGROUND

For some time now, a Class Environmental Assessment related to the future of Bridge #000101 has been underway jointly with the County of Dufferin

Bridge #000101 is one of the "County Bridges on Local Roads."

Bridge #000101 is located on that part of the East-West Luther Town Line that runs between WR15 and Line 12. This section of Line 12 fragments a section of the Luther Marsh in an area that contains a number of species at risk. This portion of road has very little traffic and has no residences that access this section of the east-west Luther Town Line.

The bridge was constructed CIRCA 1930, it has been in very poor condition for decades and is a hazard to those attempting to use it. This section of road does not receive winter maintenance and has an approximate traffic count of 20 cars per day.

Several years ago there was consensus at a County of Wellington and Township of Wellington North staff level that the closing and removal of the bridge would be advantages to the two Townships that share the ownership of the road because they would have the option of stopping up and closing a portion of the boundary road and relieve themselves from any maintenance obligations and liability associated with the roadway and to the two Counties because they would be relieved of the liability of this very deficient bridge.

The preferred option of the design team is to close the road and remove the bridge. The Ministry of Natural Resources comments at this stage indicate that the Ministry is supportive of our preferred option.

Recommendation:

That the County of Wellington Road Committee endorse the recommendation to remove Bridge #000101 on the East-West Luther Town Line and that the resolution be circulated to the Township of Wellington North, Township of East Luther and the County of Dufferin requesting that they do the same.

Respectfully submitted,

Gordon J. Ough, P. Eng.
County Engineer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, April 8, 2014
Subject: **Speed Limit Review Request WR22 (Erin)**

Background:

On January 10, 2012 the County Roads Committee passed the following resolution related to establishing posted speed limits.

“That the Canadian Guidelines for Establishing Posted Speed Limits developed by Transportation Association of Canada (TAC) be adopted for use when setting or adjusting speed limits on County Roads.”

A request has been received from a local resident to re-assess the appropriate speed limit for WR22 that runs southwesterly from WR24.

TAC Guidelines have been applied to re-evaluate the posted speed limit on WR22 as requested.

TAC Guidelines indicate that the appropriate speed limit for the section of WR22 from WR24 to the Sixth Line of the Town of Erin is 60 km/hr.

Recommendation:

That the speed limit on Wellington Road 22 from Wellington Road 24 to Sixth Line of The Town of Erin be adjusted from 80 km/hr. to 60/km/hr.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gordon J. Ough".

Gordon J. Ough, P. Eng.
County Engineer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, April 8, 2014
Subject: **Speed Limit Review Request WR124 (Erin)**

Background:

On January 10, 2012 the County Roads Committee passed the following resolution related to establishing posted speed limits.

“That the Canadian Guidelines for Establishing Posted Speed Limits developed by Transportation Association of Canada (TAC) be adopted for use when setting or adjusting speed limits on County Roads.”

A request has been received to re-assess the appropriate speed limit for WR124 from Erin Village to the School Zone in Brisbane.

TAC Guidelines have been applied to evaluate the posted speed limit on WR124 as requested.

TAC Guidelines confirm that the appropriate speed limit for the section of WR124 in question is 80 km/hr. as posted.

A minor adjustment of sign locations where the 80 km/hr. and 40km/hr. zones meet, to insure that the speed limit in both lanes align, is recommended.

Recommendation:

That the necessary by-law amendments be made to accommodate the realignment of the speed limits on WR124 at the southwest limits of “Erin” in the Town of Erin, so that the speed limits are the same in both lanes as vehicles enter or leave the 80km/hr. zone.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gordon J. Ough".

Gordon J. Ough, P. Eng.
County Engineer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, April 8, 2014
Subject: **Reconstruction of Frederick Street and Eliza Street in Arthur**

Background:

For several years, a project that includes the repaving of Frederick Street (WR14) and the reconstruction of Eliza Street (WR14) in Arthur has been on the County's radar. From the Township of Wellington North's point of view nearly all of the underground services under Frederick Street have been a financial worry and maintenance burden for years.

The joint rebuild and the addressing of the deficient underground services was the subject of two successive MIIF applications.

The most recent application, that was very heavily loaded to the Township's advantage, was not successful; however, since the state of the underground services was becoming critical, both the County and the Township included this reconstruction project in their respective budgets. The County's budget is approved and at the time of the creation of this report, the Township's was not yet approved.

Several years ago, during a site visit that Wellington North, County of Wellington and Triton Engineering Staff attended, it was brought to the County's attention that the intersection of Frederick Street and Eliza Street had a reputation as being an awkward intersection and was a bit of a dangerous intersection. It was pointed out that the streets coming into the intersection came in at odd angles, that traffic speeds were perceived to be high and there was a fair bit of truck traffic and cottage commuter traffic. The County was encouraged to consider an intersection design with the foregoing in mind. A roundabout was discussed at the time as being an option to look at.

After discarding an all way stop condition, and traditional traffic signals, we were left with the do nothing i.e. reconstruct as is, or a roundabout option. The do nothing option, although it didn't really address the request to look for something to address the identified deficiencies, was the only reasonable option on the table to compete with a roundabout option which was favored by the design team.

In mid January, Wellington North and County of Wellington staff met with Triton Engineering staff to review the design options and the scope of the project.

Triton Engineering staff and County staff attended a Wellington North Council Meeting on February 10, 2014 to explain the do nothing (reconstruct with the same configuration as exists today) and the roundabout option. The reaction to the roundabout option was mixed. The main concern expressed by those opposed to a roundabout was that they feared that trucks and agricultural equipment would not be able to get through the roundabout. They were skeptical when we told them that the roundabout being proposed was designed to accommodate both transport truck and trailer traffic and agricultural equipment trains.

On March 18, 2014 an Open House was held at the Community Centre in Arthur to allow folks to come and view drawings related to the Frederick Street/Eliza Street Reconstruction Project and to ask questions of Triton and County staff in order to better understand the project and the option being considered.

Most people that attended the Open House were afraid of the roundabout option.

A few attendees liked the roundabout when they got to the meeting and some that were against a roundabout when they got to the meeting were okay with the idea when they left.

A good number of those opposed to the roundabout option talked as if the developing of an unopened road allowance at the north end of the former Village of Arthur as a truck bypass was an option on the table. The unopened road allowance is locally referred to as Wells Street.

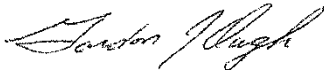
The CAO of Wellington North has indicated that he will be asking his Council to indicate their preference with respect to the design of the Frederick Street/Eliza Street intersection in the near future so that the design drawings can be finalized.

There are a few design details and approvals required before we can go out to tender for the project.

Recommendation:

That the report be received for information.

Respectfully submitted,



Gordon J. Ough, P. Eng.
County Engineer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, April 8, 2014
Subject: **Winston Churchill Boulevard**

Staff from the Region of Peel have been in the process for some time, developing a design related to the reconstruction of the section of Winston Churchill Blvd. (WR25) that the Peel Region is charged with the responsibility of looking after. Winston Churchill is a boundary road between the Town of Caledon in the Region of Peel and the Town of Erin in the County of Wellington.

A 4 Way Stop is being recommended at the intersection of Winston Churchill Blvd. (WR25) and Balinafad Road/Erin Halton Town Line (WR42) and a 3 way Stop is being recommended at the intersection of Winston Churchill Blvd. (WR25) and Old Base Line Road. Peel Region staff have confirmed that there are technical reasons (sighting distance) for the recommendation of these multi-way Stop conditions.

It is noted that the Environmental Assessment process identified the all way stops to enhance the safe operation of these two intersections, that the project team reviewed the recommendation and signed off on it, and; that the All-Way Stop recommendation was presented at a Public Information Centre (PIC) and it received support from the residents and stakeholders.

Recommendation:

That this report be received for information.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Gordon J. Ough'.

Gordon J. Ough, P. Eng.
County Engineer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Gordon J. Ough, P. Eng., County Engineer
Date: Tuesday, April 8, 2014
Subject: **KUDOS – From a Satisfied Resident**

Below, for the Committee's interest and information, is an account from a member of our Solid Waste Services office staff, related to some complementary comments that she received recently about the County Roads staff.

"On Saturday, when I was at the hockey game in Mount Forest, a lady working the draw table was chatting and asked where I was from and what had brought me to the tournament. When I replied, that I worked for the County she was overjoyed to meet me and proceeded to tell me she lived on WR7 in Teviotdale and could not be happier with the Roads crews in her area. She thinks they are the best thing on earth and not only do they do a super job in the winter but also in the summer in keeping her ditch cut down. I thanked her for her kind words and said I would pass them on.

I passed this on verbally to Doug Shaw and Wolfe Wietzke at the arena."

Recommendation:

That this report, entitled KUDOS – From a Satisfied Resident be received for information.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Gordon J. Ough'.

Gordon J. Ough, P. Eng.
County Engineer



**Corporation of the County of Wellington
Solid Waste Services Committee
Minutes**

April 8, 2014
County Administration Centre
Keith Room

Present: Warden Chris White
Councillor Don McKay (Chair)
Councillor Ken Chapman
Councillor Dennis Lever
Councillor Gary Williamson

Staff: Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Doug Konrad, Manager Solid Waste Services
Gord Ough, County Engineer
Scott Wilson, CAO

Also Present: Ken Roth, Councillor, Township of Puslinch
Neil Driscoll, Councillor, Township of Mapleton

1. Call to Order

At 10:30 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. SWS Financial Statements as of March 2014

1/2/14

Moved by: Councillor Lever

Seconded by: Councillor Chapman

That the Financial Statements as of March 2014 be received for information.

Carried

4. Property Acquisition Policy

2/2/14

Moved by: Councillor Williamson
Seconded by: Councillor Chapman

That Staff be authorized to enter into negotiations for property acquisitions surrounding County waste facilities, and report back to Committee and Council on any property acquisition agreements; and

That funds for the property acquisitions be drawn from the Solid Waste Services Capital Reserve fund.

Carried

5. 2013 SWS Efficiencies Update Report

3/2/14

Moved by: Councillor Williamson
Seconded by: Councillor Chapman

That the 2013 SWS Efficiencies Update Report be received for information.

Carried

6. 2014 SWS Green Strategy Update Report

4/2/14

Moved by: Councillor Lever
Seconded by: Councillor Chapman

That the 2014 SWS Green Strategy Update Report, with the exclusion of the portion regarding wind turbines in the Long Range Planning section, be received for information.

Carried

7. KUDOS From Satisfied Residents

5/2/14

Moved by: Warden White

Seconded by: Councillor Chapman

That the report, entitled KUDOS – From Satisfied Residents be received for information.

Carried

8. Promotion and Education Project - Why Campaign

6/2/14

Moved by: Councillor Chapman

Seconded by: Councillor Williamson

That the Promotion and Education Project - Why Campaign report be received for information.

Carried

9. Ice Storm Brush Drop-Off Deadline Extension - Verbal

Mr. Gord Ough, County Engineer advised that the deadline for the brush from the ice storm would be extended to the end of May.

10. Adjournment

At 11:12 am, the Chair adjourned the meeting until May 13, 2014 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 Ough, County Engineer
Date: Tuesday, April 8, 2014
Subject: **SWS - Property Acquisition Policy**

Background:

In 2001 the County assumed responsibility for managing solid waste. The Solid Waste Services Division (SWS) was formed and has been involved in a long term plan and process of developing services and waste facilities into progressive operations based on quality customer service and environmental protection at a practical cost. Under this process a number of decisions on services and facilities have been made. Any decisions on site use or operational programmes are also required to adhere to Ministry of Environment (MOE) standards and regulations. The County has always ensured that minimum MOE requirements and expectations are met and exceeded. This has resulted in positive MOE relations and the willingness by the Ministry to negotiate on site improvement needs and scheduling.

The Ministry has also been undergoing a learning process in dealing with municipal and private waste operations over the last twenty plus years. Technology improvements and MOE experience has resulted in stricter operating standards and specific requirements for waste facilities for approvals, monitoring, and the need for buffer capacity (land) surrounding waste facilities. Original MOE calculations for how much waste could be buried at a site were completed by using the total property area (fence line to fence line) at an assumed height above ground. Larger landfill sites used this volume calculation to design a waste mound most often centered on the site. The surrounding area of land between the waste mound and the property line was used for a number of practices such as drainage control and screening the waste operation. At smaller sites this was not always possible and waste was buried directly beside the property fence line. Over time it was realized that this practice created problems off the property with underground movement of leachate and methane from the decomposing waste.

In response, the MOE began enforcing the need to maintain a set distance between the edge of waste and the property line. This edge of waste property line distance started as a twenty metre buffer and then over time has been extended to 30 metres. Meanwhile off-site environmental issues have often resulted in much larger acreage to keep site operations in compliance. For many facilities this required waste to be excavated back from the property line and/or the need to purchase additional property around the sites.

The County inherited a number of sites with buried waste at or near the property line. Over the years, whenever it was economical and practical, waste has been excavated back the required distance. However in some cases, due to cost or the risk of further environmental damage, excavation has not been possible. As a result, SWS has then purchased property to meet the Ministry thirty metre buffer requirement to keep waste operations in compliance.

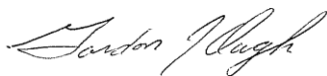
Issue:

Looking forward, it is recognized that in many instances impacts from sub-soil leachate and gas migration will necessitate the purchase of portions of adjacent property. This can occur with active or closed sites over an extended period of years. It is noted that the County is legally responsible for long term maintenance of all its active as well as closed waste sites. The potential for further property purchase as a result of environmental issues or an expanded buffer requirement beyond the current thirty metre limit is possible. As a result the County needs to be proactive in securing buffer land around its waste facilities. This will greatly reduce operational and environmental impacts from the waste sites and the need for MOE involvement or future restrictions. The sites currently requiring attention are the closed Arthur landfill and the active Harriston transfer site and Riverstown landfill.

Recommendation:

“That Staff be authorized to enter into negotiations for property acquisitions surrounding County waste facilities, and report back to Committee and Council on any property acquisition agreements; and that funds for the property acquisitions be drawn from the Solid Waste Services Capital Reserve fund.”

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, April 8, 2014
Subject: **2013 SWS Efficiencies Update Report**

Background:

Since 2001 the Solid Waste Services (SWS) Division has provided periodic updates to the Committee on efforts to improve operational efficiencies. This 2013 report has been developed as a continuation of this process, and it is presented for the Committee's interest.

Recommendation:

That the 2013 SWS Efficiencies Update Report be received for information.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Gordon J. Ough'.

Gordon J. Ough, P. Eng.
County Engineer

2013 - EFFICIENCIES UPDATE REPORT

The SWS Division conducts daily operations with the view of:

- Using cost effective and efficient management practices
- Making environmentally sound decisions
- Improving customer service
- Improving communications
- Improving safety for customers and staff

The following highlights some key efforts that occurred in 2013.

Administration:

1. Implemented Phase 1 of Aberfoyle landfill operation conversion to a transfer facility.
2. Developed smaller annual calendar of SWS services and started newsletter as overwrap page in Wellington Advertiser saving approximately \$10,800.
3. Developed SWS video pilot for promotion at Service Ontario office locations in Fergus and Arthur
4. Conducted surveys at waste facilities to determine communication needs and customer satisfaction.
5. Began programme working with libraries to promote backyard composting.

Collection Operations:

1. Diverted 4,071 metric tonnes of blue box (curbside) material from landfill (0.25% increase)
2. Diverted 3.9 metric tonnes of batteries (shared programme with Libraries) (43% decrease)
3. Diverted 67.4 metric tonnes of Household Hazardous Waste (events) material (8% decrease)
4. Diverted 13.6 metric tonnes of waste electronics (events) material (34% decrease)
5. Collected \$700 and 479 pounds of food donations from special event days

Roll-Off/Site Diversion Operations:

1. Diverted 1,498.3 metric tonnes of blue box material (site bins) from landfill (2% increase)
2. Diverted 153.4 metric tonnes of waste electronics (45% increase)
3. Diverted 2,006.9 metric tonnes of wood waste (26% increase)
4. Diverted 425.6 metric tonnes of scrap metal (5% increase)
5. Diverted 107.5 metric tonnes of tires (29% decrease)
6. Diverted 69.5 metric tonnes of bale wrap (13% decrease)
7. Obtained \$37,000 in revenue from electronics recycling programme at waste facilities, which was a gain of \$15,000 over previous year.
8. Use of new covered larger recycling bins has increased holding capacity at sites and reduced bin lift frequency for a savings of \$25,000 per year.
9. Reduced environmental impacts with Roll-Off trucks by switching to new exhaust system designs.

Transfer Site Operations:

1. Diverted 64.6 metric tonnes of Household Hazardous Waste from landfill (21% decrease)
2. Diverted 17.6 metric tonnes of clothing from Red Bin programme (21% decrease)
3. Diverted 19.1 metric tonnes from Re-Use Centres (34% decrease)
4. New vendor agreement for used motor oil saved approximately \$6,000 for waste sites.
5. Improved communication brochure for customers using Riverstown recycling bins.
6. Improved communication and site signage at Elora and Belwood to assist customers.

Disposal Operations:

1. Topsoil development programme continued with construction of second topsoil berm.
2. Tree planting programme for sites continued at sites.
3. Progressive capping and landscaping continued for environmental health of all sites.
4. Progressive fencing plan at closed sites continued.
5. Improved waste compaction with new compactor to maximize capacity and revenues.

Overall Division:

1. Continued the joint effort with Green Legacy programme to plant trees at landfill sites.
2. Continued University of Guelph Landscape programme for natural habitat at the sites.
3. Conducted composting courses and investigated ability to tie programme to libraries.
4. As noted previously a combined 8,518.4 tonnes of material diverted from all operations

Future Initiatives (Next Steps):

1. Continued development of the SWS Green Strategy.
2. Continued enhancements to Master Composter programme.
3. Determine if further development of solar collection is possible at waste facilities.
4. Continued environmental seal/closure of waste facilities.
5. Continued development of habitat programme.
6. Investigate further opportunities for improvement.



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, April 8, 2014
Subject: **2014 SWS Green Strategy Update Report**

Background:

The Solid Waste Services (SWS) Division provides annual updates to the Committee on Green Strategy projects that occurred over the last year, along with adjusted plans for future years. This report has been developed as a continuation of this process, and is presented for the Committee's information and interest.

Recommendation:

That the 2014 SWS Green Strategy Update Report be received for information.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Gordon J. Ough'.

Gordon J. Ough, P. Eng.
County Engineer

COUNTY OF WELLINGTON SOLID WASTE SERVICES “GREEN” STRATEGY

Our VISION is:

To ensure all Solid Waste Services (SWS) programmes work 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 strategy.

Our OBJECTIVES are:

- To incorporate “Green Principles” into all areas of waste management decisions and actions.
- To celebrate the successes and accomplishments of these initiatives.

The Core Green Principles are:

- ✓ Protect and enhance the natural environment
- ✓ Reduce the carbon footprint of our operations
- ✓ Practice a “Life Cycle” approach

ACTION PLAN TO INCORPORATE “GREEN PRINCIPLES”

Programme Assessment:

All SWS programmes, projects and services are continuously assessed against the core green principles:

- To determine how each may be impacting the environmental health of the County or the specific workplace.
- To identify any opportunities for improvement.

The information gained from the assessment is used to guide future SWS efforts.

Details:

All SWS operations are broken into essential activities and the key management practices required for each. These practices are assessed against the “Core Green Principles”. This confirms that sound environmental values have been established; are being maintained; and may be enhanced. New activities and practices are added from time to time, as the changing waste industry and other opportunities develop.

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.

REPORTING & FEEDBACK

An annual report is developed for Committee and Council and is posted on the County website to:

- Update main activities performed in the last year.
- Detail opportunities for improvement.
- Show potential budget impacts.
- Lay out possible timelines for implementation.

2013 Details:

In 2013 the following initiatives were pursued:

- Wildlife habitat programme started.
 - University of Guelph Landscape Architecture students assessing each site for opportunities to plant native grasses or other vegetation to assist in improving wildlife habitat or enhancing the natural environment.

2014 and Beyond:

The following plan provides a general approach to achieving Green Strategy goals. This plan should be viewed as a continually evolving process, outlining the potential implementation of a number of potential projects/practices over an extended timeline. Projects will be repositioned depending upon budget availability, site construction requirements or other opportunities that develop.

TIMELINES & BUDGETING

For any “Green” decisions to be successful, they must reflect concern for costs, public benefit, and the political climate. This results in operational changes being rolled out over a practical timeline. Any changes that have political or significant economic impact are presented to Committee and Council for discussion and approval.

Details:

The following recommendations have been developed along with a suggested timeline. The timeline has been developed as a five year plan in an attempt to match County budgeting practices. A longer term outlook has also been provided, but without costing implications. Activities are adjusted as challenges and opportunities arise.

2014:

Landfill Waste load compliance inspection programme initiated =\$1,000 (Ops Budget):

- Random load inspections started to identify liquid, hazardous or out of area waste.
- MOE standard operational requirement for landfill sites.

2015:

Waste load inspection & education programme initiated =\$5,000 (Operations Budget):

- Random load inspections started to identify recycling opportunities.
- Customer education process begun.

2016:

Training opportunities programme developed =\$10,000 (Operations Budget):

- Develop training locations for composting.
- Develop volunteer groups.
- Purchase supplies.

2017:

Liquid de-icing programme =\$5,000 (Operations Budget):

- Possible trials started for liquid de-icing application at sites.
- Monitoring for reduced chloride impacts.

Leachate collection/treatment systems if needed =\$1,700,000 (Capital Budget):

- Determine if Phase I Riverstown development is needed.
- Develop plan for Phase II needs.
- Complete collection system construction.

2018:

Vermi-composting opportunities initiated =\$1,000 (Operations Budget):

- Develop educational tools.
- Purchase materials and other supplies as needed.

Indoor composting opportunities initiated =\$2,000 (Operations Budget):

- Work with other County operations like Green Legacy.

Leachate collection/treatment systems continued =\$1,700,000 (Capital Budget):

- Completion of treatment system construction.

Interpretive opportunities developed as appropriate =\$10,000 (Operations Budget):

- Develop sites for interpretive studies and tours at sites.
- Develop relations with local naturalists and university groups.

LONG RANGE PLANNING

2019 & Beyond:

Industry awards/recognition initiated =\$2,000 (Operations Budget):

- Apply for waste industry service and improvement awards.

Wetland creation opportunities developed as appropriate =\$30,000 (Capital Budget):

- Develop water features for wildlife habitat and ground water recharge.

Methane utilization study =\$30,000 (Operations Budget)

- Determine if possible for County sites.
- Determine if private partnerships are available.
- Determine if carbon credits and revenues are possible.

Methane control opportunities developed as needed =\$200,000 (Capital Budget):

- Develop appropriate solutions as needed.
- Explore carbon credit options, possible revenue, and other uses for gas.

Possible leaf/yard waste composting opportunities revisited=\$?? (Operations Budget):

- Explore the possibility of a site specific collection programme.
- Explore the possibility of a curbside collection programme.

Assess sites for wind power potential =\$5,000 (Operations Budget):

- Conduct studies to determine if any financial benefits exist to develop wind power projects.

Wind power opportunities developed as appropriate =\$?? (Capital Budget):

- Explore the opportunities for wind turbines.
- Explore opportunities for revenue and other benefits.

Recognition/Rewards programme initiated =\$5,000 (Operations Budget):

- Recognition of local industry for participation efforts in the blue box, composting and diversion programmes.
- Purchase special green boxes, plaques, composters and other reward materials.

Presentations (schools and community options) initiated =\$5,000 (Operations Budget):

- Programme developed.
- Supplies purchased.

Media tool opportunities developed =\$1,500 (Operations Budget):

- Expand promotion and education programme.

General displays & booths initiated =\$2,000 (Operations Budget):

- Specialized display stands, equipment and travel containers purchased.

Tours programme initiated =\$2,000 (Operations Budget):

- Site tours for schools, community groups, and residents.
- Possible general operations and environmental themes education.
- Possible virtual tours for operations and “green’ theme.

Interpretive facility developed =\$??? (Operations Budget):

- Create interpretive experiences at sites.
- Determine any building renovations required at sites.



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, April 8, 2014
Subject: **KUDOS – From Satisfied Residents**

Below, for the Committee's interest and information, are reports of two messages received by telephone from satisfied residents from Rockwood and from Highway 6 related to our waste and recycling collection operation. When we receive these types of compliments we typically email the comments to our contacts our contracted collection provider, Waste Management Inc.

"Hi Murray

I have just received a call from a Guelph Eramosa resident who resides on Highway 6 and they wanted to let us know that the guys are doing a super job at collecting out there and that she's sorry that she does not say thank you often enough.

Please pass this message, along with my personal thanks to the drivers."

Great Way to end the week!

I just had a resident call in from Rockwood to tell us that she stopped a recycling truck driver to thank him for making the extra effort in picking up the recycling that has been blowing around.

She said that he was a great guy and that she appreciates what the drivers do in the horrible weather conditions.

Please pass this message along and Happy Friday everyone! Have a great weekend!

Recommendation:

That this report, entitled KUDOS – From Satisfied Residents be received for information.

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, April 8, 2014
Subject: Promotion and Education Project – Why Campaign

Background:

For the 2014 SWS Calendar, staff took an educational approach to the information being presented on solid waste programmes and services. Each month of the calendar answers one of the common questions staff receive from residents. The approach is to get away from simply telling residents the rules, but to explain why SWS asks for things to be done a certain way. SWS believes that understanding “the why” will help residents participate in our programmes more effectively.

To encourage residents to ask “WHY” for other questions they may have, SWS will be rolling out additional promotional items in April:

- Buttons for staff
- Banners at the six waste facilities
- Signs on the side of the curbside collection vehicles
- Decals on the SWS pickup trucks



We hope residents take us up on this offer to ask SWS staff “Why” about any of our programmes and services.

Recommendation:

That the Promotion and Education Project – Why Campaign report be received for information.

Respectfully submitted,

Gordon J. Ough, P.Eng.
County Engineer



**Corporation of the County of Wellington
Police Services Board
Minutes**

April 9, 2014
County Administration Centre
Guthrie Room

Present: Warden Chris White
Russ Spicer (Chair)
Jeremy Vink
Kent Smith

Regrets: Councillor Raymond Tout

Staff: Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Kelly-Ann Wingate, Parking Licence and Alarm Coordinator
Scott Wilson, Board Secretary

Also Present: Detachment Commander, Inspector Scott Lawson
Krista Miller, Staff Sergeant

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. Minutes for Approval

1/4/14

Moved by: Jeremy Vink

Seconded by: Kent Smith

That the minutes of the March 12, 2014 meeting of the Wellington County Police Services Board be adopted.

Carried

4. Financial Statements as of March 2014

2/4/14

Moved by: Kent Smith

Seconded by: Jeremy Vink

That the Financial Statements as of March 2014 be approved.

Carried

5. 2013 Reconciled O.P.P. Contract Policing Costs

3/4/14

Moved by: Warden White

Seconded by: Jeremy Vink

That the 2013 Reconciled O.P.P. Contract Policing costs be approved; and

That the 2013 final operating and capital statements for Police Services be approved.

Carried

6. Detachment Commander's Report

4/4/14

Moved by: Kent Smith

Seconded by: Warden White

That the Detachment Commander's Report for March 2014 be received for information.

Carried

7. March 2014 Parking Ticket Report

5/4/14

Moved by: Kent Smith

Seconded by: Jeremy Vink

That the March 2014 Parking Ticket Report be received for information.

Carried

8. False Alarm Revenue Report - April 2014

6/4/14

Moved by: Jeremy Vink

Seconded by: Kent Smith

That the April 2014 False Alarm Revenue Report be received for information.

Carried

9. OAPSB 2014 Spring Conference Sponsorship

7/4/14

Moved by: Warden White

Seconded by: Jeremy Vink

That the Police Services Board sponsor the Ontario Association of Police Services Boards 2014 Spring Conference and Annual General Meeting in the amount of \$500.00.

Carried

10. Closed Meeting

8/4/14

Moved by: Jeremy Vink

Seconded by: Kent Smith

That the Police Services Board move into a closed meeting for the purpose 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

11. Rise and Report

9/4/14

Moved by: Jeremy Vink

Seconded by: Warden White

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

Carried

12. Adjournment

At 10:00 am, the Chair adjourned the meeting until May 14, 2014 or at the call of the Chair.

Russ Spicer
Chair
Police Services Board



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Police Services Board
From: Ken DeHart, County Treasurer
Date: Tuesday, April 8, 2014
Subject: 2013 Reconciled O.P.P. Contract Policing Costs

Background:

The 2013 year-end financial statement from the Ontario Provincial Police for Wellington County has been submitted and is attached to this report. The County has 90 days to either approve or request a review of the financial statement. Also attached is an analysis of the statement with a comparison to budgeted figures.

Total contract costs in 2013 were \$16,087,085 which was \$972,489 less than the province's estimate and \$522,915 less than the County's 2013 budget estimate. A comparison of the 2013 County budget and actual policing costs is shown below:

Description	Estimate of policing costs	Actual reconciled costs	Variance
County Policing Budget	\$16,610,000	\$16,087,085	(\$522,915)

The savings can entirely be attributed to compensation - salaries and benefits were under spent by \$1,036,313 due to staff vacancies and the fact that the contract estimate is based on the assumption that all officers are paid at the first class constable rate. The 2013 Provincial Services Usage (PSU) credit for the County was 2.50%. The total credit to the contract was \$412,489 which is \$76,532 less than the budgeted credit. The following table summarizes the historical PSU credit for Wellington County:

County of Wellington Provincial Services Usage Credit Summary		
Year	PSU credit	
	%	\$
2001	7.74%	598,092
2002	4.18%	376,807
2003	7.85%	744,518
2004	9.45%	931,824
2005	7.34%	765,029
2006	14.86%	1,623,121
2007	7.65%	886,114
2008	2.97%	355,067
2009	5.07%	714,396
2010	6.94%	1,040,417
2011	4.71%	742,783
2012	2.86%	473,063
2013	2.50%	412,489

Figures include credit for canine unit

The 2013 reconciled costs of \$16,087,085 results in a favourable variance of \$522,915 when measured against the County's 2013 budget for the contract. Overall, the net cost of policing in 2013 was \$503,690 under budget (see attached County financial statement).

Recommendation:

That the 2013 Reconciled O.P.P. Contract Policing costs be approved; and

That the 2013 final operating and capital statements for Police Services be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken DeHart", with a long horizontal flourish extending to the right.

Ken DeHart, CGA
County Treasurer

O.P.P. COSTING SUMMARY -
Actual Policing Costs for the period
January 1, 2013 to December 31, 2013
(See Attached Notes)

WELLINGTON COUNTY

-
365 Days in period
365 Days in Year

Salaries and Benefits

Uniform Members

	(Note 1)	<u>Positions</u>	<u>\$</u>	
Inspector		0.82	109,456	
Staff Sergeant-Detachment Commander		-	-	
Staff Sergeant		1.82	205,539	
Sergeant		12.56	1,267,025	
Constables	(Note 1)	94.39	7,693,922	
Part-Time Constables	(Note 2)	2.00	133,580	
Total Uniform Salaries	(Note 2)			9,409,522
Overtime (Actual)	(Note 2)			236,216
Contractual Payout (Vacation & Statutory Holidays)	(Note 3)			355,339
Shift Premiums	(Note 4)			73,869
Benefits (24.90% of Salaries; 2% of Overtime, Part-time 19.6%)	(Note 5)			2,340,616
Total Uniform Salaries & Benefits				12,415,562

Civilian Members

	(Note 1)	<u>Positions</u>	<u>\$</u>	
Court Officer		2.00	114,510	
Detachment Administrative Clerk		9.74	539,976	
Detachment Operations Clerk		1.00	53,150	
RMS Data Entry Clerk C0048	Part-Time (Note 1)	0.49	23,804	
RMS Data Entry Clerk C0048	Full-time (Note 1)	0.74	35,707	
Communication Operators	(Note 6)		582,509	
Prisoner Guards / Expenses	(Note 7)		154,108	
Office Automation Support Salaries & Benefits	(Note 8)		39,503	
Telephone Support Salaries & Benefits	(Note 9)		13,391	
Operational Support Salaries & Benefits	(Note 10)		435,989	
Total Civilian Salaries				1,992,648
Benefits (25.3% of Salaries; 19.7% Part-Time)	(Note 5)			192,755
Total Civilian Salaries & Benefits				2,185,403
OSS Pay and Benefit Charge	(Note 11)			-

Total Salaries & Benefits **14,600,965**

Other Direct Operating Expenses

	(Note 12)	
Communication Centre	(12 a)	28,791
Operational Support	(12 b)	93,402
RHQ Municipal Support	(12 c)	218,162
Vehicle Usage	(12 d)	921,525
Administrative Vehicle	(12 e)	9,788
Canine Vehicle	(12 f)	23,169
Telephone	(12 g)	137,035
Office Supplies & Equipment	(12 h)	49,993
Accommodation	(12 i)	10,222
Uniform & Equipment	(12 j)	127,753
Uniform & Equipment - Court Officer	(12 j)	1,912
Cleaning Contract	(12 i)	3,876
Mobile Radio Equipment Repairs & Maintenance	(12 k)	88,043
Mobile Radio Equipment Maintenance -Court Officer	(12 k)	1,572
Office Automation - Uniform	(12 l)	148,915
Office Automation - Civilian	(12 m)	27,174
Quarterly Reconciliations Administration	(12 n)	778
Additional Canine Training	(12 o)	3,000
Kennel Maintenance	(12 p)	500
Canine Maintenance	(12 q)	3,000
Total Other Direct Operating Expenses		1,898,610
OSS ODOE Fee	(12 u)	-
2013 Total Actual Gross Policing Cost		16,499,575
Provincial Services Usage	(Note 13)	(412,489)

TOTAL ACTUAL ANNUAL 2013 POLICING COSTS	\$	16,087,085
Less TOTAL AMOUNT BILLED PER ESTIMATE	\$	16,841,061
DIFFERENCE	\$	(753,976)
FIRST QUARTER RECONCILIATION CREDIT	\$	287,452
SEMI-ANNUAL RECONCILIATION CREDIT (if applicable)	\$	193,682
THIRD QUARTER RECONCILIATION CREDIT	\$	152,245
FINAL YEAR END RECONCILIATION AMOUNT	(Note 14)	\$ (120,597)

**Actual Policing Costs for the period
January 1, 2013 to December 31, 2013**

NOTES TO STATEMENT

- 1) Uniformed salaries used for the reconciliation to actual costs are the January 1, 2013 salaries negotiated with the Ontario Provincial Police Association (OPPA). Civilian salaries are the salaries negotiated with the OPPA effective January 1, 2013. Effective dates of the one (1) Constable effective start date April 1, 2013, pro-rated April 1, 2013 to December 31, 2013 (275/365 days), and one (1) Constable effective start date May 13, 2013, pro-rated May 13, 2013 to December 31, 2013 (233/365 days). The Civilian Data Entry (CDE) program is currently undergoing restructuring and as such municipalities are not responsible for the program costs effective April 1, 2013. The cost of the existing contract FTEs performing CDE functions (3.00 Full Time RMS Data Entry Clerk FTEs and 2.00 Part-time RMS Data Entry Clerk FTEs) were removed for the period April 1 to December 31, 2013 (275/365 days), applicable office automation costs have also been adjusted accordingly.
- 2) Salary and overtime reconciliation by rank and classification are detailed on the attached Schedule "A". Salaries, benefits and other direct operating expenses have been calculated based on Full Time Equivalent Uniformed positions 111.59. Part-Time Constables are included in the shift premium calculations and in the overtime calculation. They are not entitled to the contractual payouts. They are entitled to certain benefits which are calculated at 19.6% of their salaries. Their positions are also taken into consideration for the calculation of other direct operating expenses.
- 3) Contractual Payouts are calculated using actual costs.
- 4) Shift Premium is calculated at \$678 per Sergeant and Constable.
- 5) The benefit rates are 24.90% of salaries for uniformed officers, 25.3% for civilian staff, 19.6% for Uniform part-time staff, 19.7% for Civilian part-time staff and 2% for overtime payments.
- 6) Communication Operator costs are calculated at \$5,220 per uniformed member.
- 7) Prisoner Guards / Expenses are calculated at \$1,381 per uniformed member.
- 8) Office Automation Support Salaries & Benefits are calculated at \$354 per uniformed member.
- 9) Telephone Support & Benefits are calculated at \$120 per uniformed member
- 10) Operational Support & Benefits are calculated at \$3,907 per uniformed member.
- 11) Ontario Shared Services (OSS) Payroll and Benefit charge eliminated effective January 1, 2012.
- 12) Other Direct Operating Expense items are calculated as summarized below.
 - a) Communication Centre is calculated at \$258 per uniform member.
 - b) Operational Support is calculated at \$837 per uniformed member.
 - c) RHQ Municipal Support is calculated at \$1,955 per uniformed member.
 - d) Vehicle Usage is calculated at \$8,258 per uniformed member.
 - e) Administrative Vehicle Usage calculated at an annualized cost calculated at \$9,788.
 - f) Canine Vehicle Usage calculated at an annualized cost of \$23,169.
 - g) Telephone cost is calculated at \$1,228 per uniformed member.
 - h) Office Supplies & Equipment are calculated at \$448 per uniformed member.
 - i) These cost are charged for 19 uniform members working in the Mount Forest building location only as the balance of the officers are located in buildings owned and maintained by the municipality. Accommodation is calculated at \$538 per uniformed member and the cleaning contract is calculated at \$204 per uniformed member. Confirmed by Detachment Commander Inspector Scott Lawson, 14 May 13.
 - j) Uniform & Equipment is calculated at \$1,167 per uniform officer. The uniform and equipment charge is not calculated for the one (1) Constable with an effective start date of April 1, 2013 and one (1) Constable with an effective start date of May 13, 2013. One Constable with an effective start date of April 16, 2012 charged for the period April 16, 2013 to December 31, 2013 (260/365 days) and one (1) Constable with an effective start date of June 11, 2012 charged for the period June 11, 2013 to December 31, 2013 (204/365 days). In future years, the uniform and equipment maintenance expense will be charged for all uniform members. Uniform and equipment costs are for the two (2) Court Officers \$1,028.
 - k) Mobile Radio Equipment Repair and Maintenance is calculated at \$786 per uniform officer and court officer. An additional cost of \$332 is charged for the Canine Constable.
 - l) Office Automation is calculated at \$1,316 per uniformed member and includes one (1) additional laptop computer for a Sergeant at a cost of \$2,060 annually.
- m) Office Automation - Civilian is calculated at \$1,648 per member based on 9.74 Detachment Administrative Clerk FTEs. The cost also includes an additional nine (9) additional desktops at an annualized cost of \$1,351 each.
- n) Annual Cost for the quarterly reconciliations charge based on the 2013 salary rate for the Financial Analyst (F03). This charge is not applicable to the semi-annual reconciliation only first and third-quarter reconciliations.
- o) Canine Training is calculated at \$3,000 annually.
- p) Kennel Maintenance is calculated at \$500 annually.
- q) Dog Maintenance is calculated at \$3,000 annually.
- u) OSS Financial Services Fee 1.15% of Total Other Direct Operating Expenses eliminated effective January 1, 2012.

- 13) A Provincial Services Usage (PSU) reduction of 2.5% of the actual policing cost is given to the municipality. This PSU compensates the municipality for the deployment of officers to other areas in response to investigations or other occurrences deemed to be provincial responsibilities.

- 14) The difference will appear on a separate **credit note** which will be forwarded to your municipality by Ontario Shared Services Bureau.

O.P.P. COSTING SUMMARY - WELLINGTON COUNTY

Actual Policing Costs for the period
January 1, 2013 to December 31, 2013

365 Days in Period
365 Days in Year

Reconciliation of Salaries

<u>Rank</u>	<u>Contract Positions</u>	<u>2013 Annual Salary</u>	<u>Regular # of Hours Provided</u> (Note 1)	<u>Overtime Hours Provided</u> (Note 2)	<u>FTE Positions by Rank</u> (Note 3)	<u>Actual Salary Dollars</u> (Note 3)	<u>Actual Overtime Dollars</u> (Note 2)
Inspector	0.82						
Inspector		133,483	1,641	-	0.82	109,456	-
Total - Inspector			1,641	-	0.82	109,456	-
Staff Sergeants	1.82						
Staff Sergeant 1- 23+		114,373	1,508	69.00	0.91	103,976	3,781
Staff Sergeant 1- 17-23		111,868	1,415	83.25	0.85	95,427	4,462
Staff Sergeant 1- 8-17		109,364	-	-	-	-	-
Staff Sergeant 1- 0-8		106,859	-	-	-	-	-
Staff Sergeant 2- 23+		111,030	-	-	-	-	-
Staff Sergeant 2- 17-23		108,525	-	-	-	-	-
Staff Sergeant 2- 8-17		106,021	-	-	-	-	-
Staff Sergeant 2- 0-8		103,516	-	-	-	-	-
Staff Sergeant 3- 23+		106,027	96	17.25	0.06	6,136	876
Staff Sergeant 3- 17-23		103,522	-	-	-	-	-
Staff Sergeant 3- 8-17		101,018	-	-	-	-	-
Staff Sergeant 3- 0-8		98,513	-	-	-	-	-
Total - Staff Sergeant			3,019	169.50	1.82	205,539	9,120
Sergeants	12.56						
Sergeant 1- 23+		101,850	15,421	451.00	8.83	899,364	22,008
Sergeant 1- 17-23		99,345	4,858	178.00	2.78	276,325	8,473
Sergeant 1- 8-17		96,841	1,527	32.25	0.87	84,676	1,496
Sergeant 1- 0-8		94,336	-	-	-	-	-
Sergeant 2- 23+		95,171	-	-	-	-	-
Sergeant 2- 17-23		92,666	-	-	-	-	-
Sergeant 2- 8-17		90,162	129	-	0.07	6,660	-
Sergeant 2- 0-8		87,657	-	-	-	-	-
Total - Sergeants			21,935	661.25	12.56	1,267,025	31,977
Constables:	94.39						
1st Class 1- 23+		90,997	23,762	412.50	15.61	1,420,378	17,985
1st Class 1- 17-23		88,492	9,199	602.50	6.04	534,761	25,545
1st Class 1- 8-17		85,988	46,794	1,728.25	30.74	2,643,193	71,202
1st Class 3- -8		83,483	30,178	1,111.25	19.82	1,654,962	44,449
2nd Class		74,304	9,344	371.00	6.14	456,100	13,208
3rd Class		66,790	8,619	299.25	5.66	378,167	9,576
4th Class		58,437	15,796	467.25	10.38	606,361	13,082
Part-Time Constables	2.00	66,790	3,184	2.25	2.00	133,580	72
Total - Constables			146,875	4,994.25	96.39	7,827,502	195,119
Total - All Ranks			173,469	5,825.00	111.59	9,409,522	236,216
Total Hours Worked in Contract				173,469			
Minimum Hours Required in Contract				163,705			
Hours Provided to Municipality Above Required Minimum				9,764			

Notes:

- 1) The number of hours provided includes regular hours only and does not include overtime hours.
- 2) The overtime hours are accumulated by rank and classification and are charged at the appropriate hourly rate.
- 3) The full time equivalent (FTE) number of officers (Inspector / Staff Sergeant Detachment Commander, Staff Sergeant, Sergeant and Constables) were obtained by dividing the number of regular officer hours provided in each classification by the total number of regular officer hours. That percentage is multiplied by the number of positions in the contract. Actual salary dollars are then obtained by multiplying the FTE number by the annual salary for each classification. Salaries were then prorated for the period January 1 to June 30, 2013 (181/365 days). Overtime is the actual overtime for the period and is not prorated.

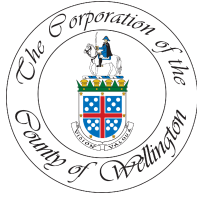
**COUNTY OF WELLINGTON
2013 O.P.P. CONTRACT COSTING ANALYSIS**

	Original 2013 OPP Estimate	2013 Final actuals	2013 Variance	% of budget
Salaries and benefits				
Uniform Salaries	9,961,125	9,409,522	551,603	94.5%
Overtime	332,677	236,216	96,461	71.0%
Vacation and Statutory holidays	373,447	355,339	18,108	95.2%
Shift and Badge Premiums	74,282	73,869	413	99.4%
Uniform Benefits	2,479,894	2,340,616	139,278	94.4%
Total Uniform Salaries and Benefits	13,221,425	12,415,562	805,863	93.9%
Office Automation Support Salaries & Benefits	39,719	39,503	216	99.5%
Telephone Support Salaries & Benefits	13,464	13,391	73	99.5%
Operational Support Salaries & Benefits	438,365	435,989	2,376	99.5%
New Support Salaries and Benefits Total	491,548	488,884	2,664	99.5%
Civilian salaries	948,986	767,147	181,839	80.8%
Civilian benefits	234,687	192,755	41,932	82.1%
Communication Operators	585,684	582,509	3,175	99.5%
Prisoner Guards	154,948	154,108	840	99.5%
Total Civilian Salaries and Benefits	1,924,305	1,696,519	227,786	88.2%
Subtotal	15,637,278	14,600,965	1,036,313	93.4%
<u>Other Direct Operating expenses</u>				
Communication Centre	28,948	28,791	157	99.5%
Operational Support	93,911	93,402	509	99.5%
RHQ municipal Support	219,351	218,162	1,189	99.5%
Vehicle Usage	959,505	954,482	5,023	99.5%
Telephone	137,782	137,035	747	99.5%
Office Supplies	50,266	49,993	273	99.5%
Accommodation	10,222	10,222	0	100.0%
Uniform and Equipment	130,515	129,665	850	99.3%
Cleaning Contract & Janitorial Supplies	3,876	3,876	0	100.0%
Mobile Radio Equip Repairs and Maint.	90,093	89,615	478	99.5%
Office Automation	179,574	176,089	3,485	98.1%
Quarterly reconciliations admin	775	778	(3)	100.4%
Additional Canine Training	3,000	3,000	0	100.0%
Kennel Maintenance	500	500	0	100.0%
Dog Maintenance	3,000	3,000	0	100.0%
Subtotal	1,911,318	1,898,610	12,708	99.3%
OSS Financial Services Fee	0			
Total costs	17,548,596	16,499,575	1,049,021	94.0%
less: Provincial Services Usage	(489,021)	(412,489)	(76,532)	84.4%
Total contract costs	17,059,574	16,087,085	972,489	94.3%
PSU as a % of costs	2.79%	2.50%		
<u>Staff Complement</u>				
Uniform Members	112.20			
Civilian Members	17.74			
Total staff complement	129.94			



County of Wellington
Police Services
Statement of Operations as of
31 Dec 2013

	Annual Budget	December Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$267,600	\$150,499	\$287,890	108%	\$(20,290)
Licenses, Permits and Rents	\$153,600	\$13,400	\$164,955	107%	\$(11,355)
Fines and Penalties	\$75,000	\$9,046	\$83,350	111%	\$(8,350)
User Fees & Charges	\$79,000	\$5,897	\$76,156	96%	\$2,844
Other Revenue	\$1,000	\$0	\$2,660	266%	\$(1,660)
Total Revenue	\$576,200	\$178,841	\$615,011	107%	\$(38,811)
Expenditures					
Salaries, Wages and Benefits	\$133,300	\$11,517	\$134,338	101%	\$(1,038)
Supplies, Material & Equipment	\$56,400	\$8,525	\$62,504	111%	\$(6,104)
Purchased Services	\$282,500	\$64,011	\$325,252	115%	\$(42,752)
Transfer Payments	\$16,610,000	\$2,521,862	\$16,108,735	97%	\$501,265
Insurance & Financial	\$7,300	\$0	\$5,571	76%	\$1,729
Minor Capital Expenses	\$0	\$0	\$5,693	0%	\$(5,693)
Debt Charges	\$475,200	\$37,680	\$465,538	98%	\$9,662
Internal Charges	\$1,900	\$64	\$1,063	56%	\$837
Total Expenditures	\$17,566,600	\$2,643,658	\$17,108,696	97%	\$457,904
NET OPERATING COST / (REVENUE)	\$16,990,400	\$2,464,817	\$16,493,684	97%	\$496,716
Transfers					
Transfers from Reserves	\$(81,500)	\$(88,475)	\$(88,475)	109%	\$6,975
Transfer to Capital	\$1,228,000	\$0	\$1,228,000	100%	\$0
Transfer to Reserves	\$730,000	\$0	\$730,000	100%	\$0
Total Transfers	\$1,876,500	\$(88,475)	\$1,869,525	100%	\$6,975
NET COST (REVENUE)	\$18,866,900	\$2,376,343	\$18,363,210	97%	\$503,690



County of Wellington

Police Services

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending December 31, 2013

	Approved Budget	December Actual	LIFE-TO-DATE ACTUALS				Remaining Budget
			Current Year	Previous Years	Total	% of Budget	
NW OPP Operations Centre	\$7,500,000	\$613,969	\$5,184,142	\$1,143,639	\$6,327,781	84%	\$1,172,219
Equipment for New Officers 13	\$16,000	\$0	\$16,172	\$0	\$16,172	101%	\$(172)
New Vehicle Radio 2013	\$12,000	\$0	\$11,969	\$0	\$11,969	100%	\$31
CW OPP Ramp Heating System	\$40,000	\$2,230	\$2,230	\$0	\$2,230	6%	\$37,770
Total Capital	\$7,568,000	\$616,198	\$5,214,512	\$1,143,639	\$6,358,151	84%	1,209,849



**Ontario Provincial Police
County of Wellington Detachment**

Inspector Scott Lawson

**Report for the
County of Wellington Police Services Board**

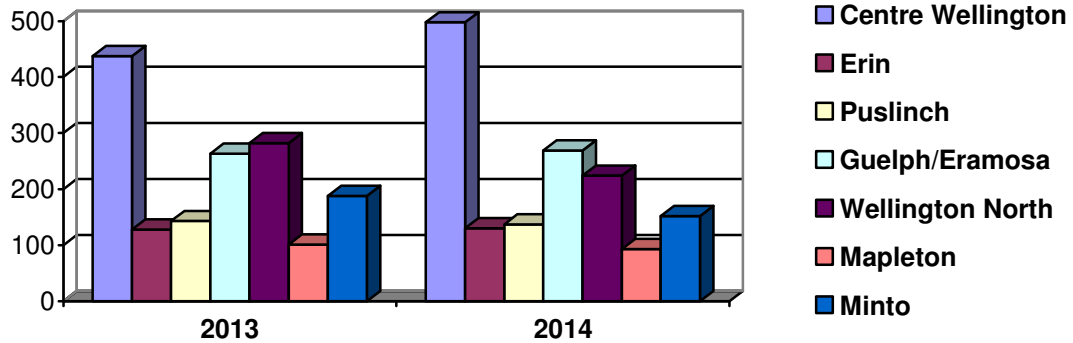
April 2014

This report covers the period from March 1st, 2014 to March 31st, 2014



Calls for Service

**Calls for Service March 2013
vs March 2014**



Calls For Service

Municipality	2008	2009	2010	2011	2012	2013	2014 YTD
Centre Wellington	6,236	6,240	6,214	5,996	6,449	5,961	1,352
Town of Erin	2,079	2,110	2,152	2,156	2,322	2,167	414
Puslinch Township	1,987	1,900	1,836	2,157	2,404	2,178	455
Guelph/Eramosa	3,035	3,214	3,224	3,615	3,272	3,397	806
Wellington North	3,313	3,295	3,172	3,169	3,136	3,337	675
Township of Mapleton	1,250	1,209	1,252	1,320	1,322	1,349	332
Town of Minto	2,546	2,352	2,322	2,384	2,725	2,524	489
Provincial	2140	1997	2,378	2,392	2,694	3,214	688
Totals	22,586	22,317	22,550	23,189	24,324	24,127	5,211

Victim Services Wellington

2014 Year to Date Calls for Assistance County of Wellington OPP	Previous Year Totals	
19	2011	105
	2012	122
	2013	100

911 Calls

2014 YTD	402
2011	2,340
2012	2,683
2013	2,520

Ontario Sex Offender Registry

2014 Year to Date OSOR Registrations	Previous Year Totals	
15	2011	67
	2012	69
	2013	70

False Alarms

2014 YTD	208
2011	946
2012	911
2013	961

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



Crime

Crimes Against Persons	2013 YTD	2014 YTD
Homicide	0	0
Sexual Assault	26	16
Robbery	0	2
Assault	81	52

Other Crime	2013 YTD	2014 YTD
Fraud Investigations	88	47
Drug Investigations	95	84

Crimes Against Property	2013 YTD	2014 YTD
Break & Enter	73	39
Auto Theft	14	20
Theft	208	141
Mischief	101	62

Other Investigations	2013 YTD	2014 YTD
Domestic Disputes	123	81
Missing Persons	15	17

Traffic

Enforcement

Traffic	YTD
Speeding	1,626
Seatbelt Offences	50
Careless Driving	69
Drive Under Suspended	50
Distracted Driver Offences	101
Other Moving Violations	71
Equipment and Other HTA	609
No Insurance - CAIA	28

Other Provincial Acts	YTD
Liquor Licence Act	54
Trespass to Property Act	46
Other CAIA	32
Other Provincial Acts	17

By-Law Offences	YTD
By-Law Offences (General)	522
Taxi By-Law	0

County of Wellington OPP Year To Date Total	3,107
--	--------------

West Region Traffic Unit Year To Date Total	168
--	------------

YTD Total Traffic	2,604
YTD Total Other Provincial	149
YTD Total By-Law	522

2014 Year to Date POA Charges	3,275
--	--------------

2013 Year to Date POA Charges	4,281
----------------------------------	-------

Drinking and Driving

Impaired Driving	2013 YTD	2014 YTD
R.I.D.E. Vehicle Stops	18,282	7,876
Roadside Alcotests	243	195
Warn Suspensions	51	44
ADLS Suspensions	28	41
Persons Charged	28	41

Racing

YTD HTA Sec. 172 Impoundments	Previous Year Totals	
17	2011	80
	2012	82
	2013	93

Parking Enforcement

Municipality	2013 YTD	2014 YTD
Centre Wellington	228	407
Erin	12	7
Puslinch	91	64
Guelph / Eramosa	130	95
Wellington North	29	13
Mapleton	9	6
Minto	10	9
County / Other	0	0

Parking Totals	509	601
-----------------------	------------	------------



Traffic

Suspect Apprehension Pursuits

2014 YTD Pursuits / Fail to Stop for Police	Previous Year Totals	
0	2011	11
	2012	17
	2013	8

Traffic Initiatives

R.I.D.E

The Wellington County Traffic Unit conducted a total of 40 R.I.D.E initiatives across the County checking 2,776 vehicles.

Snow Vehicle Patrols

The Wellington County Traffic Unit logged 4,000kms of snow vehicle patrol during the month of March.

Traffic Management Unit – Rotating Members

On March 28th, 2014 the selection process to fill two vacant Traffic Unit positions commenced. The successful candidates for these two positions will be announced in April 2014, once Command Staff has completed a review of the selection process results.



Traffic

Motor Vehicle Collisions

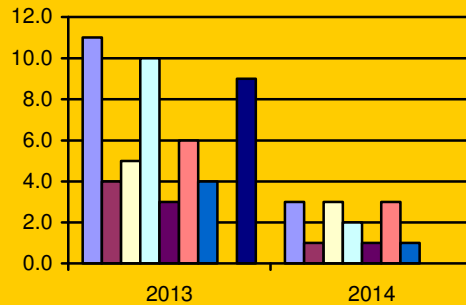
Month	Victims			Collisions								
	Total Victims	Persons Killed	Persons Injured	Total MVC	Fatal	PI	PD	Alcohol Involved			CMV	SMV
								Yes	No	Unk		
JAN	9	1	8	211	1	6	204	7	187	17	19	86
FEB	1	0	1	215	0	1	214	0	207	8	22	59
MAR	7	2	5	119	2	0	117	1	116	2	6	56
APR												
MAY												
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
TOTAL	17	3	14	545	3	7	535	8	510	27	47	201

Yearly Collision Summary

Collision Type / Characteristic	2008	2009	2010	2011	2012	2013	2014 YTD
Total Reportable MVC	2,027	1,918	1,813	1,976	1,875	2,095	545
Property Damage MVC	1,733	1,694	1,525	1,649	1,565	1,761	535
Personal Injury MVC	281	213	282	320	302	326	7
Fatal MVC	13	11	6	7	8	8	3
Persons Killed	13	11	6	7	9	9	3
Persons Injured	384	314	425	463	442	481	14
Alcohol Involved	61	76	42	57	63	37	8
Total MVC	2,027	1,918	1,813	1,976	1,875	2,095	545

Car vs Deer Collisions

Municipality	2013 YTD	2014 YTD
Centre Wellington	11	3
Erin	4	1
Puslinch	5	3
Guelph / Eramosa	10	2
Wellington North	3	1
Mapleton	6	3
Minto	4	1
City of Guelph	0	0
Provincial Highways	9	0
Total Collisions	52	14





Youth Crime

School Resource Officer Program

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

Student Population		2009-10	2010-11	2011-12	2012-13	2013-14
CWDHS	Centre Wellington DHS	1466	1398	1398	1493	1285
EHS	Erin High School	578	578	578	610	630
NDSS	Norwell DSS	775	716	716	751	646
WHSS	Wellington Heights SS	686	661	661	683	620

2013 – 2014 Secondary School Criminal Incidents (Sep – Jun)

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Assault	4	6	10	11	31
Mischief	5	9	13	2	29
Threats	7	13	13	10	43
Theft	7	7	9	9	32
Other Criminal	1	1	2	8	12
Drugs	10	8	8	18	44
Total	34	44	55	58	191

2013 – 2014 Secondary School Provincial Offences Act Incidents (Sep – Jun)

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Highway Traffic Act	5	0	17	4	26
Liquor Licence Act	0	0	0	0	0
Trespass to Property	1	5	5	10	21
Other	2	1	0	2	5
Total	8	6	22	16	52

Meetings / Presentations

Centre Wellington DHS

- No notable meetings or presentations

Erin DHS

- No notable meetings or presentations

Norwell DSS

- PC Clements attended a training seminar in London concerning Cyber Bullying, Sexting, Internet Safety & Restorative Justice
- PC Clements also attended the At Risk Youth Committee meeting in the City of Guelph

Wellington Heights SS

- PC Watt conducted a presentation for the Centre Wellington Career Class regarding a career in policing
- PC Watt also attended the training seminar in London concerning Cyber Bullying, Sexting, Internet Safety & Restorative Justice



- A meeting was held with F&CS regarding an elementary student with unpredictable behaviour and escalating aggression. All resources were present at the round table meeting
- Organization of students and teachers for OSAID conference in April 2014 has begun

Notable School Related Incidents and Events

Centre Wellington DHS

- PC Clements assisted ambulance dispatched to CWDHS after a female party had a severe allergic reaction. Police and ambulance were able to provide quick medical attention and the female party was transported to hospital without any major injuries
- Police received information that a student was possibly bringing a firearm to CWDHS to settle a dispute. The OPP SPEAR Program was put into effect, along with SRO officers, Canine, ERT and Patrol officers. Superintendent Doug MORRELL was extremely happy with the OPP response and thankful that a safe environment was kept in place at CWDHS. The day ended without incident

Erin DHS

- PC Schubert attended the CWOASSA Hockey Championship as an assistant coach

Norwell DSS

- No notable School related incidents

Wellington Heights SS

- PC Watt. I have the pleasure to inform you that the MADD Wellington Chapter is excited to sponsor Brett for the upcoming 2014 OSAID conference. Please thank Brett for all the hard work and the difference he makes not only in the school but in the community. The MADD Wellington Chapter would also like to contact Brett through email if possible to form a valued partnership for future events and to provide future support as he continues to lead the OSAID group. A special thanks to the OPP for talking the initiative and reaching out to the students for MADD. Please keep our organization in mind for future workshop events. I will be sending you another email with more details with regards to the conference booking once I talk to the representative. Thanks again. Best regards, Christine McCallum MADD Wellington Chapter.
- PC Watt attended and assisted students completing the police fitness test. She also gave a presentation regarding standards for police recruitment
- Ongoing police investigation regarding a residence where students are buying marijuana during school hours.
- Sexual assault investigation from February 2014 complete. Allegations were unfounded
- Two incidents involving minor thefts. One from a locker and the other in the change room. Students reminded not to give out locker combinations and to not leave valuables in the locker room.



Canine Unit

2014 Calls for Service and Hours

Occurrence Type	Initial (Calls)	Initial (Hours)	Assist (Calls)	Assist (Hours)	YTD (Calls)	YTD (Hours)
Occurrence Totals (OPP)	3	17.00	2	15.00	5	32.00
Occurrence Totals (Other)	0	0.00	0	0.00	0	0.00
Occurrence Totals (Combined)	3	17.00	2	15.00	5	32.00

Canine Handler: Provincial Constable Barry REID

Notable Incidents and Events

Date: March 10 & 11, 2014

Location: Wellington

Canine Unit training involving drug searches

Date: March 13, 2014

Location: Niagara Detention Centre

Canine search requested at Niagara Detention Centre. Wellington County OPP Canine Unit assisted Corrections Canine Handler NEWHOOK. Jag searched Unit A and B and an indication was given on coveralls located on the lower bunk. A joint was located directly above on the upper bunk

Date: March 14, 2014

Location: Mount Forest

Wellington County OPP Crime Unit requested Canine Unit assistance with execution of a CDSA warrant at the residence in Mount Forest. Entry was made and three persons were arrested. Numerous used hypodermic needles were located throughout the small apartment, due to the obvious health risk to Jag a canine search was not conducted.

Date: March 18 & 19, 2014

Location: Wellington

Canine Unit training involving drug searches

Date: March 21, 2014

Location: Georgian Bluffs

Canine Unit requested to assist with execution of CDSA search warrant. The warrant was executed without incident and DES located a small dismantled marihuana grow operation, as well as a small amount of marihuana. Jag used to search residence after hand search was completed, no indications given

Date: March 25, 2014

Location: Wellington

Canine Unit training involving aggression work for Knox and Drug searching for Jag

Date: March 26, 2014

Location: Central North Correction Centre

Central North Correction Centre requested assistance and a search was conducted of parts of Unit 1-A, 5-D and 6-B. No indications were given

Date: March 28, 2014

Location: Wellington

Canine Unit training involving drug searching, tracking and aggression training



Auxiliary Unit

Coordinator: Provincial Constable John PEPLER
Unit Commander: Auxiliary S/Sgt. B. MC GIMSIE

Notable Incidents and Events

- Community event requests were once again low during the month of March, but S/Sgt. McGimsie reports that a large amount of requests for this summer have started to arrive in South Wellington. He advises that this summer will be quite busy
- The two new Auxiliary members have now completed the testing phase of the Auxiliary process and are awaiting their results prior to joining the Unit.

Unit Activity – March 2014

- SafeGuard Audits
- SafeGuard Display at the Wellington North Showcase
- Tour of the London Communications Centre

Media

Provincial Constable Bob BORTOLATO & Provincial Constable Cheri ROCKEFELLER

Notable Incidents and Events

- Throughout the month of March the Media Unit issued 54 media releases
- On March 4th, 2014 PC Bortolato attended a meeting of the Wellington North Township & Wellington North Power employees. He spoke about the hazards associated with distracted driving, which included a video presentation.



Wellington North Township & Wellington North Power employees at a presentation by PC Bortolato on the hazards of distracted driving



County of Wellington OPP Report for the Police Services Board

- On March 21st, 2014 PC Bortolato made a presentation at Public Health in Fergus concerning personal Safety. The presentation was directed at nurses who make home visits and for health inspectors who attend various businesses throughout the course of their work day.
- On March 26th, 2014 PC Krpan and PC Bortolato attended JD Hogarth Public School in Fergus and talked to grade 7 & 8 students. The event was called “The Power of Positive Choices”, each session last 50 minutes and both officers presented to four groups of 35 students, 280 students in total. The topics discussed included Peer to Peer Relationships, Youth and the Law, Online Safety and Drug & Alcohol Awareness



PC Krpan at the “Power of Positive Choices” event held at JD Hogarth Public School on March 26th, 2014.



OPP K.I.D.S Program / D.A.R.E

Coordinator: Provincial Constable Kelly KR PAN

Meetings / Presentations

- DARE being taught at the last few schools in Arthur, Minto-Clifford Township by PC Gromeder. PC Gromeder will be winding down over the next few months which will permanently phase out DARE in Wellington County
- OPP KIDS in South Wellington will be celebrating their graduations in the month of March. This will contribute to two successful rounds of the ten week program.
- March 27th and 28th Lyon's Club member, Daryl Nichol, attended with PC Krpan to two graduations at Rockwood Public School and Eramosa Public School. T-shirts were handed out to students paid for by the Lyon's Club.
- March 31st Fergus Optimist Club member, George Baily, attended with PC Krpan for the graduation ceremonies at Salem Public School and St. Mary Catholic School in Elora. Water bottles and anti-bullying bracelets were supplied to each student paid for by the Fergus Optimists. A \$25.00 gift certificate for Cineplex Theatres was also supplied by the Fergus Optimists. The gift certificate was awarded to the first place winners from each school for an anti-bullying poster contest brought on by the OPP KIDS Program coordinator, PC Krpan
- March 19th Elora Public School presentation to grade 7 & 8 classes. Online safety presentation very well received by all
- March 25th training day in London for PC Krpan. Educational awareness and communication tools for our students in middle school and high school
- The Power of Positive Choices full day seminar held by J.D. Hogarth Public School. Eight Presentations given to students in grade 7 & 8 from PC Krpan and PC Bortolato. Presentations included Youth and The Law, Peer to Peer Relationships (bullying, peer pressure strategies), On-line safety and awareness and Cyber Bullying
- Presentation of Online Safety and Awareness at Elora Christian School. Word of mouth in the school system alerted this school to seek out the OPP for presentations. The Principal would like OPP to attend again for Drug and Alcohol Awareness presentations

OPP KIDS Initiatives

- OPP KIDS Program has started up again for new 10 week sessions in Erin Public School, Brisbane Public School, St. John Brebeuf Catholic School, Minto-Clifford Public School, Elora Public School and Ross R. McKay Public School.
- The OPP KIDS Program will be introduced to all grade 7 & 8 students of the above mentioned schools, two presentations on Online Safety and Drug and Alcohol Awareness. Scheduling will commence in April



Administration

Revenue

Year	County	Provincial	Total
2009	\$73,307.32	\$9,552.04	\$82,859.36
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	\$18,178.00	\$1,782.70	\$19,960.70

Paid Duties

Year	Paid Duties	Officers	Hours	Admin Fees
2010	165	298	1,648.50	\$3,075.00
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	27	45	251.50	\$150.00

Personnel

Secondary Employment

Secondary Employment is any business, undertaking or calling that involves financial gain in which an employee participates while not on duty, including political activity.

Provincial Constable L. GROMEDER – Waterloo Region District School Board

Complaints

Complaint Type by Status	2009	2010	2011	2012	2013	2014
Complaints Received	19	13	16	16	12	6
Complaints Resolved	10	8	8	5	0	1
Complaints Unfounded	6	2	6	8	5	2
Complaints Withdrawn	2	3	1	2	4	1
Complaints Ongoing	1	0	1	1	3	2

No	Complaint Type	Status	No	Complaint Type	Status
1	Public	Closed			
2	Public	Closed			
3	Public	Ongoing			
4	Public	Closed			
5	Public	Closed			
6	Public	Ongoing			

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
24 Feb 14	PC R. CARSON	<p>On February 24, 2014 PC Carson was dispatched to a male possibly suffering from mental health issues and exhibiting stalking behavior towards female employees. PC Carson used a coordinated approach including physicians and social agencies to assist in dealing with this male. His initial involvement with the subject and his use of community agencies in dealing with problem were instrumental in getting the male the assistance he required.</p>
05 Mar 14	PC S. HAMMOND	<p>While off duty, PC S. HAMMOND took it upon herself to interject and arrest a shoplifting suspect at a Bulk Barn within the City of Toronto. Her supervisor received a phone call from Toronto Police Service acknowledging PC HAMMOND for making the arrest. She was commended for getting involved and preventing a property crime in another jurisdiction.</p>
14 Mar 14	PC S. LANGHORN PC J. CUNINGHAM PC F. VACHON PC M. SCHWINDT	<p>On March 14, 2014 Wellington County OPP were dispatched to a male possibly suffering from mental health issues and exhibiting irrational behavior. PC Schwindt was engaged and had coordinated a community approached to address the ongoing issues with the victim. Due to the investigation's complexity and mental health issues, attending officers, PC Vachon, PC Cunningham and PC Langhorn were praised by CMHA for their professionalism and compassion in dealing with the male which resulted in him being compliant and transported for further assessment and care.</p> <p>These officers have been recognized for demonstrating professionalism, compassion and effectiveness in dealing with the increasingly complex and challenging environment involving mental health persons.</p>



14 Mar 14 PC J. YANTZI
PC T. COWIE
PC E. WHITEHEAD
PC R. BRACNIK
PC G. HENDERSON
PC B. REID
SGT S. INGHAM

On March 14, 2014 members of the Wellington County OPP Street Crime Unit, Canine Unit & ERT Team along with London DES executed a Controlled Drugs and Substances Act search warrant at a residence in the Town of Mount Forest. Upon execution of the warrant a male party was taken into police custody, without incident, and was arrested for Possession of Methamphetamine for the purpose of trafficking.

During the subsequent search of the residence police located and seized:

12 grams of methamphetamine, 7 grams of marihuana, 14 Hydromorphone pills, 7 morphine pills, 16 Tylenol three pills, 2 scales, packaging material, debt lists, \$270.00 in Canadian currency organized in denominational order, 8 cell phones and a prohibited weapon. There were also 2 replica handguns, a machete and weapons stored throughout the apartment.

As a result of the arrest and residence search the following charges were laid:

1. Possession of methamphetamine for the purpose of trafficking. 5(2) CDSA
2. Possession of marihuana for the purpose of trafficking 5(2) CDSA
3. Possession of morphine for the purpose of trafficking 5(2) CDSA
4. Possession of Hydromorphone for the purpose of trafficking 5(2) CDSA
5. Possession of Codeine for the purpose of trafficking 5(2) CDSA
6. Unauthorized possession of a prohibited weapon 91(2) CC

Other Notables

Noteworthy Information and Events

2016 International Plowing Match (IPM)

On March 24th, 2014 preliminary discussions began between the IPM Committee; Ron Faulkner, Walter Trachsel and Wellington County OPP officers. The next meeting is scheduled for April 2014 with Wellington County OPP & IPM members meeting with Perth County OPP to understand the challenges and best practices that can be implemented at the Wellington/Minto event in 2016. Perth County OPP provided security for the 2013 Mitchell IPM

The 2016 International Plowing Match and Rural Expo is scheduled for September 20-24, 2016 in the Town of Minto, Wellington County.



2013 Annual Report - Wellington County OPP

The public will soon have a chance to get insight into the operations and administration of the Wellington County OPP Detachment. On March 27th the 2013 Annual Report was completed and approved for printing by the Wellington Advertiser. The yearly pictorial will be arriving shortly at your front door.

Wellington County OPP Detachment Audit

During the week of March 17th to March 21st Wellington County OPP received a full comprehensive quality assurance audit of ALL detachment processes. A Sergeant from the Quality Assurance Unit out of General Headquarters in Orillia assisted by officers from Bruce Peninsula OPP reviewed our property vaults and processes, our prisoner log processes as well as our financial processes. Overall the result was very positive with the auditor advising that if she gave out gold stars Wellington County OPP would deserve one. The quality and organization of our property and subsequent paperwork was excellent.

Motor Vehicle Collision

On Monday, March 17th, 2014 at approximately 9:48 pm, while travelling southbound on Wellington Road 7 in the Township of Pilkington, PC F. Vachon observed a northbound black Chevrolet travelling at a very high rate of speed.

A short time later police came across a motor vehicle collision involving the suspect vehicle and a taxi that just exited the Tim Horton's parking lot on the outskirts of Elora.

Following an extensive collision and criminal investigation the following charges were laid against the suspect:

- Count 1: CC 255(2) Driving While Ability Impaired Cause Bodily Harm x 2
- Count 2: CC 254(2) Fail or Refuse to Provide Sample
- Count 3: CC 249(3) Dangerous Operation of Motor Vehicle Cause Bodily Harm x 2
- Count 4: HTA 53(1) Driving while under suspension

The investigation is continuing.



Provincial Constable Andrew “Andy” Houston

Peacefully with his family by his side, at Louise Marshall Hospital in Mount Forest on Sunday March 30th, 2014. Andrew “Andy” Joseph Houston of Mount Forest in his 41st year. Beloved husband of Sara (McQueen) Houston. Cherished father of Jack, Sam and Max. Dear son of Joe and Joyce Houston of Long Sault. Loved brother of Erin and Craig Bowditch of Ottawa and Alison Houston and Lara Ruppell of Edmonton. Loved uncle of Ariana Bowditch, Brooke Bowditch and Brayden Bowditch.

Andy will be greatly missed by all who knew him. Andy served as a proud member of the O.P.P working out of Mount Forest for over 15 years.

Memorial donations to the Louise Marshall Hospital-Oncology Department or to the Canadian Cancer Society would be appreciated by the family.



Processing Activity Report

Data Type: Parking

Creation Date/Time: 01/04/2014 8:14:02 AM

Transaction dates of 01/03/2014 through 31/03/2014

The County of Wellington

Agency: All

Ticket Activity	Number	Value				
Tickets - Entered						
AutoCite Ticket	0	\$0.00				
Manually Entered Ticket	277	\$5,820.00				
Skeletal Ticket	0	\$0.00				
Subtotal Tickets Entered	277	\$5,820.00				
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	14	\$280.00				
Waived	0	\$0.00				
Skeletal Ticket Matches	0	\$0.00				
Subtotal Ticket Removed	14	\$280.00				
Total Ticket Activity	263	\$5,540.00				
Fines and Fees Added						
Fines Added	0	\$0.00				
Late Fees Added	139	\$1,390.00				
NSF Fees Added	0	\$0.00				
Other Fees Added	56	\$972.75				
Total Fines and Fees Added	195	\$2,362.75				
Fines and Fees Removed						
Fines Removed	1	\$20.00				
Late Fees Removed	2	\$20.00				
NSF Fees Removed	0	\$0.00				
Other Fees Removed	0	\$0.00				
Total Fines and Fees Removed	3	\$40.00				
Total Change from Ticket Activity and Added Fees		\$7,862.75				
Payment Activity	Number	Fine	Late Fee	NSF Fee	Service Fee	Total \$
Ticket - Payments						
Fully Paid	194	\$3,865.00	\$650.00	\$0.00	\$156.75	\$4,671.75
Partially Paid	15	\$420.00	\$10.00	\$0.00	\$224.00	\$654.00
Over Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Payments	209	\$4,285.00	\$660.00	\$0.00	\$380.75	\$5,325.75
Outside Payments	209	\$4,285.00	\$660.00	\$0.00	\$380.75	\$5,325.75
Ticket Payments Rescinded						
Payment Reversals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NSF Reversals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Rescinded Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunded Overpayments	0	\$0.00				\$0.00
Payments	209	\$4,285.00	\$660.00	\$0.00	\$380.75	\$5,325.75
Total Fees Paid				0		\$0.00
Gross Revenue(Total Payments - Total Fees Paid)						\$5,325.75
Adjustments				0		\$0.00
Uncollectable Fines and Fees						
Net Database Change(Total Change from Activity and Added Fees - Total Payments - Adjustments)						\$2,537.00



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, April 9, 2014
Subject: False Alarm Revenue Report

False Alarm revenue collected for 2014.

Month	False Alarms sent to the County for invoicing	Amount invoiced to customers	Amount collected to date
January	68	\$2600	\$2700
February	0	\$200	\$3300
March	66	\$4700	\$900
April			
May			
June			
July			
August			
September			
October			
November			
December			
2014 YTD	134	\$7500	\$6900
2013 YTD	122	\$10,900	\$9950
2013 Totals	463	\$39,400	\$38,250

Recommendation:

That the April 2014 False Alarm Revenue report be received for information.

Respectfully submitted,

Kelly-Ann Wingate
 Parking, Licensing and Alarm Coordinator

Kelly-Ann Wingate

From: Wallace, Kathy <Kathy.Wallace@oapsb.ca>
Sent: Tuesday, April 01, 2014 9:44 AM
To: Wallace, Kathy
Subject: Sponsorship for OAPSB 2014 Conference
Attachments: PSB Member Sponsorship Opportunities - OAPSB 2014.doc

On behalf of President Ken East,

It is my pleasure to advise you that the Ontario Association of Police Services Boards will be holding the 2014 Spring Conference, Section 10 Seminar & Annual General Meeting in Toronto from May 21st – May 24th, 2014. The theme of the conference will be “*Integrated Community Safety*”.

We have put together what promises to be another topical and indeed exciting program. Highlights include:

- **Dr. Hugh Russell on the newest ground-breaking model for policing**
- **A sampling from around the province of local initiatives that are transforming the way that policing is occurring**
- **This year’s Section 10 Seminar**
- **Updates regarding advocacy, coordinated bargaining, and what the Ontario Ombudsman has been up to!**

As in years past, the success of the 2014 Conference will be due to the cooperation and support of all policing agencies. To assist the OAPSB, I ask your Police Services Board to **consider a donation in support of this conference**. Your financial support will be utilized effectively to support the OAPSB mandate and to help defer some of the conference costs. Your sponsorship will be duly recognized at the conference. All contributions should be payable to the Ontario Association of Police Services Boards and forwarded to our office located at 10 Peel Centre Drive, 1st Floor, Suite A, Brampton, ON, L6T 4B9.

Whether your board is in a position to contribute to the 2014 OAPSB Conference or not, I encourage you and your members to attend the conference as delegates. Detailed conference information is available OAPSB website at www.oapsb.ca.

On behalf of the OAPSB, I thank you and your Board members for your consideration of this matter and I look forward to seeing you in Toronto in May 2014.

Yours sincerely,

Ken East
OAPSB President



**2014 SPRING CONFERENCE & ANNUAL GENERAL MEETING
MEMBER SPONSORSHIP OPPORTUNITIES**

LEVELS	DONATION RANGE	RECOGNITION/BENEFITS
Diamond	\$10,000 +	Corporate logo and material on OAPSB website, recognition on OAPSB website, letter of appreciation, video recognition at banquet, display booth and banners authorized, four reserved seating tickets to President's Banquet.
Gold	\$5,000 to \$9,999	Recognition on OAPSB website, letter of appreciation, video recognition at banquet, display booth and banners authorized and two reserved seating tickets to President's Banquet.
Silver	\$2,000 to \$4,999	Recognition on OAPSB website, letter of appreciation, video recognition at banquet, display booth and banners authorized and one ticket to President's Banquet.
Bronze	Up to \$2,000	Recognition on OAPSB website, letter of appreciation, video recognition at banquet.

LEVELS OF SPONSORSHIP

Sponsorship Amount

Sponsorship Level

Name of Organization

Contact Person

Title

Phone

Email



**The Corporation of the County of Wellington
Social Services Committee
Minutes**

April 9, 2014
County Administration Centre
Guthrie Room

Present: Warden Chris White
Councillor Gordon Tosh (Chair)
Councillor Bruce Whale
Councillor Lynda White

Regrets: Councillor Jean Innes

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
Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Scott Wilson, CAO
Harry Blinkhorn, Acting Director of Housing

Also Present: Councillor Don McKay
Barb Powell, City of Guelph

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 City of Guelph Land Ambulance Communications Model Report

Mr. Shawn Armstrong, General Manager of Emergency Services, Mr. Stephen Dewar, Chief, Guelph-Wellington Emergency Medical Service and Mr. Derek McCaughan, Executive Director, Operations and Transit presented the Communications Model Report.

1/2/14

Moved by: Councillor L. White

Seconded by: Councillor Whale

That the presentation and City of Guelph report on Land Ambulance Communication Model dated February 4, 2014 be received for information.

Carried

3.2. Poverty Task Force – 2013 Report to the Community

Ms. Sarah Haanstra, Co-Chair, Poverty Task Force and Ms. Sheila Cranmer Byng, Interim PTF Coordinator presented the 2013 Report to the Community by the Guelph and Wellington Task Force for Poverty Elimination.

4. Correspondence between Mr. Henri Gagne and Town of Erin Fire and Emergency Services

2/2/14

Moved by: Councillor L. White

Seconded by: Warden White

That the correspondence and report forwarded by the Town of Erin dated March 4, 2014 regarding the Memorandum of Understanding for the Activation of Tiered Response Agreement be received for information.

Carried

5. Resolution Regarding Ambulance Service

3/2/14

Moved by: Warden White

Seconded by: Councillor L. White

That the Social Services Committee has received confirmation from the Guelph EMS that it is committed to providing comprehensive statistical information on the ambulance service to the Committee; and

That the resolution from March 27, 2014 County Council be received for information.

Carried

6. Social Services Financial Statements as of March 2014

4/2/14

Moved by: Warden White

Seconded by: Councillor Whale

That the Social Services Financial Statements as of March 2014 be approved.

Carried

7. Child Care

7.1. Child Care Modernization Act 2013

5/2/14

Moved by: Councillor Whale

Seconded by: Warden White

That report CC-14-01 on the Child Care Modernization Act and proposed changes to Regulation 262 of the Day Nurseries Act be received for information.

Carried

7.2. Wellington Dufferin Guelph Youth Charter of Rights

6/2/14

Moved by: Councillor L. White

Seconded by: Councillor Whale

That the County of Wellington endorse the Wellington-Dufferin-Guelph Youth Charter of Rights as a compelling statement on the vision to make Wellington, Dufferin and Guelph a better place for children, youth and their families.

Carried

7.3. ADVOX Donation to Child Care Services

7/2/14

Moved by: Councillor L. White

Seconded by: Councillor Whale

That the report on Marg Starzynski AD VOX Kids' Fund donation to Child Care Services be received for information.

Carried

7.4. Child Friendly Designation Report - Verbal

Ms. Luisa Artuso, Director of Child Care Services advised that the Council of Opportunities for Children is folding the committee - Growing Great Kids Planning Table, therefore the work on the child friendly designation has ceased.

8. Housing

8.1. Housing Statistics

8/2/14

Moved by: Warden White

Seconded by: Councillor L. White

That the Housing Services Status and Activity Report – 4th Quarter, 2013 be received for information.

Carried

9. Ontario Works

9.1. Discretionary Benefits Annual Report

9/2/14

Moved by: Councillor L. White

Seconded by: Warden White

That report OW-14-02 and the Discretionary Benefits Report to Individuals and Families 2013 be received for information.

Carried

9.2. 10 Year Housing and Homelessness Plan Update - Verbal

Mr. Stuart Beumer, Director of Ontario Works advised that the Plan was launched on Friday, April 4, 2014, following approval by the County and submission to the Province. Staff are currently working on implementation strategies and would report to the Social Services Committee in June.

9.3. Homelessness Partnership Strategy

10/2/14

Moved by: Councillor Whale

Seconded by: Warden White

That the Warden and Clerk be authorized to enter into a funding agreement with Service Canada under the Homeless Partnering Strategy (HPS) as outlined in the report of the Director of Ontario Works; and

That the Warden and Clerk be further authorized to enter into individual funding agreements with selected local service providers in accordance with the terms and conditions of our contribution agreement with Service Canada.

Carried

9.4. The Enterprise Project Report

11/2/14

Moved by: Councillor Whale
Seconded by: Warden White

That the Administrator of Social Services be authorized to sign the Founding Charter of the Enterprise on behalf of the County of Wellington Social Services Department.

Carried

9.5. Ontario Works Statistics

12/2/14

Moved by: Warden White
Seconded by: Councillor Whale

That the Ontario Works Statistics as of February 2014 be received for information.

Carried

10. Investment in Affordable Housing Allocation Change Report

13/2/14

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

That Report AD-14-03 Investment in Affordable Housing Funding Re-Allocation recommending that the \$521,738 allocated for the Housing Allowance Programme in 2014/2015 be re-allocated to the Rent Supplement Programme be received for information.

Carried

11. Social Housing Template Letter

14/2/14

Moved by: Warden White

Seconded by: Councillor L. White

That the stakeholder template letter regarding Long-Term Funding for Social Services be signed by the Warden and sent to the Federal Government.

Carried

12. Closed Meeting

15/2/14

Moved by: Councillor L. White

Seconded by: Councillor Whale

That the Social Services Committee move into a closed meeting for the purposes of considering acquisition or disposition of land by the municipality, litigation or potential litigation and advice that is subject to solicitor-client privilege.

Carried

13. Rise and Report

16/2/14

Moved by: Councillor Whale

Seconded by: Councillor L. White

That the Social Services Committee rise and report from the closed meeting.

Carried

14. Adjournment

At 2:40 pm, the Chair adjourned the meeting until May 14, 2014 or at the call of the Chair.

Gordon Tosh
Chair
Social Services Committee

STAFF REPORT



TO Operations, Transit & Emergency Services Committee

SERVICE AREA Operations, Transit & Emergency Services

DATE February 4, 2014

SUBJECT Land Ambulance Communication Model

REPORT NUMBER OTES021403

EXECUTIVE SUMMARY

PURPOSE OF REPORT

To present a communications model framework that will assist in providing strategic communications on Land Ambulance past, present and future activities.

KEY FINDINGS

Responsibilities for providing land ambulance service to Guelph and Wellington County and is designated to Guelph.

Land Ambulance is provided seamlessly.

Information regarding land ambulance strategic activities is of interest to populations within Provincial, City, County, Town and Townships governance structures.

Broader communications by reporting to various governance structures will enhance transparency and accountability and improve the stakeholder relationships.

FINANCIAL IMPLICATIONS

Financial implications associated with this report are covered within the 2014 Operating budget. Funding for land ambulance is shared between the Province of Ontario, County of Wellington and the City of Guelph.

ACTION REQUIRED

To receive the report and presentation outlining the proposed land ambulance communication model for information.

RECOMMENDATION

1. That the Operations, Transit & Emergency Services Committee Report #OTES021403 Land Ambulance Communication Model dated February 4, 2014 be received.

STAFF REPORT



BACKGROUND

The Province of Ontario has designated the responsibility for the provision of land ambulance service to the City of Guelph. The designation requires land ambulance service to be provided in the primary coverage area comprised of the City of Guelph and the County of Wellington. However, the principle of “seamlessness” does require the provider to respond to emergencies outside of the coverage area as directed by the provincially operated central ambulance communication central (CACC). This results in City of Guelph ambulances providing emergency medical response outside of its geographical boundary.

REPORT

Many communities represented within the Guelph’s land ambulance coverage area have interest in strategic activities and land ambulance service objectives. From time to time, staff at Guelph Wellington Emergency Medical Service develops operational relationships with neighbouring municipal services to sustain and improve the timely access to life saving pre-hospital emergency care

Providing community stakeholders with strategic communications will enhance the transparency and accountability around the provision of land ambulance service. The proposed changes will ensure a process for two way communications around any land ambulance service issues. The process is focused on improving relationships and developing common strategies required to achieve land ambulance service objectives.

The attached presentation in ATT #1 provides an outline of the communications model and the frequency of reporting strategic information to the City, County of Wellington and County of Wellington to the 7 lower tier Towns and Townships.

The communication model encourages two way communications allowing local areas to review any and present any shared service issues with Guelph’s Emergency Service Staff. This will allow any major issues to be reported back to the Operations Transit and Emergency Service Committee of Council as required.

CORPORATE STRATEGIC PLAN

This initiative supports the following Strategic Directions:

- 2.2 Deliver Public Service better.
- 2.3 Ensure accountability, transparency and engagement.

FINANCIAL IMPLICATIONS

Financial implications associated with this report are covered within the 2014 Operating budget. Funding for land ambulance is shared between the Province of Ontario, County of Wellington and the City of Guelph.

STAFF REPORT



Any extraordinary financial implications outside of the current approved funding for land ambulance will be brought forward for consideration and deliberation in the 2015 operating budget process.

DEPARTMENTAL CONSULTATION

Consultation and feedback was sought from:

- Senior Policy Analyst, Office of the CAO - Strategic Planning and Corporate Initiative-Strategic, Plan,
- General Manager Legal Services, CITY SOLICITOR, Corporate and Human Resources.

COMMUNICATIONS

This report, once received, will be shared and presented to the County of Wellington Social Service Committee.

Following the Social Services Committee presentation a request will be made for staff to delegate to all Towns and Townships within the County of Wellington.

The Province of Ontario Ministry of Health and Long Term Care – Field Office will be copied on the Communication Initiative.

ATTACHMENTS

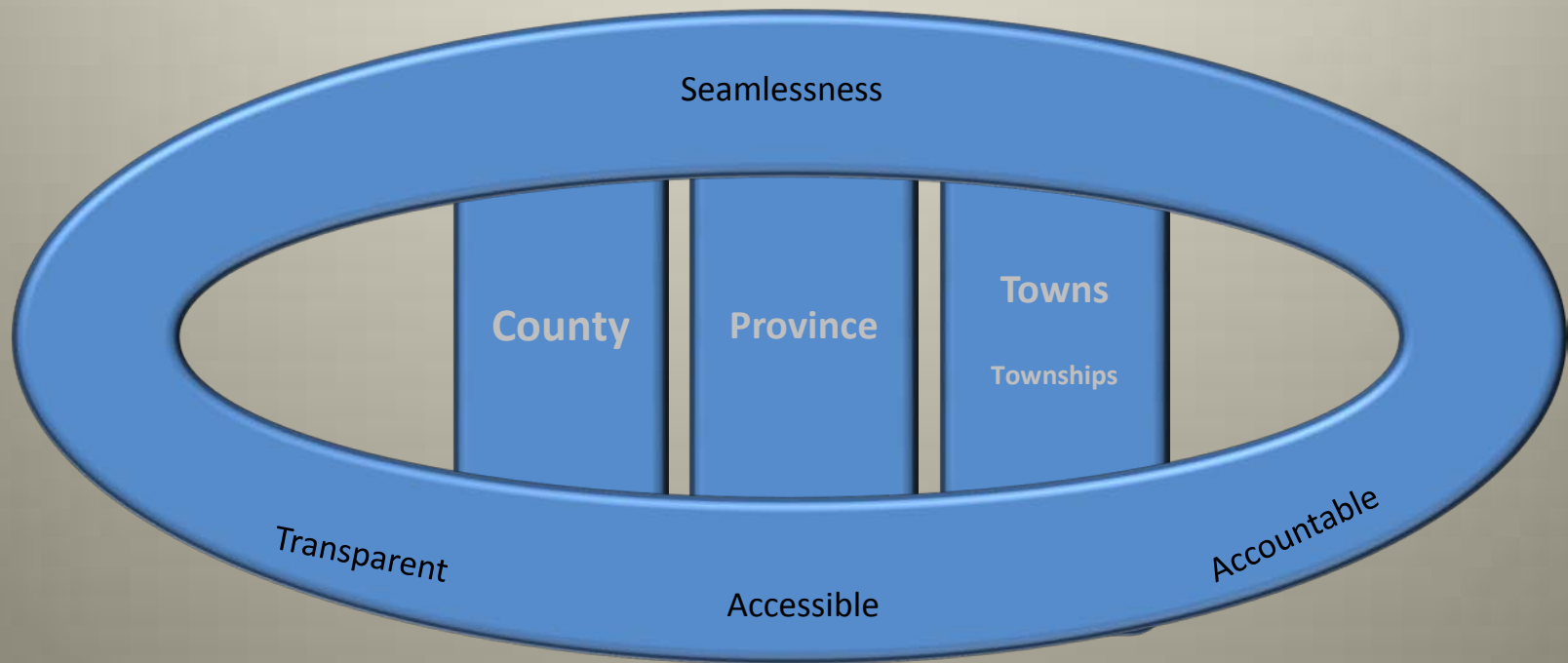
Authored & Recommended By
Shawn Armstrong
Fire Chief & General Manager
Emergency Services
519-822-1260 x2125
shawn.armstrong@guelph.ca

Approved By
Derek J. McCaughan
Executive Director, Operations,
Transit & Emergency Services
519-822-1260, x 2018
derek.mccaughan@guelph.ca

City of Guelph Communication Model

City of Guelph Communicating Land Ambulance Issues

Over Arching Principles



Service Relations

Province	County	Townships
<p>Certify Training Regulation, Compliance and Investigations Funding Partner (50% overall L.A. costs) Service Reviews every 3 years for certification to operate Land Ambulance.</p>	<p>Funding County levy (20% of overall Land Ambulance costs) Receives updates on Land Ambulance Issues through the County Social Services as required Safer communities initiative</p>	<p>Contributes to County levy through local municipal taxation Support Land Ambulance through tiered response agreements with fire service and land ambulance Public Access Defibrillation participant with GWEMS</p>

City

Overall
Governance of
Service

- Responsible for the governance, accountability and transparency of the service area
- Establishes Service Levels
- Approves Budget

GWEMS

Service
Provision

- Provides Staff Reports, Annual report, service change requests, information reports
- Implements changes to service levels or funding
- Information reports provided on service “dash boarding” service performance

County

Receives
information

Provides
Feedback

- Poses questions and service inquiries relative to system performance against expectations
- Social Service Committee or CAO forwards issues.
- Provides feedback /support proposed CTAS RTPP
- Provides feedback /support proposed annual work plan

GWEMS

Service
Provision

- Presents annual report on land ambulance for information
- Provides monthly financial performance to County Clerk
- Presents annual budget as submitted to the City
- Presents CTAS response time performance plan
- Solicits input on work plan development

Township/ Towns

Receives updates
from GWEMS Team

Develops Local
Rapport

- Poses questions on service delivery
- Supports Community Public Access Defibrillation Programs (PAD)

GWEMS

Service
Provision

- Presents annual work plan at local council
- Develops relationships with local groups supporting emergency services (local FD)
- Presents annual budget for information
- Presents response time performance plan annually

2013 REPORT TO THE COMMUNITY



PRESENTATION TO COUNTY OF WELLINGTON
April, 2014

PRESENTATION BY:
Sarah Haanstra, PTF Co-Chair

POVERTY TASK FORCE

THANK YOU FOR YOUR CONTINUED SUPPORT !

- For the past several years the County of Wellington has generously provided funding to help staff the Guelph & Wellington Task Force for Poverty Elimination
 - In 2013, the County of Wellington committed: \$24,342 (approximately 25% of funding)
 - In 2013, the City of Guelph committed remaining 75%
- Originally, United Way housed and provided overhead expenses for the Poverty Elimination Task Force.
- More recently, Wellington Dufferin Guelph Public Health has taken over as the host organization providing overhead expenses related to PTF staffing and activities.

background

2009

- Poverty Task Force formed in response to a community call for action to address poverty.
- Established organizational framework, strategic plan, and built network.

2010

- Released 2010 Official Plan.
- Established Income Security Action Group, Policy Working Group & Community Voices.

2011

- Reviewed strategic plan and released 2011 Report to the Community.
- Formed sub-committees to respond to specific community needs (example: transit).

2012

- Engaged in Social Assistance Review, began work on Ontario Housing Benefit and Living Wage.
- Engaged in collaborative research, organized forums and consultations.

strategic plan 2009 - 2013

VISION

Poverty will be eliminated in Guelph-Wellington by supporting, coordinating and inspiring sustainable change and supporting the building of individual resilience through collective action.

our values

Collaborate

Act

Recognize & Engage

Shift Attitudes

Build purposeful partnerships to eliminate poverty.

Support actions to meet the short- & long-term needs of people living in poverty.

Engage in solution-based research, knowledge development and information sharing related to poverty.

Champion system change & resources for those in poverty & for service providers.

Involve community members in eliminating poverty.

Increase awareness & understanding of the impact of poverty in Guelph-Wellington.

standing committees



Steering Committee

provides strategic guidance and oversight in the management of the PTF's resources and ensures that the mission, vision & values are being effectively followed.



research & knowledge
mobilization committee

Research & Knowledge Mobilization Committee

conducts solution-based research, enhances knowledge development, and supports knowledge exchange on poverty related issues. The committee also evaluates and reports on the impact of PTF actions.



Community Voices

advises the work of the PTF by providing insights and feedback based on their collective lived experience in poverty, and increases public awareness and understanding of the issues and consequences related to poverty.

action groups



Food Access Working Group works collaboratively to ensure those experiencing economic hardship in our community have access to culturally acceptable, safe and nutritious foods to meet their dietary needs .



Wellington-Guelph Housing Committee focus on educational, collaborative, and advocacy activities aimed at addressing, easing, and preventing issues related to homelessness and precarious housing.



Income Security Action Group increases awareness of issues and proposed solutions related to income security through advocacy and community engagement.



Guelph *in motion* supports actions that meet the short and long-term needs of people facing economic hardships in our community.



Seed Community Food Hub Committee supports the implementation of short-term recommendations to improve the current emergency food system, as well as works to develop a community food hub for our community.



Oral Health Action Committee supports local action and advocacy efforts to improve access to affordable oral health care.

priorities

2013

Food Security

Income Security

Housing Security

Access to Recreation

2014 - 2017

Food Insecurity

Income Inequality

Housing & Homelessness

Health Inequities



income security 2013

ACTIVITIES

- Established **living wage campaign**
- Researched and calculated a living wage for Guelph-Wellington (\$15.95/hour).
- Produced two Living Wage reports.
- Hosted consultations and community forum to review the final **Social Assistance recommendations**.
- Called on province to take action on six key priorities.
- Led a postcard campaign and on-line petition.
- Coordinated an on-line survey to obtain feedback on **Ontario Poverty Reduction Strategy**.
- Prepared official submission to province.

OUTCOMES

- Introduced a new framework for understanding poverty.
- Highlighted link between low-wage employment and poverty.
- Engaged community in Identifying key priorities related to social assistance reform and the next provincial poverty reduction strategy.
- Provided local Guelph-Wellington response to the provincial government related to social assistance reform and the poverty reduction strategy.
- Joined communities across Ontario to provide input, harmonize messaging and strengthen voice.



income security 2013

ACTIVITIES

- Convened an ad hoc work group to review the province's consultation report related to **minimum wage**.
- Developed an official submission to the **Minimum Wage Advisory Committee**.
- Established **Advance Your Voice**.
- Coordinated 6 week public speaking training for 8 community members.
- Participated on the City's **Affordable Bus Pass Pilot Program** work group.
- Hosted a one day **income security workshop** for service provider staff and volunteers in Guelph and Wellington.
- 39 participated in the Guelph workshop.

OUTCOMES

- Provided local Guelph-Wellington response to the minimum wage advisory committee, highlighting the importance of a living wage.
- Advance Your Voice speaker made six presentations in 2013 – providing a human face to poverty.
- Provided ongoing support and consultation to City's Affordable Bus Pass Program on issues related to poverty.
- Increased knowledge and understanding among agency staff/volunteers about the services, supports and programs delivered in the community.
- Encouraged greater connections among service providers.



affordable housing & homelessness 2013

ACTIVITIES

- Partnered with Wellington Guelph Housing Committee (WGHC) to promote an **Ontario Housing Benefit (OHB)**.
- Produced a research profile, report and local policy brief related to the OHB in partnership with WGHC.
- Met with MPP Liz Sandals re: OHB.
- Called for support of the OHB during Social Assistance Review and feedback on the 2013 Ontario Budget.
- Partnered with Research Shop to research the impact of **the elimination of Community Start-Up and Maintenance Benefit (CSUMB)** on furniture needs.
- Produced Furniture Needs report and recommendations for next steps.

OUTCOMES

- Increased awareness and understanding of **Ontario Housing Benefit** as an important policy option.
- WGHC gained official endorsement from several prominent community agencies and service providers.
- Identified strengths and challenges related to furniture needs and furniture provision in Guelph and Wellington.
- Created opportunity for further collaboration among furniture providers and service providers to address existing challenges.



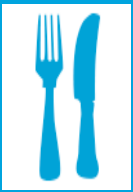
affordable housing & homelessness 2013

ACTIVITIES

- Supported call to make \$42 million in transition funding for Community Homelessness Prevention Initiative (CHPI) permanent.
- Supported Bill C-400 - Secure, Adequate, Accessible and Affordable Housing Act.
- Partnered with WGHC to prepare a one pager on Bill C-400 and made it available to the public and community agencies.

OUTCOMES

- Created awareness of CHPI funding.
- Joined other communities to strengthen voice.
- Raised awareness of issues related to housing and homelessness.
- Highlighted the importance of a national housing strategy.



food security 2013

ACTIVITIES

- Produced two research reports exploring challenges/constraints within current **emergency food system**.
- Introduced **Guiding Principles for Eligibility Criteria for Emergency Food Provider**.
- PTF produced on-line toolkit to assist providers.
- Produced Guelph Wellington Food Access Guide.
- PTF supported the work of the SEED Community Food Hub to begin to work toward the implementation of a community food hub.

OUTCOMES

- Created awareness of challenges within local emergency food system.
- Identified long and short-term recommendations.
- Endorsement of clearer rules, more consistent approaches and fairer access to emergency food.
- Increased awareness and knowledge of best practices among emergency food providers.
- Service providers and community members able to access information about food access in Guelph and Wellington.
- Increased awareness of creative and alternative approaches to food access.



access to recreation 2013

ACTIVITIES

- Produced, in partnership with *in motion Guelph*, an Affordable Recreation Guide (hard copy and on-line version).
- In June 2013, PTF **convened the Oral Health Action Committee** to support local action to improve access to affordable oral health care.
- Reviewed research from other communities.
- Began work on local oral health survey.
- Called for OW recipients to immediately receive the same health benefits as ODSP clients within Social Assistance Review.

OUTCOMES

- Streamlined information about affordable recreation activities and opportunities in Guelph.
- Highlighted the link between poverty and access to recreation.
- Created forum for raising awareness and addressing the issue of oral health care for low-income individuals/families.
- Created forum for exploring local needs related to oral health.
- Identified the inadequacy and discrepancy related to health care for Ontario Works recipients.
- Highlighted link between poverty and health.

Thank you for your support



Questions??

Kim Courts

From: Donna Bryce
Sent: March 5, 2014 12:16 PM
To: Kim Courts
Subject: Fw: Henri Gagne letter
Attachments: 2014 Mar. 4 Tiered Resp Henri Gagne.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Dina Lundy <Dina.Lundy@erin.ca>
Sent: Wednesday, March 5, 2014 11:42 AM
To: Donna Bryce
Cc: Ken Chapman
Subject: FW: Henri Gagne letter

Hi Donna:

Council passed a resolution last night to forward the attached letter to the County for the Social Services Agenda, as well as to copy Councillor Chapman.

Thanks

Dina Lundy

Clerk

Town of Erin

5684 Trafalgar Rd.

R. R. # 2, Hillsburgh, ON NOB 1Z0

(519) 855-4407 Ext. 233

Confidentiality: This email message (including attachments, if any) is confidential and it is intended only for the addressee. Any unauthorized use or disclosure is strictly prohibited. Disclosure of this email to anyone other than the intended addressee does not constitute waiver or privilege. If you have received this communication in error, please notify the sender immediately and delete this email. Thank you for your cooperation.

TOWN OF ERIN

5684 Trafalgar Road, R.R. #2
Hillsburgh, Ontario N0B 1Z0
www.erin.ca



Fire & Emergency Services

TEL: (519) 855-4407 ext. 254
FAX: (519) 855-4281
EMAIL: fire@erin.ca

March 4, 2014

Henri Gagne
15 Ellen Cres., Box 533
Hillsburgh, ON
N0B 1Z0

Dear Mr. Gagne;

This letter is in response to your letter dated December 10, 2013 expressing your concern regarding the "2012 Memorandum of Understanding for the Activation of Tiered Response" with Guelph Wellington EMS (GWEMS) and Cambridge Central Ambulance Communications Center (CACC) and the Town of Erin.

The agreement has multiple sections of criteria which the CACC Dispatch Call Taker assesses to determine how and if Erin Fire & Emergency Services is tiered to a medical call.

From information provided from our conversations, the call for help made by your wife to 911, should have activated an immediate tiered fire dispatch of Station 50 Hillsburgh to your home, as the information fit the Code 4 Response Criteria. If Station 50 Fire Fighters had been tiered for immediate response, the fire pagers would have been activated by Guelph Fire Communications Center and there would have been immediate fire response.

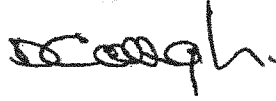
Fire Personnel have been given the authority to use common sense when dispatched to a Code 4 Medical Call. If a Fire Fighter is close to the incident location or has to pass the incident location to arrive at the Fire Station and it is safe to do so, they have been instructed to respond directly to the incident location and take life saving actions while the fire truck and personnel are responding.

Background:

Please see attached Staff Report dated October 16, 2012 regarding the "Medical Tiered Response Agreement" for more information on the framework on the "2012 Memorandum of Understanding for the Activation of Tiered Response", a copy of which is also attached.

As advised, you need to communicate with GWEMS and The Ministry of Health who oversee the CACC to determine why your request for help was not a tiered Code 4 Call. Only they can answer that question as I have no access to that information.

Sincerely;

A handwritten signature in black ink, appearing to read "Dan Callaghan". The signature is stylized and cursive.

Dan Callaghan
Fire Chief
Erin Fire & Emergency Services

Cc: Town of Erin Mayor and Council
:encl



Corporation of the Town of Erin

STAFF REPORT

Date: October 16, 2012

DEPARTMENT: FIRE

Reference/File: MEDICAL TIERED RESPONSE AGREEMENT

Description:

Recommendation: That council approves the 2012 Memorandum of Understanding for the Activation of Tiered Response.

INTRODUCTION

The Ministry of Health and Long Term Care – Emergency Health Services, the Ministry of Community Safety and Correctional Services – Office of the Fire Marshal and the Ontario Association of Fire Chiefs support the implementation of formal tiered response agreements between public safety agencies namely Ambulance / Fire / Police.

Such written agreements provide a framework for cooperation between, and coordination of, emergency services on a local level. The coordination of safety agencies is a teamwork approach that improves upon the response to specified emergency situations and overall level of public safety in the community.

BACKGROUND

Tiered response is recognized internationally as an effective method of coordinating public or private safety agencies to provide rapid first response assistance to the public in the timeliest and most efficient manner possible. Tiered response endeavours to send the closest appropriate emergency response agency, (based on time) to render assistance at the scene of an emergency incident until the primary response agency can arrive.

Tiered Response Agreements are formal written documents negotiated between two or more public and/or private sector safety agencies. Its' intent is to establish local protocols for a multi-agency response to a life threatening or a public safety incident. A Tiered Response Agreement may outline the capabilities, expectations and limitations of each agency and defines the criteria for participation.

In the past, this cooperation led to the development and implementation of formal written Tiered Response Agreements. Such agreements determined when and under what circumstances participating public and/or private safety agencies would call upon each other for assistance.

The term "*tiered response*" grew out of an effort to establish a coordinated systematic approach to a medical emergency. Tiered Response, as a program, was first documented in the Fifteen Components of an Emergency Health Services (EHS) System. This includes the provision for multi-agency response to live-threatening medical emergencies (Tiered Response). These

components have been adopted as, and are recommended as being one of the principles of an effective emergency health services system.

Tiered Response is a voluntary program built on the principles of teamwork and cooperation between the public and/or private safety agencies. Each participant in a local emergency response program has a specific role to play in the community and by working together; they are better equipped to meet the specific emergency needs of the constituents they serve.

GUIDING PRINCIPLES

The guiding principles of any tiered response program are:

- To ensure the timely availability of staff and resources to safely and efficiently mitigate a life threatening / public safety incident;
- To deploy adequately trained and equipped personnel to the scene of agreed upon life threatening / public safety emergencies.

The goal of the new Tiered Response Agreement will ensure that the Town of Erin Fire & Emergency Services is dispatched in a timely manner to medical emergencies where they can have a positive impact on life safety and patient care. The new tiered responses protocols will be inputted into the Central Ambulance Communications Centre (CACC) computer and automatically notify Guelph Fire Department Dispatch (GFDD) in the event a medical call meets the tiered response criteria. This new system will be much faster than the old method of utilizing a land line and having the CACC dispatcher copying the caller's information, dispatching an ambulance and then contacting GFDD via a phone line and relaying the information.

Respectfully submitted,

Dan Callaghan
Fire Chief

2012 Memorandum of Understanding for the Activation of Tiered Response

The Town of Erin Fire & Emergency Services agrees to respond to the following medical emergencies within its response area when tiered by Cambridge Central Ambulance Communications Centre on behalf of Guelph Wellington Emergency Medical Service:

Tiered Response Criteria:

1. **Any Code 4 response triggered in the Primary Assessment** including:
 - a. Obvious Immediate Threat to Life (OIT) or VSA (Primary Assessment)
 - b. Choking, Not Breathing, Severe Respiratory Distress, Unconscious (Primary Assessment)
 - c. Airway/Breathing Compromise (Primary Assessment)
2. **Burns/Electrocution/Inhalation** (as per card 8, code 4 response)
3. **Near Drowning** (as per card 14, code 4 response)
4. **Motorized Vehicle Collision** (as per card 24, code 4 response)
5. **Penetrating Trauma** (as per card 27, code 4 response)

Tiered Response Criteria when the ambulance response time is greater than 15 minutes

1. **Breathing Problem** (as per card 7, code 4 response)
2. **Chest Pain / Heart Problem** (as per card 11, code 4 response)
3. **Convulsion / Seizure** (as per card 12, code 4 response)
4. **CVA / Stroke** (as per card 29, code 4 response)
5. **Decreased Level of Consciousness / Unconscious** (as per card 30, code 4 response)
6. **Blunt Trauma / Assault** (as per card 28, code 4 response)

The Town of Erin Fire & Emergency Services also agrees to respond to any calls involving accidents on farms or at industrial establishments.

In addition to these initial Tiered Response criteria, the Town of Erin Fire & Emergency Services agrees to respond to any calls, including code 3 calls, where there will be a significant delay (greater than 15 minutes) in the arrival of the ambulance.

The Town of Erin Fire & Emergency Services also agrees to respond to any calls where paramedics on a call request the assistance of Fire personnel.

Notes:

- a. Guelph Wellington EMS will ask that Cambridge Central Ambulance Communications Centre tier the Town of Erin Fire & Emergency Services within sixty (60) seconds on indication of a tierable call and committing the call to the CACC System (for all types identified above).
- b. Cambridge CACC will not tier the Town of Erin Fire & Emergency Services to Nursing Homes, Medical Clinics, Medical Facilities or Retirement Homes where there is a Medical Doctor (MD), Registered Nurse (RN) or Registered Practical Nurse (RPN) on scene with access to oxygen.

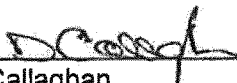
NOTE: All Vital Sign Absent calls will be tiered regardless if there is an MD, RN or RPN on scene with access to oxygen.

- c. This agreement acknowledges that fire emergencies take priority over requests for tiered response, but the Town of Erin Fire & Emergency Services may respond to the call typed identified above if not already engaged and having acknowledged acceptance of the tiered call.
- d. During declared municipal or provincial emergencies, the emergency takes priority and this Memorandum of Understanding (MOU) may be amended as necessary.
- e. In the event of a conflict or the need to clarify issues arising from this MOU, the parties agree that they will first attempt to resolve such issues at an operational level. Failing which and for any other purposes regarding this MOU, the following individuals shall be the contacts for formal resolution:

Contact for EMS:
Stephen Dewar
Chief EMS, GW-EMS
City of Guelph Emergency Services

- f. This MOU shall commence on the date signed by both parties and continue on an annual basis, renewed automatically unless terminated in writing effective thirty (30) days from the date of receipt of the official notice.

For the Town of Erin Fire & Emergency Services:



Dan Callaghan
Fire Chief

OCTOBER 16/2012
Date

For Guelph Wellington Emergency Medical Service:

Stephen Dewar
Chief

Date

TOWN COUNCIL,
Town of Erin,
5684 Trafalgar Rd.,
Hillsburgh, ON
N0B 1Z0

December 10, 2013

RECEIVED

DEC 10 2013

TOWN OF ERIN

As a resident of the Town of Erin since 1967, I am writing this letter to express my concern regarding the “Memorandum of Understanding for the Activation of Tiered Response Agreement with Cambridge Central Ambulance Communication Center on behalf of Guelph Wellington Emergency Medical Services.” that was approved at your October 16, 2012 meeting.

This agreement lays out the criteria for tiered response. My concern starts with the implication that Tiered response for any reason in Part 2 will not be implemented if the ambulance response time is less than 15 minutes.

A lot can happen in 15 minutes. My understanding is that the Town of Erin Fire and Emergency Response Services can respond and be on the way in 5-7 minutes. That extra 6-8 minutes can make a tremendous difference to the health and welfare of the patient. Once on the scene the personnel can assist in many ways:

1. Perform life saving CPR, if needed.
2. Look after the patient and start collecting vital signs and background information.
3. Relieve and assist the family, or good samaritans, in the care of the victim.
4. Help in keeping the victim comfortable until ambulance arrives.

Another benefit of a more immediate tiered response is that our volunteers live in many different areas of the community and I have had many of the volunteers tell me that if there is a call on their street or nearby, they would go to the scene and let others bring the trucks to them.(an even faster

response) There is some concern that the number of calls would increase the risks to the responders but they are trained responsible volunteers who do not take unnecessary risks. They have volunteered to be of assistance to other members of their community.

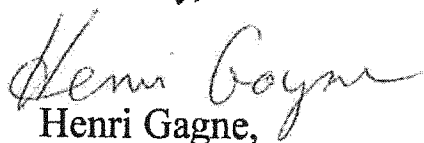
When I see the large amount of money that has been spent on updating facilities and equipment (I congratulate you on this) I wonder why you have restricted the Fire Department with this agreement. I understand that it is not "new" but wonder at the wisdom of a 15 minute timeline.

I am writing this because I recently had need of emergency services where fire was not tiered (ambulance only 9-10 minutes out) and I subsequently required CPR. Had my wife not had the foresight to immediately call my son-in-law (who is a volunteer firefighter) after her 911 call I wonder if I would be able to write this letter, my doctors didn't think so. The two of them performed CPR until the ambulance arrived.

While I was lucky that night, the ambulance was here in 9 minutes, what about next time when they may be 12 minutes out? What about the safety of others in the community?

My last concern regarding the "Memorandum" is that it does not appear to be "easily" available to the public. I could not find it on the Town of Erin site, maybe I did not know where to look, nor in the minutes of the meeting because "renewal agreement information will be provided separately by e-mail to Council members".

I would like to thank all of you for taking the time to consider my concerns.
Sincerely,



Henri Gagne,
15 Ellen Cres.
Box 533,
Hillsburgh, ON
N0B 1Z0

cc: Dan Callaghan,
Fire Chief,
Town of Erin

Resolution approved at February 27, 2014 County Council:

That the following notice of motion by Councillor Maieron be referred to the Social Services Committee for review:

Wellington County Council requests that the Guelph-Wellington Ambulance Service reinstate providing monthly Ambulance reports which clearly indicate number of calls per member municipality, the nature (code) of the calls and the response time per call; and all other pertinent information regarding ambulance service provided.



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Luisa Artuso, Director of Child Care Services CC-14-01
Date: Wednesday, April 9, 2014
Subject: **Child Care Modernization Act 2013/Regulatory Changes**

Background:

On December 3, 2013, the Government of Ontario introduced *Bill 143, Child Care Modernization Act, 2013*. This legislation if passed (Second Reading, February 20 and March 4, 2014), repeals the existing the *Day Nurseries Act* and replaces it with the *Child Care and Early Years Act, 2013*; amends the *Education Act*; and, amends the *Early Childhood Educators Act*. These legislative changes represent the most significant changes to child care in Ontario since the original Day Nurseries Act (1943) was updated in 1983.

Update:

The legislative changes in *Bill 143, the Child Care Modernization Act, 2013* were made based on advancements in child development research evidence over the last several decades that show the importance of high quality, nurturing care to children's brain development, learning, health, and well-being. *Bill 143, the Child Care Modernization Act, 2013* reflects Dr. Charles Pascal's recommendations for better aligned systems for children in Ontario that meet families' child care needs, and that are better integrated with schools and with other programmes for children birth to 12 years. Included in the *Child Care Modernization Act, 2013* are the following key points:

- CMSMs are named as the service planners for child care and early years programmes and services
- All child care and early years programmes will have a common approach to pedagogy, be staffed by registered early childhood educators, and provide a range of services to support working families children ages 6 to 12 years

The Ontario Government has been motivated by the high number of child deaths in unregulated care providers' homes to make legislative changes to hold unlicensed providers accountable. A notable change in *Bill 143, the Child Care Modernization Act, 2013* is the power that the province would have to fine, inspect, and enforce rules with unlicensed care providers who are negligent.

The *Child Care Modernization Act, 2013* includes:

- Fines up to \$100,000 for infractions of the *Child Care and Early Years Act* (these penalties would be for unlicensed and for licensed providers who break the rules)
- No one can provide care for children (in licensed or unlicensed care) if they have been convicted of sexual interference, child pornography, neglect, murder, infanticide, or if they have been found guilty of misconduct according to the *Early Childhood Educators Act, Teachers Act, or Social Work Act*
- No unlicensed provider can call their work "child care" or "day care" or any variation of this. The Act specifies that unlicensed providers cannot in any way suggest that they are regulated, or formal
- Unlicensed providers are able to care for 5 children. Licensed home child care providers are able to care for 6 children.

In addition to the legislative changes for child care and early years, the Government of Ontario has also proposed regulatory changes for child care. They sought public feedback on the proposed regulatory changes by February 28, 2014. It is possible for the regulatory changes to be made without the legislative passing of *Bill 143, the Child Care Modernization Act, 2013* into Ontario law. The County of Wellington Child Care Services submitted a feedback report on the proposed regulatory changes which included the following key points:

- Any regulatory or legislative action that reduces the proportion of qualified, registered early childhood educators to non-qualified staff in licensed child care programmes will have a negative impact on child care quality.
- Quality needs to be part of the provincial legislation, in order to motivate child care operators to maintain or improve the quality of the services they provide. Reductions in basic province-wide expectations for appropriate ratios, group sizes, and staffing will put undo pressures on fewer qualified early childhood educators and compromise the child care system
- Implementing the proposed regulations without the Child Care Modernization Act, 2013 and without a more developed, stronger policy structure and framework will negatively impact children, families, early childhood educators, and the child care system.

Attached: The proposed regulatory changes under the DNA and ECEA to support the Government of Ontario's Child Care Modernization Agenda - Feedback from the County of Wellington, Child Care Services dated February 2014

OMSSA's response to the Proposed Changes to Child Care Regulations dated February 2014

Recommendation:

"THAT report CC-14-01 on the Child Care Modernization Act and proposed changes to Regulation 262 of the Day Nurseries Act be received for information."

Respectfully submitted,

A handwritten signature in cursive script that reads "Luisa Artuso".

Luisa Artuso
Director, Child Care Services

The proposed regulatory changes under the DNA and ECEA to support the Government of Ontario's Child Care Modernization Agenda

Feedback from the County of Wellington, Child Care Services

The County of Wellington Child Care Services is pleased to have the opportunity to provide feedback on the proposed regulatory changes that are intended to support the child care modernization agenda.

We are encouraged that the Government of Ontario is looking to make important changes to the *Day Nurseries Act* (DNA) which can, as Dr. Charles Pascal recommended, enable the outcomes he noted in his report *With Our Best Future in Mind*. The right changes to the DNA can reduce redundancies in the existing early childhood services system, eliminate outdated legislation, and facilitate a single integrated piece of legislation.

In relation to the regulatory changes, we received feedback from local child care programme operators and our Child Care Services' administrative teams and would like to share with you the knowledge we have drawn from our collective experiences.

Qualified Early Childhood Educators are the Education in Child Care

There are several proposed regulatory changes that we agree will be better for children and for licensed child care; however, we strongly object to any regulatory or legislative actions that will reduce the proportions of early childhood educators to unqualified staff in licensed child care.

Our local child care operators, despite facing some deep challenges in maintaining the viability of their programmes, still agreed that the proposals for reductions in qualified early childhood education staff in licensed child care is an undesirable compromise in these regulations. It is a compromise that does not help to get at the root-cause of an inadequate supply of qualified early childhood educators in Ontario. The concern is that an inadequate supply of qualified educators combined with proposed larger group sizes and potentially unreasonable ratios, will put undue pressure on the fewer qualified staff in child care programmes, causing burnout and destabilizing the sustainability of their child care programmes.

As municipal service system managers, we view the results of the three OECD *Starting Strong* international reviews of early childhood education and care (2001, 2006, & 2012) and the recommendations of the *Best Start Expert Panel on Quality and Human Resources* (March, 2007) as evidence that system level accountability for quality in early childhood education and care environments includes highly regulated structural quality elements such as good ratios, small group sizes, and appropriate staff qualifications. The confounding, combined impact of 1) ratio flexibilities, 2) group size increases, and 3) reductions of qualified early childhood educators in the classroom will make achieving high quality pedagogy difficult and will move licensed child care in Ontario *away* from what the research tells us is good for children.

Allowing for fewer qualified early childhood educators in licensed child care gives Ontario's citizens a message that good pedagogy can happen in licensed child care with fewer qualified ECEs.

This message:

- defeats the decades of intense work that went into the *Early Childhood Educators Act 2007* and the development of the College of Early Childhood Educators
- contradicts the work of the *Best Start Expert Panel on Early Learning* that was composed of several of the most respected academic researchers in early childhood pedagogy in all of Canada who had the government-appointed task of developing a guide to support curriculum and pedagogy in early childhood programmes across Ontario
- counters the efforts that have been taken by a number of Ontario Community Colleges that have expanded their early childhood education diploma programmes to offer a four year early childhood education degree programme.

Inclusivity of children with disabilities and special needs in licensed child care will suffer too. Pan-Canadian research verifies that there are strong, multifaceted connections between early childhood educator qualifications, experience, skill, and commitment levels and their ability to effectively support and include children with disabilities and special needs in child care (Irwin, Lero, Brophy, 2004). As child care quality diminishes because of fewer early childhood educators, ratio flexibilities, and group size increases, it will be inevitable that child care programmes will hesitate to include children they feel they lack the skills and capacity to support. Families of children with disabilities and special needs will once again be required to seek out alternative care arrangements or face conditions with respect to their child's participation in licensed programmes (e.g., only when qualified staff are on hand, part time attendance, higher expectations of parental involvement in the programme). Consequently, the modest advances that families of children with disabilities and special needs have experienced in terms of more equitable access to licensed child care programmes in Ontario will disappear.

Quality Needs to Come First

The County of Wellington has implemented a quality assurance tool for child care and has funded the Quality Child Care Initiative since 2009. We have analysed data from three phases of quality evaluations of every licensed for-profit and non-profit child care programme that has a purchase of service agreement with us. Our data represents 84% of all licensed programme sites in our area and includes details on licensed child care programmes that are small, large, rural, urban, part time, school age, full time, multi-site, single-site, non-profit, and for-profit.

The patterns from the quality evaluations show that child care programmes struggle to make improvements to their quality levels that are sustainable over time. Despite efforts made to ensure professional development, quality consultations, networking, and 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 resources. Under the current system, it is difficult to hold child care programmes fully responsible for sustainable changes to their programmes. Operators can make decisions that nudge programmes forward in quality levels (such as improving staff wages, providing paid planning time, and supporting staff engagement in professional development) but they are lacking the financial resources to do so in a consistent way. The outcome is child care programme quality levels remain stagnant.

Highly regulated structural quality elements alone offer no guarantee that early childhood environments will be high quality. Nor do structural quality elements guarantee high quality pedagogical practice that has a lasting impact on children's healthy development, learning, and well-being. However, weakening the standards for child care programme operation without intense policy consideration given to child care system governance, financing, and pedagogy will compromise the system and little will be achieved for early childhood education and child care quality.

Modernization Requires a Legislative and Policy Framework

Licensed child care is the one and only early childhood context where Ontario legislation has complete dominion over how early childhood educators practice. It is only in licensed child care that the province of Ontario can hold child care operators, by virtue of their license, to regulatory elements associated with who works in licensed child care. This is not to suggest that highly qualified early childhood educators need to be told how to practice by the regulations. When qualified, reflective, responsive educators are able to work in child care programmes that meet their professional needs (including all of the following: living wage, paid planning time, adequate paid sick time, professional development, etc.), they have the foundation they need to be competent at working with children in complex and professional ways that lead to profound pedagogical experiences that have a lasting impact on children's healthy lives.

Emphasizing pedagogy is important. The provincial materials for pedagogical guidance have been influenced by examples of effective pedagogy from around the world (e.g., Sweden, New Zealand, Reggio Emilia). The countries and regions with some of the most effective early childhood pedagogical frameworks also have comprehensive policy infrastructures for their early childhood systems. These international leaders have high standards of training, remuneration, and ongoing professional development for their early childhood educators. In addition, there is little variability in how child care programmes are governed or operated among these leaders. Without similarly high standards and solid infrastructure development for licensed child care in Ontario, effective and inclusive pedagogy will not happen.

Without a strong, consistent policy framework that sets out clear operator and municipal system management expectations where it matters most, we consider some of regulations that are proposed to be potentially deleterious to the child care system. This will negatively impact children, their families, and their early childhood educators. On the other hand, with a strong and consistent policy structure that sets out clear operator and municipal management expectations, the *Child Care Modernization Act*,

2013 and the changes to regulations might be reasonable and progressive; but they need to function within a very strong policy context.

We fear that the great potential that the proposed Act holds will not be realized unless critical details in the regulations are rectified. To proceed with implementing these regulations *without* the *Child Care Modernization Act, 2013* and *without* a more developed, stronger policy structure and framework, *Bill 143* will not be the modern legislation that fulfills a long-awaited vision of a comprehensive, integrated early childhood system that better serves children, families, and early childhood educators.

OMSSA's Response to the Proposed Changes to Child Care Regulations

The Ontario Municipal Social Services Association (OMSSA) is pleased to respond to the consultation on the proposed changes to regulation 262 of the *Day Nurseries Act*.

In recent years, the government has taken important steps to modernize child care and early years, and to build a system that not only responds to the needs of Ontario's families and children, but also contributes to the strength of the province as an educated and dynamic economic force for the future.

We share the government's vision for the development of a high-quality, accessible, affordable, and inclusive early learning and care system that better supports all children and families in Ontario.

And, it makes sense at this time to update the child care legislative and regulatory framework in Ontario as part of the modernization effort. Equipping the system with a new framework is essential to realizing the vision.

Our comments build on the strong partnership that OMSSA and its members, Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs), have developed with the Ministry of Education (EDU), working together to build this vision for the early years and child care system. We offer our recommendations with the understanding of the important strides the government has made, and in the spirit of partnership, to move forward on the regulatory changes.

The Benefits of Service System Management and Partnership

Building a high-quality, accessible, affordable, inclusive early learning and care system is not only the right thing to do for Ontario's children and families, it also makes economic sense. We know the government and EDU understand this, and that this propels much of the effort being put into transforming our early years and child care system.

OMSSA recognizes that the child care modernization exercise is occurring in a broader context, a context framed and driven by fiscal constraint. OMSSA members see the consequences of these constraints and economic challenges on a daily basis in the work that they do.

We understand that the provincial government, like municipal governments, has a great deal on the line when it comes to responding to service pressures in our communities. We have an opportunity, even within the current context of underfunding, to lay strong foundations for an early years and child care system that achieves its two core purposes: supporting families in their daily lives and creating environments where all children can learn and thrive.

OMSSA was pleased to see the introduction of Bill 143, the *Child Care Modernization Act, 2013*. We support many aspects of the Bill and are hopeful that an opportunity will exist to move this important proposed legislation forward as it is a key element in transforming the system.

We recognize that the current context has necessitated efforts to continue to further modernization through the regulatory framework. However, OMSSA members have expressed concern with some of the changes being proposed and their potential to impact the child care system in a profound manner, most notably in terms of quality and safety. We encourage the Ministry to work with OMSSA and your municipal and DSSAB partners prior to deciding final regulatory changes to ensure measurable and demonstrated benefits of any changes will support a safe, strong, viable and sustainable early learning and care system.

We are at a critical juncture where for the first time in decades the legislative and regulatory framework for child care is being addressed at a fundamental level. As partners in government, and in working on behalf of Ontario's children and families, we must ensure that we take the time to get change right.

OMSSA Recommendations for Moving Forward

Service System Management as a tool to align needs and resources:

When it comes to a high-quality, accessible, affordable, and inclusive early learning and child care system, we know that one size does not fit all. Local flexibility is critical to ensuring CMSM and DSSAB are best able to utilize the fiscal and human resources at hand to respond to local labour markets and the need this presents in terms of child care. The outcome of this is that Ontario's children and families are well-served, and that Ontario's communities are designed to grow and prosper.

As the Ministry understands, CMSMs and DSSABs, as service system managers, have a key role to play in the child care modernization effort, and OMSSA believes that further opportunities exist for us to work together as strategic partners in facilitating this important change.

The government's key policy documents and vision recognize that CMSMs and DSSABs are an important tool to bring child care modernization initiatives successfully into practice, most notably in their service system management role. As orders of government we continue to face economic challenges and constrained budgets. It makes sense that modernizing the early years and child care system in large part happens on the ground. This provides an opportunity to fully realize the benefits of coordinated, streamlined planning and managing of services and resources at the local level.

We encourage the government to take the lead of the Ministry of Municipal Affairs and Housing who have utilized the service manager role to address local affordable housing and homelessness issues. We know EDU understands the benefit of local service system management, and we look forward to working together to fully develop this function in the modernization of the system.

Building on qualification requirements for Home Visitors:

OMSSA supports the government's efforts to enhance quality in home-based settings provided by licensed private-home day care agencies. We were pleased to see the proposal to require Home Visitors to hold a diploma in early childhood education and be registered with the College of Early Childhood Educators. This supports establishing high-quality child care in a more consistent way.

As a next step, we encourage the government to consider expanding the requirements for Home Visitors to include other qualifications (e.g. social work). Having Home Visitors from a variety of disciplines can be beneficial for quality, particularly in circumstances where Home Visitors function as part of a team that includes Early Childhood Educators.

However, as with all changes the Ministry is pursuing, it is important that cost implications are understood and mitigated. As indicated, OMSSA supports quality child care and understands that this is reliant on the qualifications of staff. However, costs of moving in this direction must not be shifted to municipalities, DSSABs or full-fee paying parents alone.

Important considerations for access and resources – quality and safety:

OMSSA and its members understand that, through efforts to update the child care legislative and regulatory framework, the government is striving to use the funding at hand to develop a more accessible and responsive child care system.

In a context where demand for child care far exceeds availability, we also recognize the difficult balance the government must strike between quality, affordability and accessibility of child care.

We support the government's intention to give child care providers more flexibility and to increase access and affordability for parents through the proposed changes to child-staff ratios and group sizes. But, like the government, we agree that quality must be a central component driving our shared vision for child care and the early years.

OMSSA has heard from its members, and they have raised some significant concerns.

Ratios and group sizes are a critical element of quality child care as well as the safety of children. When adults are caring for fewer children there is more opportunity for interaction, closer emotional bonds and learning. OMSSA has heard from its members that the proposed ratios may jeopardize this and as a result, the quality of care, learning opportunities, and the safety of children.

OMSSA members have also expressed concern that changes to ratios are being proposed in absence of changes to staff qualifications. To realize the government's vision for child care, staff qualifications must also be modernized to reflect the importance of the pedagogy and quality the government is pursuing. This is particularly so if the proposed ratios come into practice. Access to child care should not be negotiated through the quality of care provided to Ontario's children.

We understand the tensions of demand for services in a context of finite resources, and the response to find solutions by doing more with less. But we must pursue remedies cautiously and with due diligence.

Bill 143 clearly demonstrates the government's support for increased quality and safety in child care settings. OMSSA, as well, supports this approach. We understand the challenges facing families in finding care for their children. We understand this because OMSSA members see it at the front lines on a daily basis. However, it would be counterintuitive to move forward at this time with the proposed ratios in the absence of a closer examination and better understanding of the full implications of what is being proposed.

Child-staff ratios and group size are complex, multi-faceted issues, and a clear example that one size does not fit all when it comes to ensuring local communities can respond to local needs. Careful

examination and analysis of any changes must be undertaken. It may in fact make sense to pilot proposed changes prior to moving to full implementation. Determining the best way forward should be done cautiously and in partnership with municipal governments, DSSABs and relevant stakeholders.

Ratios and group sizes have not changed in Ontario since 1983, and so it is important that the government take the necessary steps and time to get this right. Further review and discussions are required on these proposals.

Planning for children with special needs:

Uncertainty with respect to special needs resourcing in child care continues to raise questions about how all the pieces will fit together in the child care modernization effort.

OMSSA was pleased to see the announcement of the government's Special Needs Strategy. This is a good and important step.

We know that the government is committed, in principle, to a child care system that is inclusive of all Ontario's children and families. However, we note the relative silence in the announcement of the Special Needs Strategy, the proposed regulations, as well as in Bill 143, with respect to children in child care with special needs with some concern.

There is a critical need for a more cohesive approach to special needs planning in local communities. CMSMs and DSSABs play a unique role in understanding and linking all the key elements related to special needs resourcing, which must be recognized.

It is important to understand how the province's Special Needs Strategy will relate to the funding that CMSMs and DSSABs receive. With Local Services Realignment, many CMSMs and DSSABs inherited agencies that provide programs to children with special needs. Understanding EDU's vision for how these agencies will be treated in terms of the funding they receive is important.

The province and its municipal partners must work together to address these significant and growing concerns.

Understanding the impact of change:

As the Ministry can appreciate, the regulatory changes as proposed, and if implemented will add a layer of complexity to an already complex early years and child care system for service system managers. The proposal to allow the use of parallel models of child-staff ratios and age groupings, for example, will carry administrative and associated costs implications, which will need to be addressed.

Specifically, allowing for the use of previous and new ratios will be difficult to implement, and even more difficult to report back on, and in the process, will undermine data integrity. Sufficient time will be required to determine how to prepare current technology to support CMSMs and DSSABs in their planning role. Without access to accurate data, planning and forecasting will be compromised.

While OMSSA supports policy directions that respond to local capacity and realities and that are flexible and responsive to changing circumstances, important to this will be that CMSMs and DSSABs are appropriately resourced, supported and given adequate time to address and adjust to any impacts of regulatory changes.

An additional consideration goes directly to the matter of Ontario's vision for early years and child care. We indicated above the difficulty in finding our way through change and transformation in an environment absent new funding to mitigate cost impacts arising from any new regulatory or legislative changes. Also as indicated above, the foundation of transformation that we lay today is critical. OMSSA appreciates the government is not in an enviable position. Many needs and interests must be balanced and, to different degrees, addressed. But the government and EDU have shown great leadership, and some may say bravery, in changing the dialogue in Ontario to focus on the importance and benefits of a strong and effective early years and child care system. The time is now to continue to pursue this vision. Our future depends on it.

We look forward to continuing to working as partners to build this vision for Ontario.



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Luisa Artuso, Director of Child Care Services CC-14-03
Date: Wednesday, April 9, 2014
Subject: **Wellington-Dufferin-Guelph Youth Charter of Rights**

Background:

The Wellington-Dufferin-Guelph Coalition for Report Cards on the Well-Being of Children is a committee of community service providers in the County of Wellington, the County of Dufferin and the City of Guelph. The Coalition is committed to raising the profile of children in our communities by examining and reporting on the state of their well-being.

The Coalition accomplishes this through the development of Report Cards that provide access to a wide range of population-level health and well-being indicators that provide the status of child and youth health and well-being in our communities. Report Cards are guided by the Wellington-Dufferin-Guelph Children's Charter of Rights and the determinants of health framework.

Unlike the Canadian Charter of Rights and Freedoms which legislatively guarantees certain political rights to Canadian citizens and civil rights of everyone in Canada, the W-D-G Children's Charter of Rights is used as a compelling statement about our collective intent to support children.

The County of Wellington endorsed the Children's Charter in 2007 along with 55 other local organizations; hence, it has been widely adopted throughout our community as the vision to make Wellington, Dufferin, and Guelph a better place for children and families. Local service planning tables (including Growing Great Kids Network and Growing Great Generations Planning Table), and service providers use these Report Cards and the Charter to identify indicators to examine how effective their plans and programmes support children and their families in the community.

Update:

In developing the Report Card of Well-Being of Children Ages 13-17, the Report Coalition has developed a W-D-G Youth Charter of Rights. The Youth Charter builds on the tenets of the Children's Charter with one important difference: youth from across Wellington, Dufferin, and Guelph contributed their voices to modify the Children's Charter to reflect the youth perspective.

The goal of the Report Card Coalition is to have the Youth Charter endorsed by political councils, community organizations and local businesses in an effort to make a compelling statement about our collective intent to support our youth population.

The Wellington-Dufferin-Guelph Report Card Coalition on the Well-being of Children is now inviting organizations to endorse the Wellington-Dufferin-Guelph Youth Charter of Rights.

Committee and Council are being asked through this Report to endorse the attached Youth Charter. Once a decision is taken by County Council to endorse the Charter, the following steps are anticipated to be completed by County staff as part of the endorsement process.

1. Distribution of the Youth Charter to staff and Council members
2. Register the County's endorsement of the Youth Charter with the Wellington-Dufferin-Guelph Report Card Coalition on the Well-being of Children.
3. The Youth Charter would serve as a guide to how we will work with youth in our community.

Within Social Services, both the Child Care and Ontario Works departments have a leadership role in the planning and delivery of children and youth services in the community. Endorsement of the Youth Charter will serve to confirm our on-going commitment to children, youth, and their families in the community.

Attached: Wellington-Dufferin-Guelph Youth Charter of Rights

Recommendation:

“THAT the County of Wellington endorse the Wellington-Dufferin-Guelph Youth Charter of Rights as a compelling statement on the vision to make Wellington, Dufferin and Guelph a better place for children, youth and their families.”

Respectfully submitted,



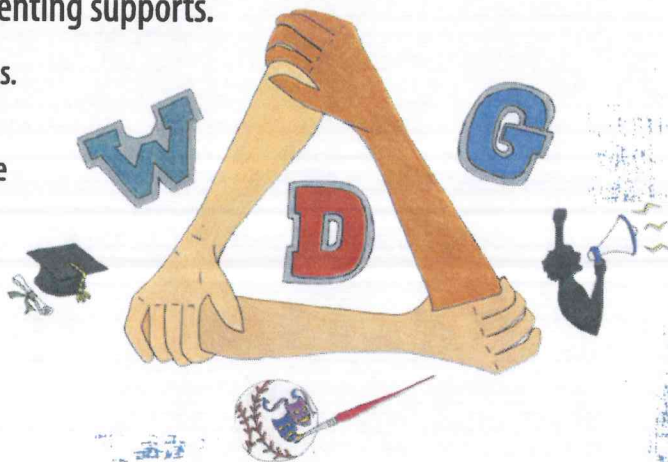
Luisa Artuso
Director, Child Care Services

Wellington-Dufferin-Guelph Youth Charter of Rights

All youth in Wellington-Dufferin-Guelph have a right to:

- » A voice in the issues that affect our lives;
- » Good health by having our social, emotional, mental, physical and spiritual needs met;
- » A place to sleep, clothes to wear, food to eat and supportive friends and/or family;
- » Affordable activities and programs, and safe places to hang out;
- » Education, training and opportunities that prepare us for our future lives;
- » Quality time with our friends, family and/or other positive role models in our community;
- » Be and feel safe in our homes, schools and communities;
- » Be accepted for who we are and what we believe without being discriminated against;
- » Access to quality and affordable child care, early education programs and/or parenting supports.

All youth deserve basic rights and freedoms. A fair share of society's resources must be devoted to ensuring this. While families are responsible for raising their children, all levels of government, in partnership with communities, have a duty to support families by putting the health and well-being of children first.





COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Luisa Artuso, Director of Child Care Services CC-14-02
Date: Wednesday, April 9, 2014
Subject: **Marg Starzynski AD VOX Kids' Fund Donation to Child Care Services**

Background:

Marg Starzynski was a founding member of the local children's mental health community mobilization project, AD VOX Adding Voices Together for Mental Health for Kids. The AD VOX project was active for more than eight years in this community, working to bring together the voices of parents, service providers, and community leaders to highlight that there is a crisis in Canada impacting children's mental health. Statistics show that only one in six children and youth receive intervention for needed mental health supports in Canada; and suicide is the second leading cause of death among adolescents. The Mental Health Commission of Canada's report, *Changing Directions, changing lives: the mental health strategy for Canada (2012)*, acknowledges that for promotion, prevention, and intervention regarding child and youth mental health, Canada does not do enough.

Update:

The AD VOX Kids' Fund was established to commemorate the work and energy that Marg Starzynski brought to all areas impacting childhood mental health in Wellington and Guelph.

The Friends of AD VOX has offered the Director of Child Care Services the opportunity to receive a one-time allocation of funding for \$1,000. The funding is intended to be used to help support mental health awareness for young children and their families.

The County of Wellington, Child Care Services was strategically chosen by the Friends of AD VOX for this funding because of Child Care Services' outreach capacities to connect with families and young children throughout the Wellington and Guelph service planning area. This amount of funding can have a powerful impact for children's mental health promotion through materials that can be used to raise early childhood educators' awareness of children's mental health and mental illness. Recipients of the Marg Starzynski AD VOX Kids' Fund will be announced and celebrated at a public event on May 27, 2014

Attached: Letter from The Friends of AD VOX dated February 27, 2014

Recommendation:

“THAT the report on Marg Starzynski AD VOX Kids’ Fund donation to Child Care Services be received for information.

Respectfully submitted,

A handwritten signature in cursive script that reads "Luisa Artuso". The signature is written in black ink and is positioned below the text "Respectfully submitted,".

Luisa Artuso
Director, Child Care Services

AD VOX Wellington



Luisa Artuso
Director of Child Care Services
County of Wellington
21 Douglas Street
Guelph, Ontario N1H 2S7

February 27, 2014.

The Marg Starzynski AD VOX Kids' Fund was established to commemorate the work and energy that Marg Starzynski brought to all areas impacting childhood mental health in Wellington County. Marg died in August 2012 and we wish to honour her capacity to build collaboration, and to enhance community awareness and understanding within the complex challenge of mental health/illness facing individuals and families.

Marg was one of the founding members of *AD VOX Adding Voices Together for Mental Health for Kids*, a community mobilization project uniting the voices of parents, service providers, and community leaders into a powerful message: there is a crisis in Canada impacting childhood mental health.

AD VOX Wellington would like to award funding from The Marg Starzynski AD VOX Kids' Fund to Luisa Artuso in her role as Director of Child Care Services, County of Wellington, to be used in areas of mental health awareness for young children and their families, in our community. (See funding guidelines 2014)

In turn Luisa will provide AD VOX with the details of the use of the funds and will be accountable to this group for a report in a year (2015) of the funding success.

Successful recipients will be invited to participate in a public forum and celebration when the final announcement will be made on May 27, 2014.

The Friends of AD VOX

*Laura Hanley
Patricia Peters
Marlene Pfaff
Bob Reeve
Liz Schroder*

*Matthew Stanley
John Starzynski
Kathryn Zettle
Judy Coulman
Lorraine Bruce-Allen*

Applicant Services							
Centralized Waiting List (CWL) (Figures represent the CWL Total Applications for the corresponding year)							
	Total Applications on CWL	Total Household Members			People Per Application		
2012	1147*	N/A			N/A		
2013	1333**	2469			1.85		
*figure represents the number provided to Ontario Non Profit Housing Association for 2012 drawn on May 1, 2013.							
**figure represents the number to be provided to Ontario Non Profit Housing Association for 2013 drawn on December 31, 2013.							
Centralized Waiting List Composition (Figures represent the CWL composition on December 31, 2013)							
Total Applications	Applied	Eligible	On Offer	Pending	Prospect		
1333*	22	1107	59	133	12		
*figure the total number of all applicants on the CWL holding the following application status: Applied, Eligible, On Offer, Pending and Prospect							
Centralized Waiting List Activity (Total CWL application actions between January 1 & December 31 of the corresponding year)							
CWL Application Actions	New Applications	Reactivated	Cancelled	Ineligible	Offers	Refusals	
	1005	81	758	78	883	504	
Centralized Waiting List Housed (Total Housed from the CWL between January 1 & December 31 of the corresponding year)							
	Total Housed	Chronologically	Special Priority	Extraordinary	Transfer		
Housed in 2013	302	132	114	21	35		
%	100%	44%	38%	7%	12%		
Housed in 2012	294	115	120	22	37		
%	100%	39%	41%	7%	13%		
Housed in 2011	337	134	128	23	52		
%	100%	40%	38%	7%	15%		
Wait Times (Figures represent the average wait times for those housed chronologically between January 1 & December 31 of the corresponding year)							
CMSM* Chronological	All Units Types	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
2013 Wait Times (years)	2.1 Years	1.7 Years	2.5 Years	1.2 Years	2.5 Years	N/A	4.3 Years
2012 Wait Times (years)	2.1 Years	1.0 Years	2.6 Years	1.5 Years	2.4 Years	3.5 Years	N/A
2011 Wait Times (years)	2.5 Years	3.0 Years	2.5 Years	2.3 Years	2.0 Years	3.4 Years	3.3 Years
*(CMSM) Consolidated Municipal Service Manager, encompassing the geographic region of the County of Wellington, including the City of Guelph.							
Housing Help Centre (Figures show the number of supports provided from January 1, 2013 & December 31, 2013)							
Housing Help Centre supports provided:		512	Rent Bank supports provided:			367	
Review of Decisions (Figures show the number of Reviews of Decisions (Formally "Internal Reviews") from January 1, 2013 & December 31, 2013)							
	Total Reviews	Decisions Upheld	Decisions Overturned	Decisions Pending			
Number of Reviews	21	17	4	0			

Properties and Operations

CWHS Unit Breakdown (As of December 31, 2013)		Maintenance Activity (January 1 - December 31, 2013)	
CWHS* Owned Properties	31	CWHS* Work Orders Scheduled	2964
CWHS* RGI Units	1189	CWHS* Work Orders Closed	2629
Rent Support Units	231		
Housing Allowance Units	67	CWHS* Move Outs	170
Total Units with Support	1487	CWHS* Move ins	198
*(CWHS) County of Wellington Housing Services		*(CWHS) County of Wellington Housing Services	

Affordable Housing

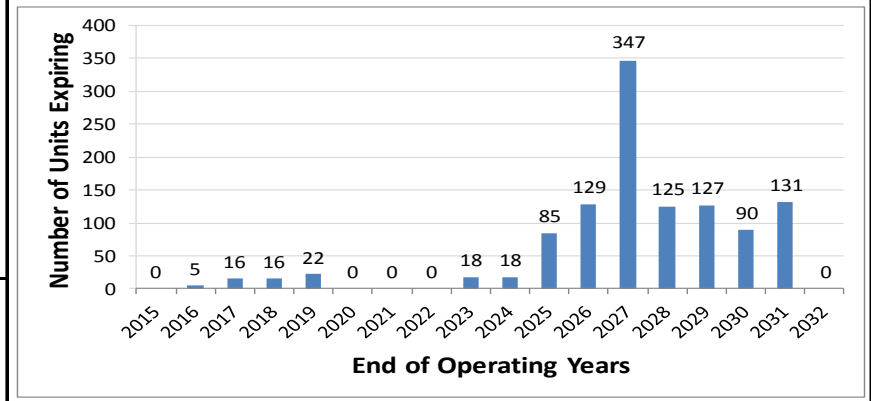
Affordable Housing New Rental		Affordable Housing Units In Development	
Affordable Housing Projects Built since 2005	6	Affordable Housing In Development	1
Number of Affordable Housing Units	229	Number of Affordable Housing Units	8
Affordable Units Directly Managed by CWHS*	55	Permit Date	July 2013
*(CWHS) County of Wellington Housing Services		Occupancy Date	May 2015

Affordable Housing Capital Components (As of December 31, 2013)

	Households Served	Active Loans	Revolving Funds Available	
<u>Home Ownership Programme*</u>	81	59	\$94,753.61	
*Figures represent Home Ownership activity since July 2007				
	Household Served	Projects Submitted	Under Consideration	Ineligible
<u>Ontario Renovates Programme**</u>	5	5	0	0
**Figures represent Ontario Renovates activity since January 2013				

Housing Providers

Housing Provider Breakdown (Service Level Standard)	
Housing Providers	21
Total Number of Properties	31
Rent-g geared-to-income Units	1129*
Market Rent Units	436*
Total Number of Housing Provider Units	1565
*15% of Federal units (27 units) have been moved from market rent to RGI	



End of Operating Agreements	
Total Number of RGI Agreements Set to Expire	1129**
**All Housing Provider RGI Operating Agreements expire between 2016 and 2031	



To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, April 9, 2014
Subject: **Discretionary Benefits to Individuals and Families - 2013**

Background:

This report provides the Committee with an overview of the 100% municipally funded assistance that the Ontario Works office has delivered to individual clients throughout 2013. These are benefits that are delivered to low income individuals and families who are not eligible for provincial social assistance or, in exceptional circumstances, to provide benefits to social assistance recipients that are not eligible to be cost-shared with the Province. These investments primarily support the immediate medical and emergency needs of low income individuals in our community and are a vital component of our local social assistance system.

All clients that request discretionary benefits are required to make an application to the Ontario Works office. Financial eligibility is determined through a needs test that assesses the clients income, assets, basic eligible expenses and the cost of the particular benefit required. Medical verification is also required to support the request. Value for money is ensured by requiring multiple quotes for particular items, establishing benefit maximums in certain areas and/or entering into service agreements with benefit providers in other areas.

The attached report provides a brief overview of the categories of benefits that we provide, details the investment that is being made in each category and indicates the total number of clients assisted in each category. In addition a unique client count has been included in order to demonstrate instances where the same individual or family may have received the same category of benefit more than once in the year.

Excluding clients served through the Rural Transportation Programme, in 2013 the Ontario Works office assisted 613 unique individuals or families a total of 1192 times. Total discretionary benefits expenditures, including the Rural Transportation Programme, in 2013 were \$364,558; representing a decrease of 0.9% over 2012.

Attachment: Discretionary Benefits to Individuals and Families – 2013 Annual Report

Recommendation:

That report OW-14-02 and the attached Discretionary Benefits Report to Individuals and Families 2013 be received for information.

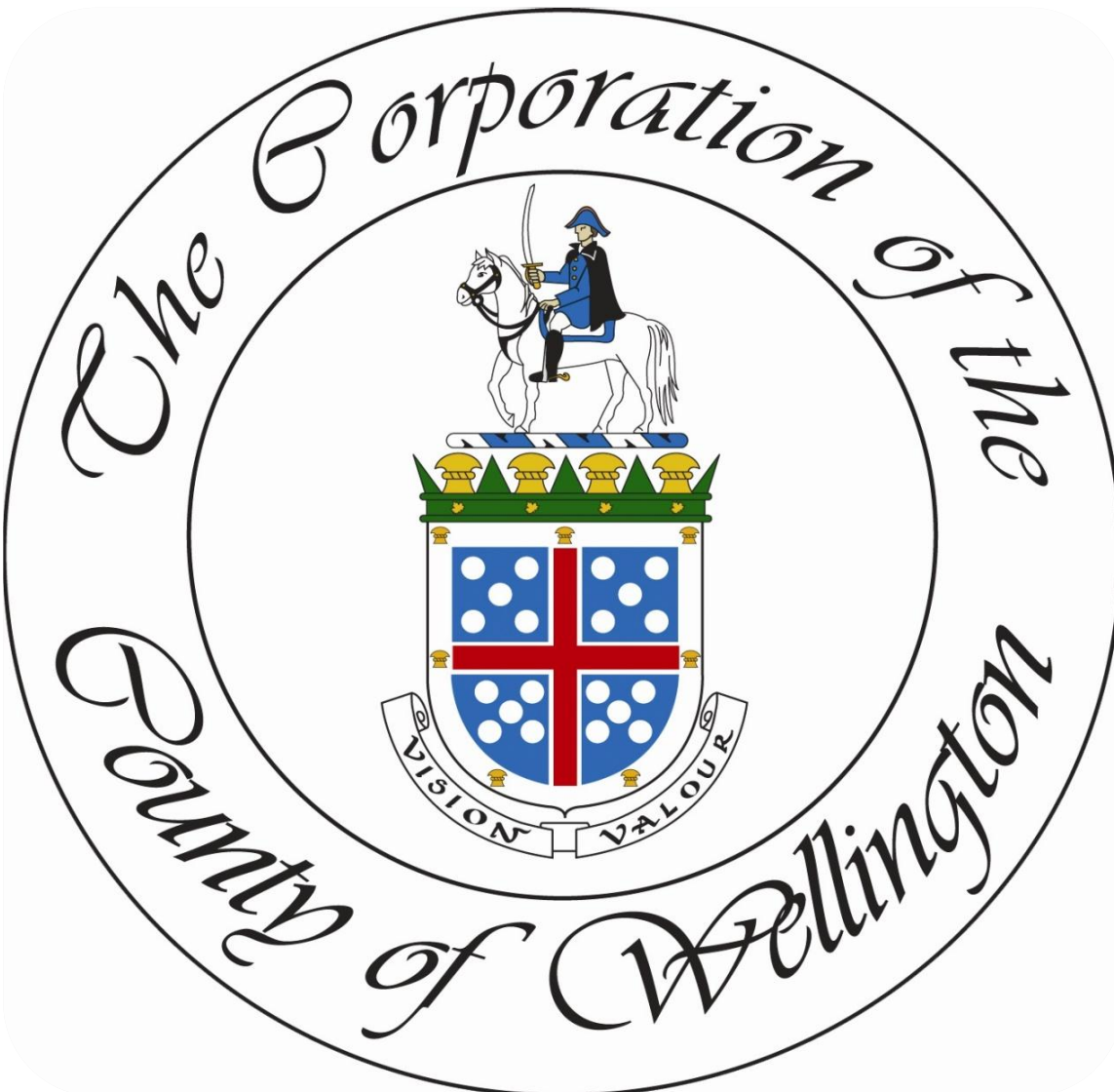
Respectfully submitted,

Stuart Beumer
Director of Ontario Works

Discretionary Benefits to Individuals and Families – 2013 Annual Report

100% Municipal Expenditure

February 2014



Special Services Unit
County of Wellington

TABLE OF CONTENTS

SECTION 1 INTRODUCTION	#
1.1 BACKGROUND	2
1.2 DESCRIPTIONS	3-8
SECTION 2 BREAKDOWN	#
2.1 EXPENDITURE CHART	9
2.3 BENEFITS ACCESSED	10
2.4 BENEFITS BY EXPENDITURE	11
SECTION 3 APPENDIX	#
3.1 CATEGORY DESCRIPTION	12
3.2 NEEDS TEST	14
3.3 FUNERAL RATES	16

SECTION 1 - INTRODUCTION

1.1 BACKGROUND

Discretionary benefits are provided on a case by case basis at the discretion of the Administrator. Requests for 100% municipally funded Discretionary Benefits are handled by the Special Services Unit.

For a summary of Discretionary Benefit categories and descriptions see Appendix A.

In all cases sufficient medical verification and/or determination of financial need is required. Financial eligibility to receive Discretionary Benefits is determined through a needs test, see Appendix B for the assessment form used. In order to determine the client's eligibility and ability to contribute towards the cost of a discretionary item/benefit, the eligible household expenses are compared against household income and assets.

Municipal Discretionary Benefits are provided to low income residents of Guelph and Wellington County when there is no other social assistance programme or other community support that meets their need. Wherever possible cost sharing options with other agencies and programmes is sought.

1.2 DESCRIPTIONS

The following section lists each category of Discretionary Benefits and provides a brief description. It also includes a breakdown of approximately how many individual clients accessed the benefit in 2013 as well as how much was spent. In this report a unique client count has been added in addition to the total client count. This provides the difference between how often a benefit was accessed compared to how many individuals accessed it. For example a client may access the benefit more than once in a calendar year increasing the total client count but still only being counted once in the unique client count. The report further provides a comparison between 2011, 2012 and 2013 expenditures.

DENTAL

Emergency dental care for adults and dental care that supports employability or quality of life is provided through Discretionary Benefits.

Services for cosmetic reasons are not provided.

The Ontario Works dental fee schedule is used to determine appropriate fees, see Appendix C.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$40,068.69	67	\$24,143.89	52	\$64,212.58	119	62
2012	\$29,178.23	69	\$8,551.06	14	\$37,729.29	83	58
2013	\$48,563.41	94	\$16,584.54	34	\$65,147.95	128	76

DIABETIC SUPPLIES

Through Discretionary Benefits assistance is provided for diabetic necessities such as alcohol swabs, lancets, monitors, syringes test strips or other medically necessary items not covered by another source.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$2,340.39	14	\$1 512.05	15	\$3,852.44	29	26
2012	\$2,556.72	17	\$1,440.29	6	\$3,997.01	23	15
2013	\$12,023.10	51	\$3,097.67	15	\$15,120.77	66	20

FUNERALS

Funerals and burials are approved at prescribed rates for eligible applicants. See Appendix C for the 2013 Funeral rate fee schedule.

All possible reimbursements are pursued by the Special Services Unit. The expenses listed below include reimbursements received to date. Further reimbursements may be received in the future as the time period to settle estates is often lengthy. In 2013 we achieved above average reimbursements many of which pertained to funerals completed in 2012. The overall effect of this has significantly reduced the net cost of funerals as reflected in the figures below for 2013.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients
2011	\$4,799.54	5	\$7 080.52	8	\$11,880.06	13
2012	\$46,853.76	17	\$29,793.43	10	\$76,647.19	27
2013	\$2,345.74	14	\$15,614.10	14	\$17,959.84	28

HEARING AIDS

Hearing aids can be approved where medically necessary to eligible applicants. Hearing aids are provided based on the most cost effective estimate submitted.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$2,450.00	2	\$300.00	1	\$2,750.00	3	3
2012	\$4,980.00	3	\$2,665.00	1	\$7,645.00	4	4
2013	\$5,160.00	3	\$2,505.00	1	\$7,665.00	4	4

MEDICAL TRAVEL AND TRANSPORTATION

Medical Travel and Transportation costs when not covered by another source can be approved using the most cost effective and appropriate method of transportation.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$5,507.66	82	\$1,422.14	25	\$6,929.80	107	52
2012	\$4,380.50	61	\$1,619.38	23	\$5,999.88	84	61
2013	\$6,167.70	56	\$1,073.40	28	\$7,241.10	84	53

PRESCRIPTION MEDICATION

Short term prescription medication may be covered while other funding sources such as Trillium are pursued.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$11,093.52	103	\$8,034.96	82	\$19,128.48	185	59
2012	\$13,525.78	123	\$5,894.96	64	\$19,420.74	187	99
2013	\$30,730.63	251	\$4,633.46	74	\$35,364.09	325	75

PROSTHESIS

Any device that strengthens a bodily function is considered a prosthetic. Orthotics when medically necessary are covered under this category.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$2,216.00	5	\$900.00	2	\$3,116.00	7	7
2012	\$2,525.94	6	\$1,544.10	4	\$4,070.04	10	10
2013	\$1,228.00	3	\$1,300.19	4	\$2,528.19	7	7

SURGICAL SUPPLIES

Surgical supplies are items required by a person being treated at home for an injury, infection or other condition. Surgical supplies may include: catheters, colostomy supplies, incontinence supplies, surgical condoms etc.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$22,722.51	173	\$10,557.27	81	\$33,279.78	254	120
2012	\$20,030.79	180	\$12,721.79	63	\$32,752.58	243	170
2013	\$21,129.77	191	\$6,725.59	47	\$27,855.36	238	112

VISION

Adult vision care includes eyeglasses, lenses and frames, repairs or replacement. These requests are approved based on a cost estimate.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$3,254.90	15	\$2,069.00	7	\$5,323.90	22	22
2012	\$4,577.35	24	\$1,362.00	6	\$5,939.35	30	30
2013	\$4,729.20	23	\$1,700.00	7	\$6,429.20	30	30

RURAL TRANSPORTATION PROGRAMME

The County of Wellington provides funding to the Community Resource Centre of North and Centre Wellington to provide the Rural Transportation Programme. This programme provides transportation supports to the residents of Wellington County enabling access to the supports, services and programmes that they require.

Funding supports the administration of the programme as well as the mileage for drivers.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$0	0	\$163,094.60	2414	\$163,094.60	2414	411
2012	\$0	0	\$146,833.87	2460	\$146,833.87	2460	374
2013	\$0	0	\$154,686.46	2173	\$154,686.46	2173	229

OTHER BENEFITS

Other Benefits consist of items deemed necessary that do not fall into any of the additional prescribed categories. Most often in this category are payments for laboratory work, blood tests, occupational therapy recommended equipment like shower chairs, grab bars, commodes etc.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$30,395.95	170	\$9,998.24	112	\$40,394.19	282	197
2012	\$21,558.10	189	\$5,285.96	139	\$26,844.06	328	259
2013	\$15,313.73	179	\$9,246.43	103	\$24,560.16	282	208

SECTION 2 - BREAKDOWN

2.1 OVERALL EXPENDITURES CHART

The Following chart provides a summary of overall expenditures for 2013.

Benefit	City 2013 (\$)	County 2013 (\$)	Total 2013(\$)
Dental	48,563.41	16,584.54	65,147.95
Diabetic Supplies	12,023.10	3097.67	15,120.77
Funerals	2,345.74	15,614.10	17,959.84
Hearing Aids	5,160.00	2,505.00	7,665.00
Med T&T	6,167.70	1,073.40	7,241.10
Other	15,313.73	9,246.43	24,560.16
Prescription Meds	30,730.63	4,633.46	35,364.09
Prosthesis	1,228.00	1,300.19	2,528.19
Surgical Supplies	21,129.77	6,725.59	27,855.36
Vision	4,729.20	1,700.00	6,429.20
Rural Transportation Programme	0	154,686.46	163,094.60
Total	\$ 147,391.28	\$ 217,166.84	\$ 364,558.12

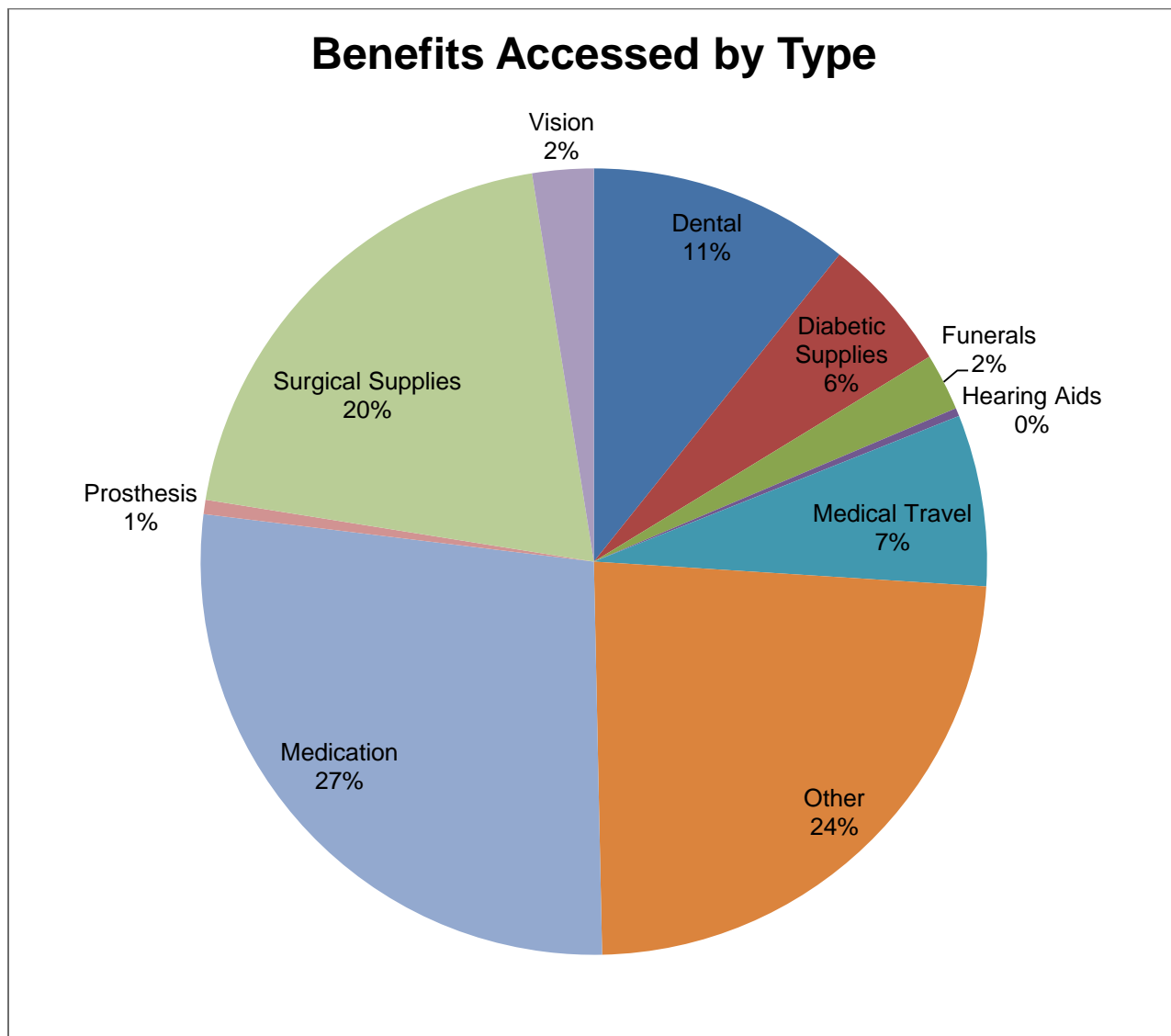
Total Expenditures in the 2013 for the City represent a decrease of \$2,775.89 from 2012 where expenditures were \$150,167.17.

Total Expenditures in the 2013 for the County represent a decrease of \$545 from 2012 where expenditures were \$217,711.84.

The overall decrease from 2012 to 2013 was \$3,320.89

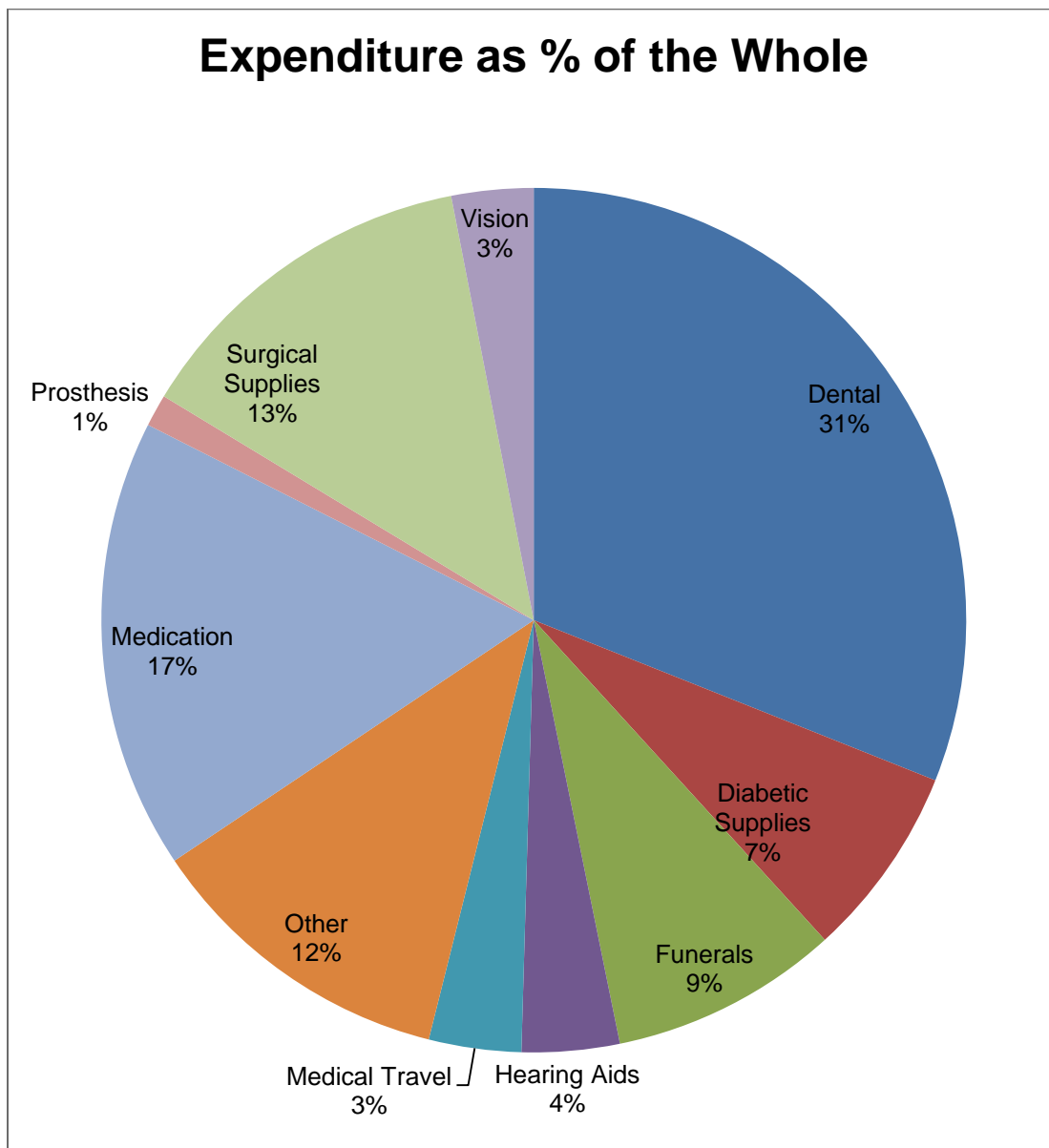
2.2 BENEFITS MOST ACCESSED BY CLIENTS

The Following graph does not include the Rural Transportation Programme which is only provided in the County area.



2.3 BENEFITS BY EXPENDITURE

The following graph does not include the Rural Transportation Programme which is only provided in the County area.



Appendix A.

3.1 BENEFIT CATEGORY SUMMARY CHART

Category	Description
Dental/Dentures	<p>Emergency dental care for adults and dental care that supports employability or quality of life.</p> <p>Services for cosmetic reasons are not provided.</p> <p>Ontario Works Dental Fee schedule is used to determine appropriate fees.</p>
Diabetic Supplies	Alcohol swabs, lancets, monitors, syringes test strips or other medically necessary items not covered by another source.
Funerals	Funerals and burials are approved at prescribed rates, see Appendix C. All possible reimbursements are pursued by the Special Services Unit. These include such sources as the estate, CPP Death Benefit, prepaid funeral plans ODSP, OW or sponsor.
Hearing Aids	Hearing Aids can be approved where medically necessary
Medical Travel and Transportation	Medical Travel and Transportation costs where not covered by another source can be approved using the most cost effective method of transportation appropriate.
Other	Other benefits consist of medical or other items deemed necessary that do not fall into any of the other categories. Most often in this category are payments for laboratory work, blood tests, occupational therapist recommended equipment like shower chairs and grab bars.

Rural Transportation Programme	Funding provided to the Community Resource Centre of North and Centre Wellington to provide the Rural Transportation Programme. Supports are provided to the residents of Wellington County enabling access to the services and programmes that they need.
Prescription Medication	Short term prescription medication may be covered while other funding sources such as Trillium are pursued.
Prosthesis	Any device that strengthens a bodily function is considered at prosthesis; e.g. orthotics, braces.
Surgical Supplies	Surgical supplies are items required by a person being treated at home for an injury, infection or other condition. Surgical supplies may include: catheters, colostomy supplies, diapers, surgical condoms etc.
Vision	Adult vision care includes eyeglasses, lenses and frames, repairs or replacement. These requests are approved based on a cost estimate.

Appendix B.

3.2 NEEDS TEST

Discretionary Benefit Calculation			
Name			
Address			
City/County			
Member ID			
Section 1 - Basic Allowance			
No. of Adults			
Children 13 +			
Children 0-12			
Basic Allowance Total			
Section 2 - Shelter Detail - Actual Cost			
	Without Co-Res	With Co-Res	
Mortgage			
Rent			
Taxes			
Fire Insurance			
Utilities			
Fuel			
Other			
Sub-Total			
Total Shelter			
Variable Shelter or Fuel if Greater			
Section 3 Special Diet			
Gastric Type			
Diabetic			
Other			
Total			
Section 5 - Income			
Gross Income			
Mandatory Deductions			
Total Income			
Child Care Expenses			
Other Income (specify)			
Total Monthly Income			
Section 6 - Net Assistance			
Total Need			
Total Monthly Income			
Net Assistance			
Section 7 - Budget Remarks			

Section 4 - Other Allowances

Contingency Amount		
Special Boarder Allowance		
Pregnancy Item		
Other		
Total		
Total of Sections		
Add 20% of Total		
Total Budget		
Base		
Total Need		

Prepared By:

Approved By:

Date:

Appendix C.

3.3 FUNERAL RATES

WELLINGTON COUNTY SOCIAL SERVICES DEPARTMENT

FUNERAL RATES EFFECTIVE JANUARY 01, 2012

Container

Casket – cloth covered, plywood construction	803.00
Direct Cremation - minimum available container	197.00

Preparation and Travel

Embalming and all preparation of remains	330.00
Removal – 16km radius – over 16km x 0.52	242.00
Funeral Coach – 16 km radius – over km x 0.52	306.00
Car for Clergy – 16 km radius – over km x 0.52	180.00

Funeral Home Facilities

Basic Required	360.00
Funeral Home Facilities for service(s) from other place of worship	498.00
Visitation – two hour visitation on the day prior	274.00

Funeral Director, Staff and Services

Arrangements and Required Services	674.00
Visitation	192.00
Conducting of Services	492.00
Register Book & Acknowledgement Cards	88.00
Documentation – registering, recording vital stats, securing legal docs, obtaining all certificates & permits, clerical and office for funeral	343.00

Total of Above ----- \$4782.00

Cash Advances Over Which We Have No Control

Cemetery Plot, Opening Charge, Cremation	Cost
Lowering Device & Grass (if not supplied)	Cost
Winter Storage – if burial to be in Spring	Cost
All Outer Containers – if required	Cost
Oversize Casket	Cost
Hermetically Sealed Liners	Cost
Sealed Pouches	Cost
Coroner's Certificate – If cremation occurs	Cost
In Town/Out of Town death registration	Cost

Indigent Funeral Services for Children

Children's funeral services will be billed to the County at the same rate your Funeral Home charges to the public but should not exceed the maximum amounts outlined below:

Over 4 x 6" casket and Services (adult rate)	4782.00
2 x 6" to 4 x 6" casket and Services	3608.00
Newborn to one year of age	2830.00
Stillborn – funeral service at graveside or funeral home – no visitation or local newspaper notice	304.00



To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, April 9, 2014
Subject: **Homelessness Partnering Strategy**

Background:

The County has applied and been approved to accept and distribute funds to the community under the Federal Homelessness Partnering Strategy (HPS). Previously the role of administering this funding locally was performed by the United Way Guelph Wellington Dufferin. In accordance with the policies of this Federal programme funding priorities and allocation recommendations are made by a Community Advisory Board (CAB) that includes a number of community partners from the housing and homelessness sector.

If approved, the County will enter into an agreement with Service Canada and will be responsible for receiving and distributing the funding to selected community projects and reporting on outcomes to Service Canada. This will involve the development of individual funding agreements between the County and the individual local projects that have been recommended by the CAB.

The role of coordinating the administration of this funding is appropriate for the County as it complements our role as funder and deliverer of a wide range of provincial and municipal homelessness and housing services.

The agreement with Service Canada covers a 5 year period from April 2014 to March 2019 and total funding for this period is \$326,010. The funding is divided evenly over the 5 years and as a result the County will receive and will allocate \$65,202 per year under the HPS programme.

Financial Implications

None. The funds to be distributed are 100% Federal funds and will not require municipal investment.

Attachment: Approval letter received from Service Canada dated March 28, 2014

Recommendation:

That the Warden and Clerk be authorized to enter into a funding agreement with Service Canada under the Homeless Partnering Strategy (HPS) as outlined in this report.

That the Warden and Clerk be further authorized to enter into individual funding agreements with selected local service providers in accordance with the terms and conditions of our contribution agreement with Service Canada.

Respectfully submitted,

Stuart Beumer
Director of Ontario Works



March 28, 2014

Ryan Pettipiere
County of Wellington
74 Woolwich Street
Guelph, Ontario
N1H3T9

Subject: Homelessness Partnering Strategy (HPS) – File # 012714341

Dear Ryan Pettipiere,

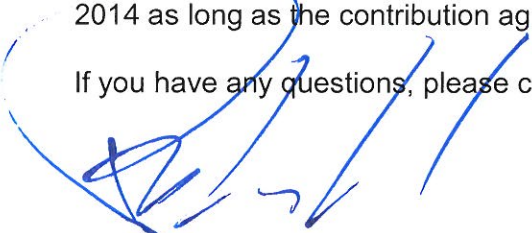
We are pleased to inform the County of Wellington that your project under the Homelessness Partnering Strategy (HPS) has been approved.

The total amount approved for your project is \$326,010 for the following activities:

- Sub-projects - Project Costs \$326,010.

In rare and exceptional cases, the policy governing Employment and Social Development Canada (ESDC) contribution programs allows us to reimburse expenses incurred for up to 30 days prior to signing the contribution agreement for an approved project. Under this provision, ESDC will reimburse eligible costs incurred by your organization as of April 1st, 2014 as long as the contribution agreement is signed by both parties by April 30, 2014.

If you have any questions, please contact Brian Hryhorchuk at (647) 252-0142.



Perly Constant
Service Manager
Citizen Services and Program Delivery Branch
Service Canada



To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, April 9, 2014
Subject: **The Enterprise Initiative**

Background:

The County Social Services Department has been participating in a project called the Guelph Enterprise for Innovation in Human Service Delivery (the Enterprise). The intent of the project is to bring together the primary providers of human services in the community in order to address cases of acutely elevated client risk and to foster systemic improvements in the delivery of human services in the community.

The Enterprise project has included a wide range of community partners and leadership and support in moving the initiative forward has been provided by the Guelph Police Service. The Founding Charter for the Enterprise is attached and all participating organizations are in the process of seeking organizational approval to move forward.

The Enterprise is modeled on the Community Mobilization Prince Albert (CMPA) project out of Saskatchewan which is a social initiative whose mission is to build a safer and healthier community by reducing crime, addressing families at risk and focusing on long term community goals. The CMPA project began in February 2011 and police reports indicate that between January and November 2012, crime in Prince Albert declined 8.2 per cent, youth crime dropped 12.8 per cent and youth victimization dropped 7.5 per cent (The Prince Albert Daily Herald, December 10, 2012). Many different jurisdictions are looking at implementing this model including Waterloo Regional Police Service, Toronto Police Services, North Bay Police Service and Ottawa Police.

The CMPA project is a collaborative effort involving government, human services, police and community organizations together focusing on proactive and preventative strategies, rather than reactive and punitive ones. The model consists of 2 key components namely; the HUB which provides integrated mobilization of resources to address individual situations, and the Centre of Responsibility (COR), which focuses on the broader notion of community safety and wellness. The HUB committee is comprised of many partners including police, probation, social services, corrections, health, mental health, education, addictions and others and meets weekly to discuss specific cases of "elevated risk" among individuals or families. Agencies that are able to work with the individual toward a workable solution are identified and a meeting is then scheduled to offer assistance and explore available services and supports. In the Enterprise Charter this group is referred to as a "Situation Table".

The COR is comprised of members of various agencies and deals with systemic social causes of crime and victimization on a community scale, such as truancy, addictions, mental health, and family

violence. One of the COR's functions is to develop community strategies to combat these broader community issues.

The Enterprise represents one example in our local area of initiatives that are striving to improve the efficiency and effectiveness of social service delivery. In cases of acutely elevated risk this is hoped to have the impact of reducing crime, better coordinating service between agencies and improving outcomes for clients. The lessons learned from the Enterprise have the potential to more broadly inform the delivery of human services in our community.

All agencies that are participating in the Enterprise will receive appropriate training to ensure that staff involved are fully informed and prepared to participate in the work of the initiative.

Attachment: Founding Charter of the Enterprise

Recommendation:

That the Administrator of Social Services be authorized to sign the Founding Charter of the Enterprise on behalf of the County of Wellington Social Services Department.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Stuart Beumer', with a stylized flourish at the end.

Stuart Beumer
Director of Ontario Works

Founding Charter

Strategy, Purpose and Description

The purpose of The Guelph Enterprise for Innovation in Human Services (the Enterprise) is to improve individual lives and find greater system efficiencies by applying a risk mitigation lens to human service delivery in our community. We will leverage the perspectives, information, talents and resources of multiple agencies in the development and execution of a community wide and multi-sector strategy that will bring about greater efficiency, effectiveness, and improved service connections leading to more positive social outcomes for all human services in the City of Guelph and its surrounding communities (hereafter referred to as “Guelph”). We intend to apply a holistic approach to service delivery and better ‘knit’ together the resources and delivery mechanisms of social, health, government and policing services.

Membership

Founding members of the Enterprise are:

- City of Guelph
- CMHA Waterloo Wellington Dufferin
- County of Wellington Social Services
- Family & Children’s Services Guelph Wellington
- Guelph Chamber of Commerce
- Guelph Community Health Centre
- Guelph Police Services
- University of Guelph, through its Institute for Community Engaged Scholarship
- Pearl Street Communications
- Wellington Dufferin Guelph Public Health
- Women in Crisis

Scope and Approach

The Enterprise will:

1. Develop protocols to enable more effective information sharing across disciplines and agencies;
2. Develop and operate one or more ‘Situation Table’ models, in selected neighbourhoods and/or applied to selected social issues, to address situations of acutely elevated risk through rapid, multi-agency interventions and service connections.
3. Gather, conduct, and develop a repository/database for shared, inter-disciplinary research related to social services, health, health care and policing and their contributing factors;

4. Conduct cross-sector analyses and studies using Guelph-based and professionally reviewed data and consult collectively with other human service agencies, academics, governments and community-based organizations to develop an inventory of local needs and identify priority opportunities for enhanced programming and other supports related to wellness and the social determinants of health.
5. Develop a robust system of metrics to support both the collective and individual accountabilities and reporting requirements of participating member agencies;
6. Contribute to, learn from and share with parallel initiatives in collaborative risk-driven community safety and well-being occurring in Guelph, and across Ontario and Canada including (but not limited to) the Violent High Risk Assessment Committee, Domestic Violence High Risk Committee, and the Youth High Risk Committee;
7. Inform and further refine a broader community human service model that can align and grow along with The Enterprise;
8. Be results driven, focused on connecting services and supports with individuals and families needing immediate and proactive interventions.
9. Develop and execute a communications strategy designed to engage others and inform the public and other stakeholders on the achievements of the Enterprise.

Roles, Responsibilities and Governance Model

Each charter member will contribute appropriately qualified resources as necessary and as available to accomplish the deliverables and priority tasks of the Enterprise.

Specifically, each Charter Member directly involved in the development and operations of a ‘situation table’ will contribute at least one sector specialist to be available as needed to fulfill the ongoing work and to attend regular meetings as determined.

The roles of chair and recorder for the Situation Table will be filled by designed staff resources of charter members.

During the start up phase of the Enterprise, Guelph Police Services (GPS) will provide leadership, secretariat functions, technical guidance, facilitation support and other expertise as needed for the initial prototype situation table.

As champions of the Enterprise, all Founding Members will encourage and facilitate wherever possible, broad and on-going multi-sectorial participation.

Assumptions and Inter-Dependencies

The Enterprise has been conceived and designed to draw upon multiple perspectives and resources, including those currently in with The Enterprise and those not yet present.

As such, it can be assumed that the work of the Enterprise will proceed within a rich context of related initiatives and programs. Every effort will be made to avoid duplication of efforts, and to take optimal advantage of existing and ongoing initiatives at the local, regional and provincial levels.

Resources and Commitments

Founding Members will provide the necessary resources to support a successful launch of the ‘Situation Table’.

Founding Member Endorsement

In my authority and on behalf of the organization named below, I understand and confirm that we are committed to the directions and intents of this document.

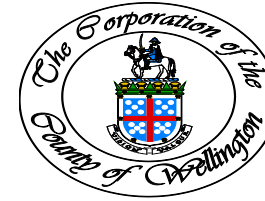
Name

Title

Organization

Date

**WELLINGTON COUNTY SOCIAL SERVICES
2014 County and City Caseloads and Services**



Programmes	1st Quarter			Total 1st Quarter
	Jan	Feb	Mar	
<u>Intake</u>				
Number of calls received	422	197		619
Number of applications completed	241	162		403
Number of cases deemed to be eligible	205	189		394
Number of terminated cases	135	155		290
<u>Consolidated Verification Process</u>				
Number of Support Agreements/Orders	3	1		4
Number of Internal Reviews	8	1		9
Number of Social Benefit Tribunal Hearings	1	0		1
Number of Eligibility Review Interviews	7	7		14
Number of Eligibility Review Interviews Resulting in Terminations	1	0		1
Emergency Energy Funds Issued	\$ 6,437.00	\$ 7,171.00		\$ 13,608.00
<u>Special Services</u>				
Number of People Accessing Dom Hostel Beds	161	161		322
Number of People Accessing Emergency Hostel Beds	162	187		349
Number of Indigent Burials	8	2		10
Number of L.E.A.P. Cases	25	24		49
Temporary Care Cases	48	46		94
Number of Students	45	43		88
<u>Employment Services</u>				
Number of Employment Services Cases with Participation Agreements	2152	2160		4312
Average Caseload for Employment Services Caseworkers	223	223		446
<u>Employment Workshops</u>				
Number of Workshops provided	3	6		9
Number of Individuals attending workshops	15	27		42
Number of Facilitators One on One Appointments	61	27		88
<u>Employment Resource Centre</u>				
Employment Resource Centre Traffic	2202	2064		4266
<u>Life Skills</u>				
Number of participants on Life Skills caseloads	95	102		197
Average Caseload for Life Skills Caseworkers	31.67	34.00		32.83

County of Wellington - Ontario Works



2011-14 County / City Caseload

Wellington County	2011	2012	2013	2014	Change From Previous Month		Change From Previous Year	
					Cases	%	Cases	%
January	429	454	473	461	10	2.2%	(12)	-2.5%
February	441	458	498	470	9	2.0%	(28)	-5.6%
March	432	455	510	480	10	2.1%	(30)	-5.9%
April	423	452	490					
May	432	462	488					
June	417	442	469					
July	433	453	452					
August	418	453	459					
September	422	432	449					
October	431	419	440					
November	413	426	452					
December	431	458	451					
Total	5,122	5,364	5,631	1,411				
Average	427	447	469	470			1	0.2%

City of Guelph	2011	2012	2013	2014	Change From Previous Month		Change From Previous Year	
					Cases	%	Cases	%
January	1,432	1,438	1,460	1,497	60	4.2%	37	2.5%
February	1,410	1,426	1,499	1,522	25	1.7%	23	1.5%
March	1,429	1,412	1,482	1,532	10	0.7%	50	3.4%
April	1,444	1,413	1,502					
May	1,452	1,425	1,559					
June	1,482	1,450	1,543					
July	1,495	1,474	1,514					
August	1,445	1,470	1,530					
September	1,436	1,416	1,502					
October	1,396	1,338	1,443					
November	1,395	1,400	1,434					
December	1,389	1,402	1,437					
Total	17,205	17,064	17,905	4,551				
Average	1,434	1,422	1,492	1,517			25	1.7%

County of Wellington - Ontario Works

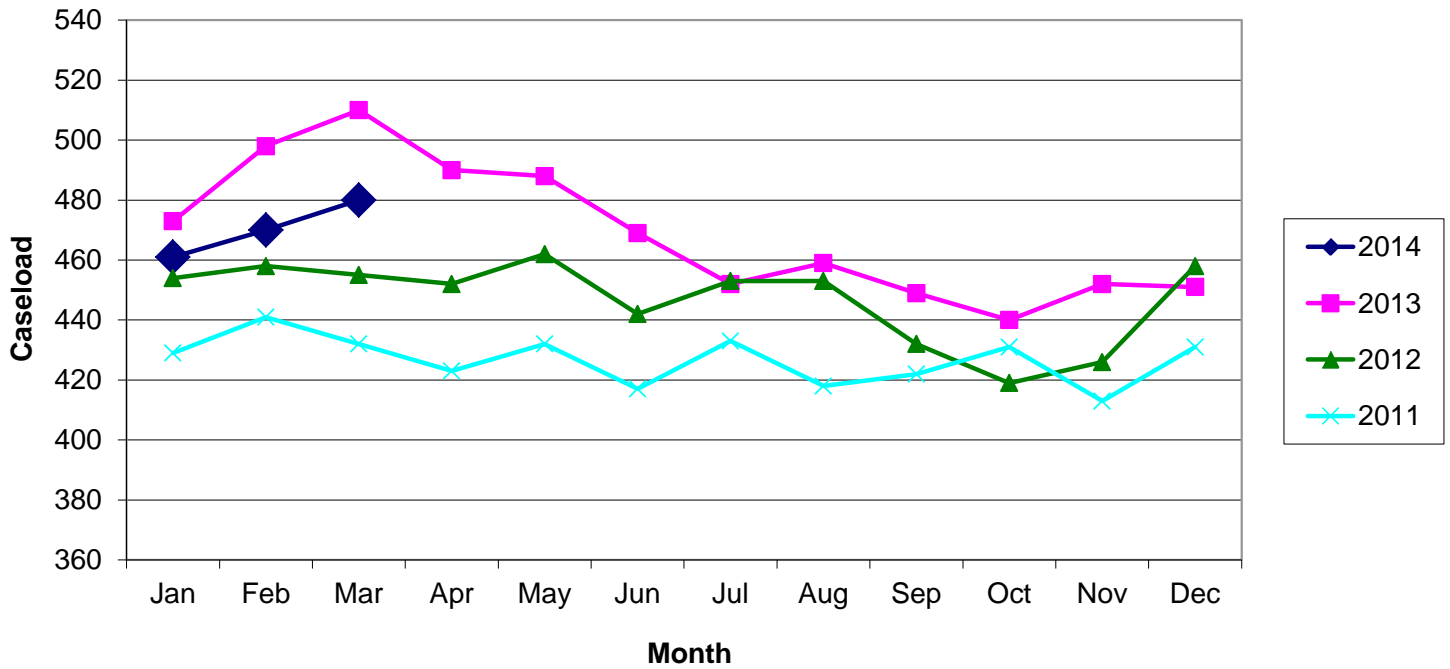


2011-14 County / City Caseload

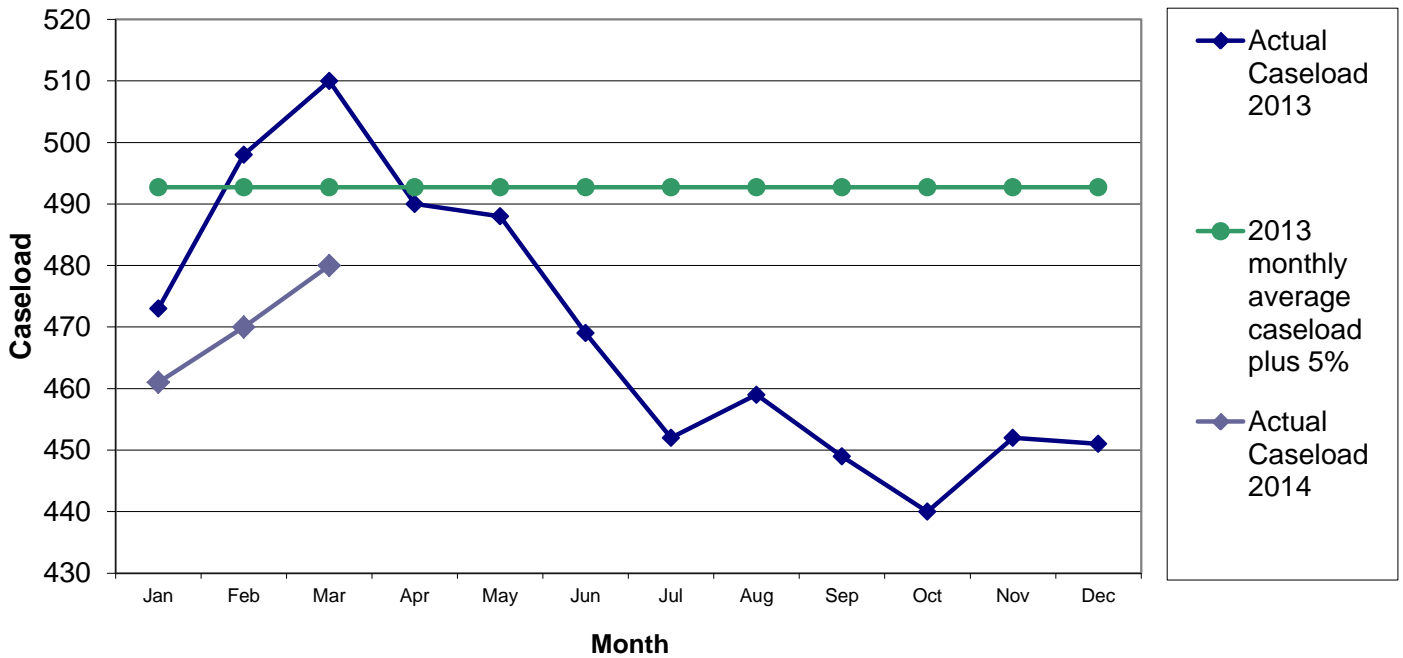
Total caseload					Change From Previous Month		Change From Previous Year	
	2011	2012	2013	2014	Cases	%	Cases	%
January	1,861	1,892	1,933	1,958	70	3.7%	25	1.3%
February	1,851	1,884	1,997	1,992	34	1.7%	(5)	-0.3%
March	1,861	1,867	1,992	2,012	20	1.0%	20	1.0%
April	1,867	1,865	1,992					
May	1,884	1,887	2,047					
June	1,899	1,892	2,012					
July	1,928	1,927	1,966					
August	1,863	1,923	1,989					
September	1,858	1,848	1,951					
October	1,827	1,757	1,883					
November	1,808	1,826	1,886					
December	1,820	1,860	1,888					
Total	22,327	22,428	23,536	5,962				
Average	1,861	1,869	1,961	1,987			26	1.3%

Caseload Split								
	2011		2012		2013		2014	
	City	County	City	County	City	County	City	County
January	76.9%	23.1%	76.0%	24.0%	75.5%	24.5%	76.5%	23.5%
February	76.2%	23.8%	75.7%	24.3%	75.1%	24.9%	76.4%	23.6%
March	76.8%	23.2%	75.6%	24.4%	74.4%	25.6%	76.1%	23.9%
April	77.3%	22.7%	75.8%	24.2%	75.4%	24.6%		
May	77.1%	22.9%	75.5%	24.5%	76.2%	23.8%		
June	78.0%	22.0%	76.6%	23.4%	76.7%	23.3%		
July	77.5%	22.5%	76.5%	23.5%	77.0%	23.0%		
August	77.6%	22.4%	76.4%	23.6%	76.9%	23.1%		
September	77.3%	22.7%	76.6%	23.4%	77.0%	23.0%		
October	76.4%	23.6%	76.2%	23.8%	76.6%	23.4%		
November	77.2%	22.8%	76.7%	23.3%	76.0%	24.0%		
December	76.3%	23.7%	75.4%	24.6%	76.1%	23.9%		
Average	77.1%	22.9%	76.1%	23.9%	76.1%	23.9%	76.3%	23.7%

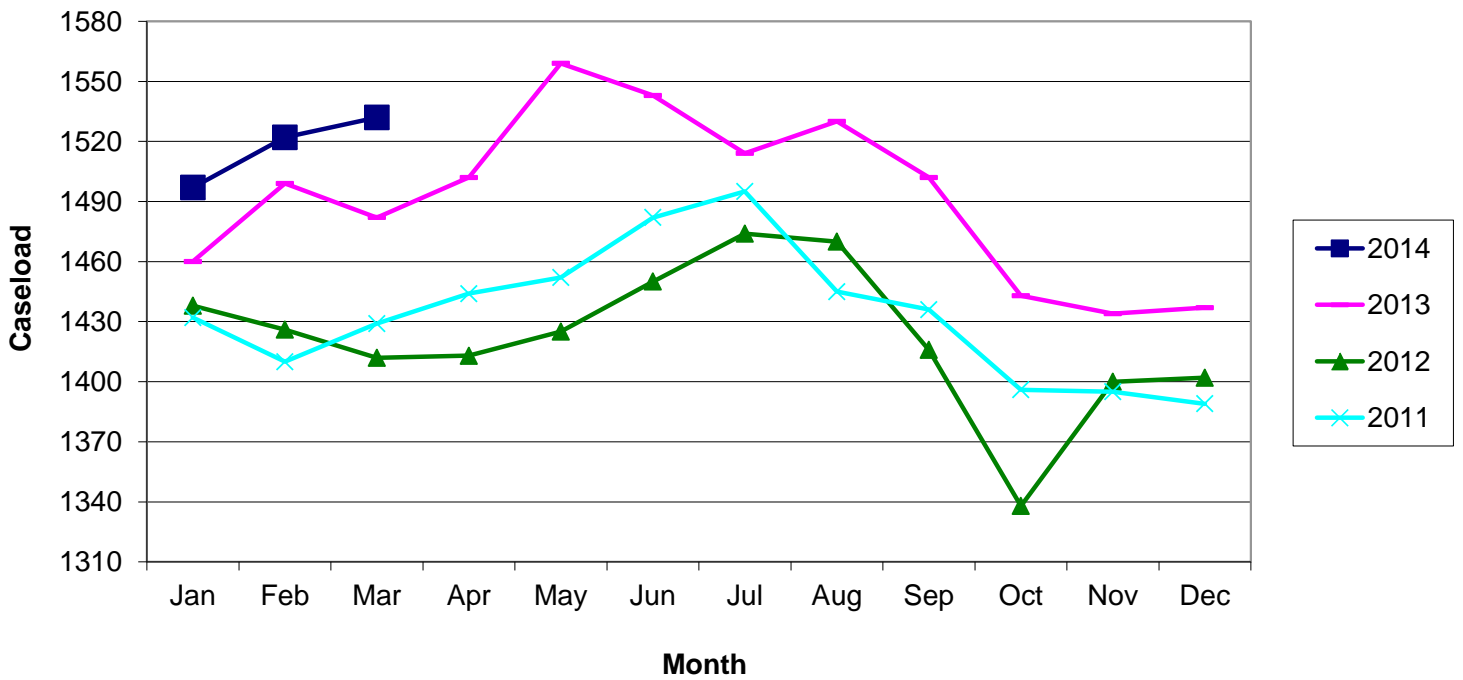
County of Wellington Ontario Works Caseload - January 2011 to March 2014



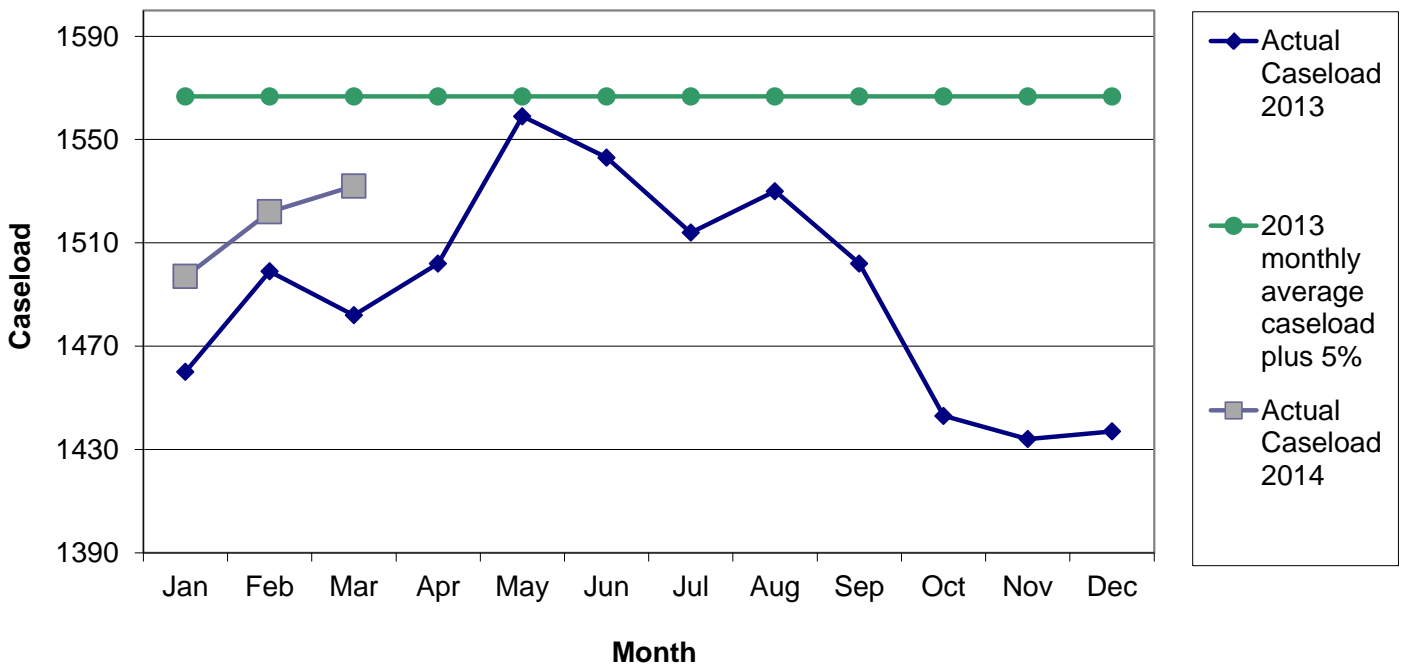
County of Wellington Ontario Works Caseload Budget/Actual Comparison



City of Guelph Ontario Works Caseload - January 2011 to March 2014



City of Guelph Ontario Works Caseload Budget/Actual Comparison





COUNTY OF WELLINGTON

COMMITTEE REPORT

AD-14-03

To: Chairman and Members of the Social Services Committee
From: Eddie Alton, Social Services Administrator
Date: April 9, 2014
Subject: Investment in Affordable Housing Funding Re-Allocation

Background:

The Ministry of Municipal Affairs and Housing announced funding under the Investment in Affordable Housing for Ontario 2011-2014 (IAH) Programme of \$480.6 million in federal and provincial funding for the creation and repair of affordable housing over 4 years. The County of Wellington as the Consolidated Municipal Service Manager received funding in the amount of \$5,418,752 under this programme.

In November of 2012, Council approved a report recommending the following allocation of the funds:

PLANNED FINANCIAL COMMITMENTS BY YEAR

Program Component	Planned Financial Commitment - \$s				TOTAL
	Year 1 2011-12	Year 2 2012-13	Year 3 2013-14	Year 4 2014-15	
Enter your total SM allocation for each fiscal year (a)	50,000	2,203,160	2,207,103	958,490	5,418,752
Rental Housing		600,000			600,000
Homeownership	50,000	50,000			100,000
Northern Repair		N/A	N/A	N/A	0
Rent Supplement		295,000	691,000	414,000	1,400,000
Housing Allowance		1,251,160	1,502,102	521,738	3,275,000
Ontario Renovates	N/A	7,000	14,000	22,752	43,752
SM Administration Fees	100,000				0
TOTAL (b)	50,000	2,203,160	2,207,102	958,490	5,418,752
Variance (a-b)	0	0	1	0	0

County of Wellington

IAH Rent Support Programme

The Housing Allowance and Rent Supplement components of the IAH fall under the County's new Rent Support Programme. Both programme components provide rent assistance to private market rental households that are experiencing difficulty paying their rents. The assistance term for both components is up to 10 years, to March 31, 2023. The following outlines the differences between the two components:

Housing Allowance:

Housing Allowance is designed to help address affordability issues of renter households by providing assistance with monthly rent payments. The assistance amount varies based on household income and rent for the unit, but the maximum amount available is \$300 per month.

Rent Supplement:

A Rent Supplement is a subsidy paid to the landlord on behalf of a household in need of rental assistance. It is meant to help bridge the difference between the rent that a household can afford to pay (30% of gross income) and the actual market rent of a modest unit. Assistance amount varies, but averages \$575 per month.

Report:

The County has been able to meet its approved allocations for Year 2 (2012/13) and Year 3 (2013/14) but is finding it difficult to meet the commitments of the Housing Allowance Programme.

The challenges encountered in delivering the Housing Allowance component are:

- The programme provides up to \$300 per month to eligible households that are experiencing difficulty in paying their private market rents. Households who fall within this rent shortfall tend to be the working poor. However, most households applying to the County for assistance to pay their rent require a much deeper rent subsidy because they are on fixed incomes.
- The 2012/13 Housing Allowance allocation provided rent assistance to 42 households. To date, one-third of those clients have left the Housing Allowance programme due to a change in personal and/or financial circumstances. Because these are 10-year allocations, we are required to fill those vacancies to ensure that we receive our full IAH allocation.
- The 2013/14 Housing Allowance allocation provided rent assistance to an additional 50 households. While we brought 50 new clients into the programme, some have since left the programme so we are currently not meeting our expenditure targets for 2013/14.
- In total, we have funding for 92 Housing Allowance households for both years. At present, we are providing Housing Allowance financial assistance to 73 households. We are currently working to fill those programme vacancies.

Year 4 of IAH Rent Support Programme (2014/15)

Our 2014/15 allocation is:

	2014/15	
	funding	# clients
Rent Supplement	\$ 414,000	6
Housing Allowance	\$ 521,738	19

Recommendation:

Based on our experience in administering the Rent Support Programme over the past 2 years, we request that the 2014/15 funding for the Housing Allowance component be reallocated to the Rent Supplement component for the following reasons:

- There is currently funding for 92 Housing Allowance allocations to March 31, 2023. There are currently vacancies in this programme that we are trying to fill due to households leaving the programme.
- Historical trends have shown regular turnover in the Housing Allowance Programme. This turnover should enable the County to provide Housing Allowance assistance to new clients on a continual basis over the next 10 years in order to maintain the 92 units.
- The client group with the greatest need is those on fixed incomes (Ontario Works and Ontario Disability). These individuals have few affordable options in the private rental market and risk homelessness while waiting for a geared-to-income housing unit. Even with the maximum of Housing Allowance assistance (\$300/month), most still would not have enough money to cover other basic needs after paying their portion of the rent. They would be best served by the Rent Supplement component, which will provide assistance based on their actual need (average \$575/month)

Proposed 2014/2015 allocation:

	2014/15	
	funding	# clients
Rent Supplement	\$ 935,738	14
Housing Allowance	\$ 0	0

The Ministry of Municipal Affairs and Housing has indicated that it will allow adjustments between programme lines if requested by the Service Manager. They have requested that they be notified of any changes prior to the beginning of the fiscal year (April 1st)

Financial Implications:

There is no financial Implication as these are 100% Federal and Provincial Funds.

Recommendation:

That Report AD-14-03 Investment in Affordable Housing Funding Re-Allocation recommending that the \$521,738 allocated for the Housing Allowance Programme in 2014/2015 be re-allocated to the Rent Supplement Programme be received for information.

Respectfully submitted,

Respectfully submitted,

Eddie Alton
Social services Administrator

Anne Waller
Manager of Housing programmes

STAKEHOLDER TEMPLATE LETTER: LONG-TERM FUNDING

Dear Minister Kenney:

On behalf of the Municipality of _____, I am writing to impress upon the federal government the urgent need to come back to the table as a partner with the Provinces and Territories in funding long term social and affordable housing for our most vulnerable residents.

We are very concerned that the federal funding for housing is declining and your government currently appears to be exiting the long term commitment to address the housing needs of the country.

If Ottawa does not change course, social housing providers across Ontario will see a \$1.3 billion decrease in federal funding over the next ten years. It was disheartening to see that this serious funding shortfall was not addressed in the recent federal budget. Municipalities and provinces will be left footing the bill.

This situation is made worse because the evidence shows that Ontario does not receive its fair share of federal funding for housing and homelessness either on the basis of population or core housing need. Ontario should receive just over 38 per cent of federal funding on the basis of population but only receives approximately 33 per cent.

With long-term federal support for social housing declining, there is a real risk that these tenants will lose their housing. These cuts will make it more difficult to continue to help the over 260,000 Ontario families that currently live in social housing and make it increasingly challenging to help the 627,000 families that are in danger of losing their housing. We need to ensure that these tenants' homes are protected and that we remain able to help Ontarians in need of affordable housing.

Canadians deserve a national housing strategy that includes the creation of new affordable housing and maintains our existing social housing units.

It is imperative you come back to the table and sit down with Provincial/Territorial housing ministers to work on a long term plan that addresses the need for housing across the country. The time to act is now.

Sincerely,

Head of Council,
Municipality of _____

Chair _____
District of _____ Social Services Administration Board

CC: Linda Jeffrey, Minister – Government of Ontario - Municipal Affairs and Housing



The Corporation of the County of Wellington Information, Heritage and Seniors Committee Minutes

April 9, 2014
Terrace Boardroom
4:30 pm Museum and Seniors
6:00 pm Library

Present: Warden Chris White
Councillor Mark MacKenzie (Chair)
Councillor Lou Maieron
Councillor Gordon Tosh
Jennifer Dixon
Walter Trachsel
Brad Whitcombe

Also Present: Councillor Dennis Lever

Regrets: Councillor Jean Innes
Helen Horrocks

Staff: Peter Barnes, Wellington Terrace Administrator
Mark Bolzon, Manager Purchasing and Risk Management
Kim Courts, Deputy Clerk
Ken DeHart, County Treasurer
Chanda Gilpin, Assistant Chief Librarian
Janice Hindley, Wellington Place Administrator
Laura Holtom, Assistant Administrator Wellington Terrace
Murray McCabe, Chief Librarian
Kevin Mulholland, Property and Construction Manager
Scott Wilson, CAO

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 as of March 2014

1/3/14

Moved by: Warden White

Seconded by: Councillor Tosh

That the Financial Statements as of March 2014 for the County Museum and Archives be approved.

Carried

3.2. Administrator's Report on WCMA activities, January to April 2014

2/3/14

Moved by: Councillor Tosh

Seconded by: Warden White

That the Administrator's report on WCMA activities be received and forwarded to County Council for adoption.

Carried

3.3. Circa Newsletter - March and April 2014

The March and April 2014 Circa Newsletters were received for information.

3.4. Wellington Place Update - Verbal

Ms. Janice Hindley, Wellington Place Administrator advised the Committee that the Tender for Wellington Place Servicing has been issued and closes May 1, 2014. The committee will award the tender at the May 14, 2014 meeting and forward to Council for approval.

4. Seniors

4.1. Wellington Terrace Financial Statements as of March 2014

3/3/14

Moved by: Councillor Maieron

Seconded by: Councillor Tosh

That the March 2014 Financial Statements for the Wellington Terrace be received for information.

Carried

4.2. Quality Report

4/3/14

Moved by: Councillor Tosh

Seconded by: Councillor Maieron

That the March 2014 Quality Report for the Wellington Terrace be received for information.

Carried

4.3. Annual Report for the Professional Health Care Committee

5/3/14

Moved by: Warden White

Seconded by: Councillor Maieron

That the Annual Report for the Professional Health Care Committee be received for information.

Carried

5. Break for Dinner

At 5:10 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. Fergus Library Renovation - Project Status Report #6

6/3/14

Moved by: Walter Trachsel
Seconded by: Jennifer Dixon

That the Fergus Library Project Status Report #6 be received for information.

Carried

6.3. Library Financial Statements as of March 2014

7/3/14

Moved by: Brad Whitcombe
Seconded by: Councillor Maieron

That the Financial Statements as of March 2014 for the County Library Service be approved.

Carried

6.4. Architects – Palmerston Library Renovations

8/3/14

Moved by: Warden White
Seconded by: Walter Trachsel

That the County of Wellington invite +VG Architects, of Brantford and L. Alan Grinham Architect, of Guelph to submit proposals for the consultation process and architectural services for the renovations and expansion of the Palmerston Carnegie Library; and

That the Library Board strike a design committee to work with staff to review the proposal submissions, interview the firms, recommend a firm to Council and participate in the design process for this project.

Carried

9/3/14

Moved by: Councillor Tosh

Seconded by: Brad Whitcombe

That the Palmerston Library Design Committee consist of Councillor Mark Mackenzie, Walter Trachsel, Jennifer Dixon, Brad Whitcombe, Murray McCabe, Chief Librarian and Kevin Mulholland, Property and Construction Manager; and

That an invitation be extended to Mayor George Bridge of Minto or his designate.

Carried

6.5. Palmerston Library Project Information - Verbal

Mr. Murray McCabe, Chief Librarian introduced a black and white video by Carlton Productions of the Town of Palmerston in 1939, which included the library.

6.6. Chief Librarian Reports

10/3/14

Moved by: Brad Whitcombe

Seconded by: Warden White

That the Chief Librarian's Reports for February and March 2014 be received for information.

Carried

6.7. Library Use Statistics

11/3/14

Moved by: Brad Whitcombe

Seconded by: Jennifer Dixon

That the Library Use Statistics for February and March 2014 be received for information.

Carried

6.8. Items for Information

12/3/14

Moved by: Walter Trachsel

Seconded by: Councillor Tosh

The Next Chapter March and April 2014 editions of the Library Newsletter were received for information.

Carried

6.8.1. Erin Advocate Photo

13/3/14

Moved by: Walter Trachsel

Seconded by: Councillor Tosh

The Erin Advocate photo regarding March Break library activities was received for information.

Carried

6.8.2. Palmerston Library Photo

14/3/14

Moved by: Walter Trachsel

Seconded by: Councillor Tosh

The photo of the Palmerston Library was received for information.

Carried

7. Adjournment

At 6:30 pm, the Chair adjourned the meeting until May 14, 2014 or at the call of the Chair.

Mark Mackenzie
Chair
Information, Heritage and Seniors Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Janice Hindley, Administrator, Wellington Place, Museum and Archives
Date: Wednesday, April 9, 2014
Subject: **Administrator's Report on WCMA activities, January to April 2014**

Background:

This report highlights the recent activities to date at Wellington Place, Museum and Archives.

Highlights of 2013 Acquisitions to the Collection

At our last Committee meeting, I provided you with highlights from the items that were accessioned into the archives collection in 2013. The following are the highlights of items that were accepted into the curatorial collection in 2013. The archives collection consists primarily of documents, photographs, art, and other paper material. The curatorial collection are objects and artifacts. Together, they make up the entire WCMA collection that is searchable through our website.

Over 300 objects were processed by curatorial staff into the collection from 66 donors.

- **Threshing Machine** made in Mount Forest, circa 1905, the Ernst Brothers 'Favourite' was a very popular model in the area. This was transferred here from the Fanshawe Pioneer Village who were deaccessioning equipment from their farm collection that did not represent their local area. The thresher has required a good deal of cleaning in both the interior and exterior, carried out by WCMA staff, and was on display last year at the Harvest Home Festival. This thresher was bought by Philip Hellyer (1866-1946) of Kenilworth in 1925.
- **Three-seater Democrat Buckboard** built circa 1852 at the Templin Carriage Works in Fergus, it was purchased by the donor's great-great-grandfather, William Torrance (1827-1881) shortly after he emigrated in 1852 from Edinburgh, Scotland. The Torrance family farmed in the Mimosa area of Eramosa Township. He used the buckboard to haul produce to Hamilton and for going to church. The wagon was passed down through the generations to Ron Torrance of Fergus.
- **Coffin Plate** coffin plates were attached to the lid of the coffin for the funeral and then usually removed before interment. One commemorates the death of George Nelson of Eramosa Twp (1810-1892) who served on Eramosa Twp council, 1864-1865. He was buried at the farm and in 1917 moved to Eramosa Union Cemetery. The other plate commemorates Harry Cowan who died 20 September, 1886 age 4 months and 20 days. He died, according to his death certificate, of 'cholera infantum.' His family farmed on the 10th concession of Peel Twp.
- **Signature Quilt** signature quilts are an important documentation of communities and neighbourhoods. Made in 1928, it displays names, embroidered in red, of those connected to

'Simpson's Corners United Church', West Garafraxa Twp. One square lists the soldiers (embroidered in purple thread) who died in First World War.

- **Salem Brewery Beer Bottle** part of a much larger collection of bottles found in 1970 in Salem by the donor, this molded bottle dates to 1906-1911 for 'The Salem Brewery / E. C. Andrich & Bro' producers. It was fortunate that it was found buried in perfect condition.
- **Two Pharmacy Window Blinds** A pair of large, storefront green roller blinds from the Harriston Druggist and Chemist, William Taylor. Handpainted on each is Taylor's name and "Druggist" on one, "Chemist" on the other. Dated 1891.
- **Police Officer's Uniform** Susan Gray was the first Staff Sergeant in Wellington County (2008). She began her career in 1991 in St. Thomas. Officer Gray retired in 2013 and donated the complete uniform to WCMA.
- **Flapper Dress** Because these dresses were often silk and heavily beaded, they rarely survive in good condition. This dress is an exception and is presently on display in the 'History by Decades' exhibit. Worn by Pearl Robertson Young (b.1902) of Everton area in the 1920s, it was given to her by her sister, Sarah, who had moved to Buffalo and had first worn it.
- **Sofa and Chair Set** WCMA collects artifacts from all decades to the present because so much is being thrown away. This sofa and armchair set dates to 1968 and was bought from the Towriss Bros. Furniture Store in Elora. The set was placed in the front parlour of the owners and was reserved for visitors and special occasions: their six children were not allowed to use it.
- **Transistor Radio** Bought by Bruce Whale when he was 12 years old in 1958 from the Drayton Country Radio and TV store where he worked on weekends.

New staff

I am very pleased to announce that Kyle Smith will be joining us as the new, permanent part time programming assistant. Kyle has a Bachelor of Arts degree in history and a Diploma in Cultural Resource Management. He has a wealth of programming experience, both at the Doon Heritage Crossroads Village at the Waterloo Region Museum and, most recently, at the Joseph Schneider Haus. I am also pleased to announce that Hailey Johnston has been hired as our new, permanent part time curatorial assistant. Hailey has a Bachelor's degree in science and a diploma in Museum Management. She has worked at the National Air Force Museum of Canada, the Royal Ontario Museum, and as an archaeological field technician in Spain.

Three of our four summer students have been hired: Ruth Robinson and Tori Hadfield are returning, and Ailish Farrelly is a new student to our team. The student summer gardener position will be hired later this month.

1877 Barn

The Barn will open on the first weekend of May, weather permitting, for its second year as a public exhibit. Over the next few months, staff will be working on the lower part of the barn, where livestock

were kept at the Farm, to prepare that part of the Barn for a public exhibit. The work will include cleaning the walls, floors and fixtures; reinstalling the litter carrier track and bucket; straightening the horse stalls so that the period Beatty stall dividers can be installed; repairing the interior stone walls; removing the brick from the old bricked-in entrance and replacing it with stone; drying out the two, new cedar posts that will replace the existing A-frame; and, sourcing a model team of draft horses and a milking cow for display.

Archives Awareness Week Programmes

As you can read in Circa, the Archives staff will be delivering the “Ask the Archivist” programme at several of the County’s library branches between April 7 to 11. In addition, the areas normally off limits to the public will be open for “behind the scenes” tours. On April 5, 2014, speakers from the British Home Children Association will be presenting a workshop to the public on that very popular topic.

Programming and Events

March break programmes drew over 500 people during the week to enjoy “All Things Scottish.” So far, programming staff have provided tours to 18 school groups, a total of 605 students, and in May, Arthur Public School is bringing their entire primary division to the Museum, one day at a time. Our outreach programmes are typically four bookings per month, with approximately 70 people per booking. The Aboriginal Heritage Festival plans have been finalized and we have an excellent line-up of dancers, speakers, and demonstrations for both the education day on May 2 and the public day on Saturday May 3. Plans for summer programmes and special events are now in full swing.

Facility Rentals

The WCMA continues to be **the** place to host an event! From weddings to baby showers, educational training sessions and celebrations of life, our facilities are very much in demand. So far this year, from January to March inclusive, we had a total of 49 bookings, and the rest of the year is booking up steadily. We currently have 12 weddings booked, and have taken one wedding booking for 2015. The Guelph Conservatives held a special dinner event here recently, and Museum staff provided them with a private tour of our World War I trench “Far From Home” exhibit. The Elora Writers’ Festival will be held here in May, and the Federation of Ontario Bed and Breakfast Accomodations is holding its annual general meeting here over two days. One of our local bed and breakfast operators played a key role in bringing the group to our site. Conestoga College has rented our facilities for the past three months for a cooking class, and the Social Justice Group of Centre Wellington recently hosted its Food Awareness event over the weekend.

Recommendation:

That the Administrator’s report on WCMA activities be received and forwarded to County Council for adoption.

Respectfully submitted,



Janice Hindley, Administrator, Wellington Place, Museum and Archives

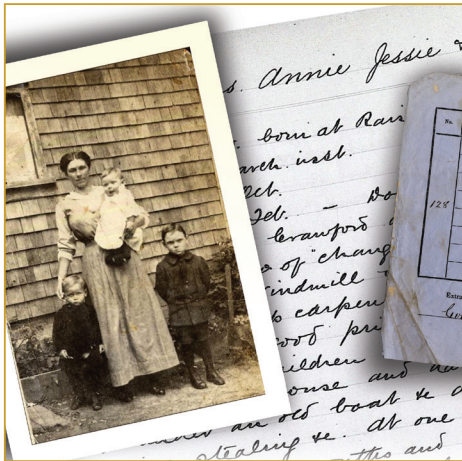
Archives Awareness Week

Drop in for a chat with an archivist from April 7 to 11!

Ever wonder how you can start researching your family history, how to use Ancestry.com, what the proper process is for preserving your family photographs, or any other thing history related?

Get answers to those questions and more at our "Chat with an Archivist" nights at various Wellington County Library branches.

- Aboyne Branch - Monday, April 7 from 3:00 - 7:00 pm
- Harriston Branch - Tuesday, April 8 from 3:00 - 7:00 pm
- Puslinch Branch - Wednesday, April 9 from 3:00 - 7:00 pm
- Hillsburgh Branch - Thursday, April 10 from 3:00 - 7:00 pm
- Arthur Branch - Friday, April 11 from 12:00 - 4:00 pm



All Things Scottish for March Break!

March 10 to 14, 1:00 - 4:00 pm

From sports, to treats, music, dancing and wee doggies, join us each afternoon this week between 1:00 - 4:00 pm for true Scottish Immersion! Each day has a different theme, complete with special guests, games, crafts, activities and a scavenger hunt of course! Admission is by donation.

- Monday- Tartans and Tales
- Tuesday- Music and More Tales
- Wednesday – Kitchen Ceilidh
- Thursday – Dancing and "Wee Doggies"
- Friday – Highlander Brain and Brawn



Guess the Artifact



This large wooden box, measuring 94 (w) x 27 (h) cm was an essential piece of kitchen equipment. Used about once a week, it provided a staple food for families. **What is it?**

Genealogy Workshop: British Children

Saturday April 5, 2014, 1:00 - 5:00 pm
Register \$15.00, light refreshments included

Presented by the British Home Children Advocacy and Research Association. Speakers: Author Sandra Joyce and Genealogical Researchers Lori Oschefski and Karen Mahoney.

Events and Other Happenings

WCMA Adult Outreach Programme

We are very pleased to offer Adult Outreach Programmes for senior's organizations, retirement and long-term care homes, church and community groups.

We have created a series of themed presentations, each including a power point show and artifacts to examine while sharing stories and memories. Presentations are suitable for a group looking for a new way to interact with artifacts and photographs from the WCMA collection.

Topics to choose from include **Fabulous 50's and Sensational 60's or Hats, Handbags and Handkerchiefs or We will Remember Them: Wellington County at War**, and eight more.

The presentations generate lots of memories; often reminding people of stories, experiences or events they thought they had forgotten. The hands-on experience with artifacts is also enriching and leads to great discussion and debate! Eleven programs so far to choose from, or if a group or organization has an idea, we are happy to work on a custom programme. For a complete listing, visit our website or call for a brochure.

To book an Adult Outreach Programme, please contact: Beth Dyer, Programme Assistant, 519.846.0916, x 5231 or bethd@wellington.ca. Each presentation is \$50.00.

Did You Guess the Artifact?



A **dough box** was used to mix bread dough and provided a warm environment for the dough to rise. The lid protected it from dirt and mice. This box, circa 1850, belonged to Mrs. Enoch Burkhart of Drayton. A box of this size would have yielded 12 to 15 loaves - a family's weekly supply.



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

Major Exhibit Opening: April 5 - June 9

Connections Fibre Artists Pay Tribute to the Group of Seven

Over 50 original fibre art interpretations of Group of Seven works. **Everyone is welcome at the opening reception on Friday, April 4 from 7:00 - 9:00 pm.**



Family Day on Ice a Huge Success!



Thanks to all the volunteers and visitors who made Family Day on Ice a huge success! We had over 500 visitors attend our event and everyone enjoyed the true winter experience!



Alternate formats available upon request.

Wellington County Collects: The Collection of Peter Bernhardt

On display in the Archives from May 17 to September 7

Bernhardt jugs are one of two collections that Peter Bernhardt will be sharing with us this spring. His great great-grandfather, Henry Bernhardt (1825-1907) established Rock Springs Brewery in Preston in 1846. Peter is our second exhibitor featured in our Wellington County Collects exhibit.

His collections of Jugs and Aladdin lamps are on display until September 7.



Guess the Artifact

These hand-held wooden items measure about 15 cm (6 in) in length. They helped extend the life of clothing and encouraged us to “make do and mend.” **What are they?**



Major Exhibit Opening: April 5 - June 9

Connections Fibre Artists Pay Tribute to the Group of Seven
Opening reception: Friday, April 4 from 7:00 - 9:00 pm

Over two dozen fibre artists from Wellington County, Guelph and surrounding areas have interpreted iconic works of the Group of Seven, Canada’s most celebrated painters from the mid 20th century. Formed in 1920, the Group of Seven infused its paintings of the landscapes and villages of Quebec and Ontario with a distinctly Canadian style. In honour of their contributions to Canadian art and our national identity, Connections fibre artists have created over fifty interpretations in fibre, a remarkable tribute to these artistic pioneers.



Please visit www.wellington.ca/museum for more information. Follow link to Celebrating The Seven page.

March Break 2014 - All Things Scottish!

Our March Break program this year was a brilliant success. Kids of all ages dropped in over the course of the week to enjoy All Things Scottish featuring crafts, music, baking, dancing, scavenger hunts and much more! Thank you to everyone who came out to enjoy a taste of Scotland!



Events and Other Happenings

Aboriginal Heritage Festival

School Programme Day, Friday May 2
Public Programme Day, Saturday May 3

The Museum and Archives, in collaboration with community partners, is pleased to present the Aboriginal Heritage Festival for the third year at this site. This celebration blends the beauty of Native Art, the sounds of the drum and the power of the indigenous voice.

The full day event combines guest speakers, native educators, displays and demonstrations. Local First Nations organizations will be on hand to share the history of the original peoples through discussions and storytelling. The event will also feature native foods for sale and an artisan marketplace. Come and see our teepee!

Please visit www.wellington.ca/museum for more information on the festival, the class registration form and to access the AHF Youth Award Nomination form.

Did you guess the artifact?

They're darning eggs. Inserted into a sock or glove they provided support and shape while a hole or tear was repaired using a darning needle and yarn.



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

Archives Awareness Week

April 7 to 11: Drop in and ask an Archivist about:

- How to start your family history
- How to use Ancestry.ca
- How to preserve your family photographs
- How to research your house
- What resources are available at the Wellington County Archives



Aboyne Branch - Monday, April 7 from 3:00 - 7:00 pm

Harriston Branch - Tuesday, April 8 from 3:00 - 7:00 pm

Puslinch Branch - Wednesday, April 9 from 3:00 - 7:00 pm

Hillsburgh Branch - Thursday, April 10 from 3:00 - 7:00 pm

Arthur Branch - Friday, April 11 from 12:00 - 4:00 pm

Wellington County Archives will be open for behind the scenes tours all week.

Art Workshops: Coming this summer!

Programme runs from July 7 - August 31

Welcome to another exciting programme of art workshops at the Museum and Archives. We offer a diverse selection of media and skill levels, all taught by the area's top art instructors. This summer, we are also offering a varied range of two-day weekend sessions; perfect for students wanting an excellent visual art experience, but with a shorter time commitment. Enrolment is limited, so register early.

Please visit www.wellington.ca/museum for more information and course descriptions. To register by phone with a credit card, call: 519.846.0916 x5221, or 1.800.663.0750 x5221



Alternate formats available upon request.

2014 Quality Report – Wellington Terrace LTCH

	Total Previous Year	January	February	March	April	May	June	July	August	September	October	November	December	Total for 2014
Human Resources														
New hires	62	5	3	NA										
Exiting Employees	50	3	1	NA										
# calls to Ministry of Labour	0	0	1 Visitor fall	0										
Lost hours due to workplace injury	159.6	0	0	NA										
Hours worked by employees in modified role (WSIB)	475.0	0	52.50 (1 employee)	NA										
Excellence in Care														
# of falls resulting in injury	178	16	19	13										
# of residents with NEW stage 2 -x pressure ulcer	119	2	3	1										
# of transfers to Emergency Room	21	5	0	0										
# of Medication Incidents leading to adverse event	0	0	0	0										
# of outbreak days	37	0	0	0										

Census/ Compliance														
# of deaths	65	9	4	4										
Inspection: # areas in non compliance	1	0	0	0										
Risk Prevention														
Review of Fire Plan through Fire Drills completed	12/12	Yes	yes	yes										
Reporting to Ministry of Health														
# of Formal Complaints made by family or resident	0	0	0	0										
# of Critical Incidents	11	3 *one resident to resident abuse *2 falls resulting in transfer to hospital	0	0										

NA = Some HR and clinical data will not be available until the final report for the month is submitted

Supporting Data for Report

Fire Drill Learning Objectives 2013:

January – Review General Guidelines for Code Red (State of Readiness)

.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.

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



COUNTY OF WELLINGTON

WELLINGTON TERRACE LONG TERM CARE HOME
T 519.846.5359
F 519.846.9192

474 WELLINGTON ROAD 18
FERGUSON N1M 0A1

February 24, 2014

To All Staff;

The Professional Health Care Committee meets several times a year to report on quality initiatives, problem solve, and evaluate the clinical work done at Wellington Terrace. Every February, a Quality Forum is held to report on the goals set the previous year and forecast new goals for the following year. Attached is a copy of the report presented on Monday, February 10, 2014.

The result of our work was also highlighted to residents, families, staff and volunteers through a poster display in the Clearing. Many participants expressed their appreciation for the efforts made to improve care and quality of life for our residents.

I would like to acknowledge each and every staff member for their contribution to these accomplishments. The initiatives outlined in this report are evidence of the excellent care provided at Wellington Terrace. I will proudly share this report with the elected officials who sit on the committee we report to.

Thank you again for your hard work every day. Your efforts greatly contribute to the fine reputation of Wellington Terrace.

Peter Barnes

Administrator

WELLINGTON TERRACE

Professional Health Care Committee and Infection Control Committee

Joint Annual General Meeting

Monday, February 10, 2014 @ 10:00 Wellington Terrace

Team Members

Peter Barnes, Administrator	Wellington Terrace
Laura Holtom, Assistant Administrator	Wellington Terrace
Peg Muhlbauer, RN, Director of Care	Wellington Terrace
Patty Ridgeway, Nutrition Services Manager	Wellington Terrace
Paula Cody, Consulting Registered Dietician	Barker Blagrove, & Assoc.
Rick Clark, Environmental Services Manager	Wellington Terrace
Cheri French, Human Resources Manager	Wellington Terrace
Marilyn Clayton, RN, Pain & Palliative	Wellington Terrace
Carol Woods, RN, ICP, Team Leader	Wellington Terrace
Mary Lou Bolen, RN, BSO, Team Leader	Wellington Terrace
Kate Brubacher, RN, RAI MDS Coordinator	Wellington Terrace
Judy Goodall RN, Skin & Wound, Continenence	Wellington Terrace
John Sewell, RPh, Consultant Pharmacist	Medical Pharmacies
Mary Black Gallagher, Volunteer Coordinator	Wellington Terrace
Dr. John Stickney, Medical Director	Wellington Terrace
Colleen Cudney, Life Enrichment Manager	Wellington Terrace
John Brice, Linda Vines & Anna Kingma	Red Cross Care Partners

TABLE OF CONTENTS

DEPARTMENTAL REPORTS

1. Nursing Department
2. Life Enrichment Department
 - a. Volunteer Services
3. Nutrition Services
4. Environmental Services
5. Human Resources
6. Staff Development and Wellness

PROFESSIONAL ANNUAL QUALITY REPORT

7. Registered Dietitian
8. Consultant Pharmacist
9. Medical Director
10. Physiotherapist

MONITORING COMMITTEE

11. Falls Prevention Management
12. Skin and Wound Care Management
13. Pain and Symptom Management
14. Palliative Care
15. Continence Care & Bowel Management
16. Specialized Dementia Care
17. Infection Control
18. MDS RAI Update

1. NURSING DEPARTMENT REPORT

Peg Muhlbauer, Director of Care

2013 proved to be an active and exciting year in the nursing department.

Our first undertaking in 2013 was a major restructuring of our resident neighbourhoods as we changed Walnut Grove into a dementia supported area in response to the changing needs of the residents on our waitlist. In order to do this, 35 internal transfers of residents occurred. All residents required increased support and reassurance through this period of time. All departments collaborated to make this a seamless transfer of care for the residents. Two fulltime staff were added to this area to support the higher level of care. In addition, a fulltime RPN was added to the night shift compliment. In 2014 we are poised to continue to respond to the changing requirements of residents entering long term care. The next neighbourhood to transition to this heavier care model will be Apple Valley. We are prepared with a staffing and equipment plan as this neighbourhood becomes heavier over time. The vision for Apple Valley is it will become heavier physical care for residents with less cognitive impairment. We believe this model will better support the transition for residents currently on the neighbourhood.

Also at the beginning of 2013 we initiated our new electronic documentation system Point Click Care. The RAI team guided us effortlessly through the process. The feedback on this system has been very positive and has made our information about residents more timely and accurate.

The second phase of Point Click Care implementation was the electronic medication record (eMAR). This project implementation was well supported by Medical Pharmacies.

We are already reaping the benefits of EMAR in terms of resident safety by seeing a decrease in the number of medication incidents that have occurred since the system was implemented.

The third and final phase of Point Click Care is the implementation of point of care for the PSW staff in 2014. This system will be 4 touch screens in each neighbourhood that will be mounted on the wall. This is where the PSWs will document the resident's flow sheet and be able to view a cardex of information about the residents care.

This new, innovative way of charting will help to make documentation quicker and more accurate leading to increased resident safety.

We continue to work to provide consistently staffed neighbourhoods and provide staff with increased satisfaction around their schedules. Last year we set a goal for the retention of RPNs in 2013. In 2012 we had 16 RPNs resign from the Terrace. We all know what a huge impact losing valuable members of the team has on resident care. I am happy to report that in 2013 only 6 RPNs resigned. I feel that in part this is a result of the flexibility we have provided in staffing and scheduling- allowing “give aways” and unlimited switching of shifts within the neighbourhoods.

We believe these efforts will increase our staff retention and support employee wellness strategies.

On February 14th Jill Mainland will be retiring from her role of Resident Care Manager. Jill's outstanding efforts to quality and in particular leadership of the Falls Prevention Team will be greatly missed and we thank her for all her dedication and work in this area. Tricia Burrough will be assuming the Resident Care Manager role in March. We welcome her to the team.

I would like to acknowledge and thank the RNs who take on the leadership role for the monitoring teams which include infection control, skin and wound management, falls prevention, responsive behaviours, continence care and pain management. The work of these teams contributes to excellent outcomes for residents. Each RN brings a passion and perspective to the table and ensures that their area of expertise is taken into consideration with each decision that is made.

2014 promises to be another exciting year as we continue to work to fulfill our mission of providing compassionate care, honouring the unique needs of each resident.

There is a very good reason that 160 people are waiting on our list to become one of the 176 residents who call Wellington Terrace Home.

2. LIFE ENRICHMENT DEPARTMENT

Colleen Cudney, Life Enrichment Department

Monitoring Group: Recreation Staff

Lead/Members of Team: Colleen Cudney, Life Enrichment Manager, Katrina Lawr, Rec Staff, Laurie Godreau, Rec Staff, Lindsay Wideman Rec Staff, Carrie Perkins Rec

Staff, Karn Denkers, Rec Staff, Amanda von Holstein, Rec Staff and Meghan West, Rec Staff

Focus of Service for 2013:

Our goal is to maintain Dementia Care programs in all RHAs while providing a minimum of 21 Therapeutic Recreation Appointments in each RHA, and 5 leisure groups in either the RHA/sisterhood/ or across the Home, each week.

2013 Accomplishments:

Developed criteria to establish TR case load based on outcome scores from the assessment tool - Measurable Assessment of Recreation in Resident Centered Care (MARRCC) in combination with outcome scores from RAI's Pain, depression, cognitive performance, and social engagement scores.

Established Therapeutic Recreation Appointment (TRA) schedule in which residents are seen on a 1:1 basis.

Identified that the case load = the entire resident population.

Redefined how TRAs address resident needs as determined by assessment, resident situation/need (new admission, palliative, loss) and maintaining resident recreation goals.

Acquired Activity Pro, an online monitoring and evaluation software programme to quickly and accurately record recreation engagement activity and produce recreation service reports.

In December we provided 261 individual T.R. appointments.

Challenges in 2013:

There is an increase in residents with advanced dementia. It required a variety of resident visits to meet the specific goals of our residents.

Goals for 2014:

Our many achievements along with the challenges we experienced in providing therapeutic recreation appointments has helped us to recognize the ongoing effort we wish to put forth in continuing toward our goal, with some adjustment, in 2014.

Our Goal in 2014 is to continue to refine our Recreation Services in providing individual Therapeutic Recreation Appointments weekly for all residents, while maintaining opportunities for group engagement.

We would like to focus on a plan to forecast and allocate funds equitably across the Home so that all residents have the opportunity to enjoy entertainment twice a week throughout 2014.

To provide opportunity for all residents to enjoy entertainment twice weekly during 2014.

2a VOLUNTEER SERVICES

Mary Black Gallagher, Coordinator of Volunteers

Monitoring Group: Volunteer Services, of the Life Enrichment Department

Focus of Service for 2013: Our Quality Improvement Initiative for 2013 was to increase the volunteer support for residents living in our Dementia-Care neighbourhoods. We proposed that we would see an increase of 10% in resident/volunteer interactions in the Cedar Gorge and Maple Ridge neighbourhoods, and that we would not see a decrease of more than 10% in resident/volunteer interactions in Walnut Grove, which displayed higher numbers at the beginning of the year already. Resident/volunteer interactions include all documented one to one visits, pet therapy visits, dining room assistance visits, and participation in group programmes primarily facilitated by volunteers.

Results of QI Initiative:

AIM for 2013	Jan - Dec 2013	Jan - Dec 2012	Significant Notes of Comparison
A) Increase CG resident/volunteer interaction by 10%	1138	945	Up 193 interactions in 2013, which is an increase of 20% from Jan-Dec 2012
B) Increase MR resident/volunteer interaction by 10%	1223	948	Up 275 interactions in 2013, which is an increase of 29% from Jan-Dec 2012
C) Observe NO MORE THAN 10% decrease in resident/volunteer interaction in WG	2365	2599	Down 234 interactions in 2013, which is a decrease of 9% from Jan-Dec 2012

Successes in 2013:

1. Successful in Initiative

- a) We met our goal of increasing resident/volunteer interactions of at least 10% in Cedar Gorge and Maple Ridge, and we did not see a decrease of more than 10% in Walnut Grove

2. Education and Training in the following topics

- a) Dementia; presented by Robin Smart from Alzheimer's Society
- b) Resident and Population Changes – Walnut Grove Transition
- c) Biking Buddies Role Review
- d) Behavioural Support Ontario Overview
- e) Sharing of new Mission, Vision and Values for Wellington Terrace
- f) Sharing appropriate language: Words with Dignity
- g) Equipment and Processes for Emergency Planning
- h) Review of *Falling Leaf Falls* Prevention Programme
- i) Review of *No One Dies Alone* Programme
- j) Training and Orientation to Sign-In Kiosk
- k) Better accessibility and sharing of current Volunteer Handbook manual (on website, in Volunteer Lounge)

3. Recognition and Celebrations

- a) Ontario Volunteer Service Awards presented in April
- b) Monthly birthdays recognized; individual thank you cards sent for various contributions and participation; newspaper articles of recognition and appreciation
- c) First annual Wellington Terrace Volunteer Awards event, recognizing the abundant numbers of significant anniversaries
- d) John Telfer Teen Award presentation
- e) Resident Volunteer Luncheon in July
- f) Community Volunteer Luncheon in September
- g) Recognized and celebrated 8 co-op students completing placements with us in 2013

- h) 80% of our volunteer team received the flu vaccine for the 2013/2014 season

4. Recruitment and PR

- a) Various ads about volunteer opportunities and volunteer appreciation, on County Page of Wellington Advertiser throughout the year
- b) Interviews on The Grand 92.9 twice this past year, highlighting various volunteer roles and expressing our gratitude to current volunteers
- c) Home Show booth, in conjunction with Wellington Terrace HR, in May
- d) Presentation of volunteer opportunities at Pine Meadows Adult Living Community in July
- e) Presentation of Biking Buddies role at the Trails and Tourism Forum at museum in September
- f) Use of PointClickCare volunteer referral system for filling requests for one to one support
- g) Use of newly-initiated Volunteer Request Log, available on public file for staff to access, replacing use of paper request forms for volunteer support for group programmes and events

Challenges in 2013:

1. Ensuring All Volunteers are Active in Using the Sign-In Kiosk

There are a few members of our Volunteer Team who, despite several training sessions, have stated they prefer to use the manual sign-in log sheet to document their hours, instead of using the kiosk sign-in system. To ensure that all volunteers have positive experiences each shift they volunteer, we will continue to offer the manual log-in sheet for those volunteers that prefer this method. Throughout the year, however, we will offer further training and mentoring to attempt to enable them in the use of the kiosk.

2. Ensuring All Entertainment Volunteers are Signing in Hours

There are a few entertainment volunteers who have not been formally registered or trained in signing in their volunteer hours, since their initiation to volunteering many years ago. We will work to ensure that all entertainment volunteers have their hours logged into the data system, beginning this year. These logged hours will improve the accuracy of the statistical reports completed for Volunteer Services each quarter and each year.

Quality Improvement Initiative for 2014

Volunteer Services of Wellington Terrace will increase the total amount of events in which live music is provided by volunteer entertainers by 20%, from 105 scheduled in 2013 to 126 to be scheduled by December 31st, 2014.

2b MOBILITY AND SEATING PROGRAM

Monitoring Group: Recreation Staff Specialist

Members of Team: Colleen Cudney, Life Enrichment Manager, and Katrina Lawr, Rec Staff

Focus of Service for 2013:

Our goal is to reduce the time spent by Recreation staff to manage the Mobility and Seating program by 62% from 105 hours per month to 40 hours per month by Dec. 2013.

2013 Accomplishments:

- separated resident owned equipment from Wellington Terrace inventory, and moved the tracking of resident owned equipment to the Nursing department through Ward Clerk responsibilities.
- Completed Wellington Terrace inventory
- Eliminated recreation staff responsibility for monthly equipment checks.
- Created billing reports to submit to accounts payable.
- Replaced cleaning materials and supplies for nursing staff.
- Created instructional cardex as a quick reference regarding; repairs, cleaning, cushions, for all RHAs.
- Facilitated information sharing at meetings with nursing staff and ward clerks
- provided ward clerks with owned equipment lists, labeller and labels, and markers
- Created mobility and seating referral, assessment and care plan on Point Click Care.
- Established mobility specialist schedule.

- Tracked recreation staff time to manage program.
- Audited resident care plan for residents using WT equipment.
- developing reporting practises.
- met our goal to reduce the time spent by Recreation staff to manage the Mobility and Seating program by 62% from 105 hours per month to 40 hours per month by Dec. 2013.

Challenges in 2013:

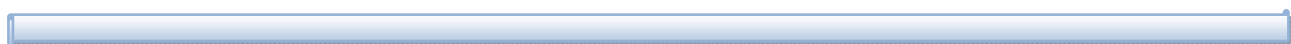
Ongoing education to nursing staff about importance of appropriate seating.

Goals for 2014:

The mobility and Seating program goals are to revise the program description and policies to instruct and guide the services being offered through this program, and

To further define assessment responsibilities regarding seating assessments to guide practise in the future, and

Devise a plan that expands the program responsibilities beyond a single staff person.



2c RESTORATIVE CARE

Lead/Members of Team: Colleen Cudney, Life Enrichment Manager, Kristen Sharer PCW-RC, Kate Brubacher RN RAI Co-ordinator, Linda Vines PT, John Bryce PT, Marylou Bolen RN CG/MR/WG Team Lead, Carol Woods RN BD/OG/AV Team Lead, Paul Barnhill Nutrient Supervisor, Paula Cody Dietician

Focus of Service for 2013:

Our goal is to collaborate with Physio Therapy to increase the number of referrals discharged from Physio Therapy to Restorative Care by 100%, from 0 referrals in 2012 to 6 referrals in 2013.

Our goal is to interface with Physiotherapy to increase the number of residents receiving a minimum of 3, 15 minute physio therapy interventions per week along with 2 restorative care modalities per week, by 10% of 176 residents from 0 to 17 residents by December 30, 2013.

2013 Accomplishments:

Created a tracking tool to track the Intensive, Nursing and Physio Therapy services being offered monthly to residents

Establish the process for and commenced Rug submission for REHAB

Revised Program Description for the Restorative Care Committee

Completed 2 new policies – Tracking Rehab RUG Scores, and IRC, PT Interface Report on interface at monthly meetings

Created a decision tree for restorative care referral

Discharged 3 Physio Therapy referrals to Intensive Restorative Care

Have residents meeting the Rehab RUG eligibility scores

Challenges in 2013:

Despite establishing the framework through the revised Program Description and the creation of the policies referenced above, we did not achieve our goal to have 6 Physio Therapy referrals discharged to Intensive Restorative Care.

We continue to define the perimeters of restorative care and attempt to meet provincial guidelines regarding the % of residents receiving Restorative services, as well as determining the length of time residents receive the service and establish 'new normal' nursing care plans.

The nursing RHA teams have struggled to produce accurate documentation.

Goals for 2014:

The Restorative Care Committee Goals for 2014 is to continue our work toward increasing the number of referrals discharged from Physio Therapy to Restorative Care by 100% from 3 individuals in 2013 to 6 individuals in 2014 and,

To achieve the Ministry of Health's recommendation of having 5% of the resident population eligible for the Rehab Rug this would increase our current resident eligibility by 8% from 8 individuals in 2013 to 9 individuals in 2014

Our goal for 2014 is to attain 100% accuracy in Restorative Care documentation of Restorative Care services

2d SOCIAL SERVICES

Lead/Members of Team: Maja Amichand, Registered Social Service Worker, directed by Colleen Cudney, Life Enrichment Manager

Focus of Service for 2013: Our quality initiative for 2013 was to increase service to residents diagnosed with dementia by 35.5% from 6 individuals diagnosed with dementia to 16 individuals based a SSW caseload of 27 by December, 2013.

Accomplishments:

In each of the 12 months we exceeded our goal of 35.5% increase of service to residents diagnosed with dementia. Our highest percentage increase occurred during the months of September and October with 62% of the case load having a diagnosis of dementia.

There was a steady increase in service to individual residents diagnosed with dementia from 10 in January to 14 in February and by March we had exceeded our goal of 16 and continued to increase this number during the year due in large part to an increase to the overall number of individuals on the case load, and that on average 76.8% of new admissions had a diagnosis of dementia. We served the greatest number of residents diagnosed with a dementia in September and October with 28 individuals in September and 26 residents in October.

Medium caseload = 40 individuals

Medium # of residents on the caseload with a diagnosis of dementia = 21 or 52.5%

Challenges:

We have recognized that many of the residents we see on a regular basis struggle with loss and we have not had a forum to validate this loss other than through individual visits. It would perhaps beneficial to the resident to provide a support group that would help them in knowing others experience loss and share coping strategies, as well as increasing social work intervention on an individual basis to residents experiencing loss..

Goals for 2014: The social Work goal is to increase grief support services for our residents through individual visits and group support.

3. NUTRITION SERVICES DEPARTMENT

Patty Ridgeway, NSM

Focus of Team:

- To provide quality food service and nutritional care to the residents of Wellington Terrace.
- To provide food service to support the many activities within the home.

Aim Statement:

Our goal was to maintain our food cost for the year of 2013, that is, there was no budget increase in our raw food expenditure budget in 2013. **(See report)**

Other Successes this year:

Staffing

- Nutrition services staff achieved a high level of attendance and participation at Resident Care Conferences and RHA team meetings (increased involvement of full time NSW at team meetings)
- Improved front line communication and problem solving skills by initiating quarterly servery meetings.
- Reduced our on call requirements on the weekend to 2 (in previous years 3 OC on weekend,)
- Focus on consistent staffing. Most relief staff now have a designated area and are trained to relieve in one other area if needed.
- “Big move” and re-organizing of Walnut Grove presented challenges to all departments; at the end of 2013 we were very encouraged by the positive energy of that new team.

Events

- We provided quality foodservice to many events within the home: Harvest Day, Staff Appreciation Events, Volunteer Events, County Committees,
- Partnered with LED staff to bring the “around the world” meal experience to our home areas in the final quarter of 2013
- NS Department staff took a lead in offering 1-2 additional themed meal programmes for our residents: Quackers and Cheese, Welcome Spring picnic, Belgian Waffles for Breakfast.

Other

- RAI obligations were met
- Development of new production review form to capture staff observation and resident comments.
- Presented at the BSO forum on the success of our “Flexible Breakfast Program”.
- Operational efficiencies were made through “working smart” ideas
- Maintained full operation during 7 day fridge/freezer shut down related to roof repair.
- Maintained a high level of resident satisfaction with meals (very few food concerns expressed)

Challenges:

- Maintenance of Food Cost (we continue to purchase high quality foods), prices are increasing throughout the year.
- Nutrition risk level seems to be closely related to other nutrition indicators such as supplement use and workload.
- Roof repair – fridge shut down – more than 60 hours of additional labour to plan menus, empty, move product and re-fill fridges.
- Providing the necessary analysis of the many audits we are completing to make them meaningful and relevant.
- To have a menu that provides quality food and selections to meet the changing needs of our frail residents. (Regular textured food can now present problems for our most well residents e.g. can’t manage: tender cooked vegetables, solid muscle meats, buns or heavy breads)
- On boarding of new staff –they have limited abilities to move to different serveries (can make staff replacement challenging)
- Some increase in overtime staffing cost because of tighter control of on call assignment.

Goals for 2014:

- Control of food costs
- 2014 focus is on continued development of our customer service program
- Improve our auditing and analyses of processes
- Reorganization and utilization of our kitchen and storage spaces
- Hire and transition and new RD to our NS and interdisciplinary team
- Focus on facility be visionary and anticipate what will be needed (equipment, smallwares, walls/spaces)
- Sustain Food Quality
- In depth recipe development

Topic for Improvement: Food Cost Stabilization	Dept. / Committee: Management	
Project period: 2013	Date of report to CQI: February 2014	
AIM STATEMENT: Our goal is to maintain our budgeted raw food cost of \$10.59/resident/day for 2013.		
CHANGE IDEAS:		
TASK	TARGET DATE	STATUS
Complete menu costing to more closely monitor higher cost items. This will help with menu substitution ideas.	March 31, 2013	completed
Leads report on wastage of end use product for a 4 week period.	March 15/13 August 15/13	completed
Front line staff report on waste reduction opportunities	ongoing	
Comprehensive storage review	February, 2013	
Review CPS cost analysis	ongoing	
Purchase single items required for limited use.	ongoing	
Plan for use of items not all needed for production (e.g. cake, pies etc.) Items utilized for Cook's feature	ongoing	
RESULTS: Staff recommendations for the purchase of bulk items (may be available through supplier). Maintain a balance between price reduction and waste due to increased inventories. Participate in local purchasing of a few items on a bi-weekly basis.		

Identified items that are being wasted in production (e.g. muffin batters), larger pails of batter will be divided instead of using smaller pails/area.

Re-purpose items where quantity purchased exceed demand

Sell off items to staff to re-coup some losses

Raw food cost as of March 31, 2013 was \$8.71/resident/day (20% of budget).

Purchase decision based on pricing agreements through CPS. Anticipate price increases – reflect on menu.

Price changes:

Fish products – increased 10%

Eggs – increased 3%

Bread – increased 4%

Ground Beef – 2%

Supplements - 3%

Approximate Raw food cost for the year ending December 2013 = 692,000 (variance of 1.75%)

CELEBRATION PLAN:

The results have been shared with the NS Staff at a recent meeting.

Staff were congratulated on their efforts.

Strategies to control costs will continue in 2014.

NEXT STEPS:

- Report to PHCC**

4. ENVIRONMENTAL SERVICES REPORT

Rick Clark, Manager

Focus of Team: To provide a clean and safe environment for the residents, staff and visitors of Wellington Terrace. Assure all building, grounds, electrical and mechanical equipment are maintained to their original state for a safe environment for the residents, staff and families at Wellington Terrace.

Approximately 30 front line staff

Successes this year:

- In early January a new 4000 sq. ft. storage building was built over at the county museum; 1500 sq. ft. has been designated for seasonal and offsite storage for the Terrace.
- The main server room in the administration hallway was relocated to Birch Dale storage room to accommodate a new upgraded server for our computers and eventually an upgraded (void) phone system. The air in this room required to be climactically controlled with a commercial air conditioner. The key way to the door has been changed for security purposes.
- Improved Residents Infection Control Stations:
Aim Statement – To standardize and improve equipment quality and cost effectiveness supplies for resident room isolation stations.
New (PPE) washable infection control gowns to replace the disposable gowns.
New designated garbage containers have been purchase to replace the steel wire containers used for garbage and isolation linens. New red isolation fabric bags have replaced the red plastic bags for soiled isolation linens and resident clothing. This quality improvement enhances the appearance and efficiencies of the stations and greener for our environment while being cost effective.
- The soiled linen bags (white, green, orange and yellow) located in each of the 6 RHA soil utility rooms has been changed. The new colors are now Cedar Gorge & Maple Ridge (white), Walnut Grove & Birch Dale (green), Oak Glen & Apple Valley (orange). The purpose is to save time and simplify the sorting of soil laundry for staff in the RHA's and improve better tracking in returning missing items that often get sent down to laundry. An audit sheet has been developing for laundry staff to document missing items found when soil laundry is sorted. The

new system is working very well and has been well received by both the nursing and laundry team.

- The resident transition moves that occurred earlier in March and April went very well, 37 residents rooms were moved. Job well done by the Environmental Services Team for their part in this project.
- A painter was hired to repaint all utility, fire, and entrance doors throughout the RHA's, this work was completed in the month of June.
- Drywall damage from past roof leaks were repaired and painted, flooring repairs in the RHA's hallways have been completed as well.
- Environmental Services seasonal full time gardener completed her first full season in 2013. Soils, mixes and mulch were purchase in bags to reduce labor intensive work and easier handling for our gardener; this new practice eliminates messy grounds from bulk delivery. Tracking and logging of supplies and materials that have been purchased to complete the seasonal gardens and grounds has been established. A task job duty schedule has been created of the tasks that are being completed from the start to the end of the gardening season. Environmental Services seasonal full time gardener is currently working her way through all courtyard flower beds splitting plants, tidying up preparing for season end. The enabling gardens behind Cedar Gorge and Maple Ridge were planted with flowers and vegetables, a hardy and successful season. All in all a successful first season in the courtyard and gardens.
- Attended the OHHA Conference in Kingston May 28-30, great speakers, information and net working.
- Additional outdoor security surveillance cameras were installed at the back side of our facility to ensure resident safety along with a new gate beside Public Health to discourage residents from entering the parking lot. Additional signage was also placed around our outdoors regarding resident security and safety.
- New standardize shelves were purchase for all fridges in the med room, power bars were installed from the generator for all fridge's and med cart computers. Two new fridges were purchased to replace older ones in the med rooms.
- Environmental Services Week June 10-14 was successfully participated by all staff an information board and quiz, door prizes, staff lunch and sundaes were some of the highlights of the week.
- Five new electric fireplace counsels have been purchased for the RHA's TV rooms.

- Stats for 2013: there were 70 room discharges – 68 new admissions, 2 transfers to other homes and 75 internal transfers.
- **Current projects:**
 - 1) Currently work is being done in the Veteran's room located on the 2nd floor, the current border has been removed and a new border is up along with the installation of book shelves and different furniture as we transform this area into a library and meeting room for residents and families.
 - 2) Arrangements are being made to install additional ceiling lifts and wall monitors in the RHA's early this year, electrical work will be required to accommodate this project.
 - 3) The new Terrace roof replacement is nearing completion; duct insulating and metal flashing will be completed over the next 2-3 weeks. The rooftop walkway will be installed late spring or early summer along with some warranty and general clean up.

Challenges:

- Continue to evaluate and monitor staff routines, daily workloads and best practices.
- Enhancing working strategies to support staff with discharge cleaning and room transfers because of the yearly increase numbers of new resident admissions.
- Continue to work with the Management Team in making good sound decisions about future additional gardens and assuring that they are maintainable and meet the needs and use of our residents here at Wellington Terrace .
- An increase of retirements is inedible within our dept. within the near future, continue to plan and prepare for successful recruitment and replacement of senior staff.

Goals for 2014:

- Post and recruit for the new full time maintenance worker position and establish a new working schedule for the maintenance team.
- Continue to develop and enhance the outdoor seasonal gardener's job duties and routines for all courtyard gardens and grounds.
- Replacing the ceiling tiles in all 3 kitchen serveries.
- Tidy up the grounds around the building now that the roof construction will be completed this spring.
- Complete staff annual performance appraisals.

5. HUMAN RESOURCES

Cheri French

Focus of Service: To provide quality human resources services to the management and employees of Wellington Terrace while ensuring efficiencies are identified and implemented.

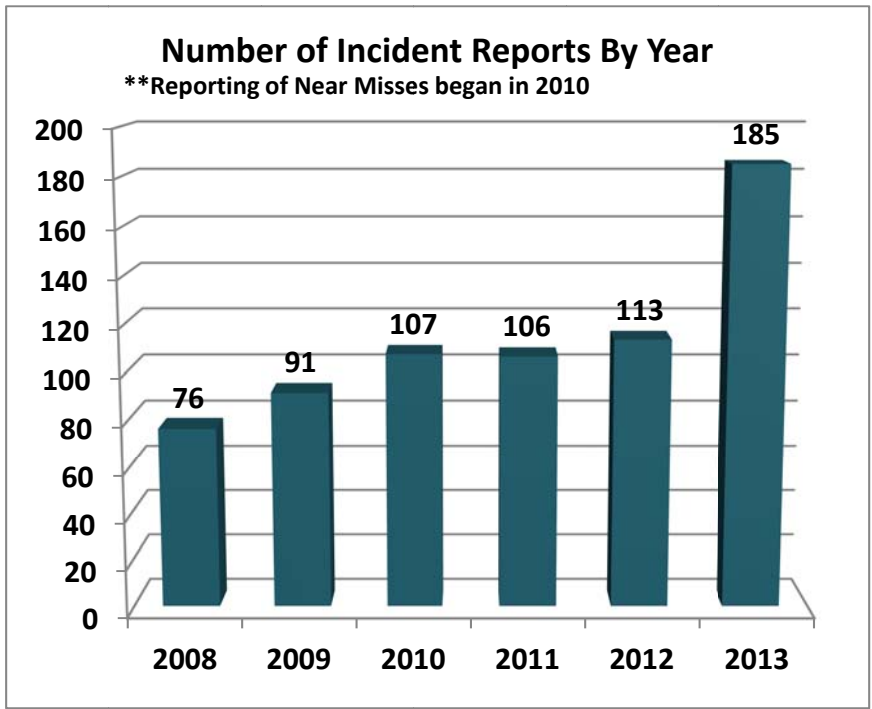
Successes in 2013:

Attendance Management

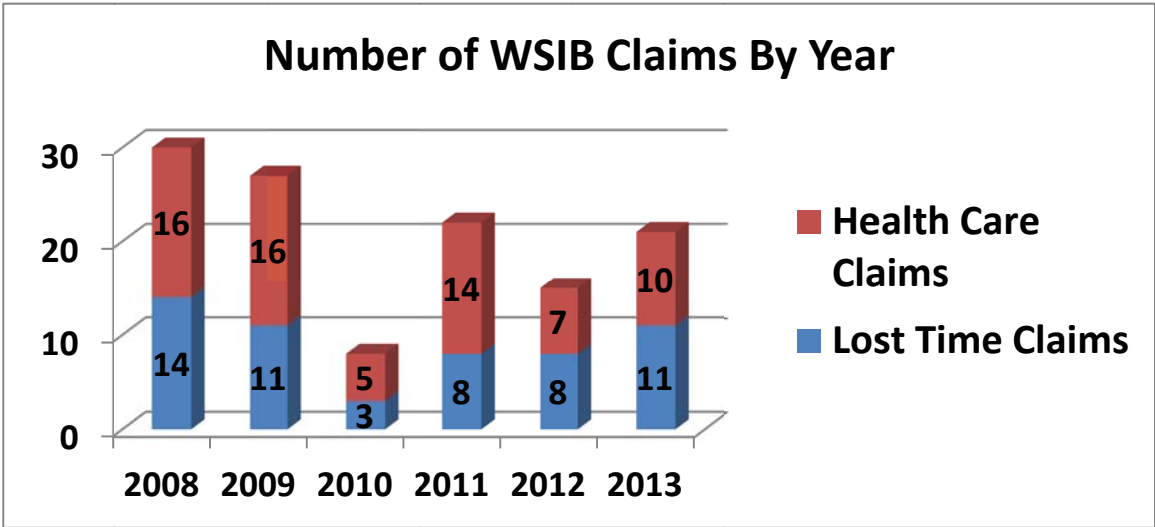
The attendance management initiative at Wellington Terrace continued in 2013. Reporting was streamlined in 2012 with the creation of a custom report which resulted in a reduction of administrative effort and time to produce the same results. In turn, the reporting to management was timely and efficient thereby resulting in more relevant follow-up with employees.

Workplace Injuries and Incident Reporting

From a workplace injury and incident perspective, there has been an increase in the number of workplace incident reports submitted. This is a result of the direction to start reporting resident responsive behaviours through employee incident reports. During the year, it was decided that the reporting of these responsive behaviours would be directed to the Behaviour Support team unless employee contact or an injury occurred. It is therefore expected that a significant reduction in the number of incidents will occur in 2014.



In 2013, there was an increase in workplace injuries, although lost time hours and modified work hours were reduced by almost 9% from 2012 to 2013. In addition, lost time hours alone were reduced by almost 38% in that same time. This was attributed to the contributions of our Joint Health and Safety Committee and the combined commitment to safety by the management team and our employees.



With the introduction and implementation of the Health and Safety module in InfoHR, all incident reports are being entered and tracked in the system. This allows for better trending and creates efficiencies with respect to employee history and reporting. Human Resources created a process checklist as a communication tool and implemented a change in how the incidents are being reported to the Joint Health and Safety Committee and management. This has streamlined the process and has resulted in more effective information provided.

Training and Development

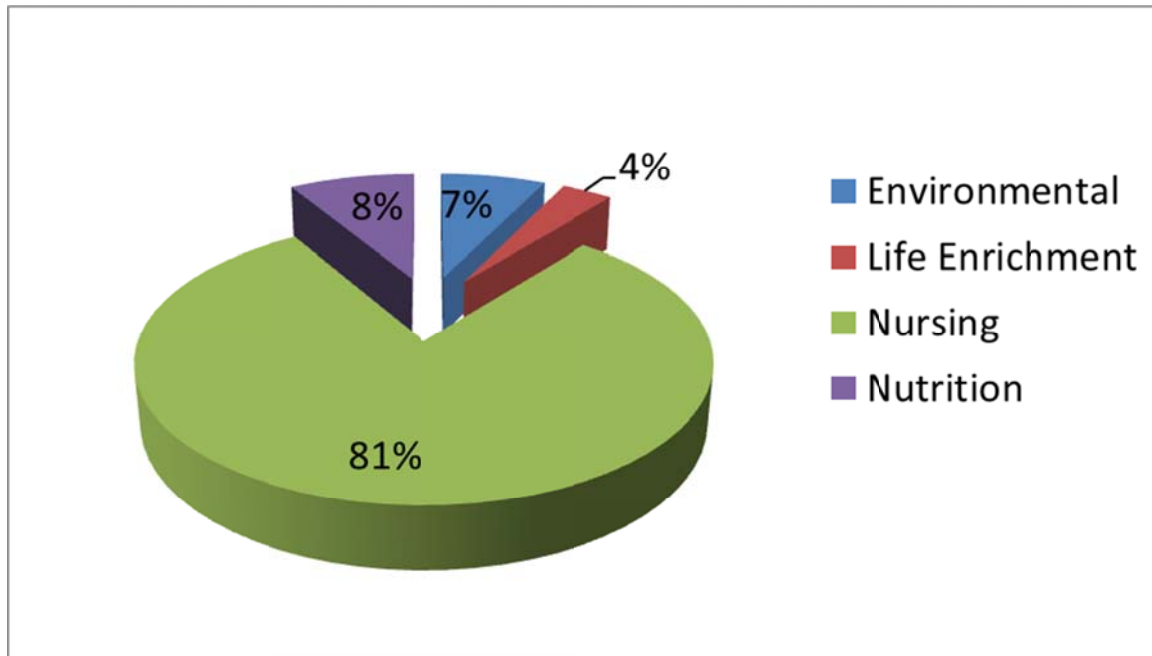
The Human Resources department ensures that County-wide mandatory training is provided to all employees at Wellington Terrace. In 2013, these presentations were further reviewed and streamlined for General Orientation to ensure consistency in messaging and to avoid duplication between presentations. In addition, experiential training components were added to ensure consistent messaging was delivered in a fun and engaging way.

In 2013, additional mandatory training was provided in the areas of Respectful Workplace, Accessibility and Personal Safety. This training was completed in addition to the annual WHMIS refresher.

From a tracking perspective, the education and training module of InfoHR was explored and initiated. Implementation of the module occurred in 2013 with the database development occurring into the beginning part of 2014. The introduction of this module will allow for quick and easy reporting of education completed and outstanding for employees, and will assist managers in the performance appraisal process.

Recruitment and Selection

In 2013, Wellington Terrace was in receipt of 815 resumes, conducted 172 interviews and filled 139 positions. As demonstrated in the graph below, Nursing made up the majority of our recruitment efforts.



With a goal of creating efficiencies and cost savings, a process change was implemented which allowed recruitment decisions to be made by using previous interview and reference notes for internal candidates if they were completed within the previous four months. This has allowed for time and cost savings and quicker responses in filling staffing gaps.

In 2013, Human Resources in conjunction with the Nursing Department researched and explored the New Nursing Graduate Initiative to determine if the programme would be beneficial at Wellington Terrace. Although it was determined not to be a good fit for Wellington Terrace at the time, it provided a good understanding for future planning.

To better market Wellington Terrace to potential candidates, Human Resources worked with the County's Communication team to develop a recruitment banner and postcard to

present at events such as career fairs. Human Resources participated in career fairs and information events with the Career Education Council, St. Louis Adult Education, Upper Grand District School Board, Georgian College, Centre Wellington Home Show and the Local Immigration Partnership and Workforce Planning Board.

From a workflow perspective, the interview checklist and process was modified to reduce time during the interview meeting. As well, the new hire package provided to employees during their meeting with Human Resources was modified to an electronic package with the capability of automatically completing fields. This has reduced the amount of time to create five packages from three and a half hours with photocopying and collating requirements to under 30 minutes.

Employee Retention

In 2013, the exit interview was reviewed and modified to gather additional information from parting employees. The interview was also developed so that employees could complete the survey online. It is anticipated that there will be an increase in the number of responses received in 2014. In addition, by having the survey online, it will create efficiencies in data analysis and reporting.

Goals for 2014:

1. Health and Safety
 - a. Further develop efficiencies in reporting by working with Information Technology and Power Pivot tools.
 - b. Continue to monitor employee incidents in conjunction with management and the Joint Health and Safety Committee to recommend further safety initiatives and training as required.
 - c. To review the current return to work process and establish a work plan and procedure to better streamline the programme.

2. Recruitment and On-boarding
 - a. Align and highlight on the Wellington Terrace Human Resources section of the County Website to correspond with the implemented marketing strategy from 2013.
 - b. Increase qualified candidate pool by participating in Community, College and University career events and strengthening our partnerships.
 - c. Continue to measure the effectiveness of recruitment practices to ensure positions are filled in a timely manner to ensure adequate staffing levels are achieved.

3. Employee Retention
 - a. Evaluate the data gathered with the new exit interview.
 - b. Complete a trend analysis and make recommendations to management.
 - c. Work together with department managers to develop retention strategies to reduce voluntary turnover by 10%.
4. Training
 - a. Complete the final data import into the Education module of InfoHR.
Develop and provide education report training to management.

6. STAFF DEVELOPMENT AND WELLNESS PROGRAMME REPORT

Laura Holtom, Assistant Administrator

Focus of Service: An annual education plan is established for staff and volunteers. The plan is based on legislative requirements and assessed need of the home.

Successes of 2014:

- Produced a Meal Assistant Training Video
- Produced a Fire Safety Training Video
- Introduced 2 training videos to be viewed by staff in first week of employment and therefore reduced 60 minutes from General Orientation which was redirected to key topic areas – Dementia and Resident Abuse
- We began tracking informal learning opportunities provided by monitoring groups such as at team meetings and mentoring opportunities.
- During Staff Appreciation Week and also through a partnership with Social Action Team we introduced yoga classes for employees.
- Through the support of Employee and Family Assistance Programme (EFAP) the County of Wellington features an independent learning module (e-courses) on key issues impacting the personal lives of our employees. They include topics such as 'Foundations of Effective Parenting' and 'Taking control of your Mood'.

Challenges:

- Ensure that key messages and information is consistently being presented at General Orientation

Goals for 2014:

- Review materials (verbal and written) shared at General Orientation.
- Reproduce power point materials and handouts using new Wellington Terrace branding design and colours.
- Review and revise the Employee Handbook
- Work with Human Resources to initiate new attendance tracking software.

7. CONSULTING REGISTERED DIETITIAN

Lead: Paula Cody, RD

Focus of Service:

- To provide clinical nutrition care services to the residents at Wellington Terrace.
- To provide administrative support through menu approval, staff education, policy development, interpretation of and compliance with Ministry of Health and LTC regulations and standards related to nutrition.

Successes in 2013:

- The transition to Point Click Care and E-Mars was completed this year. Clinical nutrition documentation including care plans, diet and supplement orders, monthly weight variance documentation, Dietitian referrals and RAI-MDS (nutrition related) documentation are now all completed within PCC.
- The AIM goal to reduce missed nutrition referral opportunities from 25% in February to 5% was successfully completed by the end of September.
- One in-service on “Feeding Techniques” was provided February 21st at a general orientation day to employees. An educational video was subsequently developed in-house based on the content of this in-service. This video frees up more RD time for direct resident care.
- A Wellington Terrace NSW enrolled in the OHA Canadian Society of Nutrition Management course completed her required 75 h of clinical nutrition practical experience under my supervision during March and April 2013.
- The preferred fluids of most residents are now included in the nutrition care plans to facilitate hydration promotion.
- Menu review and development: Close collaboration with the Nutrition Services Manager and Supervisor throughout the development /revision process of the Spring/Summer and Fall/Winter menu cycles once again made approval of these menus an easy task for the RD.
- Meetings attended in 2013: Restorative Care Meetings (6). PHCC meetings (10),
- Audits:
 - Third annual Calcium intake audit: This was completed in February 2013 for all residents and focused on usual daily calcium intake. The results are shared with the pharmacist who uses the resultant data during quarterly med reviews. This interdisciplinary collaboration results in a reduction of calcium supplementation for some residents.
 - A diet order audit was completed in October to ensure diet and supplement orders were correctly entered in PCC prior to E-Mars going live.

Challenges

- An increasingly complex care resident population. More individuals require special individualized diets that are labour intensive to set up and for Nutrition Services staff to provide.
- Swallowing / chewing problems remain the most common reason for referrals to the Registered Dietitian (average of 14 / month). “Change in appetite” (average of 12/month) is the next most frequent referral.
- Average Dietitian referrals/follow-ups for 2013 was 116 per month. In 2012 the average was 98 per month. In 2011 the average was 90 per month. In 2010 the average was 81 / month. In 2009 the average was 79 / month.
- It has become necessary and challenging at times, to prioritize activities in order to accommodate the inflexible time frames related to RAI-MDS documentation and the sometimes large volumes of simultaneously received nutrition referrals.
- One of my goals for 2013 was to reduce the time required to complete the average quarterly nutrition assessment by 26% from 27 minutes (using Gold Care) to 20 minutes (using PCC). Unfortunately, I was much too optimistic as to the possible time savings using PCC. I find it currently takes an average of about 25 minutes per quarterly or 7.4% reduction in time.

Goals for 2014:

- An orderly transition of service provision (related to the retirement of the current Registered Dietitian in the spring of 2014) as evidenced by continued timely response to referrals, weight variances, other changes in condition and MDS obligations.

I have greatly enjoyed the past year at Wellington Terrace. There is always a willingness to “go the extra mile” for the residents and a great sense of interdisciplinary co-operation.

John Sewell RPh

Focus of service mandate:

- To promote safe and effective use of medication therapy in residents
- To provide support to Wellington Terrace through in-services, technology, audits and inter-collaborative work

Successes of 2013:

- Facility-wide implementation of an electronic medication administration record (eMAR)
- Medication safety meetings held quarterly with great attendance among registered staff which demonstrates a focus of maximizing resident safety
- Successful completion of 2 co-op placements from a student pharmacist at the University of Waterloo
- Successful recruitment of a student pharmacist from the University of Waterloo for the winter 2014 term
- Calcium and vitamin D use remains well above LHIN average (calcium 22.1% higher, vitamin D 15.1% higher).
- Antipsychotic use down 10.9% from previous year.
- Successful enrolment in the GOAL study which is aimed at promoting best practice in osteoporosis management
- Completion of the Terrace's first antimicrobial stewardship audit
- **Although our Narcotic use is higher than LHIN average (approximately two times higher), this is a result of our excellent and responsive pain management programme.**

Goals for 2014:

- Ongoing review of narcotic analgesic orders to determine if step-down therapy may be appropriate for any residents.
- Provide education for the appropriate use of antipsychotic medication in the long term care setting
- Implementation of medical directive to improve timeliness and efficiency of managing residents taking certain anticoagulants
- Improve medication safety and minimize occurrence of medication incidents through ongoing medication safety meetings
- Pharmacy will continue to review medications on a quarterly basis for all residents with an in-depth review of each resident annually at minimum.



9. MEDICAL DIRECTOR'S REPORT

Dr. John Stickney, Medical Director

I wish to submit this report regarding the medical care that has been given and received at the Wellington Terrace in the year 2013. I am pleased to be part of such an effective team of health care providers that have a common goal and commitment to excellent care of our residents and their families.

Everyone is aware that our new admissions are coming to us with higher needs both from a physical and cognitive perspective. It is a challenge to come to know them and understand their needs quickly so as to support them during their transition to our setting. This is a time when a crisis can develop and when we need to respond quickly. It is only with a well coordinated and committed team that this happens and this is one of our common goals.

During 2013 we have supported many residents and their families during their final days together and have received many positive comments regarding how well the Wellington Terrace team has performed. Everyone involved realizes the importance of helping create final memories for families that will be with them through the rest of their lives.

Students have always been welcomed at the Wellington Terrace from many of the health care disciplines. In 2013, it was my privilege to support and in a small way mentor students from the University Of Waterloo School Of Pharmacy as well as the clinical clerks from the McMaster School of Medicine. New to us this year was the placement of final year residents with us for a significant part of their Care of the Elderly Rotation. We have had positive feedback from each of them and hope to continue to expand this as we realize that these are the practitioners of the future.

The year 2014 will bring us new and different challenges so that we must continue to focus our energies together to meet these effectively. I sincerely look forward to being part of the Wellington Terrace team.

10. PHYSIOTHERAPY DEPARTMENT

Team Members

Linda Vines PT

John Brice PT

Anna Kingma PTA

Jocelyn Lodder PTA

Our goal is to ensure the ongoing provision of physiotherapy services of the highest possible caliber to the residents of Wellington Terrace. Specifically,

- to recognize that each resident is unique
- to remain aware of and respond to the needs of each resident
- to remain proactive in minimizing risks (such as falls and infections)
- to continue to participate on teams where our services can be helpful

Successes in 2013:

2013 was a year of significant change for the Physiotherapy Department. We added the services of a second full-time physiotherapy assistant. This has permitted us to greatly expand our services. Specifically,

- we have increased our total interventions by approximately 25 percent
- we have increased, when appropriate, visits to some resident to 3 per week
- we are better able to see residents at their convenience (e.g after other services)
- we are able to respond faster to new referrals
- our physiotherapist can respond to the increasingly complicated needs of new residents

Challenges for 2013:

Our biggest challenge for 2013 was responding to the documentation and administrative requirements of the MOHLTC. These requirements are not finalized at the Ministry level and we are striving to remain aware and responsive.

Goals for 2014:

We are excited about our opportunities for 2014. Specifically,

-respond to the MOHLTC requirement for program documentation

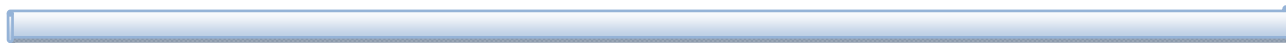
-respond as quickly as possible to new referrals and admissions

-work with other staff to become aware of and respond to developing conditions (such as cardio respiratory conditions) as quickly as possible to reduce risk of complications (such as pneumonia)

-to remain proactive in reducing the incidence of such condition as skin breakdown, falls, contractures and infections

-to continue to actively participate on the various teams and committees at WT

-to ensure our services are responsive to the changing needs of Wellington Terrace residents.



11. FALLS PREVENTION MANAGEMENT

Jill Mainland, Manager of Resident Care

Lead/Members of Team:

Joanne Badder, BSO PSW

Cindy O'Sullivan, NSW

Annette Baker, RPN

Colleen DeBoer, Admin/ Recorder

Heather Near, RPN

Jessica Allan, RPN

Anna Kingma, PT Assistant

Bernadette Shakespear, ESW

Kristen Sharer, Restorative Care Worker

RHA Champions: Michelle Rutherford,

Tammy Becker, Tina Buckton, Jackie Camp, Michelle Harriott and Kelly Balkom

Focus of Service:

To provide strategies to reduce and mitigate resident falls.

Successes in 2013:

- A reduction of 2% in the average number of falls per month (Aim Statement unmet – goal was a reduction of 9%)
- A reduction of 1% in the numbers of injuries associated with falls (Aim Statement exceeded)
- The numbers of serious injuries requiring follow up care was maintained at 1% (Aim Statement exceeded)
- The number of fractures as a result of a fall has been reduced and maintained by 64% over the past 3 years compared to the statistical data collected from 2004 - 2010
- Education: Care and Use of Fall Alarms and Falling Leaf Programme for all staffs, Post Fall Assessment for Registered Staffs, Webinar “Understanding and Preventing Falls in Dementia” for Monitoring Committee and Champions, Falls Prevention at each general orientation, Bulletin Board updated monthly, “Osteoporosis” presented by John Sewell and Anthony Suen, “Posey Fall Alarm” presented by Scott Crozier to Monitoring Committee and Champions, Falls Statistics and Data are reviewed monthly at the RHA team meetings to analyze contributing factors and implement intervention to prevent future falls and injuries

The goal of the educational activities is to ensure that all staff are aware of the importance of their role and responsibility in Falls Prevention.

- Algorithm developed to assist staff to determine when to apply and discontinue the use of a Fall Alarm and initiate the Falling Leaf Programme
- The Falls Prevention Program, Policies, Procedures and Terms of Reference for the Monitoring Committee were reviewed and revised as needed.
- Equipment: Additional fall alarm systems and ceiling lifts were purchased.
- Dance Programs were initiated in 5 Resident Home Areas to strengthen and enhance the residents’ physical abilities and balance.
- A “Leaf” has been affixed to the name badges of the members and champions for easy identification.
- Posey Fall Alarm system was trialled

Challenges:

- There was a 7% reduction in the number of residents participating in the Osteoporosis Programme. (Aim Statement unmet – goal was to increase participation by 2%)
- The Falls Risk Assessment and Post Falls Risk Assessments are not always completed accurately and thoroughly
- It is impossible to prevent all falls

Goals for 2014:

Aim Statements:

Our Goal is to maintain or reduce the average number of falls per month to 58 or less by December 31, 2014.

Our Goal is reduce the numbers of injuries associated with falls by 3.5% from 28% in 2013 to 27% by December 31, 2014.

Our Goal is to maintain or reduce the incidence of serious injuries requiring follow up care in an acute care facility as a result of a fall to 2% by December 31, 2014.

Objectives:

- Participate in the “GOAL” study (Gaining Optimal Osteoporosis Assessment in Long Term Care)
- Offer the following education:

Mandatory Falls Prevention for all staffs

Accurate completion of the Falls Risk Assessment and Post Falls Assessment for Registered Staffs

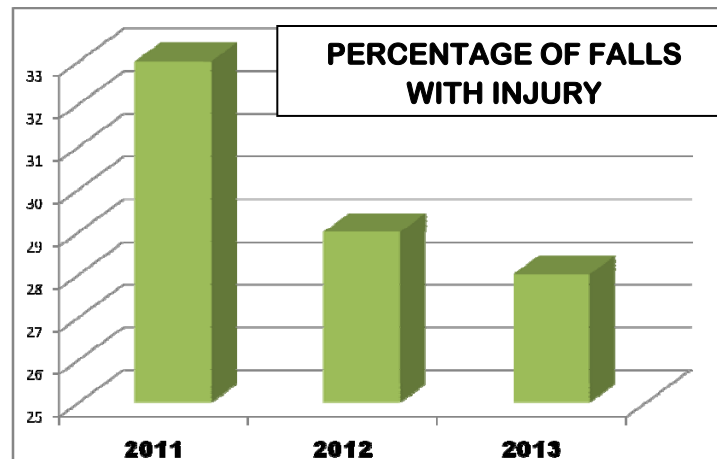
Use and Care of Posey Fall Alarm system presented by Scott Crozier (total of 3 sessions in 2014)

1:1 Fall Alarm use/care and Falling Leaf programme training for all nursing staffs, including a sign-off

“Drugs and Falls” presented by John Sewell and Medical Pharmacies student

Ongoing Falls Prevention education at all general orientation sessions, bulletin board displays, RHA team meetings and departmental meetings

- Develop a pamphlet to circulate to residents and their families to increase their knowledge in Falls Prevention.
- Purchase additional Posey Fall Alarm systems and ceiling lifts
- Continue to collect and analyze the data surrounding resident falls
- Celebrate our successes.



12. SKIN AND WOUND CARE MANAGEMENT

Judy Goodall, RN

Team Members: Elise Seitz R.N., Marzena Szymanski R.P.N., Kendra Kirton R.P.N., Diane Olinski NSW, Joeleen Diljee PSW, Laura Marshall ESW, Paula Cody RD,

Katrina Lawr Rec/Equipment Specialist Rep.

Sub Committees: Minimal Lift Team, Physiotherapy/OT and Continenence and Bowel Management Team

Statement of Intent:

The Home shall ensure that a skin and wound care program will be maintained to preserve skin integrity, prevent pressure ulcers, promote comfort and mobility, and prevent infection. The interdisciplinary team plays a significant role in skin care and pressure ulcer management, promoting open communication, and monitoring resident outcomes and program outcomes. The Monitoring Committee will be guided by the

Wellington Terrace policies and procedures and the Mission, Vision, and Values.

Focus of the Skin and Wound Care Monitoring Committee:

1. Select and provide ongoing evaluation of tools required to gather and track data for all residents at risk for altered skin integrity.
2. Evaluate and monitor data collected using the appropriate tools. Information collected will include assessments, reassessments, interventions and resident's responses to interventions are documented.
3. Provide recommendations to teams that may include; strategies to transfer and position residents reduce and prevent skin breakdown; reduce and relieve pressure, including the use of equipment, supplies, devices and positioning aides based on the residents condition.
4. Review and revise policies and procedures at least yearly in accordance with evidence-based practices and if there are none, with prevailing practices. The team will also monitor information such as who participated in the evaluation, summary of changes made and date those changes were implemented.
5. Assume a leadership role for monthly "skin and wound care rounds" where the team reviews with the RHA team.
6. Focus is on problem solving and providing education for all staff.

Aim Statement:

The AIM of the Skin and Wound Care Monitoring Committee is to reduce by 50% the number of residents who have pressure ulcers from 6 per month to 3 per month by implementing:

- Early identification of stage 1 pressure ulcers
- Ensuring staff aware to avoid shearing forces during transfer and repositioning
- Use of pressure relieving mattresses
- Use of pressure relieving padding ie roho cushions, prevalon boots
- Regular repositioning schedule for high risk residents
- Standardized treatment for each stage, including pain control
- Toilet and/or brief change routine to avoid incontinence/or manage.
- Early intervention from sub groups ie; RD, PT, OT

Success in 2013:

1. The Monitoring Committee continues to use the skin concerns tracking tool for recording skin tears, complex wounds, venous stasis ulcers, stage one or shearing type wounds, and stage two or greater pressure ulcers. The tracking has been fine tuned to include prior to admission and hospital acquired skin tears, venous stasis ulcers and pressure ulcers.
2. The nursing teams are evaluating treatments and documenting every 5 days on a regular basis. When the treatments are ineffective they have sought out other strategies and resources such as the Wound Care Nurse, and the OT/PT before the wound worsened, thus the wound healed faster and the resident was more comfortable.

3. The Skin and Wound Care Program has been finalized and placed on the WELL for easy access for all disciplines and team members.
4. The nursing team has been more reliably adding actual skin care concerns promptly to the care plan.
5. The Continence and Bowel Management monitoring committee continues to closely work with the Skin and Wound Team. Elise has officially joined our team. She is responsible for ordering the treatment supplies along with the Tena supplies.
6. The Tena wash cream program that Elise implemented has been successful in reducing and preventing excoriation.
7. The Skin and Wound Team provided education with interventions at team meetings to prevent excoriation between skin folds.
8. Peg has been proactive with educational opportunities. In September three Registered Staff participated in a day session in the “Art and Science of Wound Care”.
9. Laura has developed a successful education introduction by providing skin care education during the employee orientation sessions. The skin education has been beneficial in promoting good skin care while stressing the importance of good assessment practice while having prevention being a goal.

Challenges the team had in achieving the goals:

To provide interesting educational opportunities for staff. The sessions needed to be brief, meaningful and beneficial in promoting excellent skin care for our residents that had a prevention focus.

Prompt Intervention can be a challenge.

Implementation of a care plan for prevention of skin concerns. Some residents being admitted are already at a high risk for skin breakdown. We need to implement care needs promptly requiring all the disciplines to assess and develop a plan. The RAI team has initiated immediate referrals as required depending on their assessment findings which in turn will help the resident to receive the care needs required to prevent, treat and resolve skin concerns.

Communication is a challenge.

The Registered Staff need to ensure communication by e-mailing Elise and I when there are pressure areas developing at an early stage rather than when it is an open wound.

The team needs to be informed when there is groin excoriation that is not healing before it becomes scalded in appearance, or if the resident is sustaining cuts or blisters from briefs not being applied correctly. The team can assist to ensure all interventions are in place and that there is a plan of care developed for the skin concern.

Next Steps

Goals for 2014:

Our goal for this year is to reduce the number of new stage 2 or greater pressure ulcers from an average of 6 per month to 3 each month. The goal in 2013 was 3 – 0 per month. This goal was only met 25% of the time.

Our goal for this year is to reduce the number of skin tears from an average of 11 per month to 5 or less each month. Last year the goal was 5 to 3 or less per month. This goal was unmet. In fact the numbers increased this year more than 50%.

Our goal will to complete an analysis on when skin tears are occurring using the 5 whys to determine the root cause of the problem.

Our goal will be to provide education on skin tear and pressure ulcer prevention.

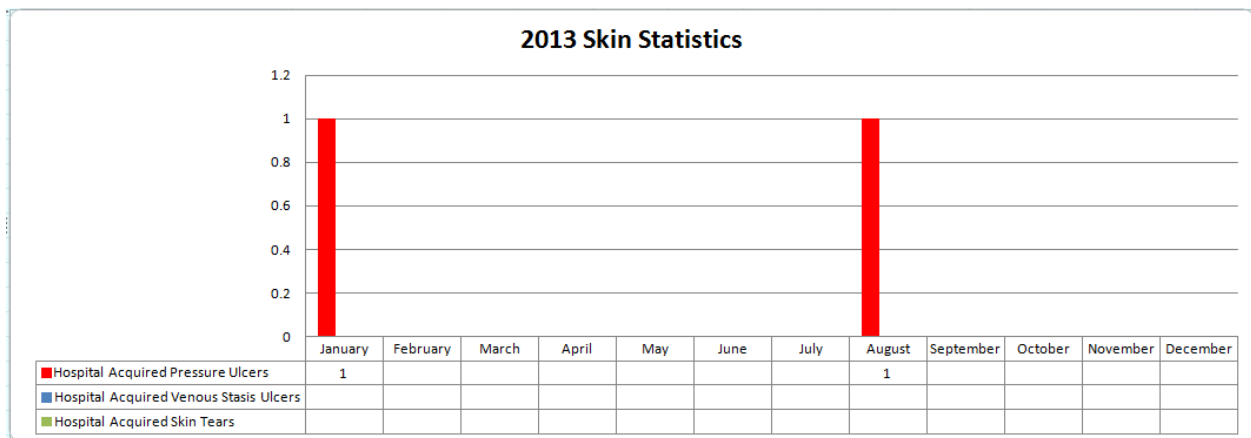
Our goal will be to provide education for the PSWs on treatment cream applications.

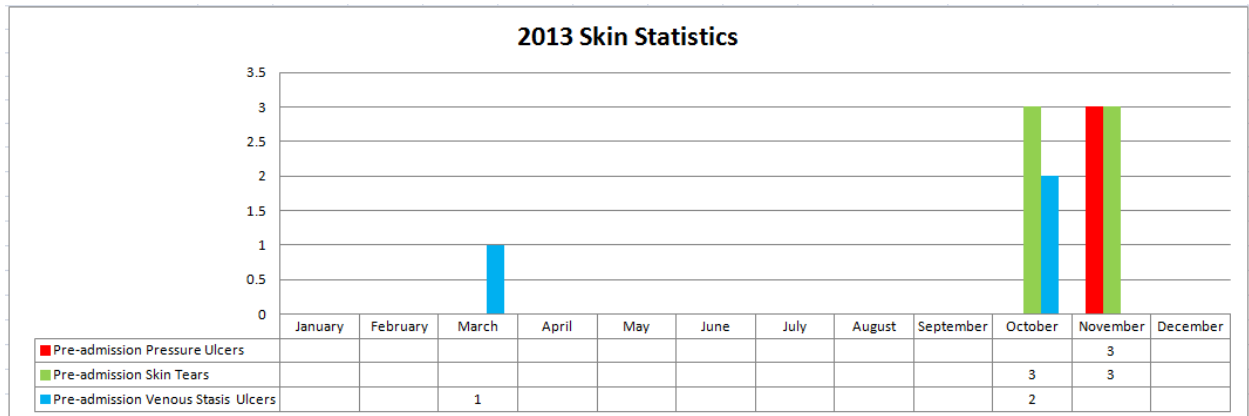
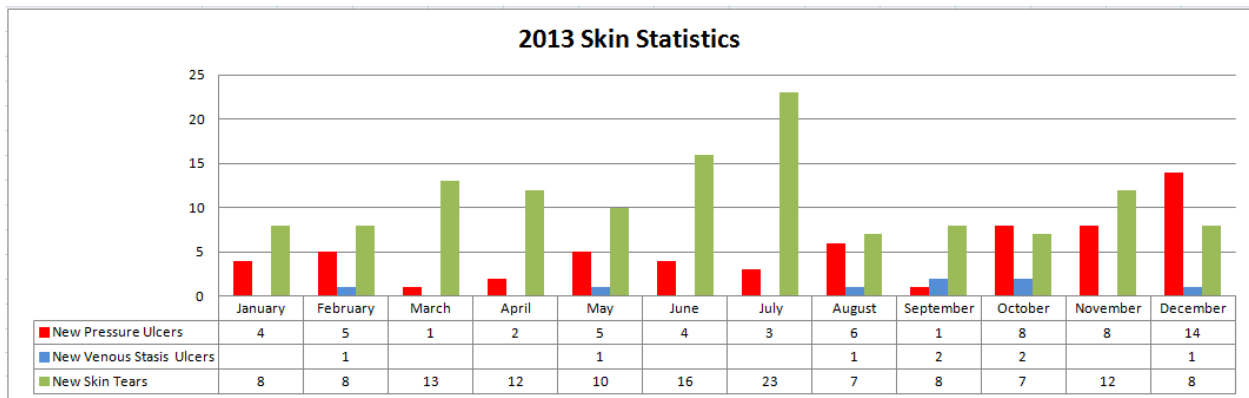
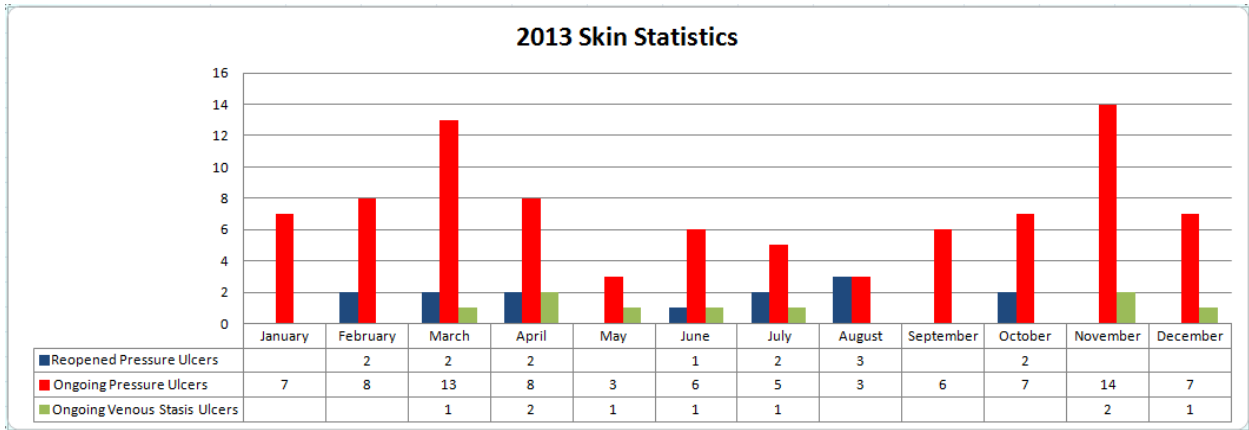
Our goal will be to provide more specialized skin and wound education for the Registered Staff.

Our goal will be to develop monthly skin rounds and visits from the Specialized Wound Care Nurse as needed for complex wounds.

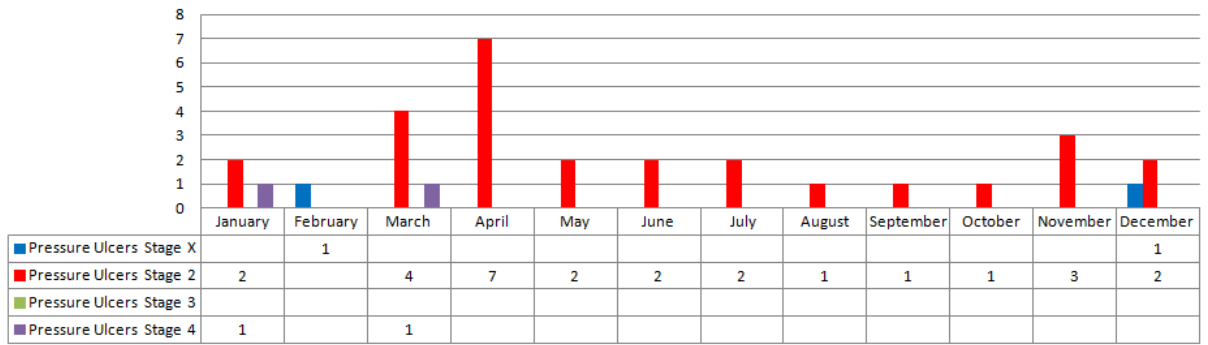
Our goal will be to improve on progress note assessments and care plan skin and wound documentation to ensure concerns are added promptly.

Our goal will be to keep accurate records of supplies eg: special mattresses, prevalon boots, and dressing supplies.

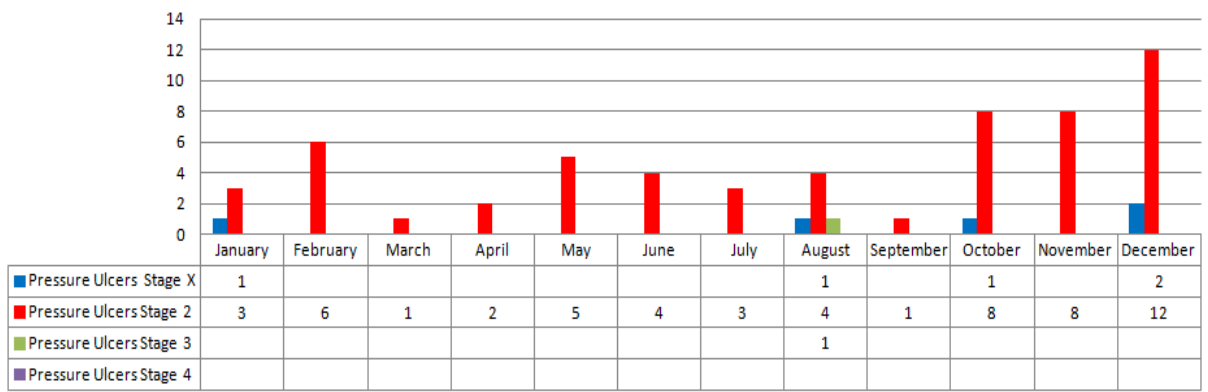




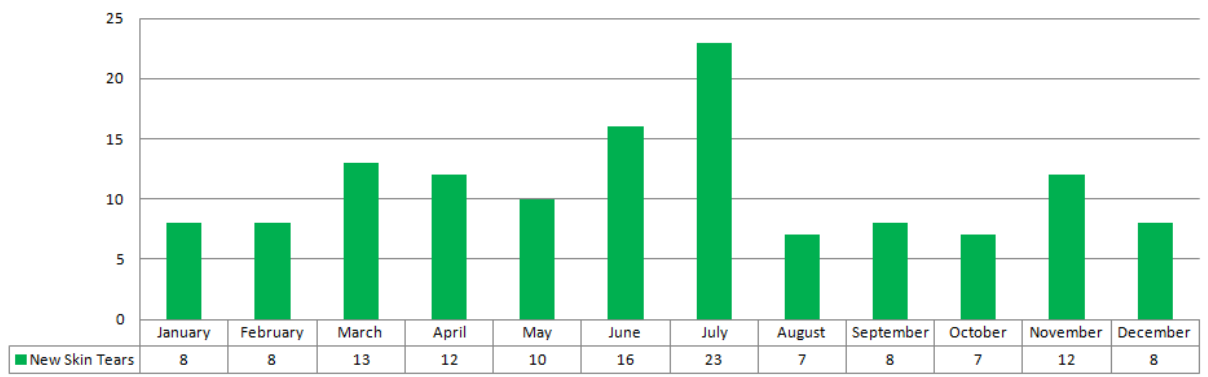
2012 Pressure Ulcer Stage Statistics

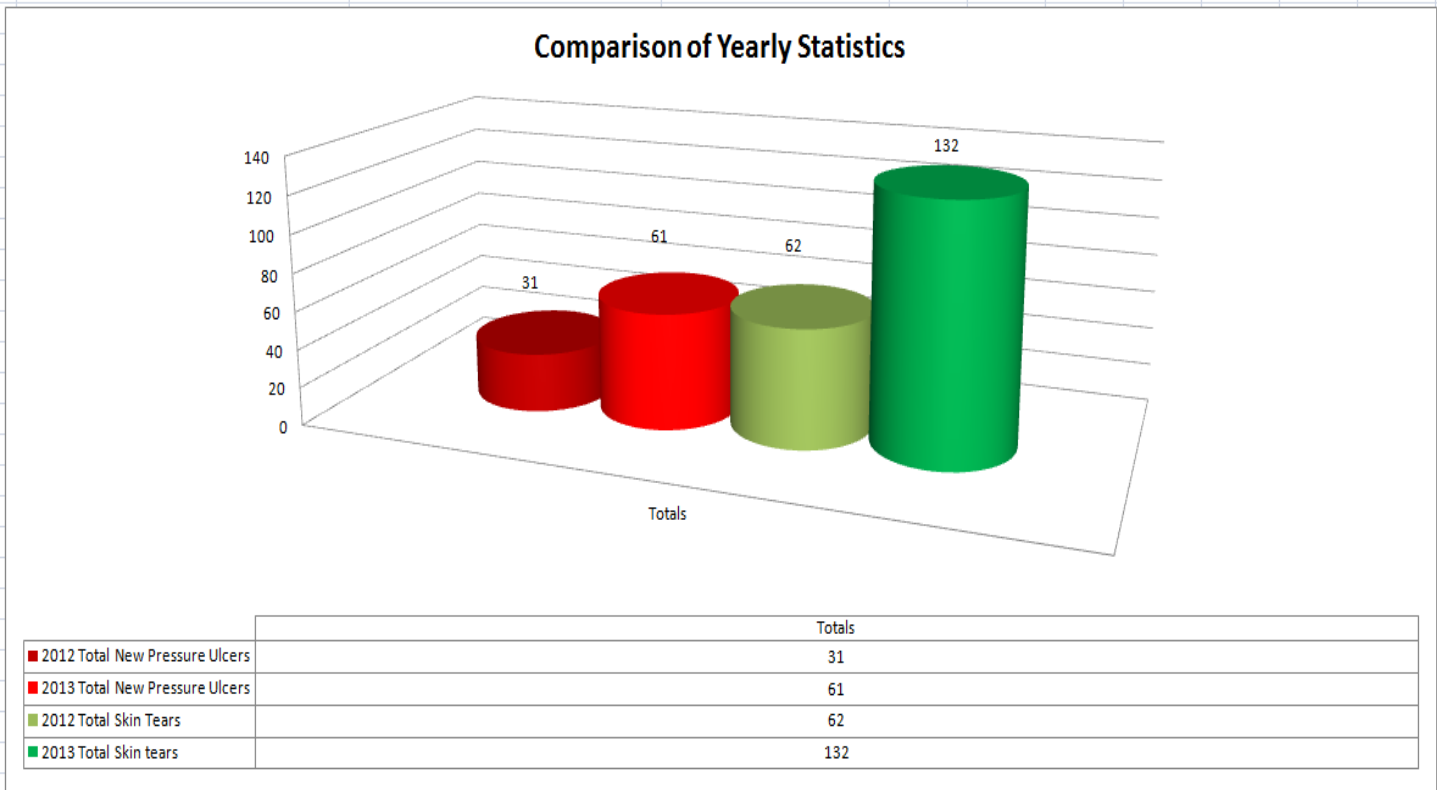
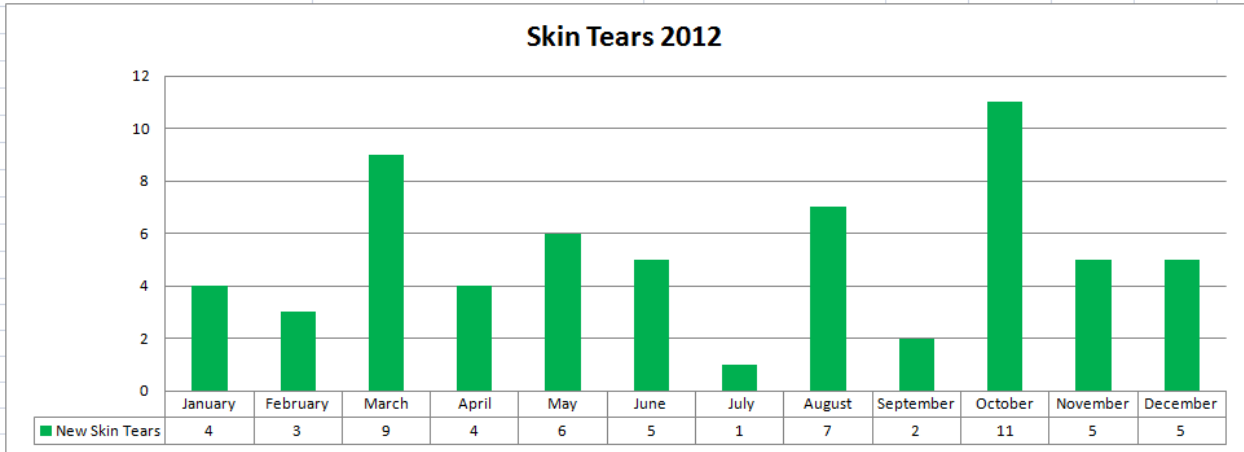


2013 Pressure Ulcer Stage Statistics



Skin Tears 2013





13. PAIN AND SYMPTOM MANAGEMENT MONITORING COMMITTEE

Members of the Team:

Marilyn Clayton – Lead

Virginia Muir – RPN

Tracey Henderson – Dietary

Anne Krieger – Environmental Services

Cynthia Scarrow – PSW

Linda Vines – Physiotherapy

Chris Bigelow – Palliative Pain and Symptom Management Consultant

Successes in 2013

1. eMAR for delivery of medications for pain and symptom management.
Point Click Care

- Care planning
- Documentation
- Referrals to pain rounds
- RAI MDS integration and triggering of pain assessment
- Pain assessment in PCC instead of on paper copy
- Better tracking of Pain Rounds referrals

2. Quarterly Reviews

- Marilyn has been participating in the Quarterly Review process with a focus on Pain and Symptom Management. This ensures every resident has a thorough review at least once per quarter.

3. Education

- 2 RPNs attended the 2 day Pain Management course with Chris Bigelow
- Staff from LED, PT, and all levels of Nursing attended a 1 hour in-service on Pain Assessment in Dementia.

Challenges

- Maintaining procedures in new formats
- Ensuring new RPN staff have advanced pain education

Goals for 2014

Chris Bigelow to assist with delivery of a certificate program for Pain Management education with registered staff. We hope to archive this so that staff unable to attend can view at a convenient time.

PSW staff – improved reporting of pain. Care to stop to allow time for pain interventions to be effective.

Develop mini messages for the Pain Monitoring Committee to bring to team meetings.

Marilyn is hoping to work with Kate Brubacher to learn how best to use the Alerts on PCC.

14. PALLIATIVE COMMITTEE

Members of Team:

Marilyn Clayton – Lead

Barb Clark – Secretary

Members at Large – Every member of staff invited to participate.

Focus of Service – Delivery of quality care to residents and their families at End of Life.

Successes

1. The Dove's Debriefing sessions have been held on 3 occasions, with an average of 11 staff attending. Feedback has been very good and staff have been very supportive of one another in the sessions.
2. 4 more volunteers have signed up for No One Dies Alone bringing our number back up to 43.

Challenges

1. Comfort around conversations around wishes/goals/support of the residents and their families at End of Life.
2. Families have reported dissatisfaction with spiritual and cultural supports.
3. No One Dies Alone and Cherry Blossom rooms not always being offered to residents.
4. Ensuring that volunteers for No One Dies Alone are signing in each visit in order to effectively track the number of volunteer hours for this service.

Goals for 2014

- Revamping the End of Life Checklists to improve comfort with service introduction, and to improve service introduction at End of Life as well as compliance with procedures. (I.e. Dietary requisitions for Hospitality cart/stocking of Cherry Blossom Rm.) Offering of services. (I.e. NODA; Cherry Blossom Rm., spiritual care)
- Educating families, staff, and volunteers re: services available at End of Life using; Newsletter; Display board; Bulletin board; and mini in-services delivered at team meetings and resident and family council meetings.
- Having RNs – Responsible nurses and Team Leaders work more closely with RPNs to build confidence and ensure consistent use of procedural guidelines.

15. CONTINENCE CARE AND BOWEL MANAGEMENT

Bowel and Bladder Monitoring Group

Team Lead: Elise Seitz RN

Team Members: Kelly Balkom, Darlene Seymour, Dominika Chomyn, Jackie Camp (filling in for Sandra Bunyan), Angela Osmond, Judy west, Judy Goodall, Donna Lehman, Brenda Prince, Megan West

Sub Committees: Skin and Wound Care Monitoring group

Focus of Service: Wellington Terrace is committed to providing continence care and bowel management interventions to promote comfort, dignity and independence, to prevent and treat skin impairment, to decrease falls and to promote continence. Our monitoring committee serves as leaders to; provide strategies home wide to promote resident comfort and dignity, promote the prevention of skin breakdown and infection, develop policies, procedures and protocols as well as serve as a resource or refer to specialized resources for all teams. The monitoring committee is guided by the Wellington Terrace policies and procedures and the Mission, Vision and Values.

Focus of the Continence and Bowel Management Group:

- To maximize residents comfort, dignity and independence
- To provide individualized continence care plans noting the specific types of incontinence with the corresponding interventions to best manage care needs
- To maintain an interdisciplinary team approach and circle of care theme
- To ensure that MOH standards are met
- To promote best practice guidelines for promoting bowel and urinary continence and prevention of constipation as per RNAO guidelines

- To enhance education in continence care

Successes in 2013:

- The Tena representative was in to provide on the unit training for all shifts on two days in August.
- All neighbourhoods continue with their individualized toileting routines. For those residents that do not benefit from a toileting routine, all neighbourhoods continue with their changing routines. Many of our residents have a combination of toileting routine and changing routine (they may be toileted during the day and changed during the night or toileted for bowel elimination but otherwise require their incontinent product changed). We have increased the number of routines from 84 in 2012 to 104 in 2013.
- We continue to use Tena Wash cream for those individual residents that are assessed as requiring it for treatment of skin breakdown or who are at high risk for skin breakdown.
- We continue to assess our residents for the use of pads vs. briefs to promote their comfort, dignity and independence while trying to contain costs.
- Two continence displays were placed outside of the staff dining room. The first display was to provide basic information on the different products that we use at Wellington Terrace and their different absorbencies. The second display was on how to correctly apply pads and briefs. Two additional displays will be set up in the next month. One will be on recognizing skin breakdown from incorrectly applied incontinence products and the use of treatment reams. The second will be on continence promotion.

Challenges:

Ongoing education on the correct application of pads and briefs will always be required. This is crucial to preventing skin breakdown. Keeping education sessions short, interesting and frequent is a challenge.

Ongoing adjustment of toileting and changing routines is required. As our residents change, so will their continence care plans. The Tena Team continues to work to identify those residents requiring changes and are becoming quite comfortable discussing continence care at team meetings.

80% of our residents have some type of incontinence. At present, 59% have a continence care toileting or changing routine in place. There is still room for improvement.

Goals for 2014:

Further education for the Tena Team to ensure that they are assessing our residents for the correct product and size and to ensure that we are maximizing the number of routines in our efforts to promote continence. .

Continued education for all nursing staff on Continence promotion and individualized toileting and changing routines.

Continued education for all nursing staff on the correct application of incontinence products. Further education on recognizing skin breakdown caused by improperly applied products is required.

Work with the Pain Management Team to address constipation related to opioid use.

16. SPECIALIZED DEMENTIA CARE

Mary Lou Bolen R.N.

Members: Julie Coulson Behavioural Support Ontario (BSO) RPN, Joanne Badder B.S.O.PSW, Terri Adlam Pieces Resources Consultant (PRC), Kate Brubacher RAI Coordinator, Colleen Cudney Life Enrichment Manager, Krista Cudney NSW, Sara Hogeveen PSW ,Laura Holtom Assistant Administrator, Peg Muhlbauer Director of Care (DOC), Lindsay Wideman LED , Liana Woods ESW,

Focus of Service:

- Improve quality of life for all residents by decreasing responsive behaviours
- Continue with ongoing education and support with regards to dementia care and cognitive impairment for staff, volunteers and families
- Continue to partner and support Behavioural Support Team (B.S.O.) both within the Home and LHIN wide
- Review and revise policy and procedures in accordance with best practice guidelines
- Continue to focus on decreasing all forms of physical and chemical restraints

Successes in 2013:

- Walnut Grove RHA successfully transitioned to our third dementia supported neighbourhood

- Psycho-geriatric Clinic continues to be facilitated here at Wellington Terrace monthly under services of Canadian Mental Health (Trellis) and Dr Clements with 60 visits occurring
- Two referrals were submitted and accepted to the Specialized Mental Health Unit –Seniors Inpatient Services at Freeport for a 90day admission for assessment of unpredictable responsive behaviours.
- Education continued this year in Gentle Persuasion Approach (G.P.A.) with another 57 staff trained. Total current staff trained to date are 184
RN's – 100%, ESW-93%, LED-91%, RPN's -87%, PSW's -61%, Clerical-43%, Administration – 40%, Terrace aids – 6%
- Education also continued with another 6 Reg staff trained in P.I.E.C.E.S and 4 PSW's in Montessori Approach to activities for residents
- 114 education sessions at team meetings, BSO bulletin board or other forums with topics discussed delirium , pain and dementia, importance of consistent approaches , sun downing, benefits of music therapy , changing language to maintain dignity of our residents
- New referrals to BSO caseload for year was approximately 66 residents and range of active residents on caseload at any given time was 19-31
- All 6 RHA's have Montessori based activities set up for staff to use with residents
- "Toolboxes" created for individual residents on the Resident Home Area's to help staff with specific interventions that will improve their quality of life. Small wrench beside residents name on resident list to indicate who has one.
- Multidisciplinary team sessions were held to 1)facilitate the needs and concerns of transitioning Walnut to a dementia supported RHA 2) support Birch team to better understand the cognitive and physical needs of a new resident with our PRC 's Terri Adlam's guidance
- All RHA's have a social history of each resident in a designated binder available to all of team to be able to access so they can better understand and care for their residents
- Reduction of incidents of elopement on the secured dementia RHA by 50% by posting sign on doors (decoratively) alerting visitors and staff to look through the glass before opening it to ensure that a resident is not wanting to leave on the other side

- Distribution of activity sheets that are recreation and Montessori based on all RHA's . These sheets are available for all staff to use as a guide to a variety of meaningful activities available for residents to reduce boredom and behaviours
- Positive media coverage with the K-W Record and also OANHSS spotlight on our BSO programs
- Weekly music and dance program on all 3 sisterhoods for BSO caseload residents and also other residents and a Floral arranging program on Birch dale
- Increase of behavioural charting has occurred with new PCC system – Julie,BSO RPN will continue to monitor this daily for trends and triggers
- Members of the Maple team presented the flexible breakfast program at the Collaboration Day in Nov/13 for all the BSO in the LHIN
- Presently percentage of residents with an order for antipsychotic medication without a psychiatric diagnosis is 31.1 % which is a reduction from 33.0 % from previous quarter

Challenges:

- Noise Study which we planned on getting under way with our audiologist Lynne McCurdy and the monitoring group was delayed due to ongoing roof reconstruction
- The majority of residents being admitted to Home have some form of cognitive impairment and the numbers are increasing as to the level of complexity of this cognition thereby requiring very extensive interventions and support

Goals for 2014:

- Monitor and act upon results from Noise study
- Continue ongoing GPA and P.I.E.C.E.S. education and weekly team meeting education sessions by BSO team
- Support Resident Home Areas with high incidents of residents with increased anxiety
- Continue to monitor antipsychotic medication usage without a psychiatric diagnosis

17. INFECTION CONTROL

Carol Woods, RN

Topic for Improvement:

- 1) Reduce number of outbreak days.
- 2) Improve hand hygiene compliance.
- 3) Reduce disposable burden of isolation supplies.

Task: # of Outbreak Days

- For 2011-56,
- for 2012-45
- for 2013-39

Maintain over 90% compliance for Influenza Vaccine for staff and residents in 2013.

- Resident rate-97%
- Staff rate-98.8
- Volunteer rate-80%

Improve hand hygiene compliance to over 80%.

Average compliance rate for 2013- 87%.

Implemented change in disposable gowns and laundry bags to fabric in response to increased contact isolations. Started of Birchdale resident home area with success and moved to include all remaining 5 home areas. Further improvements made by changing practice of disposable dishes and utensils for meal service to regular dishes and utensils. Wire frames for laundry and garbage bags were replaced with taller plastic style garbage cans that are waterproof and easily cleaned and disinfected.

Changes were made to the practice of donning a blue gown for the staff leaving an outbreak area. With this change it was reinforced that staff must properly don and doff personal protective equipment for the residents on individual room isolation and always use surveillance to ensure residents who may be showing signs and symptoms of illness be expediently isolated. Posters were made available with the isolation packages for proper order to apply and remove personal protective equipment (PPE) that could be affixed to the

wall on the resident isolation room.

Education:

Carol and Nhu Thanh attended the Infection Connection conference in Guelph on September 26, 2013.

Carol and Rick attended the Joint Environmental and Infection Control Conference in Ottawa September 15-17, 2013.

CELEBRATION PLAN:

Infection Control Week Celebration was held from October 21-25 with great learning opportunities and prizes! Immunization clinic this year was held October 28-November 2 inclusive with great participation and prizes!

GOALS AND OBJECTIVES:

All Registered Staff to complete learning package for administration of Tetanus and Diphtheria Immunization for residents and develop policy, procedure and schedule for resident vaccination.

Increased hand hygiene education for all departments. Continue audits to focus on areas where there is non-compliance and plan for further interventions.

18. MDS RAI

Members of Team: Kate Brubacher, RN and RAI Coordinator, Kelley Krieger, RPN (Documentation Support Nurse), Melissa Brady, RPN and Judy Goodall, RN

Focus of Service:

To develop and maintain documentation standards within Wellington Terrace according to the College of Nurses of Ontario, Ministry of Health and Long Term Care standards and guidelines, and RAI-MDS 2.0 Standards

Successes in 2013:

Implementation of the Point Click Care System including:

- Developing very detailed care plan libraries for more comprehensive care plans
- Creating our own User Defined Assessments to capture the correct clinical evidence required by the Ministry of Health

- Training all of our Registered staff members on care planning and documentation
- Working alongside all disciplines to help develop and support documentation for their specialties.
- Implementation of eMAR (electronic medical records) effective September 2013
- Internet backup system improved, including wifi set up home wide
- Completion of the AIS testing (all departments and staff who complete the coding portion of assessments)
- Working with Medicare to ensure maximization of our CMI (funding) – Over the past 2 quarters have managed to improve the CMI Value for that time period to 1.05. Data used for funding is always one year behind and there is a formula applied to the CMI to determine funding.

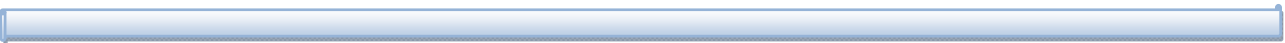
*All of the above changes have been embraced in a very positive manner by all disciplines and for that we are thankful!

Challenges:

- System challenges
- Accuracy of graphics and other forms of documentation
- Omissions in documentation

Goals for 2014:

- Implementation of the Point Click Care – Point of Care system for PSW documentation
- “Real Time” care plan updates for all resident changes
- Continue with documentation training – coding/Rap’s/Care Plans/Graphics and Point Click Care (Point of Care)
- Continue to find strategies for “Release time to Care”. Strategies to decrease the time spent on documentation and checklists, in order to increase the time spent at the resident bedside.
 - Improve accuracy of care delivery documentation





COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Kevin Mulholland, Construction & Property Manager
Date: Wednesday, April 9, 2014
Subject: Fergus Library Renovation - Project Status Report #6

Status of project	<ul style="list-style-type: none">- Installation of metal frames has started- Installation of masonry load bearing walls has continue- Installation of wood blocking has begun- Mechanical & electrical roughins have continued
Upcoming work and deadlines	<ul style="list-style-type: none">- Installation of metal frames will continue- Installation of masonry load bearing walls will be complete- Structural steel installation will be completed- Steel stairs installation is scheduled for completion- Installation of steel decking will be installed- Concrete floors are scheduled to be poured- Wood blocking installation will continue- Structural steel studs & drywall will begin- Mechanical & electrical roughins will continue- Sprayed insulation will be installed- Stone veneer is scheduled to begin- Work will begin on the front ramp
Status of construction schedule	<ul style="list-style-type: none">- project completion is currently scheduled for November 2014
Change orders approved since last meeting	<ul style="list-style-type: none">- 1
Total change orders approved to date	<ul style="list-style-type: none">- 9
Total net value of change orders approved to date	<ul style="list-style-type: none">- \$25,623.12

Recommendation:

That the Fergus Library Project Status Report be received for information.

Respectfully submitted,

Kevin Mulholland
Construction & Property Manager



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Wednesday, April 9, 2014
Subject: Architects – Palmerston Library Renovations

Background:

The County's current Five-Year Plan includes funding to renovate and expand the Palmerston Carnegie Library. \$500,000.00 is approved in the 2014 Capital Budget with an additional \$2.5 million scheduled for 2015. The intent is that the design work can be completed by the end of 2014 and construction can commence in the 1st quarter (Spring) of 2015. In order to proceed with the work on a timely basis, the County will need to begin the process of engaging the architects for this project. The successful architect will also be made available to attend an open house to be scheduled in consultation with the successful architect and as approved by the Library Board.

Over the last few years the County of Wellington has developed an excellent working relationship with two architectural firms; The Ventin Group Architects (+VG), of Brantford and L. Alan Grinham Architects, of Guelph. These firms have been selected by County Council through various Request for Proposal processes as shown on the table below.

PROJECT NO.	PROJECT DESCRIPTION	CONTRACT AWARD
RFP CW2005-003	Rockwood OPP Station	Ventin Group (+VG)
RFP CW2005-003	Clifford Library	Ventin Group (+VG)
RFP CW2007-008	Drayton Library	Ventin Group (+VG)
RFP CW2007-008	Arthur Library	Ventin Group (+VG)
RFP CW2007-010	Mt. Forest Community Services Centre	Ventin Group (+VG)
RFP CW2008-002	Wellington County Archives Building	Ventin Group (+VG)
RFP CW2008-023	Renovations to Carnegie Library, Elora	L. Alan Grinham
RFP CW2008-023	Renovations to Carnegie Library, Mount Forest	L. Alan Grinham
RFP CW2008-023	Renovations to Carnegie Library, Harriston	L. Alan Grinham
RFP CW2008-026	Affordable Housing Project – Fergusson Place, Fergus	L. Alan Grinham
RFP CW2009-040	Central Garage Construction and Erin Garage Study	L. Alan Grinham
RFP CW2010-001	Puslinch Library Design Competition	L. Alan Grinham
Police Services Board/ Council Award	Aboyne OPP Station	Ventin Group (+VG)
Police Services Board/ Council Award	North Wellington OPP Station	Ventin Group (+VG)
Library Board	Fergus Library Renovation and Expansion	Ventin Group (+VG)
Social Services	Willowdale Child Care and Learning Centre	Ventin Group (+VG)

Staff are recommending that these two firms be invited to submit a detailed proposal for their services on the project.

The two firms will be invited to submit a two part proposal consisting of a lump sum fee to provide consultation services to meet with the public, staff and design committee in order to gather ideas, concepts, service requirements and public input to design a vision along with a service/needs analysis for the building. The second part of their submission will be a quotation for architectural services (percentage of construction fee quote) based on a standard Ontario Architects Association (OAA) contract. These fees for service will include architectural services, interior design services, and all sub consultants and engineering services deemed necessary (mechanical, electrical, structural, civil).

It is also recommended that the Library Board strike a design committee to work with staff to review the proposal submissions, conduct interviews, recommend a firm to Council and participate in the design process for this project.

The proposal submissions will require the firms to submit proposals to meet the following criteria –

- Proven experience in renovating Carnegie Libraries;
- Design must be sympathetic to the surrounding architecture;
- Incorporate sufficient building and floor space to meet library needs, public space requirements, etc.;
- Attend a public meeting to receive comments about public expectations about the library and to incorporate those comments into the final design.
- Meet the requirements of the Green Legacy Building Guidelines and Accessibility requirements;
- Attend a site meeting to understand scope of the work, site requirements, site services, etc.;
- Be prepared to present their proposals, consultation process recommendations and design concepts to the design committee, the Library Board and County Council;
- For Part Two of their submission submit a fee proposal based on the 2006 Edition of the Canadian Standard Form of Contract for Architectural Services, Document Six and with supplementary conditions to be negotiated and finalized.

This process follows the County's Purchasing Policy which allows for the bid process to be determined by the appropriate Council Committee and allows for the opportunity for the use of open or invited proposals as indicated–

This policy is not intended to cover all purchases by the County of Wellington; in cases to which the policy does not apply, the process will be determined by the appropriate Council Committee in consultation with the CAO and Department Head.

When practical, competitive prices should be sought by soliciting verbal or written prices, by the use of open or invited quotations, or tenders or requests of proposals, participation in the consortium or piggy-backing with local municipalities before purchases are made.

Recommendation:

That the County of Wellington invite +VG Architects, of Brantford and L. Alan Grinham Architect, of Guelph to submit proposals for the consultation process and architectural services for the renovations and expansion of the Palmerston Carnegie Library; and

That the Library Board strike a design committee to work with staff to review the proposal submissions, interview the firms, recommend a firm to Council and participate in the design process for this project.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Bolzon', with a long horizontal line extending to the right.

Mark Bolzon
Manager, Purchasing and Risk Management Services



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Murray McCabe, Chief Librarian
Date: Wednesday, April 9, 2014
Subject: Report from the Chief Librarian March 2014

Background:

To provide the Library Board with a brief overview of events and activities from across the library system.

Rockwood: Branch Supervisor Linda Hornick will be retiring from the County at the end of March following 30 years of dedicated service to the people of Guelph- Eramosa and the County. Linda has proven herself to be a very skilled and respected manager over the years, making her retirement a difficult occasion for her colleagues across the library system. The library management team will be taking Linda out for a lunch on March 24 to show our appreciation.

Fergus Branch:

The construction site of the new library has been a hub of activity over the last two weeks during some really challenging weather. The brick layers have erected a significant amount of scaffolding on the site which now towers over the existing foundation. By the time the Board meets in March considerable progress will have been made with the necessary block work and residents will really begin to see the outline of the new library.

On February 24 library staff met with the architect's interior designer and identified the furniture required for the new library. The new library will feature some mobile shelving and staff has consulted with a number of library systems to determine which company offers the best product. Orders will be placed shortly for interactive furniture for the children's area and also for the new self-check out system. Once the order for the self-checkout system has been placed library staff will begin to add the radio frequency identification tags to existing materials and have our book vendors add the same to new purchases. See www.burgeongroup.com and www.keebee.com for background information regarding interactive literacy displays for children.

Harriston Branch: The library now has its new outdoor electronic sign up and running and staff has received very positive reviews from the public. Brooke McLean, the Branch Supervisor, feels that the sign has already served to attract a number of new patrons to the library with visitors saying that the advertising brought them in to sign up for programmes.

Harriston and Mount Forest libraries are currently trying out radio headsets that allow staff to stay in touch with each other throughout the building. The radios assist staff when they are providing a programme in the basement meeting rooms but need to summon upstairs staff to help. This type of situation often occurs when a staff member may be providing a children's programme but cannot leave

the children alone. If the trial of the radios proves successful we will purchase the radios and plan to order another set for use at the new Fergus library.

Hillsburgh Branch: In February, Branch Supervisor Donna Revell and Information Services Librarian Sukhjit Rull attended the Recreation and Culture Fair at Centre 2000 to promote library services and March Break programmes. While public attendance at this event was less than in previous years the opportunity to interact with the community outside of the library proper is a great opportunity to share news of our services with users and non- users.

The library Supervisors' from Mount Forest and Arthur will attend Wellington North's Business Showcase event on March 14th to highlight library services to that community.

Palmerston Branch: To accommodate representatives from the Township of Minto the date for the public open house has been changed to Saturday May 3, 2014 from 10:00 am to 1:00 pm. The Chief Librarian and staff will be on site to welcome the public and collect their input. The event will include a display of pictures of the building informing the public of its storied past and current condition. If an architect is hired prior to the public meeting they will be asked to attend and participate in the information gathering session. The Chief Librarian has extended an invitation to Mayor Bridge to tour members of his council through the building at a time convenient for them.

Public libraries and One Place to Look: During the recent spate of high winds and blowing snow in the north of the county, Mount Forest and Harriston staff were able to assist stranded travelers that came to the library looking for help. At Mount Forest some travelers used the library to pass the time while waiting for the highway to be reopened and in Harriston a staff member took the initiative and not only found accommodation for one visitor but helped the traveler secure a stay at a nearby bed and breakfast .

Debit/Credit card technology:

Library staff is working with the County's Treasury Department to prepare for the gradual roll out of debit/credit technology at some of the library branches before summer. Currently, none of the libraries offer this payment option for patrons but by June, the libraries in Aboyne, Drayton, Fergus, Harriston, and Mount Forest should have this service in place. This provides a convenient method for dealing with library fines and room bookings and mirrors the service people receive in the retail world. The remaining libraries will receive the technology over the next year.

Annual staff development day:

As in past years library managers will host a staff development day allowing all library staff to gather together for training and a review of services. The meeting is scheduled for Monday, June 9, 2014.

Recommendation:

That the Chief Librarian's report for February 2014 be received for information.

Respectfully submitted,

Murray McCabe

Chief Librarian



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Murray McCabe, Chief Librarian
Date: Wednesday, April 9, 2014
Subject: Report from the Chief Librarian April 2014

Purpose:

To provide the Library Board with a brief overview of events and activities from across the library system.

Updates:

Arthur Branch: Branch Supervisor Lynn Rawlins and Mount Forest supervisor Shannon Hydon represented the County Library system at the Wellington North's 5th Annual Showcase event. The library booth attracted at least 80 visitors who stopped by to talk about library services and participate in our draw. Twelve of those visitors asked for library membership cards.

Harriston Branch: On Saturday March 29th staff arrived to find the branch without water. County maintenance staff and those from the Township of Minto determined that the waterline into the building had frozen. While we wait for the waterline to thaw, the toilets are being serviced by water from the cistern which gets its supply from rainwater. County maintenance staff have provided bottled water and hand sanitizer until the problem is resolved. This problem is apparently not unique to the library with a number of other properties in town also affected by this season's deep freeze.

Fergus Branch:

The more seasonable weather has allowed for considerable construction activity on the site over the past two weeks. Masons have completed the brick work around the elevator and are now shifting their scaffolding to a new area of the building. At the last construction meeting on March 24th the County was informed that the general contractor TRP will be changing site superintendants in mid April. Jason Plumb is being relocated to a project closer to his residence and Mr. Garth Spanninga will be taking over supervision of the site. TRP has provided a few weeks of overlap so that Mr. Spanninga can become acquainted with the project and be introduced to the neighbours.

Palmerston Branch: The date for a public open house will be held in abeyance until an architect is chosen for the project. This will allow the architect to be present at the event and accept comments and suggestions from the public first hand. At our last board meeting some trustees were interested in determining what the original entrance to the library had looked like. Time permitting the Chief Librarian will show some old postcards and a black and white film that capture the look of the building early in its history.

March Break Programming: Library staff provided a number of programmes for children during March Break. The Arthur and Mount Forest branches showed a pre-release copy of Disney's "Frozen" which attracted considerable interest and was warmly welcomed by parents. The Aboyne, Puslinch and Rockwood libraries hosted entertainer Sean McCammon who sang songs related to the making of maple syrup. The entertainer even showed the children how tapping a maple tree is done by bringing in a maple log to demonstrate the process. Other branches provided farm themed activities with special guests that talked to children about the dairy industry. Veterinarian Todd Duffield captivated the children at the Erin library with a programme called "Eating Grass". At another branch a Dairy Educator had the kids making ice cream. The library attracted over 500 people to the programmes during this special week even though the weather was less than hospitable for travel on some days.

eBooks and Databases: In the Board report for March trustees will notice that the use of the Library's eBook collection is up by 1200 over the monthly total for March 2013. This represents a continuing increase in the use of electronic resources being witnessed by all public libraries. The top three eBook titles accessed over the last few months are "Gone Tomorrow" by Lee Child; "Dark Places" by Gillian Flynn; and "Defending Jacob" by William Landay.

The Board might also be interested to know that our popular genealogy database "Ancestry" was heavily used in March with library patrons conducting 12,742 searches. Access to this particular database is limited to in-house use only as required by the licensing agreement. Most of the library's other databases can be accessed from outside of the libraries themselves. As the library partners with the County Archives in the coming week to celebrate Archives Awareness Week the database is expected to benefit from increased promotion and use.

Recommendation:

That the Chief Librarian's Report for April 2014 be received for information.

Respectfully submitted,

Murray McCabe

Murray McCabe
Chief Librarian

Wellington County Library

FEBRUARY 2014

Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: March 12, 2014

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: March 5, 2014



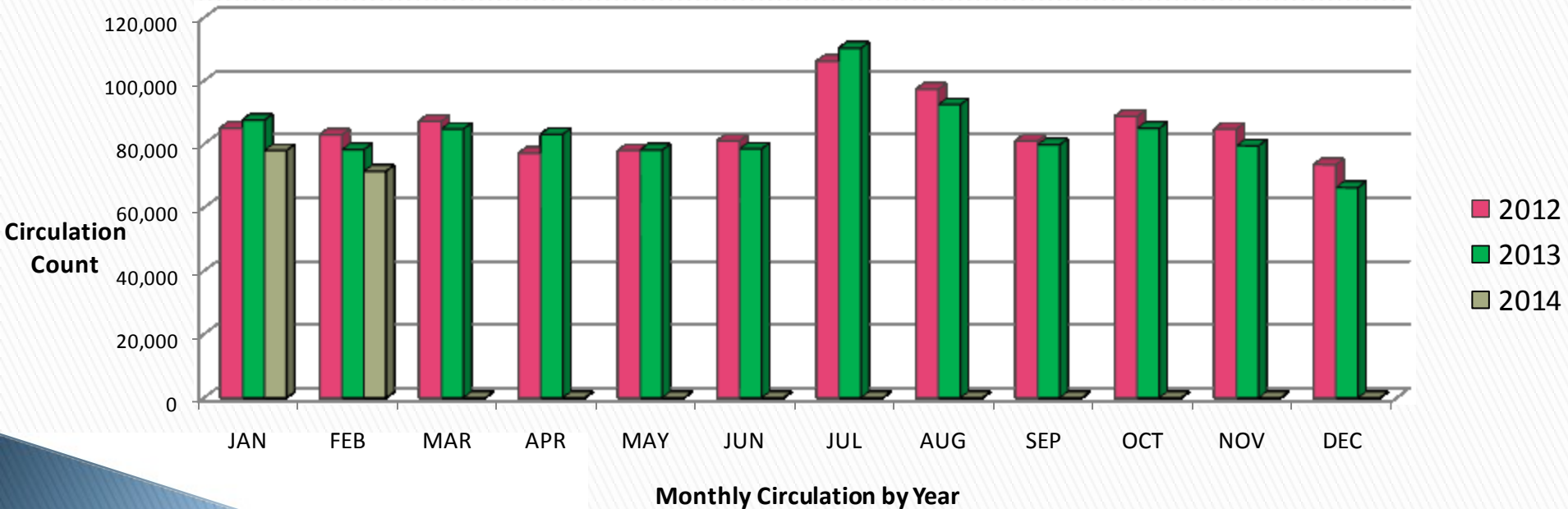
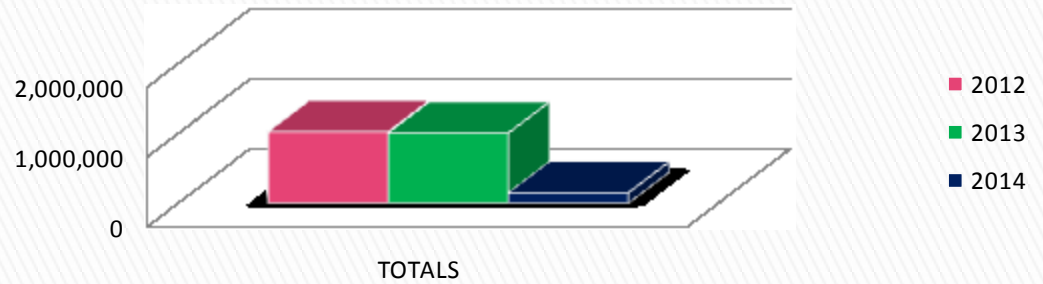
Use Statistics

	2014	2013
System wide circulation:	February	February
Print, cds, dvds, magazines and audiobooks:	71,844	78,686
eBooks borrowed:	3,821	3,081
Inter-library loan, material loaned:	261	296
Public computer usage within the libraries:	5,146	4,350
Programme attendance:	2,241	2,263
Database usage	12,234	7,976
Public wireless users:	3,118	2,499

*237 new patrons registered during Get Carded Campaign

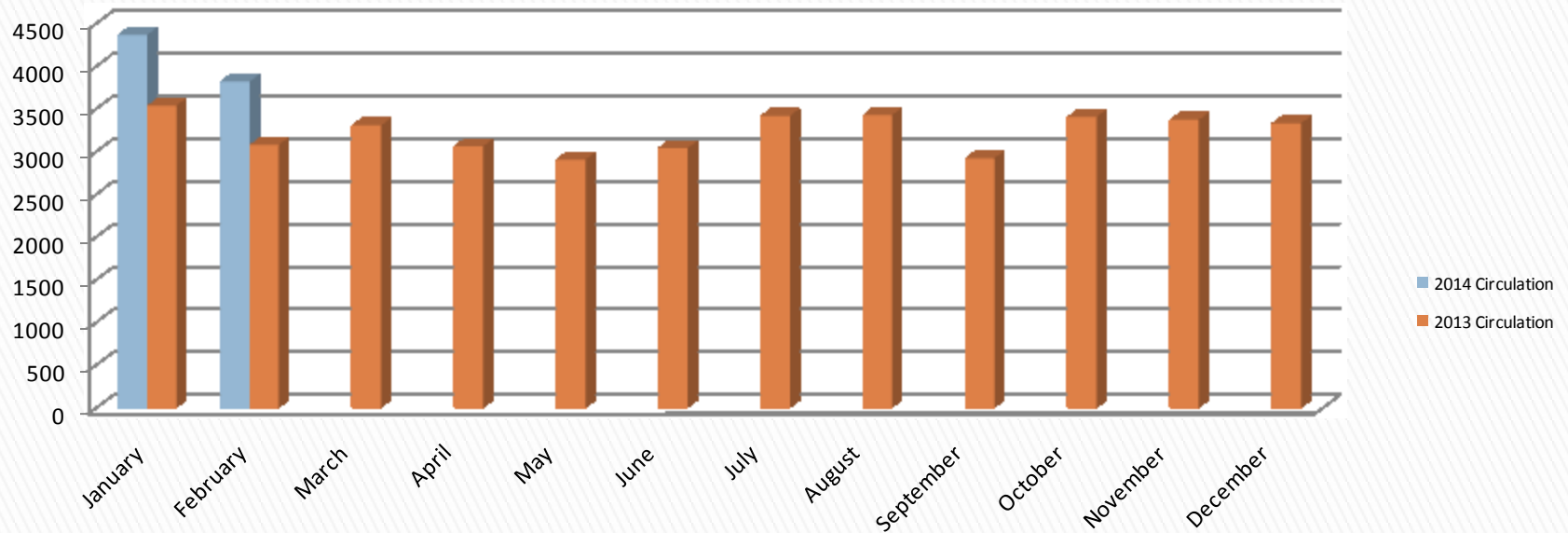
Circulation Activity

Wellington County Library Total Circulation of Materials by Year



eBook Circulation Activity

eBook Circulation by Month *



*includes eBooks, eAudiobooks, eVideo and eMusic circulation from OverDrive.

Website Statistics February 2014

Top Pages Visited

Library Home Page	6,606
eBooks and More	2,010
Online Resources	1,925
Borrowing	1,182
Branch Locations	572

Our website was accessed in a variety of ways including 778 visits through Mobile Devices.

Mobile devices include Apple iPad, Apple iPhone, Blackberry Playbook, Samsung GT-19300 Galaxy S III and Blackberry 9900 Dakota.

Visits to Library Website

# of total visits	7,139
# of pages viewed	16,418

Location of people accessing our website:

Canada, U.S., New Zealand, India, U.K., Mexico, Aruba, United Arab Emirates, Indonesia, Pakistan, South Africa

The majority of visitors were within Canada:

Guelph, Fergus, Orangeville, Kitchener, Toronto, Clifford, Minto, Waterloo, Halton Hills, Erin, Cambridge, Saugeen Shores.

Of the visitors 55% were returning and 45% were new visitors to our website.

Programming Report

February 2014

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES		
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS
ABOYNE	15	140	69	10
ARTHUR	14	51	52	32
CLIFFORD	9	48	22	9
DRAYTON	30	268	76	47
ELORA	5	28	12	18
ERIN	17	167	47	22
FERGUS	10	54	39	29
HARRISTON	18	74	30	49
HILLSBURGH	15	67	74	30
MARDEN	11	73	30	16
MT FOREST	11	112	18	24
PALMERSTON	10	32	31	15
PUSLINCH	14	105	37	33
ROCKWOOD	15	80	36	35
TOTALS	194	1299	573	369

Total Participants

February 2013

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES		
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS
ABOYNE	11	150	80	19
ARTHUR	12	65	53	38
CLIFFORD	7	28	12	3
DRAYTON	29	278	39	12
ELORA	7	51	20	26
ERIN	14	119	44	20
FERGUS	21	210	127	26
HARRISTON	22	75	37	26
HILLSBURGH	8	34	21	44
MARDEN	7	47	38	18
MT FOREST	14	79	24	12
PALMERSTON	5	31	21	7
PUSLINCH	13	78	70	12
ROCKWOOD	20	120	38	11
TOTALS	190	1365	624	274

Total Participants

*9001 ballots entered in Get Carded Campaign

Wellington County Library

MARCH 2014

Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: April 2, 2014

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: April 9, 2014

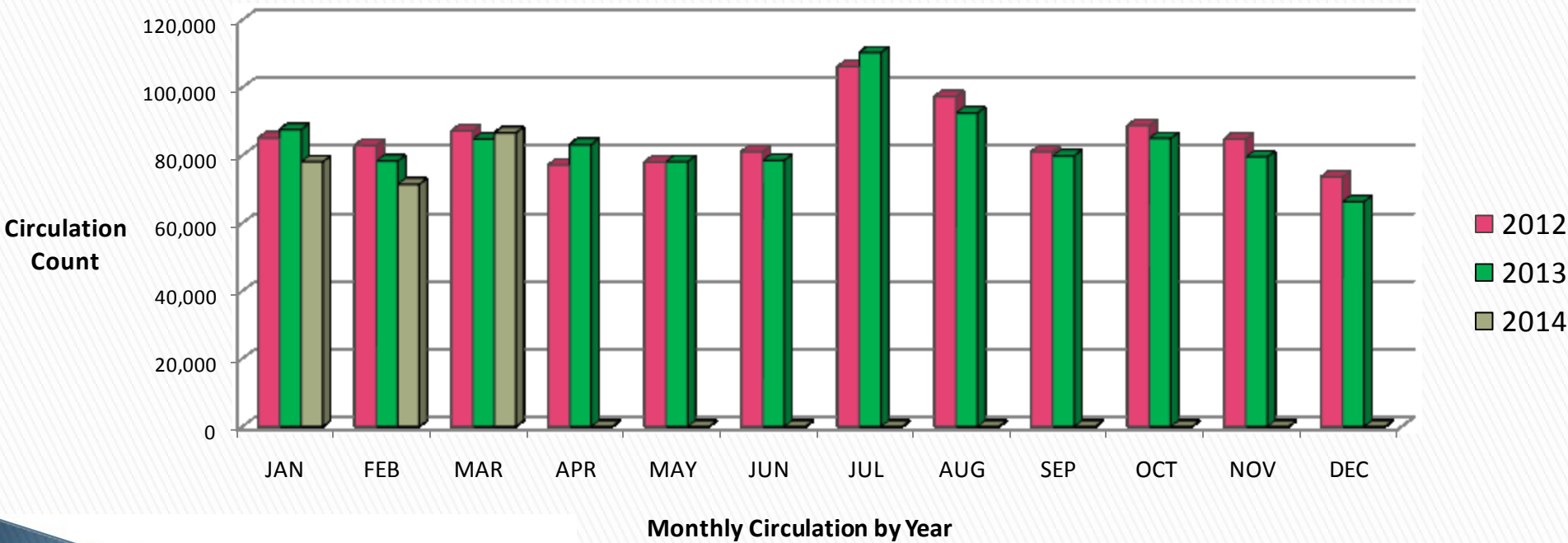
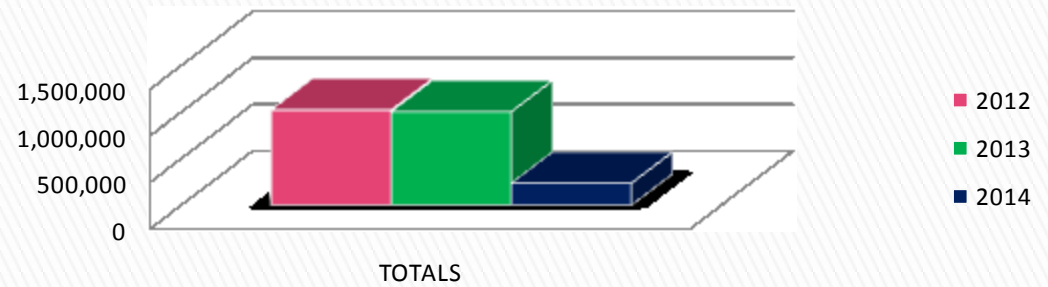


Use Statistics

	2014	2013
System wide circulation:	March	March
Print, cds, dvds, magazines and audiobooks:	86,874	84,874
eBooks borrowed:	4,518	3,307
Inter-library loan, material loaned:	172	335
Public computer usage within the libraries:	5,563	4,774
Programme attendance:	3,082	3,787
Database usage	16,838	12,365
Public wireless users:	3,319	2,936

Circulation Activity

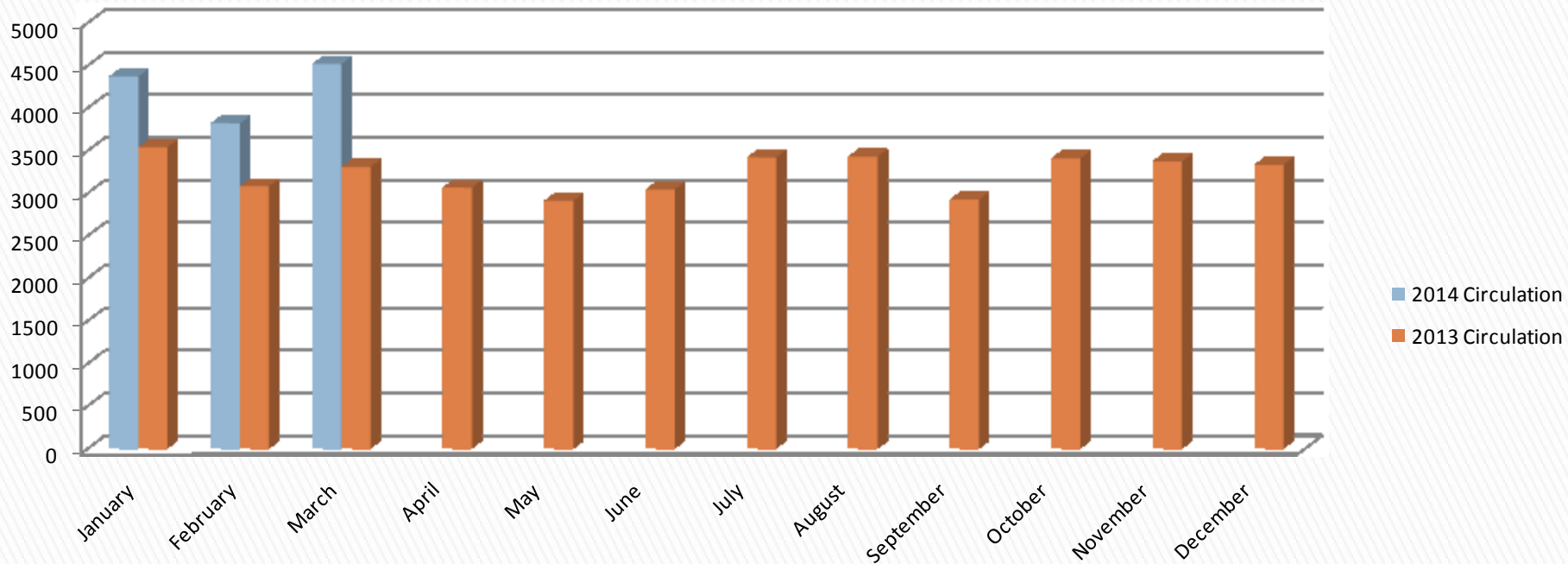
Wellington County Library Total Circulation of Materials by Year



Monthly Circulation by Year

eBook Circulation Activity

eBook Circulation by Month*



*includes eBooks, eAudiobooks, eVideo and eMusic circulation from OverDrive.

Website Statistics

March 2014

Top Pages Visited

Library Home Page	8,154
eBooks and More	2,411
Online Resources	2,227
Borrowing	1,422
Branch Locations	704

Our website was accessed in a variety of ways including 1,546 visits from tablets and 1,040 from Mobile Devices.

Mobile devices include Apple iPad, Apple iPhone, Blackberry Playbook, Blackberry 9900 Dakota and Apple iPod.

Visits to Library Website

# of total visits	9,076
# of pages viewed	20,650

Location of people accessing our website:

Canada, U.S., New Zealand, U.K., Australia, India, South Africa, Bermuda and Spain.

The majority of visitors were within Canada:

Guelph, Fergus, Orangeville, Kitchener, Toronto, Minto, Clifford, Waterloo, Cambridge, Halton Hills, Erin, and Saugeen Shores.

Of the visitors 64% were returning and 36% were new visitors to our website.

Programming Report

March 2014

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES		
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS
ABOYNE	14	165	99	38
ARTHUR	23	238	101	50
CLIFFORD	8	48	22	0
DRAYTON	22	238	99	13
ELORA	9	153	58	21
ERIN	15	187	31	19
FERGUS	9	65	32	28
HARRISTON	18	102	38	52
HILLSBURGH	15	77	42	56
MARDEN	11	84	27	32
MT FOREST	25	260	86	24
PALMERSTON	15	112	56	52
PUSLINCH	12	83	45	19
ROCKWOOD	15	73	31	26
TOTALS	211	1885	767	430

Total Participants

March 2013

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES		
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS
ABOYNE	19	356	204	28
ARTHUR	13	117	80	27
CLIFFORD	11	81	26	2
DRAYTON	7	195	51	0
ELORA	9	164	63	15
ERIN	15	154	64	16
FERGUS	24	302	169	28
HARRISTON	22	134	38	33
HILLSBURGH	12	100	46	39
MARDEN	8	80	50	8
MT FOREST	24	255	41	7
PALMERSTON	13	218	87	15
PUSLINCH	12	119	65	31
ROCKWOOD	17	192	57	30
TOTALS	206	2467	1041	279

Total Participants

And this year's Evergreen goes to?

Every year, a group of librarians read the best in Canadian adult fiction and non-fiction and present a shortlist of 10 nominees.

In conjunction with the Ontario Library Association's Forest of Reading, the Evergreen awards give library patrons the chance to read some great books and vote for their favourites during Ontario Public Library Week in October.

Register to participate in this year's programme at your local library branch and check out one of these titles today!

An Inquiry into Love and Death - by Simone St. James

The Cat - by Edeet Ravel

Cinnamon Toast and the End of the World

- by Janet Cameron

Flee, Fly, Flown - by Janet Hepburn

The Inconvenient Indian - by Thomas King

The Massey Murder - by Charlotte Gray

The Painted Girls - by Cathy Marie Buchanan

River of Stars - by Guy Gavriel Kay

The Silent Wife - by A.S.A. Harrison

The Stop - by Nick Saul

Look for these bookmarks at your local branch!

Posters and bookmarks will be displayed in your local branch, complete with descriptions of each book nominated for the 2014 Evergreen Award.

Help pick the

2014 Evergreen™

Award Winner!



It's easy!

1. Read as many of the books listed on this bookmark as you want.
2. In October, vote for your favourite at your library branch.
3. Wait and see if your vote wins you a prize! Ask staff for details.

Updates and News

On behalf of library staff and patrons we bid a fond farewell to Linda Hornick Branch Supervisor at Rockwood and Puslinch. She retires this month after 30 years of exceptional public service. Linda has been a stellar member of the County library team and we will miss her leadership and thoughtful contributions as a new chapter opens for her.

Please join us in welcoming Diana Kaspar the new Assistant Branch Supervisor at the Aboyne Branch.

Wellington County Library
552 Wellington Rd 18, RR 1, Fergus ON N1M2W3
519.846.0918 • www.wellington.ca/Library



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

the next Chapter

Wellington County Library Newsletter

March 2014

March Break Events

We have a week full of free and exciting children's programmes, music concerts, face painting and more for March Break 2014 (Monday, March 10 – Friday, March 14). The theme for this year is "Down on the Farm".

Musical Story Time with Andrew and Karen

Tuesday, March 11

11:00 am at Arthur Branch

2:00 pm at Mount Forest Branch

Come join us for a musical storytelling with Andrew Queen and Karen Stille. Bring your favourite farmyard animals to life with their animated delivery of original fairy tale songs. Songs include Three Little Pigs, the Billy Goats Gruff and - fresh out of the country kitchen - the Gingerbread Man. All ages welcome.



March Break Movie Madness!

Mount Forest Branch

Friday, March 7 at 2:00 pm

Bring the whole family for a free movie afternoon!
Showing Monsters University.

Marden Branch

Tuesday, March 11 at 2:30 pm

Bring the whole family for a free movie afternoon!
Showing Chicken Little.

Elora Branch

Wednesday, March 12 at 1:30 pm

Bring the whole family for a free movie afternoon!
Showing Cloudy with a Chance of Meatballs 2.

Mount Forest Branch

Friday, March 14 at 2:00 pm

Bring the whole family for a free movie afternoon!
Showing Despicable Me 2.

Arthur Branch

Friday, March 14 at 2:00 pm

Bring the whole family for a free movie afternoon! Don't forget your blanket and get cozy for a wonderful movie.

Hillsburgh Branch

Friday, March 14 at 2:30 pm

Bring the whole family for a free movie afternoon!
Showing Patch of Heaven.

Rockwood Branch

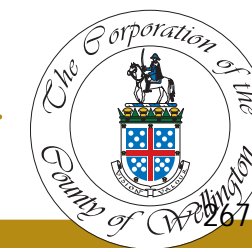
Saturday, March 15 at 1:00 pm

Bring the whole family for a free movie afternoon!
Showing Babe.

What's Inside:

PebbleGo	Page 2
March Programme Highlights	Page 3
Evergreen Awards	Page 4

"A book is like a garden carried in the pocket." ~ proverb, unknown source





Down Home Farm Reads

Here is a list of "Down on the Farm" books for children, juniors and adults!

(Check your local branch for availability.)

- Biscuit Visits the Farm** - by Alyssa Capucilli (picture book)
- Cock-a-doodle-hooooo!** - by Mick Manning (picture book)
- Daddy Played Music for the Cows** - by Maryann Weidt (picture book)
- It's Milking Time** - by Phyllis Alsdurf (picture book)
- Anna on the Farm** - by Mary Downing (juvenile fiction)
- A Dairy Farm** - by Melissa Gish (juvenile non-fiction)
- Farm Animals** - by Wade Cooper (juvenile non-fiction)
- Hattie Big Sky** - by Kirbie Larson (juvenile fiction)
- Alice's Tulips** - by Sandra Dallas (adult fiction)
- Far from the Madding Crowd** - by Thomas Hardy (adult fiction)
- My Antonia** - by Willa Cather (adult fiction)
- All Creatures Great and Small** - by James Herriot (adult non-fiction)
- Big Tractors: 100 Years of High Powered Farm Machinery** - by Robert Pripps (adult non-fiction)

Homework Help for Kids!

Pebble Go is a fun, interactive way for your children to learn more about the world around them. Designed for grades K-3, Pebble Go features articles, videos, and educational games on a variety of subjects. Each article features both written text and a corresponding audio track so children can learn new words and develop their reading skills. The Earth and Space Collection has lots of information about the seasons, weather, earth climates, ecosystems, our solar system, stars, galaxies and lots more. The Animals Collection lets kids explore mammals, reptiles, fish, amphibians, as well as animal habitats.

Each subject includes introductory information as well as details on location, time of year, and unique information about that subject. Also, be sure to check out Share What You Know, a printable template that allows your children to share their learning by finishing a few simple tasks, like drawing a picture, answering a question, and making a note of the citation where they found that information. It's a great starting point for school projects and helps prepare for more difficult research projects in later grades. Access PebbleGo from home or any of our 14 library branches!

Winnie Finn, Worm Farmer

By: Carol Brendler
Reviewer: Leah McLeod
Young Adult Fiction

Winnie Finn loves worms; she can tell you everything you need to know about worms.



More than anything, Winnie wants to win a prize at the fair for her worms so she can buy a new wagon. The problem is that the fair does not give out prizes for worms, but that does not stop Winnie.

Winnie and her worms find a way to win a prize at the fair and go on to buy "the best new wagon in Quincy County".

This is a fun story with humorous illustrations of Winnie, her worms and her friends. This book will be sure to please even the most squeamish worm farmer. It contains a lot of information about the importance of worms and composting.

March Programme Highlights

Free March Break Fun

Check out some of these fantastic children's performers visiting the library over March Break.

Music Concert: Sean the Maple Syrup Singer

Join us for a fun down-on-the-farm music concert with Sean McCammon "The Maple Syrup Man." Please register. (grades K - 6)

- Tuesday, March 11, 10:30 am at Puslinch Branch
- Tuesday, March 11, 3:00 pm at Rockwood Branch
- Wednesday, March 12 10:30 am, Aboyne Branch



Fire Safety with the Erin Fire Department

Prepare for the unexpected at this interactive workshop with our local firefighters! Try on fire-fighting equipment and see a fire truck up close. Families welcome. Please register.

- Tuesday, March 11, 1:30 pm, Erin Branch

Eating Grass: Do you have the stomach for it?

Veterinarian and Professor, Dr. Todd Duffield, from the Ontario Veterinary College, will share information through interactive activity centers comparing herbivores to carnivores. (grades 3 - 6) Space is limited so register early!

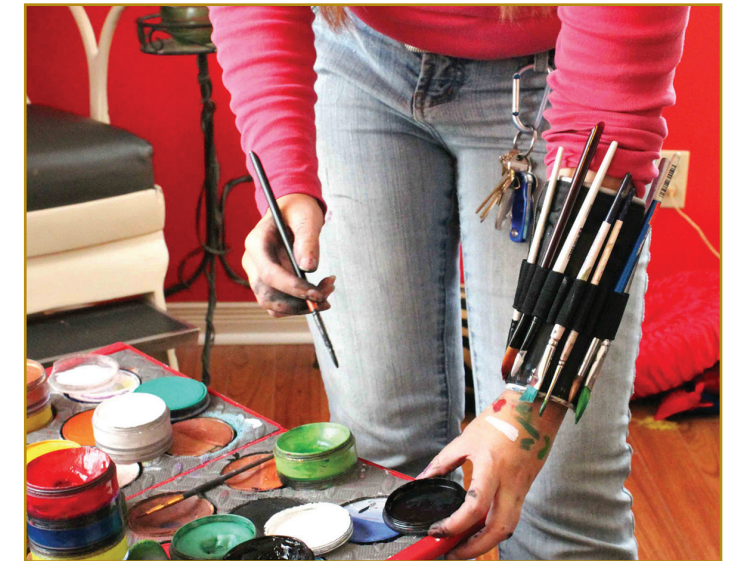
- Tuesday, March 11, 10:30 am



Face Painting

Join us for barnyard stories and face painting with Tania! Please register. (grades JK - 3)

- Thursday, March 13, 10:30 am, Fergus Branch



Moo to You!

Come join us to explore how you get your milk with fun filled music, games and entertaining videos with dairy educators Nancy and June. All ages welcome; please register.

- Tuesday, March 11 10:30 am, Clifford Branch; 1:30 pm, Harriston Branch
- Wednesday, March 12 10:30 am, Palmerston Branch and Marden Branch; 1:00 pm, Drayton Branch
- Thursday, March 13 10:30 am Erin Branch; 1:00 pm Arthur Branch and Hillsburgh Branch; 3:00 pm at Mount Forest Branch



FREE Earth Week Programmes



We Love Earth! (all ages)

April 23, 6:45 - 7:30 pm

Learn about the importance of Earth Day through interactive stories and crafts. Aboyne Branch 519.846.0918

Celebrate Earth Day (all ages)

April 1 – 30 (during regular branch hours)

During the month of April, help us decorate our Earth Day Tree, by tracing your hand on newsprint and sharing what you are doing to care for the Earth. Hillsburgh Branch 519.855.4010

Hooray for Earth Day (all ages)

Saturday, April 19, 10:30 am

Drop in to the library to dye egg shells in natural dyes, and then fill the shells with soil and seeds. These little flower pots can go directly into the ground when planting season begins. Children must be accompanied by an adult. Hillsburgh Branch 519.855.4010

Updates and News

Please join us in congratulating Neil Arsenault who will be the new Branch Supervisor for Rockwood and Puslinch. Congratulations to Doris Weber as she moves from the Harriston Branch to join the Mount Forest staff.

Earth Day Craft (all ages)
April 15, 16, 17
(during regular branch hours)
Drop in to create your own make-and-take Earth Day craft. All supplies provided. Marden Branch 519.763.7445

Earth Day Crafts (all ages)
April 22 – April 26 (during regular branch hours)
Celebrate Earth Week; make a creation from recycled material. Palmerston Branch 519.343.2142

Eco-Friendly DVDs

A Comprehensive Guide to Going Green (DVD)

Earth Report (DVD)

The Nature of things with David Suzuki Volume 1, Visions of the Future (DVD)

Learn how to Recycle, Reuse and Reclaim (DVD)

Sew Green: Recycle, Repurpose, Restyle (DVD)

Franklin and Friends, Franklin's Earth Day (Junior DVD)

Max and Ruby Earth Day Party (Junior DVD)

Sid the Science Kid, Going, Going Green! (Junior DVD)

Word Girl, Earth Day Girl (Junior DVD)

Please check your local branch for availability.

Wellington County Library
552 Wellington Rd 18, RR 1, Fergus ON N1M2W3
519.846.0918 • www.wellington.ca/Library



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

Earth Day

April 22 is Earth Day. It was launched in 1970, primarily to promote ecology, highlight the many pollutants that adversely affect the planet and to encourage respect for the environment.

In 1990, Canada joined other nations to celebrate the first international Earth Day. Today, it is a growing global tradition. Earth Day is observed by billions of people in almost 200 countries, with the common goal of demonstrating support for environmental protection.

Your library can help you learn about the environment and the challenges we all face in keeping our planet healthy. We've got books and online resources on every topic from green buildings to clean technology, water conservation to smart shopping.

Head to your local branch to see what's on display, or visit our web site and check out our Online Resources pages. See inside this newsletter for a list of Green Reads and information on resources for children and adults alike, like Living Green and the Environmental Studies collection. We also participate in battery recycling (up to size D), so bring your old batteries to your local branch.

All branches of Wellington County Library will be closed on Good Friday (April 18) and Easter Sunday (April 20). Aboyne and Marden branches will be open 10:00 am to 5:00 pm on Easter Monday (April 21). All other branches will be closed on Easter Monday.

Story of the Green Legacy

In 2004, the Green Legacy Programme was a simple idea to plant 150,000 trees to celebrate the County's 150 year anniversary. 2014 will bring the total trees grown and planted by the Green Legacy Programme to 1.7 million! We are thankful for over 7200 volunteers that helped nurseries grow 170,000 trees given out in 2014. These volunteers donated over 19,800 hours of their time.

For more information on the Green Legacy Programme, please visit www.wellington.ca.

Wellington County Library and the County's Solid Waste department collected a whopping 8,627 lb (3,913 kgs) in old batteries from library patrons.

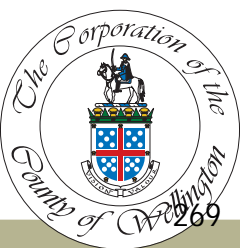
That roughly means two Chevrolet Corvette's or one large African elephant. Thank you for doing your part to protect the environment!



What's Inside:

Going Green Books	Page 2
Green eResources	Page 2
April Programme Highlights	Page 3
Earth Week Programmes	Page 4

"Nature and books belong to the eyes that see them." - Ralph Waldo Emerson



Going Green Books: Listing

A Green Guide to Bringing up your Baby: The Kind Way for You, Your Baby (0-3) and the Environment

- by Claire Gillman (adult non-fiction)

Diet for a Hot Planet: the Climate crisis at the end of your fork and what you can do about it

- by Anna Lappé (adult non-fiction)

Overdressed: The Shockingly High Cost of Cheap Fashion

- by Elizabeth L. Cline (adult non-fiction)

Ecological Intelligence: How Knowing the Hidden Impacts of What We Buy Can Change Everything

- by Daniel Goleman (adult non-fiction)

Ecoholic Body: Your Ultimate Earth-Friendly Guide to Living Healthy and Looking Good

- by Adria Vasil (adult non-fiction)

Green Careers: You Can Make Money-and-Save the Planet

- by Jennifer Power Scott (adult non-fiction)

Building Green Places: Careers in Planning, Designing, and Building - by Ruth Owen (juvenile non-fiction)

The Magic School Bus and the Climate Challenge

- by Joanna Cole (juvenile non-fiction)

Reducing Your Carbon Footprint in the Kitchen

- by Linley Erin Hall (juvenile non-fiction)

Green eResources

Celebrate Earth Day by learning something new about our planet and all that it has to offer. In addition to all of the great books, magazines and DVDs we have available in the branch, we also have a number of online databases that are available to you at home. For homework help, kids can check out PebbleGo or Living Green by Worldbook. PebbleGo offers a fun and interactive learning environment targeted for children up to Grade 3, while Living Green is geared for students in Grades 5-10. Each database features articles and videos about the planet, ecosystems, sustainability, wildlife, and more.

Our Environmental Studies and Policy Collection and Garden, Landscape and Horticulture Collection are designed for mature students and adults. They feature a wide range of scholarly articles, newspaper and trade publications and photos and videos. They present an authoritative list of resources that can be used for essays, research projects, or general interest. All of our online databases are free and easy to use! Visit www.wellington.ca/Library and click on **Online Resources to get started.**

The Silver Pigs

By: Lindsay Davis

Reviewer: Kiirstin Maki

Adult Fiction

I am extremely fond of historical mysteries that make ordinary people (as opposed to kings and queens) come alive for me.

Disgraced soldier Marcus Didius Falco is an informer - what one, these days, might call a private eye - and he lives and works in the busy, crowded city of Rome around 70AD. One day, out in the Forum, Falco bumps into a young woman in obvious distress, and being soft-hearted as he is, he decides on the spur of the moment to help her out.

Unfortunately, it appears that the beautiful young Sosia has gotten herself into much deeper trouble than either of them realize, and it eventually falls to Falco to uncover and thwart a plot that strikes at the very heart of the new Emperor Vespasian.

Told in a style reminiscent of the hard-boiled detective fiction of Raymond Chandler and Dashiell Hammett, *The Silver Pigs* contains dark humour, beautiful women, dangerous men, a loyal sidekick, and detailed, vivid descriptions of Rome and its people. It is the first in a long series, so if you like Falco, you will have plenty more to enjoy. Particularly recommended for lovers of historical fiction, and mystery buffs.



April Programme Highlights

For the Kids

Easter Egg-Stravaganza
Aboyne Branch:

Tuesday, April 1 - Monday, April 21

Join us for an exciting scavenger hunt throughout the library. You'll be in for some fun Easter surprises! (all ages)

Easter Bunny Extravaganza!

Marden Branch: Wednesday, April 9 • 6:30 - 7:30 pm

Join us as we hop on down the bunny trail and enjoy some, games, crafts and stories! Ages 5 and under to be accompanied by an adult. Please register. (all ages)

Easter Party!

Palmerston Branch: Saturday, April 19 • 11:30 am - 12:30 pm

Hop like a bunny down to the library for stories, songs, games and Easter crafts. (all ages)

For the Teens

TAG You're It!

Aboyne Branch: Saturday, April 19 • 1:00 - 2:00 pm

Come out, speak up, and make a difference. Sign-up and earn community involvement hours toward your high school diploma. Join us in the Aboyne branch staff room.

Teen Advisory Group

Erin Branch: Monday, April 28 • 12:20 - 1:10 pm

We will meet at 12:20 pm in the library seminar room. Bring your lunch, we'll provide dessert.



Teen Café

Mount Forest Branch: Thursday, April 29 • 6:30 - 7:45 pm

Lego Night! Come build with us! Please register.

For the Adults

Archives Awareness Week is April 7 - 13! Come to the library through the month of April to celebrate.



Ancestry Workshop

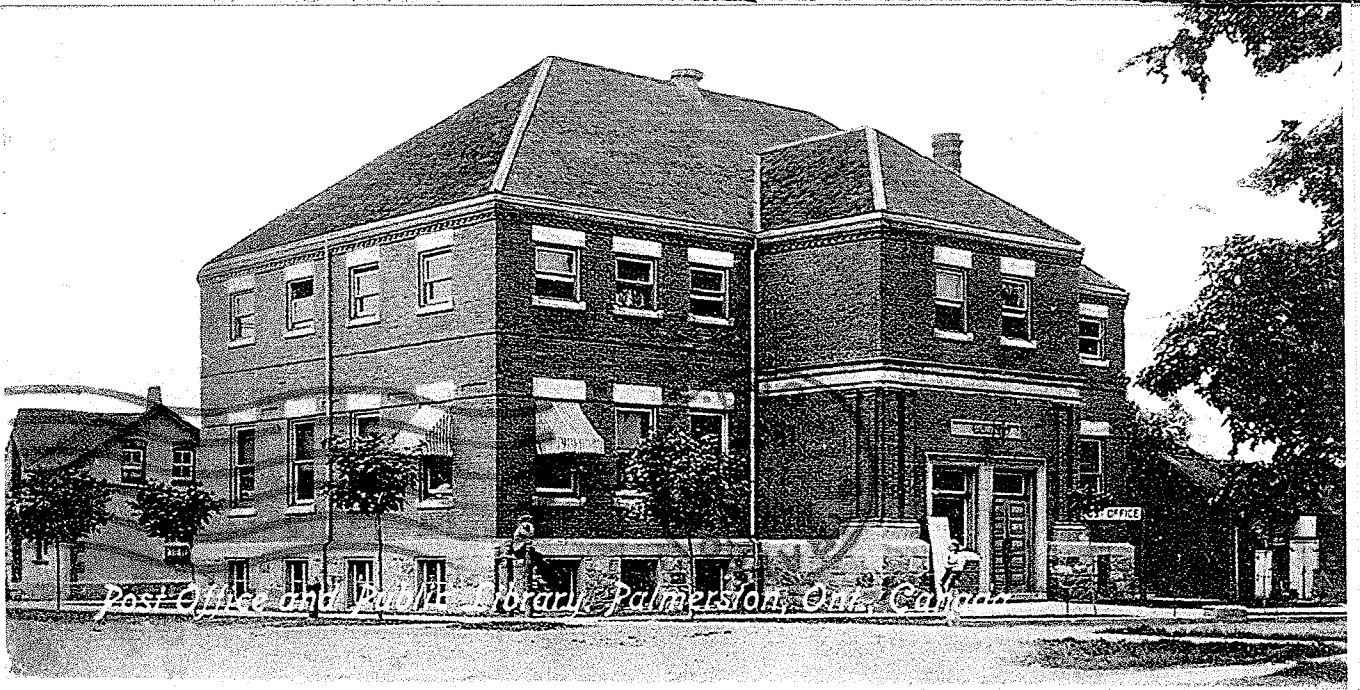
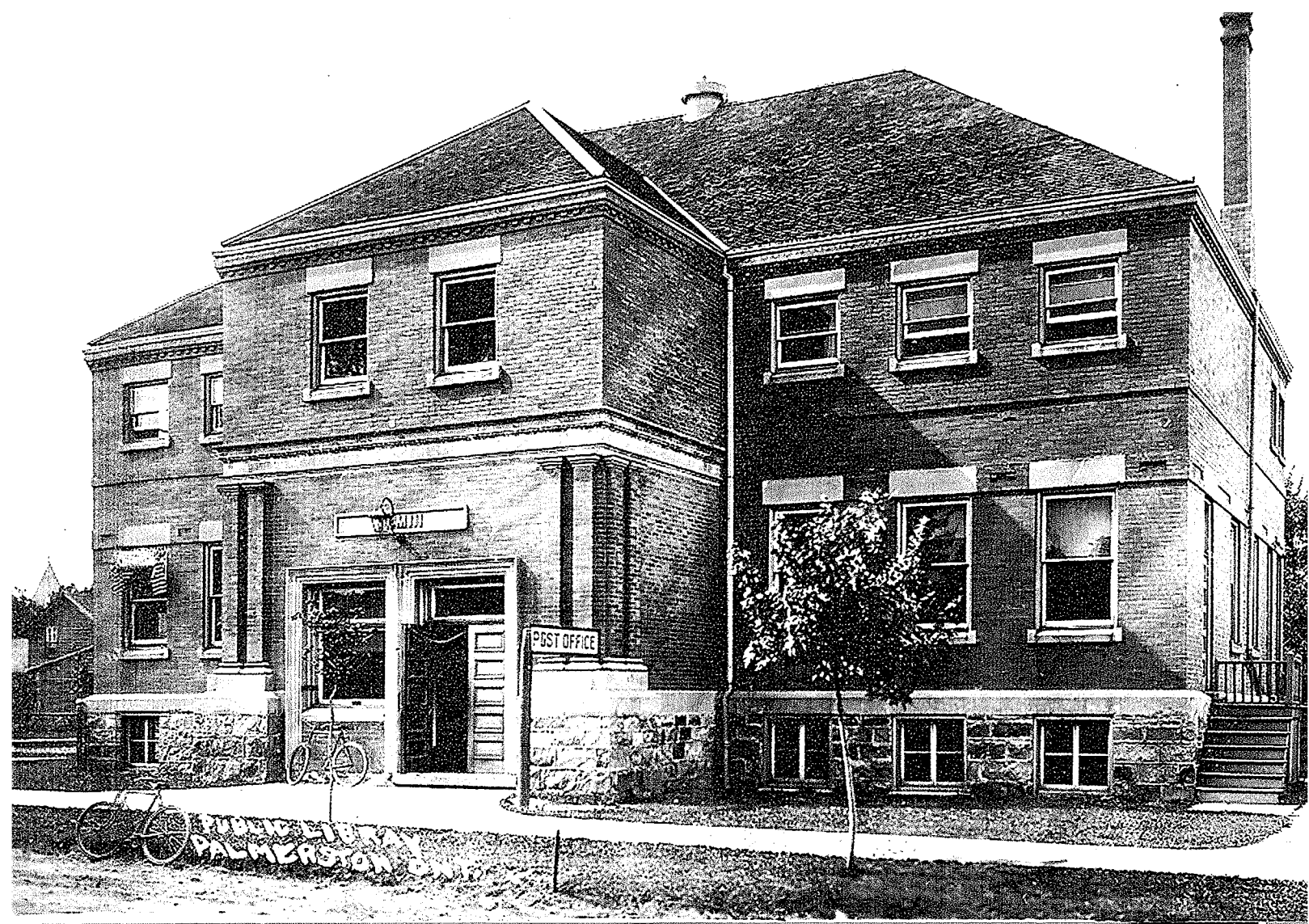
Learn the basics of the Ancestry Library Edition database. Bring a laptop or mobile device if you have one, some library computers will be available. Please register.

- **Puslinch Branch: Wednesday, April 2 and 16 • 2:00 pm**
- **Mount Forest Branch: Tuesday, April 15 • 6:30 pm**
- **Rockwood Branch: Thursday, April 17 • 6:30 pm**
- **Arthur Branch: Wednesday, April 23 • 2:00 pm**
- **Marden Branch: Wednesday, April 23 • 6:30 pm**





BE DOWN ON THE FARM FOR MARCH BREAK: Sukhjit (left) and Donn were at the RACC Fair Saturday promoting “Down on the Farm” theme activities at Wellington County libraries during March break.



Post Office and Public Library, Palmerston, Ont., Canada.



**Corporation of the County of Wellington
Planning Committee
Minutes**

April 10, 2014
County Administration Centre
Keith Room

- Present:** Councillor Lou Maieron (Chair)
Councillor Bruce Whale
Councillor Shawn Watters
Councillor John Green
- Regrets:** Warden Chris White
- Staff:** Donna Bryce, County Clerk
Gary Cousins, Director of Planning and Development
Ken DeHart, County Treasurer
Mark Paoli, Manager, Policy Planning
Aldo Salis, Manager, Development Planning
Mark Van Patter, Manager, Planning and Environment
Scott Wilson, CAO
- Also Present:** Councillor Don McKay
Ken Roth, Councillor, Township of Puslinch
Helen Purdy
Bruce Fulcher, Consultant
David Aston, MHBC

1. Call to Order

At 9:45 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Planning, Green Legacy and Emergency Management Financial Statements as of March 2014

1/3/14

Moved by: Councillor Watters

Seconded by: Councillor Whale

That the Planning, Green Legacy and Emergency Management Financial Statements as of March 2014 be received for information.

Carried

4. 2014 Provincial Policy Statement

2/3/14

Moved by: Councillor Green

Seconded by: Councillor Whale

That the 2014 Provincial Policy Statement Report be received for information.

Carried

5. Five Year Review – Approval

3/3/14

Moved by: Councillor Watters

Seconded by: Councillor Whale

That the Report 5-Year Review – Approval (PD2014-07) be received for information.

Carried

6. Green Legacy Minutes March 2014

4/3/14

Moved by: Councillor Whale

Seconded by: Councillor Watters

That the Green Legacy Minutes for March 2014 be received for information.

Carried

7. Official Plan Amendment - Pike Lake, Town of Minto

5/3/14

Moved by: Councillor Green

Seconded by: Councillor Whale

That a by-law be approved, adopting Official Plan Amendment No. 89 – Pike Lake to the County of Wellington Official Plan.

Carried

8. Official Plan Amendment - Ren's Expansion, Township of Puslinch

6/3/14

Moved by: Councillor Watters

Seconded by: Councillor Whale

That a by-law adopting County of Wellington Official Plan Amendment No. 90 – Ren's Expansion be approved.

Carried

9. Correspondence from Ministry of Community Safety and Correctional Services

7/3/14

Moved by: Councillor Watters

Seconded by: Councillor Green

That the correspondence from the Ministry of Community Safety and Correctional Services regarding Municipal Emergency Management Programmes dated February 18, 2014 be received for information.

Carried

10. Adjournment

At 11:00 am, the Chair adjourned the meeting until May 8, 2014 or at the call of the Chair.

Lou Maieron
Chair
Planning Committee



COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Paoli, Manager of Policy Planning
Date: Thursday, April 11, 2013
Subject: 2014 Provincial Policy Statement

1. Background:

The current Provincial Policy Statement (2005 PPS) came into effect on March 1, 2005. The *Planning Act* requires the province to review the Provincial Policy Statement every five years to determine if changes are needed. The province has completed its review and the 2014 Provincial Policy Statement will take effect on April 30, 2014.

The 2014 Provincial Policy Statement will apply to all decisions on a planning matter made on or after April 30. Council decisions, as well as comments, submissions, or advice on a planning matter shall be consistent with the 2014 Provincial Policy Statement. This will apply to development applications even if they were submitted before April 30.

2. Summary of Key Changes:

In the 2014 Provincial Policy Statement, the province addresses a number of policy areas not specifically covered by the 2005 Provincial Policy Statement, or revises existing policy areas with expanded detail and/or new terminology. The following sections are focused on changes that are likely to affect planning applications, planning policies, or require further research to better understand their implications.

2.1 Changes most likely to affect planning applications include:

- Greater flexibility on permitted uses in Prime Agricultural Areas:
 - Agriculture-related uses are no longer defined as 'small scale' and can include uses that provide direct products and/or services to farm operations as a primary activity.
 - On-farm diversified uses extend beyond home industries and home occupations to include agri-tourism. Uses that produce value-added products are no longer limited to products from the farm operation on the property.
 - Determining appropriate scale and compatibility rests with the municipality.
- New policy on surplus farm dwelling lot size
 - A surplus farm dwelling lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services. This is similar to current County Official Plan policy.

- Expanded policies on mineral aggregate rehabilitation, conservation and identification:
 - Rehabilitation is not only to accommodate subsequent land uses and promote land use compatibility, but shall also be required to mitigate negative impacts to the extent possible.
 - In Prime Agricultural Areas, the site is to be rehabilitated back to an ‘agricultural condition’. Agricultural condition is defined as ‘a condition in which substantially the same areas and same average soil capability for agriculture are restored’. The 2005 PPS had similar policy but referred to soil ‘quality’ as opposed to ‘capability’, which is stronger from an agricultural standpoint.
 - Mineral aggregate resource conservation now includes accessory aggregate recycling facilities within mineral aggregate operations, wherever feasible.
 - Official Plans will be required to identify ‘deposits of mineral aggregate resources’ which includes surficial (sand and gravel) and bedrock resources.
- Planning for stormwater management is required to maximize the extent and function of vegetative and pervious surfaces.

2.2 Changes most likely to involve additional policy development for the Official Plan:

- Official Plans will be required to identify Natural Heritage Systems on a map Schedule. The system can be shown as an overlay over existing land use designations, and the approach can vary between rural and urban settings.
- The current policy limiting hamlet expansions to 5-lots or units will need to be reconsidered as it was added to reflect a specific 2005 PPS policy that was removed in the 2014 PPS.
- There are several added references to active transportation, which include promoting the planning of public streets, spaces and facilities to facilitate active transportation and community connectivity. A pending future Official Plan Amendment on Active Transportation will need to be reviewed to ensure it is consistent with the new active transportation policies.
- Settlement expansion comprehensive review is expanded while flexibility is also provided:
 - There is a new requirement to demonstrate that that the infrastructure and public service facilities planned or available are financially viable over their life cycle.
 - The level of detail of a comprehensive review should correspond with the complexity and scale of the settlement boundary or development proposal. This was not the case in the 2005 PPS.

2.3 Areas in which further research is needed include:

- Additional measures that may be needed to coordinate emergency management with other planning considerations.
- How to address policies that require consideration of climate change and green infrastructure, particularly climate change impacts that may increase the risk associated with natural hazards.
- Development of natural heritage systems mapping and review of policy options.
- The implications of the new policy encouraging comprehensive rehabilitation in areas with high concentrations of mineral aggregate operations.
- The implications of a new policy that permits 'resource-based recreational dwellings' in rural areas, in the context of Wellington County.

3. Recommendation:

That the Report "2014 Provincial Policy Statement" be received for information.

Respectfully submitted,



Mark Paoli
Manager of Policy Planning



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Paoli, Manager of Policy Planning
Date: Thursday, April 10, 2014
Subject: **5-Year Review – Approval (PD2014-07)**

Background:

The Five Year Review of the County Official Plan (OPA 81) was adopted by Council on September 26, 2013 and forwarded to the Ministry of Municipal Affairs (the Ministry) for approval. The Ministry completed its review and drafted a number of Modifications which it intends to include when it approves OPA 81 (see Attachment 'A'). This report follows the Ministry's practice of ensuring that Council is aware of the Modifications in advance of the approval. They are not asking for Council endorsement of the changes.

If the Ministry Decision is issued on or after April 30, it will have to be consistent with the 2014 Provincial Policy Statement. The Ministry is working towards an approval date in late April in order for the Decision to be consistent with the 2005 Provincial Policy Statement, which was the policy framework in place when County Council adopted OPA 81. The approval will then be subject to an appeal period.

Summary of the Modifications:

Overall, the number of Modifications is modest for provincial approval of an amendment of this size and scope (see Attachment 'B'). The changes are mainly in the areas of: Growth Management; Agricultural Compatibility; and Mineral Aggregates; or are of a housekeeping nature. With one exception, the changes are minor.

Growth Management - A few minor changes would revise references to the Growth Plan for the Greater Golden Horseshoe (Places to Grow), and its growth forecasts for Wellington County. The Ministry also added wording from Places to Grow to the 'Rural Employment Areas' designation that would align the policies for establishing new locations with wording in Places to Grow.

Agricultural Compatibility - The Ministry drafted additional policies on protection of agricultural land and operations from incompatible development, and Minimum Distance Separation requirements. These changes reinforce but do not alter our policies.

Mineral Aggregates - The Ministry drafted a modification to remove a specific policy on significant woodlands and mineral aggregate extraction, thereby relying on the more general significant woodlands and Greenlands System development control policies which were expanded and clarified in other parts of the amendment.

Another modification adds Selected Bedrock Resource Areas to the 'Mineral Aggregate Resource Overlay' on the new Schedule 'C'. Staff reviewed the Official Plans of adjacent Regions and Counties (Waterloo, Halton, Peel, Grey, Bruce, Perth) that have been through a 5-Year Review process, and found that bedrock resources were included on their maps or schedules.

Summary

Other than the inclusion of bedrock resources, the proposed modifications do not alter the general intent of the policies adopted by Council.

Recommendation:

THAT the Report '5-Year Review – Approval (PD2014-07)' be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Paoli".

Mark Paoli
Manager of Policy Planning

ATTACHMENT 'A'

Draft Provincial Decision with Modifications

DECISION

**With respect to the Official Plan
of the County of Wellington
Subsection 17(34) of the Planning Act**

I hereby modify, and approve as modified, Amendment No. 81 to the Official Plan for the County of Wellington, as adopted by By-law No. 5363-13, as follows:

1. **Details of the Amendment, Section 4.3.3, Policy Direction, Item 14** is modified as follows:

a) Subsection 4.3.3 a) i) is modified by inserting “in consultation with the OMAF” after the word “designation”.

b) Subsection 4.3.3 c) ii) is modified by:

i) Deleting the word “agriculture” and replacing it with “agricultural land and operations” in the first bullet point.

ii) Deleting the third bullet point, “compliance with minimum separation distances established for livestock operations”.

c) Insert new subsection 4.3.3 c) iii) to follow subsection 4.3.3 c) ii) and to read as follows:

“Compliance with minimum separation distances established for livestock operations”.

2. **Details of the Amendment, Section 4.4.3, Residential Intensification, Item 15** is modified as follows:

a) The first paragraph is modified by deleting the words “rural areas and” after the word “in” and before the word “hamlets”.

b) Subsection 4.4.3 h) is modified by deleting the words “rural areas and” after the word “in” and before the word “hamlets”.

3. **Details of the Amendment, Section 4.7.1, Distinct Urban-Rural Boundary** is modified by deleting subsection 4.7.1 b) in its entirety and replacing it with the following:

“b) requires that livestock operations adjacent to existing urban boundaries shall only be permitted in accordance with the Minimum Distance Separation Formula.”.

4. **Details of the Amendment, Section 4.8.2, Urban Centre Expansion Criteria, Item 18** subsection 4.8.2 a) is modified by deleting the words “forecasted growth pursuant to Places to Grow contained in Table 1 of this Plan” and replacing them with the words “the population and employment forecasts for the County of Wellington”.
5. **Details of the Amendment, Section 5.4.2, Habitat of Endangered or Threatened Species and Fish Habitat, Item 31** is modified deleting the words “appropriate authorization under the Endangered Species Act” and replacing them with the words “provincial and federal requirements” after the word “species” in the first sentence of the first paragraph.
6. **Details of the Amendment, Section 5.6.1, Permitted Uses, Item 37** is modified by inserting the words “, except in accordance with provincial and federal requirements” after the word “species” in the first paragraph.
7. **Details of the Amendment, Section 5.6.4, Zoning** is modified by deleting the words “greenland areas” and replacing them with the words “core greenlands” after the word “from” and before the word “in” in the second sentence of the second paragraph.
8. **Details of the Amendment, Section 5.6.5, Agriculture** is modified by deleting the words “Natural heritage” and replacing them with the words “The Greenlands System” before the word “policies”.
9. **Details of the Amendment, Section 5.6.6, Mineral Aggregate Areas, Item 41** is modified by deleting it in its entirety and replacing it with the following:

“Areas of high potential for mineral aggregate area shown on Schedule ‘C’ as an overlay over the Greenland System.

Existing licensed mineral aggregate operations are permitted and will be protected.

In the Greenbelt, mineral aggregate operations are subject to the policies of Section 9.9.10.2.”.
10. **Details of the Amendment, Section 6.6.1, Mineral Aggregate Resource Overlay, Item 51** is modified by inserting the words “and selected bedrock resources” after the word “Significance” in the fourth sentence of the first paragraph.
11. **Details of the Amendment, Section 6.6.5, New Mineral Aggregate Operations, Item 53** is modified by adding the words “Mineral Aggregate Area shown on Schedule A of” after the word “to” and before the word “this” in the first sentence of the first paragraph.

12. **Details of the Amendment, Section 6.8.4, New Locations, Item 58** is modified by inserting new subsection 6.8.4 a) and renumbering subsequent subsections accordingly. Subsection 6.8.4 a) is to read as follows:

“the proposed use is necessary for development related to the management or use of resources, resource-based recreational activities or rural land uses that cannot be located in urban centres or hamlets;”.

13. **Details of the Amendment, Section 9.9.5, Natural System, Item 74** is modified by adding the words “of 9.9.5 b)” after the word “policies” and before the word “below”.

14. **Details of the Amendment, Section 9.9.8.1, General Non-Agricultural Use, Item 74** is modified by adding new subsection 9.9.8.1 c) following subsection 9.9.8.1 b) and is to read as follows:

“c) New land uses, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.”.

15. **Details of the Amendment, Section 15, Definitions** the definition of **Agricultural Uses** is modified by deleting the existing definition and replacing it with the following:

“means the growing of crops, including nursery and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture, apiaries, agro-forestry; maple syrup production; and associated on-farm buildings and structures, including accommodation for full-time farm labour when the size and nature of the operation requires additional employment”.

16. **Details of the Amendment, Schedule A-29, Schedule A-7 Puslinch, Item 91** is modified as follows:

- a) With respect to lands noted in Attachment A to this decision, Schedule A-29 of Official Plan Amendment No. 81 is modified by re-designating the lands shown from “Core Greenlands” to “Secondary Agricultural” and “Rural Employment Area” as appropriate.

17. **Details of the Amendment, Schedule A-50, Mineral Aggregate Overlay, Item 93** is modified as follows:

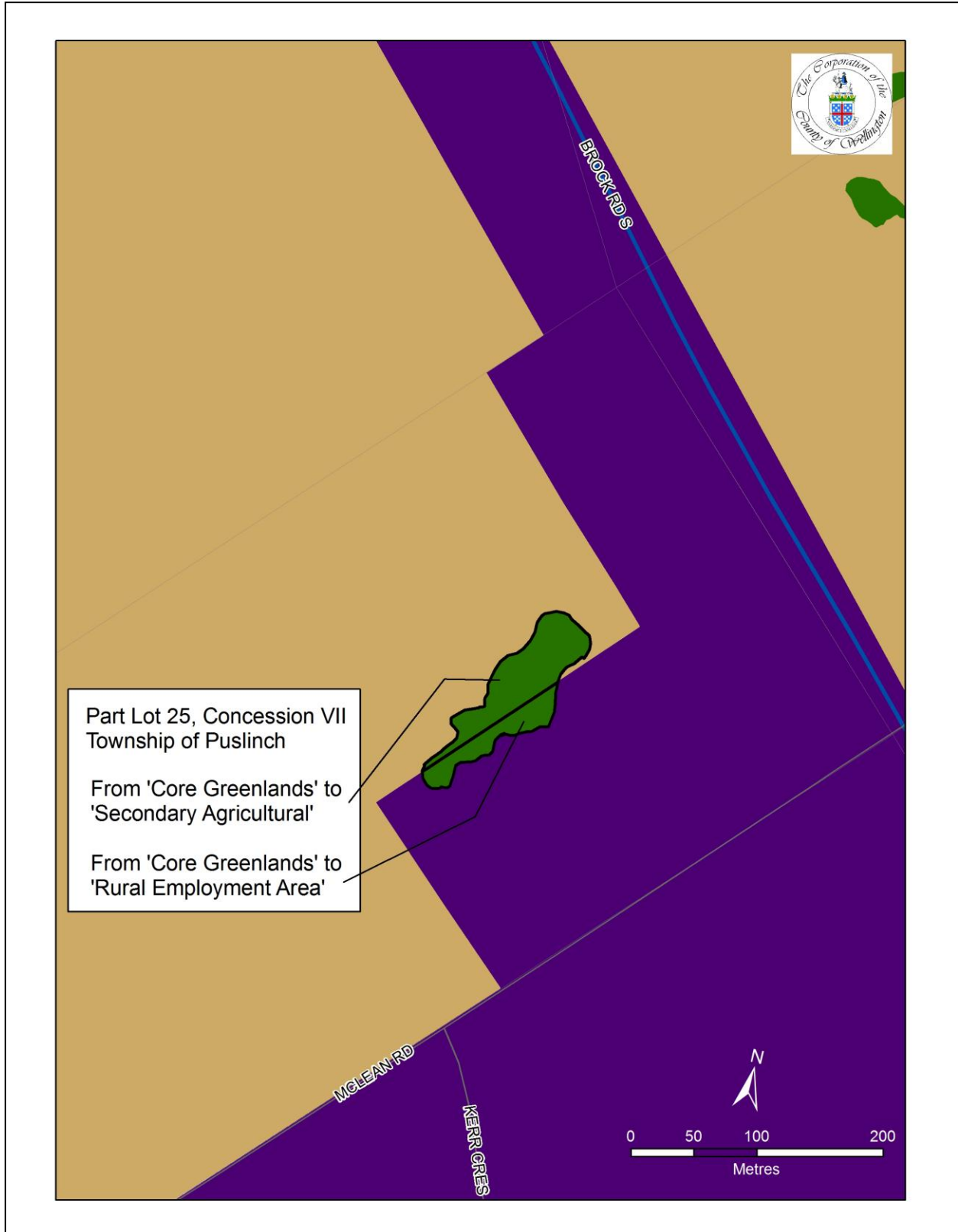
- a) Deleting Schedule A-50 of Official Plan Amendment No. 81 and replacing with Attachment B to this decision.

Dated at Toronto this _____ day of _____,

Elizabeth Harding
Assistant Deputy Minister
Municipal Services Division
Ministry of Municipal Affairs and Housing

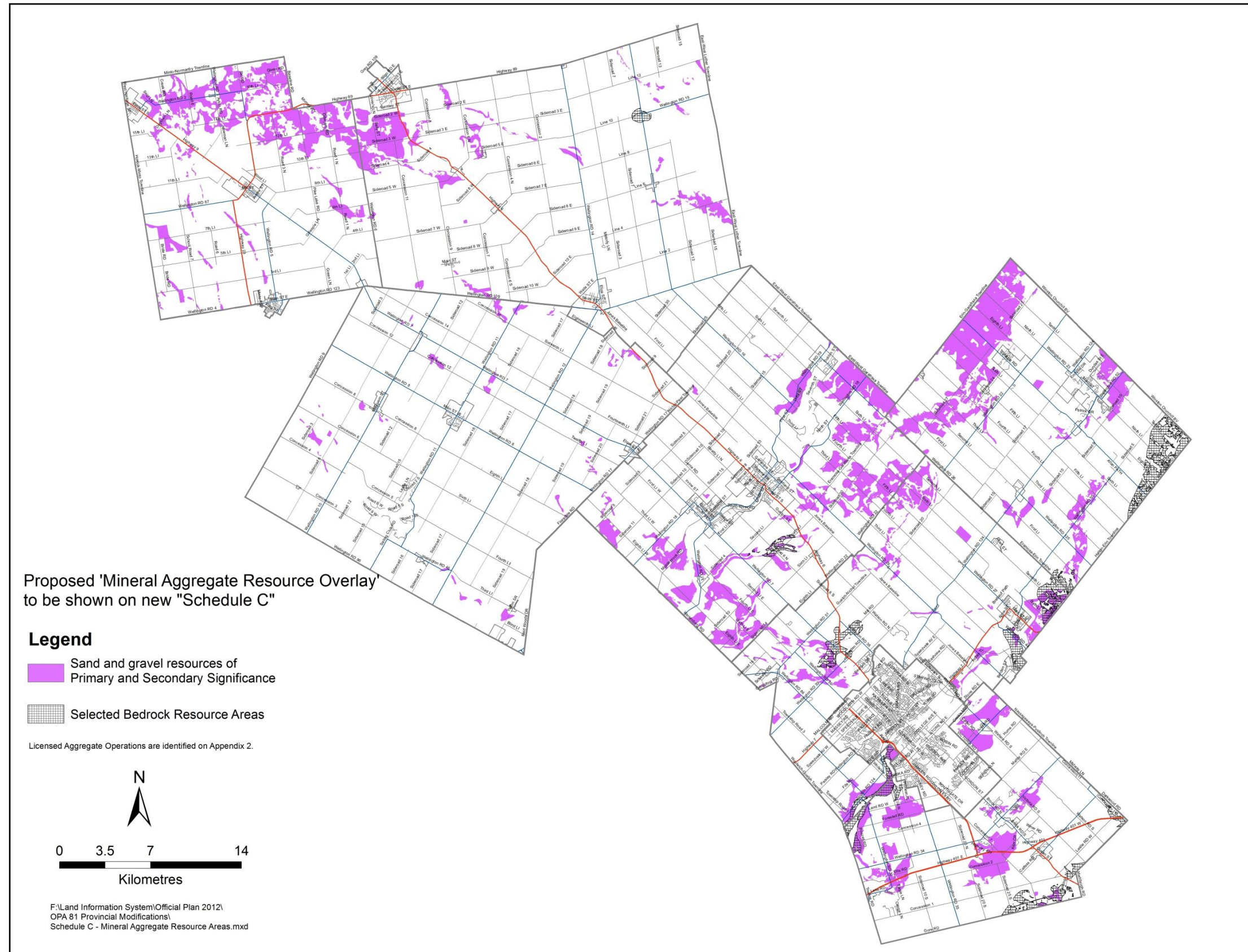
Attachment A

Modifications to Official Plan Amendment No. 81 Schedule A-29, Item 91



Attachment B

Modifications to Official Plan
Amendment No. 81
Schedule A-50, Item 93



Attachment 'B'

Modified 5-Year Review Amendment

This document shows the effect of the draft provincial modifications to OPA 81 in the Official Plan format.

Only sections subject to provincial modification are included.

Plain black text shows how the modified sections of the Official Plan would read if consolidated per OPA 81 as adopted by County Council, while **Red bold text** or black text with ~~strikeout~~ **is a result of provincial modification.**

4.3 FARMLAND PROTECTION

4.3.3 Policy Direction

a) Class 1, 2 and 3 agricultural soils, associated Class 4 to 7 soils and additional areas where there is a local concentration of farms which exhibit the characteristics of ongoing agriculture, and specialty crop land will be designated as prime agricultural areas unless:

i) municipal scale studies demonstrate that the land would more appropriately be placed in a greenlands or secondary agricultural designation **in consultation with the Ontario Ministry of Agriculture and Food,**

ii) studies demonstrate that limited non-residential use is appropriate.

b) Urban Centre or Hamlet expansions are subject to the comprehensive review policies of Section 4.8 Urban Expansion.

c) Limited non-residential uses, other than aggregate extraction, may only take place in prime agricultural areas if the need for the use can be demonstrated and provided that there are no reasonable alternative locations which avoid prime agricultural areas, and there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands. In considering need and alternative locations, decision makers will be guided by the following:

i) **Need**

- projected population for the local municipality and county or growth allocated by broader studies
- public health or safety considerations
- existing vacant land already designated for the proposed use
- potential for infilling existing areas
- previous rates of land consumption
- availability and efficiency of servicing
- need for a variety of opportunities to encourage economic development and satisfy housing and business demand

ii) **Alternative Locations**

- impacts on agriculture **agricultural land and operations**
- location requirements of the proposed use
- ~~compliance with minimum separation distances established for livestock operations~~
- degree of land fragmentation in the area
- Canada Land Inventory classification

iii) **Compliance with minimum separation distances established for livestock operations.**

4.4 HOUSING

4.4.3 Residential Intensification

This Plan contains policies encouraging intensification primarily in urban centres but also, to a much lesser extent in ~~rural areas and~~ hamlets. The strategic approach to intensification intends to retain small town character and revitalize downtown areas which includes:

- a) supporting increased densities in newly developing greenfield areas with a broader mix of housing types than has been the norm in small towns;
- b) supporting appropriate intensification in all areas within the built boundary including adaptive re-use or redevelopment of brownfields and greyfields;
- c) encouraging added housing above commercial uses in and near the downtown, in residential transition areas, and in other main commercial areas;
- d) encouraging intensification within urban centres along major roadways and arterial roads;
- e) encouraging modest intensification in stable residential areas respecting the character of the area. Stable residential areas are considered to be established areas generally consisting of predominantly low density housing on local roads with the built boundary;
- f) conserving cultural heritage and archaeological resources where feasible, as built up areas are intensified;
- g) encouraging intensification which results in new rental accommodation;
- h) encouraging small scale intensification in ~~rural areas and~~ hamlets consistent with their character and servicing including accessory or second residences, limited severances and conversions; and i) encouraging the development of appropriate standards for residential intensification, redevelopment and new residential development which are cost effective, environmentally sound and compatible with existing uses, small town scale and character;

- j) ensuring that adequate infrastructure is, or will be, established to serve the anticipated development.

4.7 URBAN AREA PROTECTION

4.7.1 Distinct Urban-Rural Boundary

In order to allow the efficient expansion of urban areas, and to maintain a clear distinction between urban and rural areas, the County of Wellington:

- a) prohibits new development adjacent to existing urban centres, or hamlets unless part of an urban expansion (adjacent will normally mean within 1 kilometre of an urban area boundary);
- b) ~~prohibits intensive livestock operations adjacent to existing urban boundaries in accordance with the Minimum Distance Separation formula~~
- b) requires that livestock operations adjacent to existing urban boundaries shall only be permitted in accordance with the Minimum Distance Separation Formula.**

This policy does not apply to prevent the completion of previously approved development, logical infilling or development of a minor nature which does not impede the efficient expansion of the urban area. Additionally the expansion of existing developments may be considered if the overall intent of this section is met.

4.8 URBAN EXPANSION

4.8.2 Urban Centre Expansion Criteria

An Urban Centre expansion may only occur as part of a municipal comprehensive review where it has been demonstrated that:

- a) sufficient opportunities to accommodate ~~forecasted growth pursuant to Places to Grow contained in Table 1 of this Plan~~ **the population and employment forecasts for the County of Wellington**, through intensification and in designated greenfield areas, using the intensification target and greenfield density targets, are not available;
 - i) within the regional market area; and
 - ii) within the applicable lower-tier municipality to accommodate the growth allocated to the municipality.
- b) the expansion makes available sufficient lands for a time horizon not exceeding 20 years, based on the analysis provided for in a);
- c) the timing of the expansion and the phasing of development within the designated greenfield area will not adversely affect the achievement of the intensification target and density targets set out in Section 3.3.1 as approved by the Province, and the other policies of this Plan;
- d) where applicable, the proposed expansion will meet the requirements of the Greenbelt Plan;
- e) the existing or planned infrastructure required to accommodate the proposed expansion can be provided in a financially and environmentally sustainable manner;
- f) in prime agricultural areas, there are no reasonable alternatives that avoid prime agricultural areas, and there are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;
- g) impacts on agricultural operations which are adjacent to or close to the urban centre are mitigated to the extent feasible;
- h) in determining the most appropriate direction and location for expansion, the following are addressed:
 - i) the existing development pattern in the community;
 - ii) the potential impacts on people;
 - iii) the need to avoid mineral aggregate areas or where it is unavoidable to use lands of lower quality aggregate resources;
 - iv) the impacts on natural heritage systems and features;
 - v) the impacts on groundwater and surface water;
 - vi) the impacts on the safety and efficiency of existing or planned infrastructure;
 - vii) the impacts on archaeology, cultural heritage landscapes, and built heritage resources;
 - viii) logical boundaries based on existing property lines or recognized physical features where possible; and
 - ix) other planning criteria considered appropriate in the circumstances.
- i) the County and local municipalities will plan to maintain or move significantly towards a minimum of one full-time job per three residents within or in the immediate vicinity of the urban centre or hamlet.

5.4 CORE GREENLANDS

5.4.2 Habitat of Endangered or Threatened Species and Fish Habitat

Development and site alteration will not be allowed in significant habitat of endangered or threatened species except in accordance with ~~appropriate authorization under the Endangered Species Act~~ **provincial and federal requirements**. Development or site alteration adjacent to significant habitat of endangered or threatened species shall require a satisfactory Environmental Impact Assessment that demonstrates there will be no negative impact on the significant habitat of endangered or threatened species or its ecological function. Proponents will be directed to the federal or provincial agency that has jurisdiction over the species or habitat to be protected.

Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.

5.6 DEVELOPMENT CONTROL

5.6.1 Permitted Uses

Within the Core Greenlands designation, development and site alteration shall not be permitted within Provincially Significant Wetlands, or in significant habitat of threatened or endangered species **except in accordance with provincial and federal requirements.**

In other Core Greenlands areas and in Greenlands areas, permitted uses and activities may include:

- a) agriculture;
- b) existing uses;
- c) conservation;
- d) forestry;
- e) aggregate extraction within Mineral Aggregate Areas subject to appropriate rezoning, licensing and the policies of this Plan;
- f) open space; and
- g) passive recreation.

Other uses permitted in the applicable adjacent or underlying designations may be permitted.

5.6.4 Zoning

Core Greenland areas shall be placed in a restrictive zone which prohibits buildings, structures and site alterations except as may be necessary for the management or maintenance of the natural environment. Other greenlands may also be given a restrictive zoning by a municipal council.

Zoning by-laws may also recognize existing land uses in core greenlands and, where appropriate, provide for reasonable expansions or alterations. Zoning by-laws may also establish setbacks from ~~greenland areas~~ **Core Greenlands** in which no buildings or structures shall be permitted.

5.6.5 Agriculture

~~Natural heritage~~ **The Greenlands System** policies will not limit the ability of agricultural uses to continue.

5.6.6 Mineral Aggregate Areas

Areas of high potential for mineral aggregate are shown on Schedule 'C' as an overlay over the Greenland System.

[note: wording reinstated from current Official Plan]

~~In addition to the policies of Section 5.6.1 and 5.6.2, new mineral aggregate operations shall not be permitted within significant woodlands unless the woodland consists of young plantations or early successional woodlands, and the area of woodland removed will be replaced with woodland of equal or greater area and quality.~~

Existing licensed mineral aggregate operations are permitted and will be protected.

In the Greenbelt, mineral aggregate operations are subject to the policies of Section 9.9.10.2.

6.6 MINERAL AGGREGATE AREAS

6.6.1 Mineral Aggregate Resource Overlay

Lands within the Mineral Aggregate Areas Resource Overlay are areas of high potential for mineral aggregate extraction and are shown as an overlay on Schedule “C”. These lands have been identified based on geological information in the Ministry of Northern Development and Mines Aggregate Resources Inventory Paper report (ARIP No. 162). Lands in the Mineral Aggregate Resource Overlay generally consist of sand and gravel deposits that the province has identified as being of Primary or Secondary Significance **and Selected Bedrock Resources**. There are also sites in the Mineral Aggregate Resource Overlay where there is an existing or approved mineral aggregate operation that lies outside of the sand and gravel resource areas of Primary or Secondary Significance or **Selected Bedrock Resources**.

The Mineral Aggregate Resource Overlay only indicates that aggregate deposits are likely to be available. It does not presume that all conditions are appropriate to allow extraction or processing of the resource to proceed. The intention is to make as much aggregate resources available as close to markets as is realistically possible. In order to recognize environmental and land use constraints to the establishment of mineral aggregate operations, the following are not included in the Mineral Aggregate Resource Overlay: urban centres and hamlets plus 300 metres beyond their boundaries; provincially significant wetlands; other wetlands; and significant woodlands.

There are no known mineral deposits or petroleum deposits of significance that warrant inclusion in this Plan. Should any deposits be identified, the County will develop policies to govern their protection and development.

6.6.5 New Mineral Aggregate Operations

New or expanded mineral aggregate operations shall only be established through amendment to **Mineral Aggregate Area shown on Schedule ‘A’** of this Plan.

New or expanded mineral aggregate operations also require appropriate rezoning and licensing. Rezoning applications to allow mineral aggregate operations are subject to all relevant policies of this Plan. In considering proposals to establish new aggregate operations, the following matters will be considered:

- a) the impact on adjacent land uses and residents and public health and safety;
- b) the impact on the physical (including natural) environment;
- c) the capabilities for agriculture and other land uses;
- d) the impact on the transportation system;
- e) existing and potential municipal water supply resources are protected in accordance with Section 4.9.5 of this Plan.
- f) the possible effect on the water table or surface drainage patterns;
- g) the manner in which the operation will be carried out;
- h) the nature of rehabilitation work that is proposed; and
- i) the effect on cultural heritage resources and other matters deemed relevant by Council.

It is essential that extraction be carried out with as little social and environmental cost as practical. Provincial standards, guidelines and regulations will be used to assist in minimizing impacts.

6.8 RURAL EMPLOYMENT AREAS

6.8.4 New Locations

New Rural Employment Areas shall only be established by amendment to this Plan. In establishing new rural employment land, consideration shall be given to the following:

- a) **the proposed use is necessary for development related to the management or use of resources, resource-based recreational activities or rural land uses that cannot be located in urban centres or hamlets;**
- b) the amount of rural employment land in any part of Wellington shall be limited in size and based on reasonable estimates of need;
- c) no new rural employment areas shall be established within 1km of urban centre or hamlet boundaries;
- d) the impacts on agricultural operations shall be kept to a minimum and the loss of prime agricultural land shall be avoided wherever practical, as set out in Section 4.3.3c);
- e) the Greenland System will be protected from negative impact in accordance with the policies of this Plan;
- f) adequate separation or buffering from incompatible uses can be provided;
- g) adverse impacts on any nearby land use will be avoided;
- h) mineral aggregate resources will be protected.
- i) existing and potential municipal water supply resources are protected in accordance with Section 4.9.5 of this Plan.
- j) adequate infrastructure is, or will be, established to serve the anticipated development in an orderly manner.

9.9 GREENBELT POLICIES (Erin and Puslinch)

9.9.5 Natural System

The Natural System of the Greenbelt Protected Countryside is made up of a Natural Heritage System and a Water Resource System. The Natural System policies protect areas of natural heritage, hydrologic and/or landform features which are often functionally inter-related and which collectively support biodiversity and overall ecological integrity.

Natural Heritage System

The Natural Heritage System includes areas with the highest concentration of the most sensitive and/or significant natural features and functions, and is shown on Schedules A2-1 and A7-3.

The Natural Heritage System contains a substantial portion of the Core Greenlands and Greenlands designations, as well as areas that are adjacent to, or located between, Core Greenlands and Greenlands that are designated Prime Agricultural, Secondary Agricultural, Country Residential and Recreational on Schedules A2 and A7.

For lands within the Natural Heritage System of the Protected Countryside the following policies shall apply:

- a) The full range of existing and new agricultural, agriculture-related, and secondary uses and normal farm practices are permitted subject to the policies of **9.9.5 b)** below;
- b) New buildings or structures for agriculture, agricultural-related and secondary uses are not subject to the Natural Heritage System policies below, but are subject to the policies on key natural heritage features and key hydrologic features as identified in the natural features policies of section 9.9.6.
- c) New development or site alteration in the Natural Heritage System (as permitted by the policies of this Plan) shall demonstrate that:

- i. There will be no negative effects on key natural heritage features or key hydrologic features or their functions;
- ii. Connectivity between key natural heritage features and key hydrologic features is maintained, or where possible, enhanced for the movement of native plants and animals across the landscape;
- iii. The removal of other natural features not identified as key natural heritage features and key hydrologic features should be avoided. Such features should be incorporated into the planning and design of the proposed use wherever possible; and
- iv. The disturbed area of any site does not exceed 25 percent, and the impervious surface does not exceed 10 percent, of the total developable area, except for uses described in and governed by sections 9.9.8 and 9.9.10. With respect to golf courses, the disturbed area shall not exceed 40 percent of the site.

9.9.8.1 General Non-Agricultural Use

For non-agricultural uses, the following policies apply:

- a) With the exception of those uses permitted under Sections 9.9.9 through 9.9.11, and subject to the Natural System policies in section 9.9.5, non-agricultural uses are not permitted in prime agricultural areas.
- b) Proposals for non-agricultural uses must demonstrate that:
 - i. The use is appropriate for location in a rural area;
 - ii. The type of water and sewer servicing proposed is appropriate for the type of use;
 - iii. There are no negative impacts on key natural heritage features and/or key hydrologic features or their functions; and
 - iv. There are no negative impacts on the biodiversity or connectivity of the Natural Heritage System.
- c) **New land uses, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.**

PART 15

DEFINITIONS

Agricultural uses:

means the growing of crops, including nursery and horticultural crops; raising of livestock and other animals for food, or fur, including poultry and fish; aqua-culture; **apiaries**; agro-forestry; maple syrup production; and associated on-farm buildings and structures, **including accommodation for full-time farm labour when the size and nature of the operation requires additional employment.**

Connectivity:

Means the degree to which key natural heritage and key hydrologic features are connected to one another by links such as plant and animal movement corridors, hydrologic and nutrient cycling, genetic transfer, and energy flow through food webs.

Existing uses – Greenbelt

Means uses legally established prior to the date that the Greenbelt Plan came into force. Existing agricultural accessory buildings and structures including farm dwellings can expand on the same lot subject to the provisions of the municipal zoning by-law.

Hazard distance:

Means the distance established as the hazard distance applicable to the propane operation referenced in a risk and safety management plan required under Ontario Regulation 211/01 (Propane Storage and Handling) made under the *Technical Standards and Safety Act*.

Natural Heritage System

means a system made up of natural heritage features and areas, linked by natural corridors which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and ecosystems. These systems can include lands that have been restored and areas with the potential to be restored to a natural state.

Natural self-sustaining vegetation:

Means vegetation dominated by native plant species that can grow and persist without direct human management, protection, or tending.

Prime Agricultural Areas:

means areas where prime agricultural lands predominate. This includes:

- areas of prime agricultural lands and associated Canada Land Inventory Class 4-7 soils; and
- additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture.

Prime agricultural areas may be identified by the Ontario Ministry of Agriculture and Food using evaluation procedures established by the Province as amended from time to time, or may also be identified through an alternative agricultural land evaluation system approved by the Province.

Propane operation:

Means an operation in respect of which a person is required to prepare a risk and safety management plan under Ontario Regulation 211/01 (Propane Storage and Handling) made under the *Technical Standards and Safety Act*.

Propane operator:

Means a person who is required to prepare a risk and safety management plan under Ontario Regulation 211/01 (Propane Storage and Handling) made under the *Technical Standards and Safety Act*.



THE GREEN LEGACY MINUTES



March 3, 2014 at 9:00 a.m.
Guthrie Room, Administration Centre

Attendance: John Brennan, Larry Halyk, Rob Johnson, Tracey Ryan, John Scott, Mark Van Patter

Absent: Warden White, Scott Wilson, Gary Cousins, Mayor Maieron, Brad Whitcombe, Andrea Ravensdale, Paul Day, Rob Moore, Terry Schwan, Walt Visser

1. Review of November 25 Minutes:

The minutes were approved.

2. Nursery Manager's Overview:

Snow and cold have created some issues this year – accessibility around nursery, frozen tree blocks, etc. Staff has been able to work around the problems.

Most of the trees have been ordered; there are only about 5,000 of the 160,000 left and available. There about 150 orders. Trees that are going to Conservation Authorities are up this year. We have 30,000 going to the Grand River. Credit Valley continues to be a strong partner.

Approximately 50,000 of the trees are 3 year olds, with the rest being 2 year olds. The aim is to have all of the trees as 3 year olds next year. There will also be a greater number of seedlings held back and saved to become potted stock for windbreaks in the future.

About 3,000 trees per week are being packaged, and this is on schedule for this spring.

3. Guelph Schools - Spring Tree Plant Outs:

With the opening of the north nursery, a number of new schools from north Wellington are now participating in spring tree plantings. Previously, we were working with about 1,200 Grades 7 and 8 students on tree planting projects. Now we are up to approximately 2,200 students. Mr. Johnson leads most of the out plantings and he is looking to reduce some of the demand. He is having discussions with Trees for Guelph and GRCA to see if they are able to lead plantings for some Guelph schools. Another option for Guelph schools is to offer tree planting once to a student, rather than provide it both in Grades 7 and 8. Mr. Johnson will report back on this at the next committee meeting.

4. Municipal Tree Days:

The municipal tree days dates have been determined – see attached schedule. Ms. Ravensdale will be putting the schedule in the Advertiser on the County Page on April 11 and 18.

The tree species local municipalities will be getting are as follows:

Green Legacy Tree Distribution Days Species List

Species Name	Quantity
Deciduous	
Birch, White	100
Cherry, Black	100
Elm, American	90
Hoptree	70
Kentucky Coffeetree	80
Maple, Silver	170
Oak, Bur	350
Oak, Red	170
Redbud	100
Coniferious	
Cedar, Eastern White	1100
Larch, European	150
Pine, Eastern White	800
Pine, Red	120
Spruce, Norway	600
Spruce, White	1000
TOTAL	5000

Mr. Brennan requested in future years that at least 150 trees of a species be provided.

Mr. Van Patter is booking mobile signs for the local municipalities. They are to arrive one week before each tree day. Mr. Scott will look after organizing the sign in Guelph/Eramosa. He will also determine how the 5,000 trees are being split up between the Rockwood and Marden distribution points.

5. Green Legacy 10th Anniversary Plans:

The Committee determined that the 10th anniversary for the Green Legacy should take place in September. This will be less busy than in the spring. It will also allow for the potted stock to grow larger over the summer. Mr. Johnson will ensure the appropriate trees get aside for local municipalities if they want to have a ceremonial tree planting. The County has purchased metal plaques for each local municipality. Mr. Van Patter will write each municipality to let them know about the plaques and trees, and to assist with event planning. We will offer to have a representative from the Green Legacy staff or Committee to attend any ceremony.

6. Living Snow Fences

Ms. Ryan indicated that we were getting a good uptake by the public for the Living Snow Fence Programme. The GRCA will provide a brief update for the Committee at our next meeting. She also noted that a number of the other Regions and Counties in the area were also setting up similar programmes. She clarified that the programme will pay for protective fencing around living snow fences in pasture situations.

7. Retiring From Committee

Both Larry Halyk and Terry Schwan are retiring from the Ministry of Natural Resources this winter and are also retiring from the Green Legacy Committee. The County thanks them for their valuable input over the decade.

8. Communications:

Articles on the following topics are planned for this spring in the Wellington Advertiser: are planned spring:

- March 7 – Tree Pruning
- March 21 – Tree By-law
- April 11- Site Prep. & Municipal Tree Days
- April 18 – Municipal Tree Days
- June – Green Legacy Wrap up for Spring 2014.

We are also planning on exhibiting at:

- Drayton Farm Show [partnering with GRCA and Trees for Mapleton] on April 2 and 3
- Federation Canadian Municipalities on May 29 to 31.

9. Next Meeting: Monday, May 26 – 9:00 am.

2014 LOCAL GREEN LEGACY TREE DISTRIBUTION DAYS

Trees will be available at the following local municipalities and times. Arrive early to get your choice.

Township	Date	Contact	Location	Time
Guelph/Eramosa	Saturday, May 3	John Scott john4u@me.com	Rockwood Fire Hall, 5141 Wellington Rd. 27, Rockwood AND Marden Municipal Garage, 7366 Wellington Rd 30, Marden	9:00-12:00pm Donations of cash and/or canned goods can be made to the East Wellington Community Service Food Bank. [Note: Personal tree orders will all go to Rockwood Fire Hall.]
Centre Wellington	Saturday, May 10	Colin Baker cbaker@centrewellington.ca	Centre Wellington Public Works Office, 7444 County Rd. 21, Elora	8:00 -10:00 am Food bank donation gratefully accepted.
Mapleton	Saturday, April 26	Patty Sinnamon psinnamon@town.mapleton.ca	Maryborough Shop, 3 Hilwood Drive, Moorefield	8:00 -10:00 am Food bank donation gratefully accepted.
Wellington North	Saturday, May 3	Cathy Conrad cconrad@wellington-north.com	Kenilworth Works Yard 7490 SdRd. 7 West, Kenilworth	9:00 -11:00 am Donations to the Arthur Horticultural Society or the Mount Forest Horticultural Society gratefully accepted.
Minto	Saturday, May 3	Mike Mclsaac mike@town.minto.on.ca	Town of Minto Municipal Office Garage, 5941 Hwy 89, Harriston	8:00 -10:00 am Food bank donation gratefully accepted.
Puslinch	Saturday, April 26	Donna Tremblay admin@puslinch.ca	Green Shed at the Puslinch Community Centre, 23 Brock Rd S, Aberfoyle	8:30 -11:00 am Food bank donation gratefully accepted.
Erin	Saturday, April 26	John Brennan john.brennan@erin.ca	Municipal Work Yard, 5684 Trafalgar Rd., Erin	9:00 –11:00 am Food bank donation gratefully accepted.

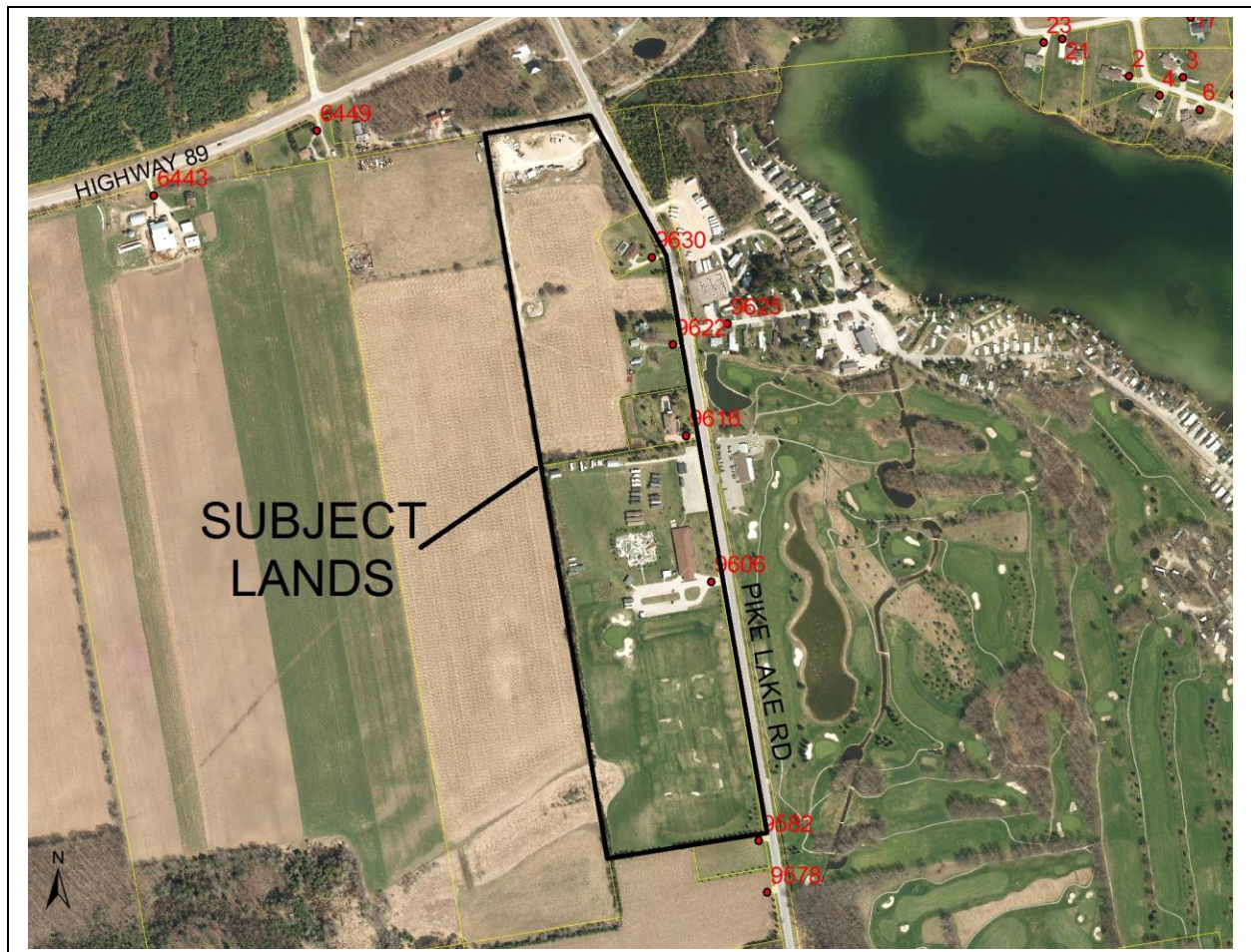


COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Mark Van Patter, Manager of Planning and Environment
Date: Thursday, March 27, 2014
Subject: PD2014-08 Pike Lake Golf Centre Ltd. – Expansion of Recreation Policy Area
Official Plan Amendment No. 89 – Application OP-2013-05
Geographic Township of Minto, Town of Minto

1. Purpose:

The purpose of the proposed Official Plan Amendment No. 89 is to redesignate the subject lands from Secondary Agricultural and Highway Commercial to Recreational, and to include this same land within the Policy Area PA5-1 Pike Lake Recreational Area. PA5-1 policies permit a variety of recreational related uses – golf course, club house, driving range, hotel, seasonal recreational trailers, year-round mobile homes, camping sites, tennis courts, pool, etc. The intent is to add the land for possible seasonal recreational trailers. Other uses permitted under Policy PA5-1 may also be needed.



The effect of the amendment will be to recognize the southern portion of the subject lands, which already have a developed motel and driving range. The amendment will also permit development of the northern portion of the subject lands for those uses specified in PA5-1. However, prior to further development, a zoning by-law amendment will be required, and supporting studies may be necessary. The official plan amendment will revise the Town of Minto - Schedule A5.

2. Location and Subject Lands:

Official Plan Amendment No. 89 is located on Part Lot 11, Concession 14, Geographic Township of Minto, in the Town of Minto. Four properties are involved:

- 16.86 acres - Agricultural - 9622 Pike Lake Road
 - 1.00 acre - Residential Severance - 9630 Pike Lake Road
 - 1.40 acres - Residential Severance - 9616 Pike Lake Road
 - 25.29 acres - Hotel & Driving Range - 9606 Pike Lake Road
- 44.55 acres

3. Places to Grow(PTG) and Provincial Policy Statement (PPS):

Amendments have been made to the Wellington County Official Plan previously to ensure that the Plan is in conformity with both PTG and PPS.

4. Wellington County Official Plan

Most of the subject lands are currently designated Secondary Agricultural, with a small Core Greenlands in the southwest and northeast corners. These were identified by the SVCA.

There is also a small area designated Highway Commercial where the motel is located. This is somewhat redundant as the PA5-1 policy in the Official Plan, includes a 36 unit hotel complex (west of Pike Lake Road) as a permitted use.

Section 4.2.5, Rural Opportunities, states that *“the Rural System may also contribute employment opportunities through the development of tourism and recreation opportunities.”* Pike Lake is one of the largest recreational complexes in Wellington County and provides significant employment.

Section 9.6.3 of the Wellington County Official Plan has local policies within the Town of Minto. Policy Area PA5-1 Pike Lake Recreational Area, in subsection (e) allows consideration of expansions of the existing policy area through the Official Plan Amendment process, and may provide for the same or similar uses as set out in subsection (a).

5. Town of Minto Zoning By-law

The northern most 16.86 acre parcel is zoned Agricultural Exception (A-4), which permits an agricultural use on a lot of 16 acres. The two residential severances are zoned Agricultural (A). The southern 25.29 acres have two zones. The northernmost 7.5 acres (approximately) are zoned Highway Commercial Exception (C2-43) for the existing motel and accessory uses. The southernmost 17.79 acres (approximately) are zoned Open Space Exception (OS-47) for the existing driving range, miniature golf, pool, tennis court and other related uses.

6. Public Meeting

The Town of Minto held the statutory public meeting on March 18, 2014. There were no concerns expressed by Council or the public.

7. Public and Agency Comments Received

The County has received the following comments:

Ministry Municipal Affairs	Does not appear to be any matters of provincial interest (December 12)
Saugeen Valley Conservation Authority	Information indicates multiple element occurrences of endangered or threatened species on or adjacent to the subject lands. Prior to development, supporting studies may be necessary. The element occurrences should be investigated by proponent. Development or site alteration within 120 metres of the provincially significant wetland will require a permit from the SVCA (March 12)
Ministry of Natural Resources	MNR staff can confirm that there are no known species at risk for the property. Adjacent to the property (Pike Lake) there is a record of Snapping Turtle. Snapping Turtle is listed as special concern on the Species at Risk in Ontario List. If there is suitable habitat on the property however, there may also be Eastern Meadowlark (threatened), Bobolink (threatened), Barn Swallow (threatened), and Butternut (endangered). All four species are known for the area, and if suitable habitat is present, one or more could be found on the property. Surveys would be required to determine presence/absence of the above noted species (March 20)
Upper Grand School Bd.	No objection but will collect development charges if developed for year round mobile homes (December 20)
Canada Post	There is already postal delivery. Any new customers will be assumed into the existing equipment (January 10)

8. Staff Comments

a) Expansion of Pike Lake Recreation Area

The Official Plan has provisions for the expansion of Pike Lake and encourages recreational economic development in rural areas that are not designated Prime Agricultural. Most of the property owned by Pike Lake Golf Centre Ltd., east of Pike Lake Road, is already developed. The proponent's agent, Mr. Bruce Fulcher, in his application letter of October 14, 2013 indicates that *"The owners are currently considering more seasonal trailers; however, other uses under PA5-1 may be needed."*

The two severed lots with dwellings included in the area to be redesignated are not permitted uses under PA5-1. They need to be recognized in the Official Plan amendment.

Redesignation of the lands on the west side of Pike Lake Road, would seem logical to recognize existing development and allow for future expansion.

b) Neighbouring Uses

The subject lands have the following neighbouring land uses:

- Woodland and wetland to the north
- Farmland to the west
- Farmland and wetland to the south
- Pike Lake recreation area to the east (club house, golf course)

There have been no concerns indicated by neighbours. The two severed residential lots within the proposed expansion area are both owned by members of the Cowan family, who own the Pike Lake development.

c) Endangered and Threatened Species

I suggested to Mr. Marriott (MNR) that we proceed with the OPA amendment, as long as the applicant understands that review of species at risk will be required at the rezoning stage. I suspect that only a preliminary study by a qualified professional may be required at the time (i.e. nothing will be found). If something is found, then a more in-depth investigation, as per the Endangered Species Act, will be required. The applicant is free to have the preliminary study undertaken earlier if they wish. Mr. Marriott indicated that he had no concerns with the above approach.

d) Future Rezoning

The southern portion of the subject lands is already zoned for a motel and open space uses. The northern, undeveloped, area is zoned Agricultural. Development of this area will require a rezoning and depending on the use, will require supporting studies pursuant to subsection (d) of PA5-1 of the Official Plan. The nature of the supporting studies will depend on the type of development proposed. A study will be required to address the species at risk potential.

Development or site alteration within 120 metres of the Provincially Significant Wetland will require a permit from the Saugeen Valley Conservation Authority.

9. Related Applications

Currently, there are no other planning applications pending.

10. Recommendation

THAT a by-law be approved, adopting Official Plan Amendment No. 89 to the County of Wellington Official Plan.

Respectfully submitted,

A handwritten signature in black ink that reads "Mark Van Patter". The signature is written in a cursive style with a large initial 'M' and 'V'.

Mark Van Patter, MCIP, RPP
Manager of Planning and Environment

----- Excerpt From the Draft Official Plan Amendment No. 89-----

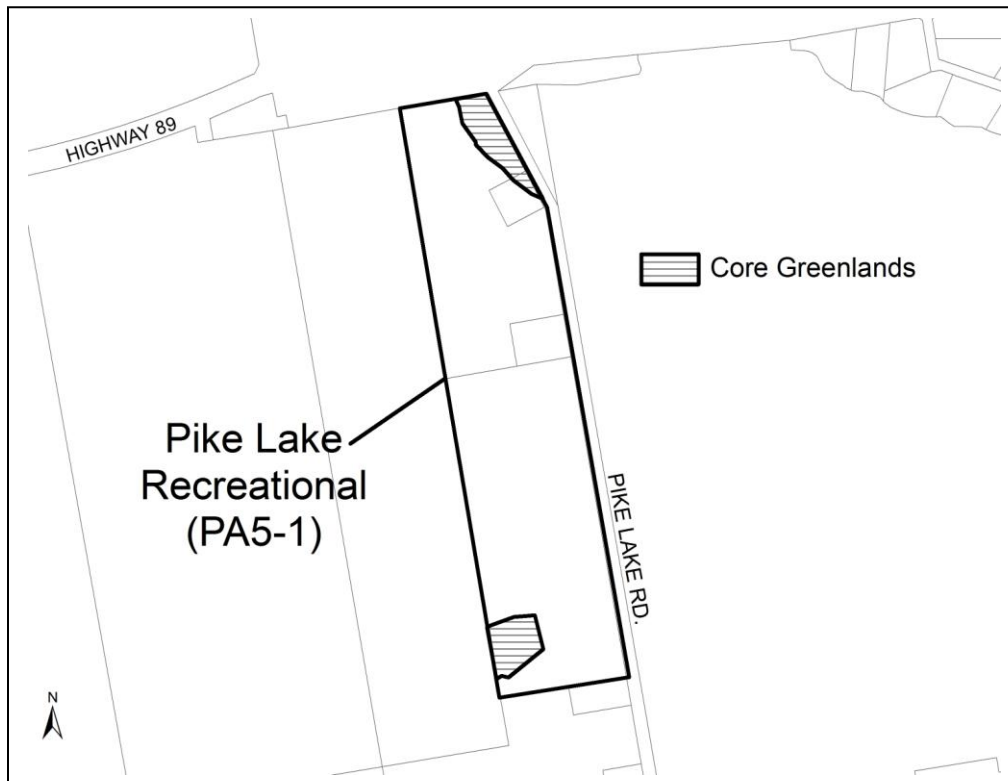
DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

- THAT Schedule A5 (Minto) is amended by changing the land use designations on land described as Part Lot 11, Concession 14, Geographic Township of Minto, in the Town of Minto, as shown on Schedule “A” attached to and forming part of this amendment, from Secondary Agricultural and Highway Commercial to Recreational and include this same land in an expanded Policy Area - PA5-1 Pike Lake Recreation Area. The existing Core Greenlands designated areas are to remain unchanged.

- THAT Section 9.6.3, PA5-1 Pike Lake Recreation Area, is amended by adding the following permitted use under subsection (a):
 - 2 existing single detached dwellings on severed lots (west of Pike Lake Road)

**SCHEDULE “A” OF
OFFICIAL PLAN AMENDMENT NO. 89**





COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Aldo Salis, Manager of Development Planning
Date: Thursday, April 10, 2014
Subject: PD2014-09 Ren's Expansion, Aberfoyle Site, Puslinch Township
Official Plan Amendment No. 90 – Application OP-2012-05
Township of Puslinch

1. Introduction

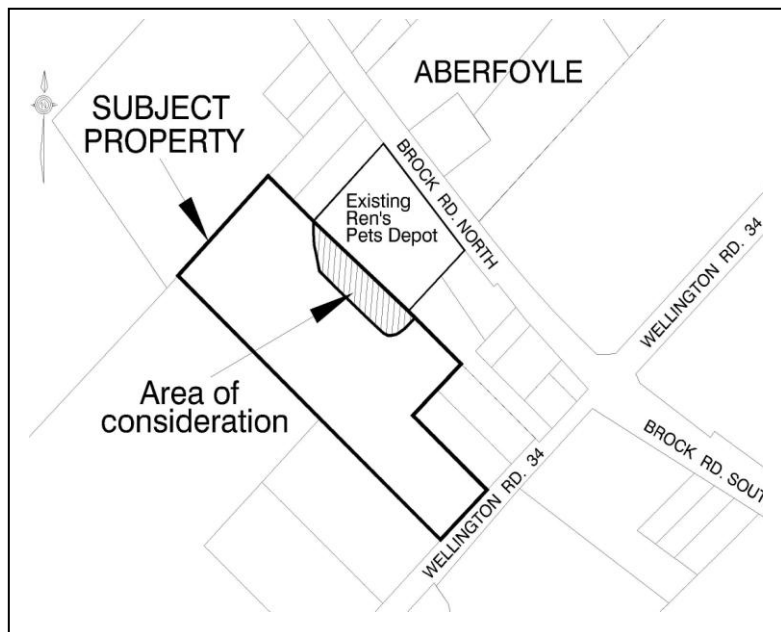
The application currently before the County of Wellington is a proposed Official Plan amendment to allow for the expansion of an existing commercial use located in the community of Aberfoyle in Puslinch Township. A related application to amend the local Zoning By-law is currently before the Township of Puslinch. A Site Plan Application was filed with the Township in 2013 (currently under review) and a consent application for a proposed lot line adjustment has recently been submitted to the County of Wellington Land Division Committee for consideration.

These applications are subject to the legislation and planning policies in effect at that time (i.e. Provincial Policy Statement 2005, Growth Plan for the Greater Golden Horseshoe (Growth Plan) 2006, and the Wellington County Official Plan, 1999, as amended. The subject land is not within the Greenbelt planning area and therefore is not subject to the policies of the Province's Greenbelt Plan.

2. Location

The property subject to the planning applications is described as Part of Lot 20, Concession 7, Puslinch Township. The property is located in the community of Aberfoyle, west of Brock Road and north of Wellington Road 34 (see Location Map). The property is approximately 5.1 hectares (12.8 acres) in area. The "area of consideration" to be amended is approximately 0.6 ha (1.5 ac) in area and located immediately adjacent to the existing Ren's Pets Depot property at 20 Brock Road North (see Location Map).

LOCATION MAP



3. Purpose of the Official Plan Amendment

The Official Plan Amendment proposes to designate a portion of the subject lands from Residential to Highway Commercial. The balance of the subject land will remain under the Residential and Core Greenlands designations. An excerpt of the proposed amendment to the County Official Plan is attached to this report.

The subject property is zoned Agricultural (A) Zone and Natural Environment (NE) Zone in the Township of Puslinch Zoning By-law 19/85. The Zoning By-law Amendment proposes to rezone a portion of the subject land ('area of consideration') from the Agricultural (A) Zone to a specialized Highway Commercial Zone. The balance of the property would remain under Agricultural and Natural Environment zoning. Special provisions are to be included in the amending by-law to limit the extent of the proposed development.

4. Physical Characteristics of the Subject Property

The subject 12 acre property has frontage and access to Wellington Road 34. The property was planted with coniferous trees and used as a tree nursery by a previous owner. Over time, many of the trees have been relocated from the property. The land is currently vacant and not used for farming but two large tree clusters remain toward the centre and rear of the property.

The property contains a small watercourse (a tributary of Mill Creek) and its associated floodplain. The majority of the west half of the property is zoned Natural Environment (NE) which represents the extent of the floodplain. There are no other natural heritage features on the property. The land proposed for expansion is outside of floodplain area and contains no natural features.

5. Surrounding Land Uses

The land uses and features that surround the subject property include commercial, residential uses, institutional facilities/public uses, and large natural areas. More specifically: to the north are large natural areas; to the west are open fields part of the Township and County public works yards; south of the 'area of consideration' is an open meadow with some scattered trees; further south are residential uses on large lots. The existing Ren's Pets Depot commercial use is immediately adjacent on the east side at 20 Brock Road North. Further east are natural areas and some residential uses (see Area Features Map).

AREA FEATURES MAP



6. Development Concept

According to the applicant, the Ren's Pets Depot business is growing and requires additional warehouse and distribution space. The existing Aberfoyle site is constrained and the most optimal arrangement is to extend the existing warehouse building towards the west onto the adjacent property. The proposal is to expand the existing warehouse building by approximately 2322 m² (25,000 sq. ft.). The building expansion will require a severance and lot addition of approximately 0.6 hectares (1.5 acres) of land to the adjacent Ren's property.

Truck delivery and customer access to the proposed expanded Ren's site would continue to be provided from Brock Road (Wellington 46). No new commercial access is proposed from Wellington Road 34. According to the applicant, the proposed warehouse expansion would not generate increases in truck traffic. The volume of merchandise/products to be brought to the site would increase, but according to the proponent that is achieved by delivery efficiencies and not through an increase in truck traffic.

In terms of the remaining property (retained parcel), the land will continue within the Aberfoyle Urban Centre (Residential category) and zoned Agricultural and Natural Environment (i.e. no changes are proposed).

7. Technical Reports

To address the policies of the Provincial Policy Statement, the Growth Plan, the County Official Plan, and review agency requirements, the following studies and reports were submitted by the proponent:

- Planning Report (May 2012) prepared by MHBC Planning
- Functional Servicing Report (April 2012), prepared by MTE Consultants Inc.
- Hydrogeological Investigation (May 2013) prepared by MTE Consultants Inc.
- Geotechnical Investigation (January 2013) prepared by CMT Engineering Inc.

Additional technical information and revised concept plans were provided by the proponent's consultants throughout the review process in response to comments by the Township's peer review consultants, public agencies, the public and other stakeholders.

8. Public Meeting

The statutory public meeting for the subject planning applications was conducted in accordance with the requirements of the Planning Act. The meeting was held on October 23, 2013 at the Township of Puslinch. Public comments expressed at the meeting included: concerns regarding natural environment (flooding, impacts on wildlife, wetlands), access from Wellington Road 34, site design and building aesthetics, noise, traffic, and other land use compatibility concerns.

Technical and land use questions were addressed by the applicant's consulting planners (MHBC) and engineers (MTE). The proponent agreed to have their consultants follow-up with the Township on matters that they were not able to immediately address or that required further investigation. In a

letter dated January 15, 2014 to the Township, MHBC provided a detailed response to questions and concerns raised at the public meeting. Additional responses to the comments raised by the public are provided later in this report.

9. Written Submissions

Area residents have provided written comments regarding the proposal and many have expressed similar concerns as those raised at the public meeting. Correspondence from public review agencies, Township staff and peer review consultants, was also provided regarding this development application. Supplementary comments from the applicant's consulting team were submitted to the Township and shared with public, review agencies and others.

Detailed comments regarding this proposal were provided by the following review agencies and peer review consultants for the Township: Grand River Conservation Authority, Gamsby and Mannerow Engineers, GWS Ecological Services, Harden Environmental Services, and County Engineering and County Planning staff. Final comments from the public agencies and the Township's peer review consultants indicate no objections or concerns with the proposed land uses changes. Further, the GRCA, Township staff, and the peer review consultants were satisfied that technical matters were addressed or would be addressed as part of the site plan application process.

All technical reports, studies, agency and peer review comments, and related correspondence are available for review.

10. Provincial Planning Policy and County Official Plan

The proposed development application has been assessed based on Provincial and County planning policies applicable to the subject land at the time the applications were submitted. This section reviews the applicable planning policies to determine consistency and conformity:

Provincial Policy Statement, 2005

Section 1.1.1 of the Provincial Policy Statement refers to 'Managing and Directing Land Use to Achieve Efficient Development and Land Use Patterns'. This section states: 'Healthy, liveable and safe communities are sustained by: ...accommodating an appropriate range and mix of residential, employment, recreational and open space uses to meet long-term needs...'. The proposed building expansion is to be located within a recognized urban settlement and is essential for the viability of an existing business in the community.

Section 1.1.3.1 of the PPS states that settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted. The proposed development is situated within the settlement area of Aberfoyle as identified by the County Official Plan.

Section 1.1.3.2 of the PPS states that land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and efficiently use the infrastructure and public service facilities which are available. The subject proposal would effectively develop vacant urban designated land and provide opportunity for economic intensification along a

major road (Brock Road). The density of development would be regulated through appropriate zoning provisions and site plan control.

Section 1.7.1 states that long-term economic prosperity should be supported by optimizing the long-term availability and use of land, resources, infrastructure, and public service facilities. The proposal fulfills this policy objective by utilizing the existing urban designated land and existing infrastructure. The proposal would help sustain and foster employment opportunities for an existing business in a commercial node of the municipality.

The development proposal is consistent with the objectives of the Provincial Policy Statement and particular the provisions of sections 1.1.1, 1.1.3, 1.3.1, 1.7, 2.1, 2.2, and 3.0.

Provincial Growth Plan

The Growth Plan for the Greater Golden Horseshoe (Growth Plan) was approved in 2006 and is applicable in the review of the subject planning applications. Section 2.2.2(1) of the Growth Plan states that municipalities, in managing growth, will accommodate population and employment by directing growth to the built-up areas of the community and by providing communities with a range and mix of land uses and employment opportunities.

According to the County Official Plan, the subject lands are within the Aberfoyle 'Urban Centre' and are adjacent to land currently designated 'Highway Commercial' and 'Central Business District'. The proposed expansion of the existing commercial use on the subject land provides continued employment opportunities and commercial services within Aberfoyle.

Section 2.2.6 of the Growth Plan states that municipalities will promote economic development and competitiveness by: providing for an appropriate mix of employment uses including industrial, commercial and institutional uses...providing opportunities for a diversified economic base... maintaining a range of economic activities and ancillary uses, and addressing the needs of existing and future businesses.

The proposed expansion of the Ren's business is in keeping with the objectives of the Growth Plan.

Wellington County Official Plan

The subject lands are located within the Urban Area of Aberfoyle as identified on Schedule A7 of the County Official Plan. The Official Plan directs the majority of growth to Urban Centres and these areas are expected to provide a full range of land use opportunities, including commercial development.

The subject lands are designated Residential on Schedule A7-1 (ABERFOYLE) of the Official Plan. It is proposed that a portion of these lands be re-designated 'Highway Commercial' and be added to the adjacent Highway Commercial lands (Ren's Pets Depot).

The Highway Commercial designation is primarily intended for commercial uses serving the travelling public or uses not considered compatible within the downtown of the urban centre. In addition, the Highway Commercial designation is appropriate for those uses that, due to their nature, require large

sites to accommodate their associated buildings, storage and parking requirements which are either not available or suitable within the downtown area of the community. Building supply, wholesale, automotive, and similar large format retail uses are typically found in highway commercial areas along major roads.

Section 8.6.7 of the County Official Plan provides expansion criteria for lands designated 'Highway Commercial'. According to 8.6.7, areas designated Highway Commercial may be expanded or new areas may be identified provided it does not detract from the viability of the Central Business District (CBD). The proposed use is to expand the existing and permitted commercial use in the Aberfoyle Urban Centre and in our view would not detract from the viability of the Central Business District.

In considering an expansion to a Highway Commercial area, the Official Plan requires a review of matters such as scale of development, vehicular access, and site design. These and other land use considerations are addressed in the following sections.

11. Land Use Compatibility and Other Planning Considerations

In response to the applications to allow for an expansion of the Ren's Pets Depot business in Aberfoyle, area residents raised concerns regarding the scale and design of the proposed commercial development and other potential impacts that the development could pose on the natural environment and adjacent properties. The following sections review these concerns and other planning considerations.

Proposed Warehouse Expansion

Public concerns regarding the proposed building expansion were raised in relation to surrounding residential properties. In response, the applicant reduced the overall area of land for the proposed expansion from 0.9 hectares (2.2 acres) to 0.6 ha (1.5 ac.). This would confine the proposed expansion to a smaller land area closest to the existing Ren's building and provided greater separation from the residential properties to the south.

The applicant has confirmed that the layout of the proposed building expansion is to be an L-shaped structure extending north and away from existing residences to the south. Building height would remain below 10 metres which is the maximum height permitted by the Township's Zoning By-law. The expansion would be limited to a maximum building area of 25,000 square feet. Total building coverage of the combined properties will be a maximum of 35% lot coverage. Outdoor storage of products and materials will be prohibited. These provisions and restrictions will be articulated in the amending zoning by-law.

The figure below illustrates the proposed location of the expansion building (area in white) and the proximity of surrounding residential properties. The area in a dashed red line is the land that is proposed to be added to the existing commercial property (by lot line adjustment application). The proposed building expansion is to be situated to the rear of the existing commercial buildings on the property (see photo).

PROPOSED BUILDING EXPANSION



A portion of the building expansion will be visible from the road frontage (Brock Road/Wellington Road 46) and likely visible from some of the nearby properties. The on-site activities (loading/unloading and truck movements) would be shielded or partially screened from most of the surrounding residential properties due to the orientation of the proposed building, distance to the Ren's site, and existing tree cover in the area. No commercial activities are to take place in the southern or western sides of the proposed building expansion. Outdoor lighting at those locations, if any, can be directional. Outdoor storage is not permitted by the zoning by-law.

In summary, we believe that efforts have been made to setback and position the proposed building expansion on the land to minimize potential impacts from commercial activities. Existing tree cover and landscaping on-site and on surrounding properties will also provide buffering and screening. Zoning provisions and site plan control will be used to ensure that land use compatibility is maintained for the proposed expansion.

Potential for Flooding

Area residents expressed concerns related to past flooding of properties and the potential for further flooding due to the proposed development. According to the Grand River Conservation Authority, the floodplain in the northwest area of Mill Creek in Aberfoyle (west of Brock Road and north of Wellington Road 34) covers a large area of the subject property and a majority of a residential property to the southwest. The watercourse at this location is narrow and shallow and in sustained

rain events water levels can overspill the banks and extend throughout the relatively flat and wide floodplain. Because these areas are subject to periodic flooding they are zoned Natural Environment (NE). The temporary storage of water on these NE lands is essential for flood control. The area proposed for the building expansion is not within the floodplain or the NE zone and the Conservation Authority had no objection to the proposed Official Plan and Zoning By-law amendments.

Stormwater Management and Drainage Concerns

The applicant has demonstrated, to the satisfaction of the GRCA and the Township's consulting engineers, that the stormwater management system on the Ren's site (at northwest end of the 20 Brock Road property) can be modified to accommodate storm water runoff for the proposed building expansion. It is expected that post-development runoff will match pre-development levels for all storm events. The GRCA and the Township's engineers will review the final design and construction of the stormwater management modifications as provided for through the site plan review process.

In an effort to address drainage concerns raised by a neighbour, Ren's conducted surface drainage works on the south side of their existing building. The improvements were carried out in August 2013 to ensure that surface runoff from the building's roof is contained on their property. We understand that through these changes, storm water from the roof now collects and outlets to the stormwater management system located on the north side of the property.

Natural Heritage Features and Functions

As noted, a tributary of Mill Creek traverses the subject property. The watercourse has a broad floodplain which covers a large portion of the west side of the subject property and beyond. There are no natural heritage features on the land to be severed and developed. In reviewing the proposal, the Grand River Conservation Authority had no concerns regarding the proximity of the proposed development to the surrounding natural features and functions. The Township's hydrogeologists (Harden Environmental) and ecologists (GWS Ecological Services) were satisfied that the proposed development would not have any adverse impacts on groundwater resources or natural heritage features.

In an effort to improve the stream channel (watercourse) on the subject property, a Landscape and Creek Enhancement Plan has been proposed by the applicant. The Grand River Conservation Authority and Township's environmental consultants (GSW) reviewed the proposal and with some revisions were supportive of the enhancement initiative. The creek enhancement and planting plan proposal will be addressed a part of the site plan review and approval process.

Traffic

Truck traffic concerns were raised by area residents. The proponent has stated that truck traffic to the site will not increase. Based on recent correspondence from County Engineering Services (Roads Division), staff had no concerns regarding the proposed commercial expansion. In their view, there is adequate capacity on Wellington Road 46 (Brock Road) to accommodate traffic movements and any potential traffic increases. Access improvements (a left turn lane) were completed when modifications to 20 Brock Road were completed a few years ago.

As noted, truck traffic from Wellington Road 34 to Ren's site will not be permitted through this application. A specific zoning provision will address this matter.

Township's Design Guidelines

A concern was expressed regarding the design of the existing Ren's Pets Depot buildings and site layout and the proposed building expansion. It should be noted that the construction of the existing Ren's buildings pre-date the approval of the Puslinch Design Guidelines (February 2010). In our view, the overall site design and exterior treatment of the existing Ren's buildings are generally in keeping with the objectives of the Design Guidelines. With respect to the expansion, we anticipate that building design and exterior treatment would be similar to the existing buildings on the property. Staff will work with the Township to implement the Design Guidelines as they apply to the proposed expansion.

12. Peer Review and Public Agency Comments

The Township's consulting engineers (G&M), hydrogeologists (Harden Environmental), and ecologists (GWS) have reviewed the development proposal and associated studies and technical reports. As a result of the initial peer review comments, the applicant modified aspects of the development proposal including a reduced building envelope and a modified storm water management approach, among others. Upon review of the changes and updated technical reports, the Township's peer review consultants are satisfied with proposed development. The final design of the proposed storm water management will require further attention at the site plan stage, but staff and the consultants have confirmed that those matters can be appropriately addressed through the site plan review process.

In their letter dated July 8, 2013, the Grand River Conservation Authority confirmed that they had no objection to the proposed planning applications. The Authority also asked to be involved in the review of the final design of the storm water management system.

As mentioned, County Engineering Services (Roads) reviewed the development proposal and had no concerns with respect to traffic, access and storm water management. No other public agencies raised concerns or objections to the proposed planning applications.

13. Proposed Zoning By-law Amendment

The subject property is currently zoned Agricultural (A) Zone with the Natural Environment (NE) Zone which reflects the floodplain on the property. The request is to rezone the smaller 'area of consideration' to a site specific highway commercial zone. County Staff has prepared a draft amending by-law for the Township's review and consideration. The amending by-law would address the uses proposed and limit building size and height, restrict truck access to Brock Road (Wellington Road 46), and prohibit outdoor storage on the site. The draft by-law also requires the merger of the proposed severed parcel with 20 Brock Road (Ren's site). Building coverage would also be limited on the site consistent with similar highway commercial properties in the Township. The existing Natural Environment Zone on the property is to remain unchanged and the balance of the land will remain within the Agricultural (A) Zone.

14. Municipal Support

At a special meeting held on April 1, 2014, Puslinch Council confirmed its support for the approval of the Official Plan Amendment No. 90 (file OP-2012-05) by the County of Wellington.

15. Conclusion

The community of Aberfoyle is a designated Urban Centre in the County Official Plan. As directed by Provincial and County planning policy, settlement areas are expected to provide a range of land uses and future development opportunities. Urban Centres are the focus of commercial, residential, industrial, and cultural and recreational land use activities. While land use changes are expected for settlement areas, new development must be appropriately located and serviced, have regard to the protection of the natural environment, and designed to minimize impacts on surrounding land uses.

The purpose of the planning applications is to allow for the expansion of an existing business in the Township of Puslinch. Ren's Pets Depot requires additional storage capacity at their Aberfoyle location and they propose to expand their warehouse building onto the abutting property. Changes to the planning documents and a consent application are required to accomplish this expansion.

It has been demonstrated that the area of expansion does not contain environmental features and that the proposed development would not impact adjacent natural heritage features or their ecological functions. The proposed expansion will not alter or impact the watercourse or its floodplain on the retained lands or on surrounding properties.

Based on agency and peer review input, the proposed site (when merged with the neighbouring property) can be appropriately designed and serviced to accommodate the proposed building expansion. Site design measures and zoning regulations will be implemented to minimize impacts on adjacent properties and ensure land use compatibility.

County Staff will continue to work with municipal staff and its consultants through the site plan review process to ensure the proper and orderly development of the property and that matters such as: building design, site services, lighting, off-street parking and loading areas, storm water management, and landscape enhancement plans, are adequately addressed.

The proposal conforms to the policies of the Provincial Growth Plan and is consistent with the Provincial Policy Statement. The proposal conforms to the applicable policies of the County of Wellington Official Plan, as amended.

In our opinion, the re-designation of the 'area of consideration' from Residential to Highway Commercial to allow for the expansion of the existing commercial warehouse at 20 Brock Road is appropriate and conforms to the applicable policies of the County Official Plan. The zoning by-law amendment provides for the proposed commercial expansion in a manner that will regulate the scale and extent of the development. The amending by-law implements the intent of the Official Plan Amendment which conforms to provincial planning policy.

16. Recommendation

That a by-law adopting County of Wellington Official Plan Amendment No. 90 be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A. Salis', with a long horizontal line extending to the right.

Aldo L. Salis, BES, M.Sc. MCIP, RPP
Manager of Development Planning
Planning & Development Department

Attachment: Appendix 1: Excerpt from Proposed Official Plan Amendment 90

Appendix 1: Excerpt from Proposed Official Plan Amendment 90 (File OP-2012-05)

PART B - THE AMENDMENT

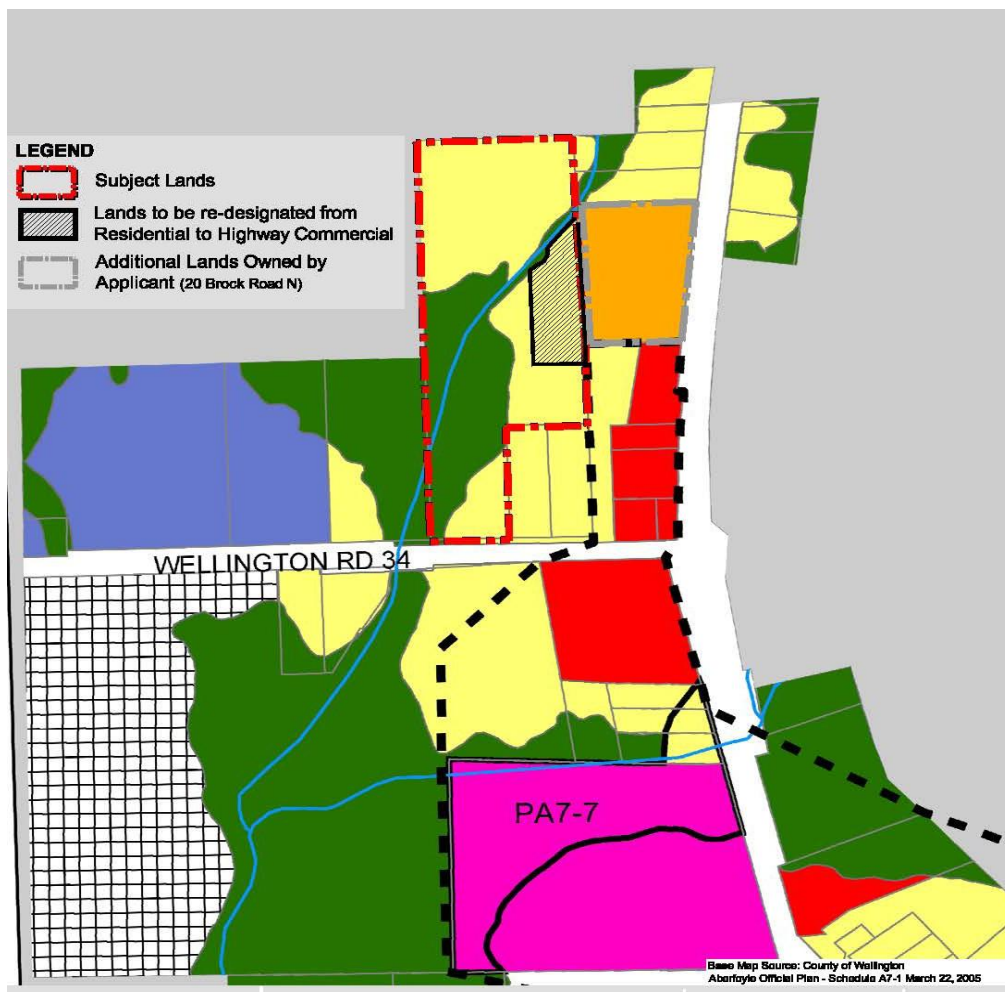
All of this part of the document entitled **Part B - The Amendment**, consisting of the following text constitutes Amendment No. 90 to the County of Wellington Official Plan.

DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT Schedule A7-1 ABERFOYLE (Township of Puslinch) is amended by re-designating the lands illustrated on Schedule 'A' of this Amendment from RESIDENTIAL to **HIGHWAY COMMERCIAL**.

SCHEDULE 'A' OF OFFICIAL PLAN AMENDMENT NO. 90



Ministry of
Community Safety and
Correctional Services

Office of the
Fire Marshal and
Emergency Management

77 Wellesley Street West
Box 222
Toronto ON M7A 1N3
Tel: 416-314-3723
Fax: 416-314-3758

Ministère de la
Sécurité communautaire et
des Services correctionnels

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

77, rue Wellesley Ouest
C.P. 222
Toronto ON M7A 1N3
Tél. : 416-314-3723
Télééc. : 416-314-3758



February 18, 2014

County of Wellington
Mr. Chris White
Warden
74 Woolwich Street
Guelph ON N1H 3T9

Dear Warden White:

The Office of the Fire Marshal and Emergency Management (OFMEM) has conducted an annual review of your municipal emergency management program and its elements. Municipalities are required, in accordance with the *Emergency Management and Civil Protection Act* (EMCPA) to provide the following:

Municipal emergency management programs

2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

Same

(2) The emergency management program shall consist of,
(a) an emergency plan as required by section 3;
(b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
(c) public education on risks to public safety and on public preparedness for emergencies; and
(d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Based on our review of your emergency management program and its elements, your municipality has complied with all of the following requirements of the EMCPA:

Community Emergency Management Coordinator (CEMC) appointed (O.Reg.380/04,s.10(1))	✓
CEMC completed the required training (O.Reg.380/04,s.10(2))	✓
The Municipality Emergency Management Program Committee met once this year (O. Reg. 380/04, s.11 (6))	✓

Current by-law for the municipality's adoption of its emergency management program (EMCPA s. 2.1(1))	✓
Municipal Community Risk Profile reviewed by the Emergency Management Program Committee (EMCPA s. 2.1(3))	✓
Municipality's Emergency Response Plan reviewed and the most current copy submitted to EMO (EMCPA s.3(1), s.3(6) s. 6.2 (1))	✓
Current by-law for the municipality's Emergency Response Plan? (EMCPA s. 3(1))	✓
Municipal Emergency Operations Centre designated (O.Reg.380/04,s.13 (1))	✓
Municipality's EOC communications system deemed to be appropriate (O. Reg. 380/04,s.13 (2))	✓
Municipality's Critical Infrastructure reviewed by the Emergency Management Program Committee (EMCPA s. 2.1 (3))	✓
Four (4) hours of annual municipal training conducted for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O. Reg. 380/04,s.12 (3))	✓
Municipal annual Exercise for the Municipal Emergency Control Group, staff and others identified in the ER Plan (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6))	✓
Municipal designated employee appointed to act as Emergency Information Officer (O.Reg.380/04, s. 14 (1))	✓
Public Education Strategy completed (EMCPA s. 2.1 (2c))	✓
Municipality's Emergency Management Program Committee conducted an Annual Review of the Program (O.Reg.380/04,s.11 (6))	✓

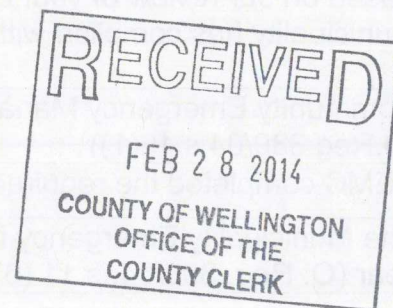
OFMEM staff are available to further discuss this review, as well as to provide you with ongoing advice and assistance to enhance the delivery of emergency management programming in your municipality.

Sincerely,



Tadeusz (Ted) Wieclawek
 Fire Marshal of Ontario, and
 Chief of Emergency Management

- c. Donna Bryce, Municipal Clerk
- Linda Dickson Community Emergency Management Coordinator
- Drew Maddison Sector Field Officer





Corporation of the County of Wellington Economic Development Committee Minutes

April 15, 2014
Governor's Residence Boardroom
Lower Level

Present: Warden Chris White
Councillor George Bridge (Chair)
Councillor Don McKay
Councillor Shawn Watters

Regrets: Councillor Raymond Tout

Staff: Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Jana Reichert, Economic Development Officer
Scott Wilson, CAO

1. Call to Order

At 10:00 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Economic Development Financial Statements as of March 2014

1/3/14

Moved by: Councillor McKay

Seconded by: Councillor Watters

That the Financial Statements as of March 2014 for Economic Development be approved.

Carried

4. April 2014 Economic Development Update

2/3/14

Moved by: Warden White

Seconded by: Councillor McKay

That the County of Wellington Economic Development Update for April 2014 be received for information.

Carried

5. Adjournment

At 10:53 am, the Chair adjourned the meeting until May 20, 2014 or at the call of the Chair.

George Bridge
Chair
Economic Development Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Economic Development Committee
From: Jana Reichert, Economic Development Officer
Date: Tuesday, April 15, 2014
Subject: Economic Development – April Update

Background:

Business Retention and Expansion (BR+E) – We have written the final Wellington Business Interview Findings and Action Plan report. The resulting actions were derived from the 270 in person business interviews and the Retreat brainstorming session of municipalities and agencies. They were then matched to existing priority areas of the County ED activities as per our Strategy. The project results were well received at the Celebration, which included many business persons and the support we received on that day from our MPPs was great.

Carolyn and I are now providing project result presentations to all Councils, beginning with Wellington North April 15 and therein explaining the Local BR+E Implementation Fund. This fund is available to all municipalities and is intended for community specific business retention efforts. We are preparing community specific BR+E reports showing what businesses said in each municipality in addition to opportunities arising. However, the final section of the community specific reports is blank. This section is ready for the actions as decided by the individual municipalities. The final report will be provided to each municipality and will be hosted on our webpage. The poster will now be mailed to every business person that was interviewed, in conjunction with a thank you letter.

I am dealing with several urgent matters for employers that we interviewed; meeting with them, connecting them and working with them.

Trade Opportunities – Recycling and Waste Management: The City of Guelph has notified me of the Waste and Recycling Trade Mission to the Netherlands, September 20 to 27. Their ED office has been in discussions with the Netherlands Trade Consulate in Toronto and this outgoing trade mission opportunity was an outcome. As part of Wellington's BR+E activities to keep local companies informed of upcoming events, we have identified 15 Wellington companies that may find this relevant. We have circulated this information to those businesses, in addition to the Market Export Access Funding to assist with trade mission costs. As I sit on Connect Guelph Wellington, I will be meeting the Consul General of the Netherlands in Guelph April 29th. The City will also exhibit a booth at the Canadian Waste and Recycling Management show in Toronto, November 19 and 20. In the future, this may be something where the County wishes to either partner with the City or attend under its own umbrella with Wellington companies and research institutions.

Chinese Commercial Counsellor to visit Wellington – Mayor Maieron was recently notified of the Counsellor’s intent to visit Erin and Wellington in June. We are in early discussions on the details.

Wellington Economic Development Webpage – We have completed our final business testimonial video, featuring a young video production company from Centre Wellington. The remaining two videos that we are developing as per our provincial funding application are the ‘Welcome to Wellington’ video and the factual, local economy and trends video. These videos will provide webpage visitors will a captivating, short visual identity for our community and businesses, showing our appeal and that we support our businesses. I will be doing extensive research on updating our socio economic information. I continue to develop content for the webpage.

Taste Real Guelph Wellington – We are currently focused on the membership drive for the 2014 season, mailing membership forms and preparing for the local food map production, as 2014 will be the first year in accessible format. The spring Rural Romp planning is under way, the self-guided farm tours which attract hundreds of visitors to Wellington’s Taste Real businesses is booked for May 31 and will include Mapleton, Minto and Wellington North. Christina was recently invited to speak to a Sustainable Agriculture Course at the University of Guelph.

Taste Real received exposure at the Toronto Cottage Life Show, featuring a booth together with the Butter Tart Trail as well as additional Taste Real businesses. We participated at the Wellington North Showcase as a joint booth for Economic Development and Safe Communities, including Taste Real.

Festivals and Events Guide – We are nearing the completion of the 2014 Guide and are excited to exhibit a guide that directs traffic to the wellingtonfestivals.ca website. The 2014 publication is purposely smaller than years previous and heavy in beautiful images with event descriptions to attract visitors to the website. The website has received a facelift and will be updated to include all events and all festivals in Wellington County, including descriptions, date and venue.

New this year, we are developing overnight packages for both girls’ and guys’ weekend getaway packages, a family package and a couple’s retreat as prizing. It is a fantastic opportunity for our businesses to promote themselves. Our final meeting before print is April 17. The County will also be managing the website and, as inclusion on the website is free, encourages all events organizations to pass us their information.

Recommendation:

That the Economic Development Committee approve the Economic Development April update.

Respectfully submitted,



Jana Reichert
Economic Development Officer



**The Corporation of the County of Wellington
Administration, Finance and Personnel Committee
Minutes**

April 15, 2014
County Administration Centre
Guthrie Room

Present: Warden Chris White
Councillor John Green (Chair)
Councillor George Bridge
Councillor Dennis Lever

Regrets: Councillor Joanne Ross-Zuj

Staff: Susan Aram, Manager of Financial Services
Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Susan Farrelly, Assistant Director of Human Resources
Andrea Lawson, Director of Human Resources
Emma Reddish, Property Tax Analyst
Scott Wilson, CAO

Also Present: Councillor Don McKay
Ken Roth, Councillor, Township of Puslinch

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. Administration

3.1. Hospital Funding

This item would be considered at the June Committee meeting.

4. Finance

4.1. Financial Statements as of March 2014

1/3/14

Moved by: Warden White

Seconded by: Councillor Bridge

That the Corporate Financial Statements for the County of Wellington as of March 2014 be approved.

Carried

4.2. 2013 Year-End Accounting Report

2/3/14

Moved by: Councillor Lever

Seconded by: Warden White

That the 2013 Operating Statement as set out on Schedule 'A' of the report of the County Treasurer be approved, subject to completion of the year-end audit; and

That the 2013 Operating Budget surplus be transferred to the County Property Reserve.

Carried

4.3. Federal Gas Tax Fund Report as of December 31, 2013

3/3/14

Moved by: Councillor Bridge

Seconded by: Warden White

That the Federal Gas Tax Fund report for the period ending December 31, 2013 be received for information.

Carried

4.4. 2014 County-Wide Property Tax Policies

4/3/14

Moved by: Councillor Lever

Seconded by: Councillor Bridge

That the 2014 County-wide Tax Policies as set out in Schedule 'A' of the report of the County Treasurer be approved.

Carried

5. **Closed Meeting**

5/3/14

Moved by: Councillor Bridge

Seconded by: Councillor Lever

That the Administration, Finance and Personnel Committee move into a closed meeting for the purpose of considering labour relations or employee negotiations.

Carried

6. **Rise and Report**

6/3/14

Moved by: Councillor Lever

Seconded by: Warden White

That the Administration, Finance and Personnel Committee rise and report from the closed meeting.

Carried

7. **Adjournment**

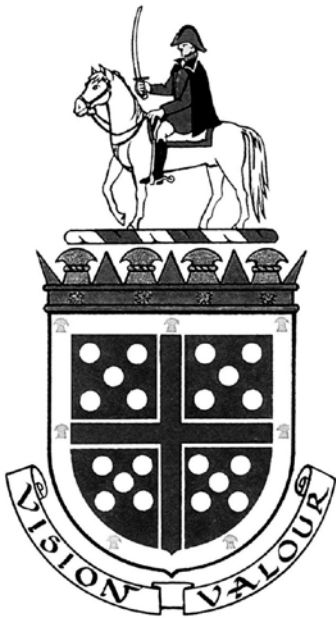
At 1:39 pm, the Chair adjourned the meeting until May 20, 2014 or at the call of the Chair.

John Green
Chair
Administration, Finance and Personnel Committee

THE COUNTY OF WELLINGTON

**ADMINISTRATION, FINANCE
AND PERSONNEL COMMITTEE**

**CORPORATE FINANCIAL
STATEMENTS**



March 31, 2014



County of Wellington
General Revenue & Expenditure
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Property Taxation	\$82,640,500	\$19,601,370	\$19,601,370	24%	\$63,039,130
Grants and Subsidies	\$6,120,600	\$0	\$902,750	15%	\$5,217,850
Sales Revenue	\$12,000	\$0	\$50	0%	\$11,950
Other Revenue	\$2,740,000	\$10,653	\$(205,184)	(7%)	\$2,945,184
Internal Recoveries	\$42,400	\$3,501	\$13,255	31%	\$29,145
Total Revenue	\$91,555,500	\$19,615,524	\$20,312,241	22%	\$71,243,259
Expenditures					
Supplies, Material & Equipment	\$18,000	\$4,381	\$2,169	12%	\$15,831
Purchased Services	\$1,952,600	\$26,966	\$376,410	19%	\$1,576,190
Insurance & Financial	\$1,195,000	\$(3,774)	\$138,250	12%	\$1,056,750
Total Expenditures	\$3,165,600	\$27,572	\$516,829	16%	\$2,648,771
NET OPERATING COST / (REVENUE)	\$(88,389,900)	\$(19,587,952)	\$(19,795,412)	22%	\$(68,594,488)
Transfers					
Transfers from Reserves	\$(300,000)	\$0	\$0	0%	\$(300,000)
Transfer to Reserves	\$5,249,600	\$0	\$0	0%	\$5,249,600
Total Transfers	\$4,949,600	\$0	\$0	0%	\$4,949,600
NET COST (REVENUE)	\$(83,440,300)	\$(19,587,952)	\$(19,795,412)	24%	\$(63,644,888)



County of Wellington
County Council
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Other Revenue	\$18,200	\$1,456	\$4,369	24%	\$13,831
Total Revenue	\$18,200	\$1,456	\$4,369	24%	\$13,831
Expenditures					
Salaries, Wages and Benefits	\$692,300	\$54,084	\$159,008	23%	\$533,292
Supplies, Material & Equipment	\$48,500	\$4,376	\$6,049	12%	\$42,451
Purchased Services	\$212,500	\$8,432	\$40,216	19%	\$172,284
Insurance & Financial	\$2,000	\$0	\$1,674	84%	\$326
Total Expenditures	\$955,300	\$66,892	\$206,947	22%	\$748,353
NET OPERATING COST / (REVENUE)	\$937,100	\$65,436	\$202,578	22%	\$734,522
NET COST (REVENUE)	\$937,100	\$65,436	\$202,578	22%	\$734,522



County of Wellington
Office of the CAO/Clerk
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
User Fees & Charges	\$600	\$0	\$98	16%	\$502
Internal Recoveries	\$1,526,500	\$127,212	\$381,636	25%	\$1,144,864
Total Revenue	\$1,527,100	\$127,212	\$381,734	25%	\$1,145,366
Expenditures					
Salaries, Wages and Benefits	\$2,836,100	\$211,519	\$636,589	22%	\$2,199,511
Supplies, Material & Equipment	\$225,800	\$24,739	\$34,497	15%	\$191,303
Purchased Services	\$1,044,300	\$94,751	\$331,034	32%	\$713,266
Insurance & Financial	\$2,200	\$0	\$2,234	102%	\$(34)
Internal Charges	\$700	\$150	\$323	46%	\$377
Total Expenditures	\$4,109,100	\$331,159	\$1,004,678	24%	\$3,104,422
NET OPERATING COST / (REVENUE)	\$2,582,000	\$203,947	\$622,944	24%	\$1,959,056
Transfers					
Transfer to Capital	\$335,000	\$0	\$335,000	100%	\$0
Total Transfers	\$335,000	\$0	\$335,000	100%	\$0
NET COST (REVENUE)	\$2,917,000	\$203,947	\$957,944	33%	\$1,959,056



County of Wellington

Office of the CAO/Clerk

Capital Work-in-Progress Expenditures by Department All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Guelph Campus Rewire	\$50,000	\$687	\$687	\$29,866	\$30,552	61%	\$19,448
Generator 138 Wyndham St	\$200,000	\$0	\$16,180	\$40,679	\$56,858	28%	\$143,142
Core Switch Replacement	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000
Storage Expansion	\$80,000	\$0	\$0	\$0	\$0	0%	\$80,000
Archiving Storage System	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
Server Expansion	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000
Online GIS Upgrade	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Housing System Upgrade	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
JD Edwards Upgrade	\$320,000	\$0	\$0	\$191,660	\$191,660	60%	\$128,340
Total Capital	\$905,000	\$687	\$16,866	\$262,204	\$279,070	31%	625,930



County of Wellington
Treasury
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Internal Recoveries	\$390,200	\$32,516	\$97,548	25%	\$292,652
Total Revenue	\$390,200	\$32,516	\$97,548	25%	\$292,652
Expenditures					
Salaries, Wages and Benefits	\$1,281,900	\$100,424	\$301,926	24%	\$979,974
Supplies, Material & Equipment	\$39,300	\$536	\$4,144	11%	\$35,156
Purchased Services	\$237,300	\$4,616	\$(19,470)	(8%)	\$256,770
Insurance & Financial	\$35,000	\$0	\$14,993	43%	\$20,007
Internal Charges	\$4,400	\$281	\$1,216	28%	\$3,184
Total Expenditures	\$1,597,900	\$105,857	\$302,810	19%	\$1,295,090
NET OPERATING COST / (REVENUE)	\$1,207,700	\$73,341	\$205,262	17%	\$1,002,438
Transfers					
Transfers from Reserves	\$(49,700)	\$0	\$0	0%	\$(49,700)
Transfer to Reserves	\$50,000	\$50,000	\$50,000	100%	\$0
Total Transfers	\$300	\$50,000	\$50,000	16,667%	\$(49,700)
NET COST (REVENUE)	\$1,208,000	\$123,341	\$255,262	21%	\$952,738



County of Wellington
Human Resources
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Internal Recoveries	\$953,600	\$62,694	\$209,596	22%	\$744,004
Total Revenue	\$953,600	\$62,694	\$209,596	22%	\$744,004
Expenditures					
Salaries, Wages and Benefits	\$1,378,900	\$110,616	\$335,543	24%	\$1,043,357
Supplies, Material & Equipment	\$103,300	\$4,824	\$9,463	9%	\$93,837
Purchased Services	\$412,000	\$23,521	\$37,099	9%	\$374,901
Transfer Payments	\$70,000	\$0	\$0	0%	\$70,000
Insurance & Financial	\$188,200	\$0	\$188,236	100%	\$(36)
Internal Charges	\$1,800	\$85	\$346	19%	\$1,454
Total Expenditures	\$2,154,200	\$139,046	\$570,687	26%	\$1,583,513
NET OPERATING COST / (REVENUE)	\$1,200,600	\$76,352	\$361,091	30%	\$839,509
Transfers					
Transfers from Reserves	\$(418,500)	\$(225,259)	\$(225,259)	54%	\$(193,241)
Total Transfers	\$(418,500)	\$(225,259)	\$(225,259)	54%	\$(193,241)
NET COST (REVENUE)	\$782,100	\$(148,907)	\$135,833	17%	\$646,267



County of Wellington
Property Services
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Licenses, Permits and Rents	\$976,800	\$72,103	\$222,506	23%	\$754,294
User Fees & Charges	\$202,800	\$2,490	\$9,231	5%	\$193,569
Other Revenue	\$1,500	\$0	\$0	0%	\$1,500
Internal Recoveries	\$686,400	\$50,927	\$152,781	22%	\$533,619
Total Revenue	\$1,867,500	\$125,520	\$384,519	21%	\$1,482,981
Expenditures					
Salaries, Wages and Benefits	\$774,600	\$64,255	\$191,557	25%	\$583,043
Supplies, Material & Equipment	\$151,900	\$10,361	\$23,304	15%	\$128,596
Purchased Services	\$718,500	\$85,801	\$209,457	29%	\$509,043
Insurance & Financial	\$28,600	\$0	\$31,381	110%	\$(2,781)
Minor Capital Expenses	\$255,500	\$30,599	\$33,652	13%	\$221,848
Debt Charges	\$443,300	\$0	\$219,304	49%	\$223,996
Total Expenditures	\$2,372,400	\$191,017	\$708,654	30%	\$1,663,746
NET OPERATING COST / (REVENUE)	\$504,900	\$65,497	\$324,135	64%	\$180,765
Transfers					
Transfers from Reserves	\$(159,000)	\$(3,053)	\$(3,053)	2%	\$(155,947)
Transfer to Reserves	\$840,900	\$0	\$603,100	72%	\$237,800
Total Transfers	\$681,900	\$(3,053)	\$600,047	88%	\$81,853
NET COST (REVENUE)	\$1,186,800	\$62,444	\$924,183	78%	\$262,617



County of Wellington

Property Services

Capital Work-in-Progress Expenditures by Department All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
15 Douglas Stone Work	\$50,000	\$17,299	\$17,299	\$0	\$17,299	35%	\$32,701
Solar Panel Projects	\$2,624,200	\$0	\$0	\$889,606	\$889,606	34%	\$1,734,594
129 Wyndham: Window Glazing	\$80,000	\$0	\$0	\$0	\$0	0%	\$80,000
Green Energy Plan	\$100,000	\$305	\$611	\$6,041	\$6,651	7%	\$93,349
Admin Centre: Heating System	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
116 Woolwich St Interior	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Palmerston OPP Building	\$60,000	\$200	\$200	\$0	\$200	0%	\$59,800
Total Capital	\$2,989,200	\$17,804	\$18,110	\$895,647	\$913,756	31%	2,075,444



County of Wellington
Grants & Contributions
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	\$49,400	\$0	\$0	0%	\$49,400
Total Expenditures	\$49,400	\$0	\$0	0%	\$49,400
NET OPERATING COST / (REVENUE)	\$49,400	\$0	\$0	0%	\$49,400
NET COST (REVENUE)	\$49,400	\$0	\$0	0%	\$49,400



County of Wellington
POA Administration
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Municipal Recoveries	\$656,000	\$64,215	\$183,271	28%	\$472,729
Total Revenue	\$656,000	\$64,215	\$183,271	28%	\$472,729
Expenditures					
Debt Charges	\$257,700	\$0	\$(5,079)	(2%)	\$262,779
Total Expenditures	\$257,700	\$0	\$(5,079)	(2%)	\$262,779
NET OPERATING COST / (REVENUE)	\$(398,300)	\$(64,215)	\$(188,350)	47%	\$(209,950)
NET COST (REVENUE)	\$(398,300)	\$(64,215)	\$(188,350)	47%	\$(209,950)



County of Wellington
Land Ambulance
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	\$3,153,800	\$424,078	\$780,500	25%	\$2,373,300
Total Expenditures	\$3,153,800	\$424,078	\$780,500	25%	\$2,373,300
NET OPERATING COST / (REVENUE)	\$3,153,800	\$424,078	\$780,500	25%	\$2,373,300
Transfers					
Transfer to Reserves	\$250,000	\$0	\$250,000	100%	\$0
Total Transfers	\$250,000	\$0	\$250,000	100%	\$0
NET COST (REVENUE)	\$3,403,800	\$424,078	\$1,030,500	30%	\$2,373,300



County of Wellington

Land Ambulance

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
2014 Replacement Ambulances	\$220,000	\$0	\$0	\$0	\$0	0%	\$220,000
2014 Ambulance Equipment	\$36,000	\$0	\$0	\$0	\$0	0%	\$36,000
Total Capital	\$256,000	\$0	\$0	\$0	\$0	0%	256,000



County of Wellington
Public Health Unit
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	\$2,288,000	\$0	\$630,659	28%	\$1,657,341
Debt Charges	\$379,600	\$0	\$(10,799)	(3%)	\$390,399
Total Expenditures	\$2,667,600	\$0	\$619,860	23%	\$2,047,740
NET OPERATING COST / (REVENUE)	\$2,667,600	\$0	\$619,860	23%	\$2,047,740
NET COST (REVENUE)	\$2,667,600	\$0	\$619,860	23%	\$2,047,740



County of Wellington

Public Health Unit

Capital Work-in-Progress Expenditures by Department

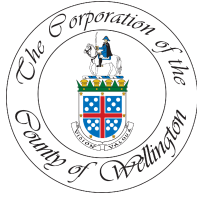
All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS				Remaining Budget
			Current Year	Previous Years	Total	% of Budget	
Health Unit Facilities	\$7,700,000	\$0	\$165,641	\$5,179,009	\$5,344,650	69%	\$2,355,350
Total Capital	\$7,700,000	\$0	\$165,641	\$5,179,009	\$5,344,650	69%	2,355,350



County of Wellington
Roads and Engineering
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Municipal Recoveries	\$650,000	\$128,167	\$353,792	54%	\$296,208
User Fees & Charges	\$210,000	\$7,700	\$18,790	9%	\$191,210
Sales Revenue	\$350,000	\$3,973	\$3,973	1%	\$346,027
Internal Recoveries	\$1,600,000	\$323,044	\$981,272	61%	\$618,728
Total Revenue	\$2,810,000	\$462,884	\$1,357,827	48%	\$1,452,173
Expenditures					
Salaries, Wages and Benefits	\$4,645,800	\$516,527	\$1,608,583	35%	\$3,037,217
Supplies, Material & Equipment	\$3,614,500	\$500,077	\$2,562,447	71%	\$1,052,053
Purchased Services	\$1,212,600	\$186,593	\$307,549	25%	\$905,051
Insurance & Financial	\$279,100	\$0	\$284,325	102%	\$(5,225)
Minor Capital Expenses	\$625,700	\$1,010	\$23,508	4%	\$602,192
Debt Charges	\$225,900	\$111,465	\$95,054	42%	\$130,846
Internal Charges	\$1,510,300	\$323,080	\$981,332	65%	\$528,968
Total Expenditures	\$12,113,900	\$1,638,752	\$5,862,799	48%	\$6,251,101
NET OPERATING COST / (REVENUE)	\$9,303,900	\$1,175,868	\$4,504,972	48%	\$4,798,928
Transfers					
Transfers from Reserves	\$(225,900)	\$0	\$0	0%	\$(225,900)
Transfer to Capital	\$8,297,800	\$0	\$8,297,800	100%	\$0
Transfer to Reserves	\$1,714,200	\$0	\$1,234,200	72%	\$480,000
Total Transfers	\$9,786,100	\$0	\$9,532,000	97%	\$254,100
NET COST (REVENUE)	\$19,090,000	\$1,175,868	\$14,036,972	74%	\$5,053,028



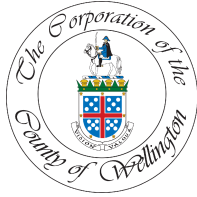
County of Wellington

Roads and Engineering

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Roads General							
Various Shop Repairs 2014	\$100,000	\$250	\$22,721	\$2,756	\$25,478	25%	\$74,522
Roads Equipment 2014	\$1,545,000	\$474,202	\$474,202	\$0	\$474,202	31%	\$1,070,798
Rebuild/Renovate Erin Shop	\$125,000	\$2,235	\$2,235	\$18,432	\$20,667	17%	\$104,333
Central Garage Phase 2	\$5,037,000	\$3,378	\$5,821	\$4,899,030	\$4,904,851	97%	\$132,149
Subtotal Roads General	\$6,807,000	\$480,065	\$504,979	\$4,920,218	\$5,425,197	80 %	\$1,381,803
Growth Related Construction							
WR 30 at Road 3, Signals & L	\$120,000	\$0	\$0	\$38,937	\$38,937	32%	\$81,063
WR 46, WR 34 to 401	\$1,200,000	\$0	\$0	\$34,130	\$34,130	3%	\$1,165,870
WR 124, Passing Lane N of 125	\$200,000	\$1,678	\$1,678	\$26,430	\$28,108	14%	\$171,892
WR7 Psnng Lanes Elora/Ponsonby	\$2,950,000	\$3,679	\$3,679	\$2,133	\$5,812	0%	\$2,944,188
WR109 AT WR7 Int Improvmnts	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR109 WR7 Traffic Imp Study	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR123, WR109 Traffic Imp Study	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR7 PL Design Salem to Tev	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
WR12 @ WR8 Intersection Improv	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
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	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
WR109 @ WR5 Intersection	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
WR124 @ Whitelaw Intersection	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR124 @ Guelph Rd 1 Inter	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR 46 Maltby to WR 34 2 km	\$1,100,000	\$0	\$1,203	\$184,213	\$185,417	17%	\$914,583
WR 124 at Jones Baseline, Left	\$675,000	\$2,248	\$2,543	\$49,090	\$51,633	8%	\$623,367
Subtotal Growth Related Construction	\$6,920,000	\$7,605	\$9,104	\$334,933	\$344,037	5 %	\$6,575,963
Roads Construction							



County of Wellington

Roads and Engineering

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	LIFE-TO-DATE ACTUALS						Remaining Budget
	Approved Budget	March Actual	Current Year	Previous Years	Total	% of Budget	
WR 50, 3rd Line to WR 24	\$2,425,000	\$833	\$15,862	\$313,634	\$329,496	14%	\$2,095,504
WR14, Eliza & Frederick Arthur	\$2,670,000	\$0	\$0	\$17,145	\$17,145	1%	\$2,652,855
WR 29, Wellington/Halton Bound	\$1,200,000	\$5,348	\$5,783	\$37,915	\$43,699	4%	\$1,156,301
WR 10, McGivern St Moorefield	\$100,000	\$0	\$0	\$17,843	\$17,843	18%	\$82,157
WR109, HWY89 S to end of curb	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR51, WR7 @ Hwy 6 2.3km	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR124, Concept Plan	\$35,000	\$0	\$0	\$0	\$0	0%	\$35,000
WR25 - WR52 to WR42 7.0km	\$850,000	\$0	\$0	\$196,532	\$196,532	23%	\$653,468
Subtotal Roads Construction	\$7,430,000	\$6,181	\$21,646	\$583,069	\$604,714	8 %	\$6,825,286
Bridges							
WR 87 Maitland Bridge # 87137	\$45,000	\$0	\$6,872	\$0	\$6,872	15%	\$38,128
WR 87 Bridge # 87138	\$80,000	\$0	\$11,306	\$0	\$11,306	14%	\$68,694
WR 124 Bridge # 124135	\$150,000	\$0	\$1,462	\$4,309	\$5,771	4%	\$144,229
WR 36 Bridge 36122	\$100,000	\$0	\$1,117	\$1,531	\$2,648	3%	\$97,352
WR109 Bridge 109132	\$225,000	\$0	\$0	\$0	\$0	0%	\$225,000
WR35 Paddock Bridge #35087	\$200,000	\$0	\$4,508	\$2,613	\$7,121	4%	\$192,879
Various Bridge and Culvert Rep	\$400,000	\$0	\$0	\$121,010	\$121,010	30%	\$278,990
WR6, B006010, design repair	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
WR7, Bosworth Bridge 07028	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
WR8, Main St Bridge 008069	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR10, Moorefield Brdg 010023	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR10, Wyandot Brdg 010024	\$75,000	\$0	\$0	\$0	\$0	0%	\$75,000
WR16, Penford Bridge 16038	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR30, Bridge 030124	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
WR124, Bridge 124135	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR27, Bridge 27106 1km S of WR	\$65,000	\$0	\$0	\$24,938	\$24,938	38%	\$40,062



County of Wellington

Roads and Engineering

Capital Work-in-Progress Expenditures by Department All Open Projects For The Period Ending March 31, 2014

	LIFE-TO-DATE ACTUALS						
	Approved Budget	March Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Subtotal Bridges	\$2,090,000	\$0	\$25,264	\$154,401	\$179,665	9 %	\$1,910,335
Culverts							
WR 6 Culvert # 06082, 0.6 km N	\$280,000	\$0	\$1,875	\$56,689	\$58,563	21%	\$221,437
WR12, Cul #120070 & 120240	\$590,400	\$0	\$1,981	\$72,768	\$74,749	13%	\$515,651
WR 86, Culvert # 86170 & 86180	\$590,000	\$0	\$10,721	\$11,157	\$21,878	4%	\$568,122
WR 109, Culvert 109123, RehaB	\$50,000	\$0	\$0	\$287	\$287	1%	\$49,713
WR11, Culvert 11005, D & Liner	\$450,000	\$0	\$6,005	\$6,633	\$12,637	3%	\$437,363
WR18, Culvert 18021, D & Liner	\$350,000	\$0	\$7,471	\$7,258	\$14,728	4%	\$335,272
WR6 Culvert #06081 replace	\$75,000	\$0	\$0	\$0	\$0	0%	\$75,000
WR11 Culvert, 1.7km S of 6th L	\$50,000	\$0	\$333	\$2,880	\$3,213	6%	\$46,787
WR22, Culvert east of WR23	\$575,000	\$0	\$2,437	\$10,856	\$13,294	2%	\$561,706
WR5, Culvert .9km s 7th line	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR11, Culvert 111020	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR12, Culvert 12086	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
WR12, Culvert 12087	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Subtotal Culverts	\$3,235,400	\$0	\$30,822	\$168,528	\$199,350	6 %	\$3,036,050
County Bridges on Local Roads							
E-W Luther TL Bridge 000101	\$600,000	\$0	\$2,645	\$38,007	\$40,652	7%	\$559,348
Bridge # 00075, Erin/Eramosa	\$1,928,400	\$11,592	\$26,067	\$1,802,964	\$1,829,031	95%	\$99,369
Subtotal County Bridges on Local Roads	\$2,528,400	\$11,592	\$28,712	\$1,840,971	\$1,869,683	74 %	\$658,717
Roads Resurfacing							
WR6, Hwy6 w for 200m	\$125,000	\$0	\$0	\$0	\$0	0%	\$125,000
WR10, WR86 to Conc 4 5.4km	\$1,200,000	\$0	\$0	\$0	\$0	0%	\$1,200,000
WR16, WR15 to Hwy89 5.4km	\$550,000	\$0	\$0	\$0	\$0	0%	\$550,000
WR39, WR30 to WR31, 3.1km	\$325,000	\$0	\$0	\$0	\$0	0%	\$325,000
WR124, COG to Era pvmt preserv	\$475,000	\$0	\$0	\$0	\$0	0%	\$475,000



County of Wellington

Roads and Engineering

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Subtotal Roads Resurfacing	\$2,675,000	\$0	\$0	\$0	\$0	0 %	\$2,675,000
Total Capital	\$31,685,800	\$505,443	\$620,526	\$8,002,120	\$8,622,646	27%	23,063,154



County of Wellington
Solid Waste Services
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$693,000	\$149,677	\$130,692	19%	\$562,308
Licenses, Permits and Rents	\$12,900	\$0	\$0	0%	\$12,900
User Fees & Charges	\$2,032,900	\$157,125	\$430,502	21%	\$1,602,398
Sales Revenue	\$915,300	\$83,595	\$106,520	12%	\$808,780
Internal Recoveries	\$365,100	\$39	\$39	0%	\$365,061
Total Revenue	\$4,019,200	\$390,435	\$667,753	17%	\$3,351,447
Expenditures					
Salaries, Wages and Benefits	\$2,286,400	\$179,917	\$546,610	24%	\$1,739,790
Supplies, Material & Equipment	\$930,600	\$38,080	\$69,073	7%	\$861,527
Purchased Services	\$4,427,400	\$312,642	\$672,263	15%	\$3,755,137
Insurance & Financial	\$140,100	\$4,477	\$95,837	68%	\$44,263
Internal Charges	\$366,400	\$184	\$427	0%	\$365,973
Total Expenditures	\$8,150,900	\$535,301	\$1,384,210	17%	\$6,766,690
NET OPERATING COST / (REVENUE)	\$4,131,700	\$144,866	\$716,457	17%	\$3,415,243
Transfers					
Transfers from Reserves	\$(274,900)	\$0	\$0	0%	\$(274,900)
Transfer to Capital	\$55,000	\$0	\$55,000	100%	\$0
Transfer to Reserves	\$900,000	\$0	\$900,000	100%	\$0
Total Transfers	\$680,100	\$0	\$955,000	140%	\$(274,900)
NET COST (REVENUE)	\$4,811,800	\$144,866	\$1,671,457	35%	\$3,140,343



County of Wellington

Solid Waste Services

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Elora Transfer clsd Nichol LF	\$1,100,000	\$40,816	\$40,816	\$950,703	\$991,519	90%	\$108,481
Aberfoyle TS Development	\$950,000	\$25,489	\$33,215	\$538,053	\$571,268	60%	\$378,732
Site Scale Replacements	\$105,000	\$0	\$0	\$0	\$0	0%	\$105,000
Aberfoyle Closed Site	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
Belwood Closed Site	\$360,000	\$0	\$0	\$0	\$0	0%	\$360,000
Total Capital	\$2,715,000	\$66,305	\$74,031	\$1,488,757	\$1,562,787	58%	1,152,213



County of Wellington
Planning
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$0	\$22,500	\$22,500	0%	\$(22,500)
Municipal Recoveries	\$40,000	\$4,798	\$7,028	18%	\$32,972
User Fees & Charges	\$240,000	\$36,100	\$57,530	24%	\$182,470
Internal Recoveries	\$500	\$0	\$0	0%	\$500
Total Revenue	\$280,500	\$63,398	\$87,058	31%	\$193,442
Expenditures					
Salaries, Wages and Benefits	\$1,527,900	\$114,330	\$348,817	23%	\$1,179,083
Supplies, Material & Equipment	\$53,700	\$1,047	\$5,009	9%	\$48,691
Purchased Services	\$284,400	\$5,375	\$23,536	8%	\$260,865
Transfer Payments	\$590,000	\$0	\$(19,078)	(3%)	\$609,078
Internal Charges	\$6,100	\$347	\$1,282	21%	\$4,818
Total Expenditures	\$2,462,100	\$121,100	\$359,565	15%	\$2,102,535
NET OPERATING COST / (REVENUE)	\$2,181,600	\$57,702	\$272,507	12%	\$1,909,093
Transfers					
Transfer to Reserves	\$150,000	\$0	\$0	0%	\$150,000
Total Transfers	\$150,000	\$0	\$0	0%	\$150,000
NET COST (REVENUE)	\$2,331,600	\$57,702	\$272,507	12%	\$2,059,093



County of Wellington

Planning

Capital Work-in-Progress Expenditures by Department All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Trans Canada Trail	\$225,000	\$0	\$0	\$0	\$0	0%	\$225,000
Official Plan Update	\$40,000	\$898	\$898	\$0	\$898	2%	\$39,102
Total Capital	\$265,000	\$898	\$898	\$0	\$898	0%	264,102



County of Wellington
Green Legacy
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$0	\$6,017	\$6,017	0%	\$(6,017)
Sales Revenue	\$2,000	\$30	\$30	2%	\$1,970
Total Revenue	\$2,000	\$6,047	\$6,047	302%	\$(4,047)
Expenditures					
Salaries, Wages and Benefits	\$457,400	\$37,792	\$100,562	22%	\$356,838
Supplies, Material & Equipment	\$101,100	\$6,142	\$8,518	8%	\$92,582
Purchased Services	\$79,500	\$2,302	\$4,242	5%	\$75,258
Insurance & Financial	\$9,500	\$0	\$8,586	90%	\$914
Internal Charges	\$5,000	\$20	\$20	0%	\$4,980
Total Expenditures	\$652,500	\$46,256	\$121,928	19%	\$530,572
NET OPERATING COST / (REVENUE)	\$650,500	\$40,210	\$115,881	18%	\$534,619
NET COST (REVENUE)	\$650,500	\$40,210	\$115,881	18%	\$534,619



County of Wellington
Emergency Management
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Salaries, Wages and Benefits	\$272,400	\$21,786	\$64,780	24%	\$207,620
Supplies, Material & Equipment	\$19,900	\$2,291	\$3,639	18%	\$16,261
Purchased Services	\$156,600	\$6,345	\$82,484	53%	\$74,116
Transfer Payments	\$141,000	\$0	\$0	0%	\$141,000
Insurance & Financial	\$700	\$0	\$1,055	151%	\$(355)
Total Expenditures	\$590,600	\$30,423	\$151,959	26%	\$438,641
NET OPERATING COST / (REVENUE)	\$590,600	\$30,423	\$151,959	26%	\$438,641
Transfers					
Transfers from Reserves	\$(68,000)	\$(12,907)	\$(12,907)	19%	\$(55,093)
Total Transfers	\$(68,000)	\$(12,907)	\$(12,907)	19%	\$(55,093)
NET COST (REVENUE)	\$522,600	\$17,515	\$139,051	27%	\$383,549



County of Wellington

Emergency Management

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Emergency Management Vehicle	\$35,000	\$0	\$0	\$31,455	\$31,455	90%	\$3,545
Communication Tower	\$400,000	\$17,805	\$17,805	\$30,892	\$48,697	12%	\$351,303
Total Capital	\$435,000	\$17,805	\$17,805	\$62,347	\$80,152	18%	354,848



County of Wellington
Police Services
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$267,600	\$0	\$(41,762)	(16%)	\$309,362
Licenses, Permits and Rents	\$153,600	\$13,565	\$40,515	26%	\$113,085
Fines and Penalties	\$75,000	\$10,338	\$17,105	23%	\$57,895
User Fees & Charges	\$79,000	\$5,921	\$14,569	18%	\$64,431
Other Revenue	\$1,000	\$11	\$17	2%	\$983
Total Revenue	\$576,200	\$29,835	\$30,444	5%	\$545,756
Expenditures					
Salaries, Wages and Benefits	\$137,400	\$11,266	\$33,853	25%	\$103,547
Supplies, Material & Equipment	\$40,500	\$5,262	\$10,895	27%	\$29,605
Purchased Services	\$359,800	\$48,193	\$104,637	29%	\$255,163
Transfer Payments	\$17,796,000	\$1,520,466	\$4,681,995	26%	\$13,114,005
Insurance & Financial	\$10,200	\$0	\$5,581	55%	\$4,619
Minor Capital Expenses	\$4,000	\$0	\$0	0%	\$4,000
Debt Charges	\$594,500	\$78,610	\$55,507	9%	\$538,993
Internal Charges	\$1,500	\$137	\$441	29%	\$1,059
Total Expenditures	\$18,943,900	\$1,663,934	\$4,892,909	26%	\$14,050,991
NET OPERATING COST / (REVENUE)	\$18,367,700	\$1,634,099	\$4,862,466	26%	\$13,505,234
Transfers					
Transfers from Reserves	\$(93,000)	\$0	\$0	0%	\$(93,000)
Transfer to Capital	\$52,000	\$0	\$52,000	100%	\$0
Transfer to Reserves	\$90,000	\$0	\$90,000	100%	\$0
Total Transfers	\$49,000	\$0	\$142,000	290%	\$(93,000)
NET COST (REVENUE)	\$18,416,700	\$1,634,099	\$5,004,466	27%	\$13,412,234



County of Wellington

Police Services

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
NW OPP Operations Centre	\$7,500,000	\$154,901	\$556,288	\$6,327,781	\$6,884,069	92%	\$615,931
CW OPP Ramp Heating System	\$80,000	\$0	\$0	\$2,230	\$2,230	3%	\$77,770
New Officers Equipment 2014	\$12,000	\$0	\$0	\$0	\$0	0%	\$12,000
Total Capital	\$7,592,000	\$154,901	\$556,288	\$6,330,010	\$6,886,299	91%	705,701



County of Wellington
Museum & Archives at WP
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$52,300	\$0	\$0	0%	\$52,300
Licenses, Permits and Rents	\$25,000	\$2,395	\$8,754	35%	\$16,246
User Fees & Charges	\$60,000	\$4,055	\$4,774	8%	\$55,226
Sales Revenue	\$11,000	\$252	\$402	4%	\$10,598
Other Revenue	\$7,000	\$200	\$200	3%	\$6,800
Total Revenue	\$155,300	\$6,902	\$14,130	9%	\$141,170
Expenditures					
Salaries, Wages and Benefits	\$1,298,700	\$97,661	\$292,642	23%	\$1,006,058
Supplies, Material & Equipment	\$166,000	\$25,826	\$37,588	23%	\$128,412
Purchased Services	\$251,300	\$20,745	\$22,909	9%	\$228,391
Transfer Payments	\$7,000	\$0	\$0	0%	\$7,000
Insurance & Financial	\$19,000	\$0	\$18,338	97%	\$662
Total Expenditures	\$1,742,000	\$144,231	\$371,477	21%	\$1,370,523
NET OPERATING COST / (REVENUE)	\$1,586,700	\$137,330	\$357,348	23%	\$1,229,352
Transfers					
Transfer to Capital	\$175,000	\$0	\$175,000	100%	\$0
Total Transfers	\$175,000	\$0	\$175,000	100%	\$0
NET COST (REVENUE)	\$1,761,700	\$137,330	\$532,348	30%	\$1,229,352



County of Wellington

Museum & Archives at WP

Capital Work-in-Progress Expenditures by Department

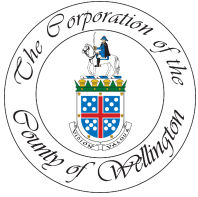
All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Terrace / OPP Road Upgrade	\$1,300,000	\$3,184	\$38,384	\$7,579	\$45,963	4%	\$1,254,037
Groves Hospital Grant	\$3,882,000	\$6,972	\$71,708	\$7,120	\$78,828	2%	\$3,803,172
WP& Artifact Storage Buildings	\$730,000	\$0	\$0	\$206,468	\$206,468	28%	\$523,532
Commons Development	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Total Capital	\$5,962,000	\$10,156	\$110,092	\$221,166	\$331,258	6%	5,630,742



County of Wellington
Library Services
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$157,500	\$0	\$0	0%	\$157,500
Municipal Recoveries	\$24,700	\$0	\$0	0%	\$24,700
Licenses, Permits and Rents	\$33,000	\$1,122	\$8,551	26%	\$24,449
User Fees & Charges	\$94,100	\$7,065	\$18,339	19%	\$75,761
Sales Revenue	\$7,900	\$586	\$2,057	26%	\$5,843
Other Revenue	\$0	\$2	\$6	0%	\$(6)
Total Revenue	\$317,200	\$8,774	\$28,952	9%	\$288,248
Expenditures					
Salaries, Wages and Benefits	\$3,597,300	\$284,733	\$850,487	24%	\$2,746,813
Supplies, Material & Equipment	\$795,900	\$72,736	\$161,465	20%	\$634,435
Purchased Services	\$775,000	\$103,478	\$241,340	31%	\$533,660
Insurance & Financial	\$25,100	\$0	\$22,109	88%	\$2,991
Minor Capital Expenses	\$47,000	\$0	\$0	0%	\$47,000
Debt Charges	\$693,400	\$130,374	\$235,438	34%	\$457,962
Internal Charges	\$1,500	\$0	\$0	0%	\$1,500
Total Expenditures	\$5,935,200	\$591,320	\$1,510,839	25%	\$4,424,361
NET OPERATING COST / (REVENUE)	\$5,618,000	\$582,546	\$1,481,887	26%	\$4,136,113
Transfers					
Transfers from Reserves	\$(209,700)	\$0	\$0	0%	\$(209,700)
Transfer to Capital	\$300,000	\$0	\$300,000	100%	\$0
Transfer to Reserves	\$1,500,000	\$0	\$1,500,000	100%	\$0
Total Transfers	\$1,590,300	\$0	\$1,800,000	113%	\$(209,700)
NET COST (REVENUE)	\$7,208,300	\$582,546	\$3,281,887	46%	\$3,926,413



County of Wellington

Library Services

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Aboyne Facility Improvements	\$570,000	\$0	\$0	\$106,166	\$106,166	19%	\$463,834
Fergus Branch Exp and Reno	\$5,000,000	\$3,695	\$(126,407)	\$1,326,512	\$1,200,105	24%	\$3,799,895
Fergus Branch Coll Enhancement	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Palmerston Branch Exp	\$500,000	\$0	\$0	\$0	\$0	0%	\$500,000
Radio Frequency ID System	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Total Capital	\$6,170,000	\$3,695	\$(126,407)	\$1,432,677	\$1,306,271	21%	4,863,729



County of Wellington
Ontario Works
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$18,693,500	\$1,519,867	\$4,545,024	24%	\$14,148,476
Municipal Recoveries	\$3,772,200	\$256,364	\$839,980	22%	\$2,932,220
Other Revenue	\$56,900	\$226	\$39,440	69%	\$17,460
Internal Recoveries	\$10,300	\$876	\$5,526	54%	\$4,774
Total Revenue	\$22,532,900	\$1,777,332	\$5,429,970	24%	\$17,102,930
Expenditures					
Salaries, Wages and Benefits	\$5,725,200	\$471,827	\$1,390,883	24%	\$4,334,317
Supplies, Material & Equipment	\$213,800	\$14,044	\$30,065	14%	\$183,735
Purchased Services	\$372,600	\$20,047	\$86,336	23%	\$286,264
Social Assistance	\$16,740,000	\$1,357,913	\$4,047,935	24%	\$12,692,065
Transfer Payments	\$24,300	\$0	\$0	0%	\$24,300
Insurance & Financial	\$0	\$0	\$569	0%	\$(569)
Internal Charges	\$1,269,900	\$106,160	\$322,153	25%	\$947,747
Total Expenditures	\$24,345,800	\$1,969,990	\$5,877,942	24%	\$18,467,858
NET OPERATING COST / (REVENUE)	\$1,812,900	\$192,658	\$447,972	25%	\$1,364,928
NET COST (REVENUE)	\$1,812,900	\$192,658	\$447,972	25%	\$1,364,928



County of Wellington
Child Care Services
Statement of Operations as of
31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$11,080,300	\$1,389,046	\$3,575,418	32%	\$7,504,882
Municipal Recoveries	\$2,223,100	\$322,914	\$546,345	25%	\$1,676,755
User Fees & Charges	\$241,000	\$15,027	\$40,175	17%	\$200,825
Internal Recoveries	\$313,100	\$1,327	\$73,364	23%	\$239,736
Total Revenue	\$13,857,500	\$1,728,314	\$4,235,303	31%	\$9,622,197
Expenditures					
Salaries, Wages and Benefits	\$3,210,100	\$232,159	\$703,816	22%	\$2,506,284
Supplies, Material & Equipment	\$168,100	\$8,244	\$21,165	13%	\$146,935
Purchased Services	\$139,800	\$78,269	\$87,284	62%	\$52,516
Social Assistance	\$10,126,200	\$1,491,353	\$3,424,937	34%	\$6,701,263
Transfer Payments	\$100,000	\$23,677	\$45,556	46%	\$54,444
Insurance & Financial	\$0	\$0	\$1,377	0%	\$(1,377)
Minor Capital Expenses	\$119,600	\$0	\$0	0%	\$119,600
Internal Charges	\$951,700	\$43,801	\$201,344	21%	\$750,356
Total Expenditures	\$14,815,500	\$1,877,504	\$4,485,479	30%	\$10,330,021
NET OPERATING COST / (REVENUE)	\$958,000	\$149,189	\$250,176	26%	\$707,824
Transfers					
Transfers from Reserves	\$(100,000)	\$(50,000)	\$(50,000)	50%	\$(50,000)
Total Transfers	\$(100,000)	\$(50,000)	\$(50,000)	50%	\$(50,000)
NET COST (REVENUE)	\$858,000	\$99,189	\$200,176	23%	\$657,824



County of Wellington
Social Housing
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$7,254,500	\$511,831	\$1,820,351	25%	\$5,434,149
Municipal Recoveries	\$15,458,300	\$1,023,864	\$3,107,091	20%	\$12,351,209
Licenses, Permits and Rents	\$5,125,000	\$433,639	\$1,284,923	25%	\$3,840,077
User Fees & Charges	\$52,500	\$3,978	\$11,906	23%	\$40,594
Other Revenue	\$0	\$1,348	\$1,348	0%	\$(1,348)
Total Revenue	\$27,890,300	\$1,974,660	\$6,225,619	22%	\$21,664,681
Expenditures					
Salaries, Wages and Benefits	\$3,416,700	\$259,509	\$782,256	23%	\$2,634,444
Supplies, Material & Equipment	\$339,700	\$21,884	\$47,424	14%	\$292,276
Purchased Services	\$6,067,700	\$525,314	\$1,651,512	27%	\$4,416,188
Social Assistance	\$17,574,500	\$1,300,506	\$3,618,286	21%	\$13,956,214
Transfer Payments	\$1,225,300	\$0	\$306,336	25%	\$918,964
Insurance & Financial	\$224,100	\$159	\$170,078	76%	\$54,022
Minor Capital Expenses	\$1,325,000	\$71,319	\$121,989	9%	\$1,203,011
Internal Charges	\$653,800	\$54,482	\$164,244	25%	\$489,556
Total Expenditures	\$30,826,800	\$2,233,174	\$6,862,126	22%	\$23,964,674
NET OPERATING COST / (REVENUE)	\$2,936,500	\$258,514	\$636,506	22%	\$2,299,994
Transfers					
Transfer to Capital	\$290,200	\$290,200	\$290,200	100%	\$0
Transfer to Reserves	\$1,500,000	\$1,500,000	\$1,500,000	100%	\$0
Total Transfers	\$1,790,200	\$1,790,200	\$1,790,200	100%	\$0
NET COST (REVENUE)	\$4,726,700	\$2,048,714	\$2,426,706	51%	\$2,299,994



County of Wellington
County Affordable Housing
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$206,400	\$0	\$0	0%	\$206,400
Licenses, Permits and Rents	\$404,200	\$40,383	\$115,974	29%	\$288,226
User Fees & Charges	\$0	\$25	\$50	0%	\$(50)
Total Revenue	\$610,600	\$40,408	\$116,024	19%	\$494,576
Expenditures					
Salaries, Wages and Benefits	\$3,600	\$246	\$721	20%	\$2,879
Supplies, Material & Equipment	\$14,200	\$1,599	\$4,424	31%	\$9,776
Purchased Services	\$294,900	\$41,603	\$73,442	25%	\$221,458
Transfer Payments	\$3,500	\$0	\$0	0%	\$3,500
Insurance & Financial	\$9,900	\$0	\$9,530	96%	\$370
Minor Capital Expenses	\$26,600	\$10,791	\$14,406	54%	\$12,194
Debt Charges	\$301,600	\$0	\$(9,877)	(3%)	\$311,477
Total Expenditures	\$654,300	\$54,238	\$92,645	14%	\$561,655
NET OPERATING COST / (REVENUE)	\$43,700	\$13,830	\$(23,379)	(53%)	\$67,079
Transfers					
Transfers from Reserves	\$(43,700)	\$0	\$0	0%	\$(43,700)
Transfer to Reserves	\$500,000	\$500,000	\$500,000	100%	\$0
Total Transfers	\$456,300	\$500,000	\$500,000	110%	\$(43,700)
NET COST (REVENUE)	\$500,000	\$513,830	\$476,621	95%	\$23,379



County of Wellington

Social Services

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Investing in Affordable Hsing	\$600,000	\$0	\$0	\$0	\$0	0%	\$600,000
Mohawk/ Montana Kitchens	\$310,000	\$0	\$13,265	\$204,230	\$217,495	70%	\$92,505
301-303 Edinburgh Kitchens	\$90,000	\$0	\$0	\$50,271	\$50,271	56%	\$39,729
Palmerston Kitchens	\$80,000	\$0	\$0	\$73,227	\$73,227	92%	\$6,774
Willowdale Construction	\$2,000,000	\$230,709	\$246,065	\$0	\$246,065	12%	\$1,753,935
261-263 Speedvale Elevator	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
221 Mary Landscape upgrade	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
263 Speedvale Fire System	\$60,000	\$0	\$0	\$0	\$0	0%	\$60,000
500 Ferrier Front Entrance	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
Applewood Sunset Parking Lot	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
51 John St Make up Air Unit	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000
Willow Dawson Parking Lot	\$130,000	\$0	\$0	\$0	\$0	0%	\$130,000
450 Albert Front Entrance	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
229 Dublin Roof	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
212 Whites Rd Parking Lot	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
130 Grange Balcony Waterproof	\$170,000	\$0	\$0	\$0	\$0	0%	\$170,000
212 Whites Rd Make up Air Unit	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
411 Waterloo Retaining Wall	\$180,000	\$0	\$0	\$0	\$0	0%	\$180,000
212 Whites Rd Balcony	\$120,000	\$0	\$0	\$0	\$0	0%	\$120,000
Gordon St Moisture Remediation	\$350,000	\$1,808	\$34,880	\$62,582	\$97,462	28%	\$252,538
Total Capital	\$4,605,000	\$232,516	\$294,210	\$390,310	\$684,520	15%	3,920,480



County of Wellington
Homes for the Aged
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$7,898,200	\$657,964	\$2,022,840	26%	\$5,875,360
Municipal Recoveries	\$1,309,000	\$48,287	\$285,930	22%	\$1,023,070
User Fees & Charges	\$4,182,500	\$341,106	\$1,024,094	24%	\$3,158,406
Other Revenue	\$0	\$14,863	\$19,815	0%	\$(19,815)
Total Revenue	\$13,389,700	\$1,062,220	\$3,352,679	25%	\$10,037,021
Expenditures					
Salaries, Wages and Benefits	\$13,989,300	\$1,124,403	\$3,421,626	24%	\$10,567,674
Supplies, Material & Equipment	\$1,182,300	\$120,403	\$232,891	20%	\$949,409
Purchased Services	\$974,800	\$92,883	\$236,883	24%	\$737,917
Insurance & Financial	\$32,000	\$0	\$31,682	99%	\$318
Minor Capital Expenses	\$0	\$12,890	\$12,890	0%	\$(12,890)
Debt Charges	\$1,964,000	\$0	\$565,246	29%	\$1,398,754
Internal Charges	\$1,083,100	\$73,498	\$241,979	22%	\$841,121
Total Expenditures	\$19,225,500	\$1,424,077	\$4,743,196	25%	\$14,482,304
NET OPERATING COST / (REVENUE)	\$5,835,800	\$361,857	\$1,390,517	24%	\$4,445,283
Transfers					
Transfer to Capital	\$128,000	\$0	\$128,000	100%	\$0
Transfer to Reserves	\$1,393,000	\$0	\$250,000	18%	\$1,143,000
Total Transfers	\$1,521,000	\$0	\$378,000	25%	\$1,143,000
NET COST (REVENUE)	\$7,356,800	\$361,857	\$1,768,517	24%	\$5,588,283



County of Wellington

Homes for the Aged

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending March 31, 2014

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Resident Vans	\$85,000	\$0	\$0	\$21,821	\$21,821	26%	\$63,179
Terrace Roof Replacement	\$2,500,000	\$329	\$49,145	\$2,418,690	\$2,467,834	99%	\$32,166
Nursing Equipment Replacements	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Resident Equipment Lifts	\$60,000	\$362	\$30,043	\$0	\$30,043	50%	\$29,957
Total Capital	\$2,695,000	\$691	\$79,188	\$2,440,510	\$2,519,698	93%	175,302



County of Wellington
Economic Development
 Statement of Operations as of
 31 Mar 2014

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$81,000	\$5,736	\$7,064	9%	\$73,936
Municipal Recoveries	\$17,500	\$0	\$0	0%	\$17,500
User Fees & Charges	\$71,500	\$1,950	\$1,948	3%	\$69,552
Other Revenue	\$11,000	\$0	\$315	3%	\$10,685
Total Revenue	\$181,000	\$7,686	\$9,327	5%	\$171,673
Expenditures					
Salaries, Wages and Benefits	\$239,100	\$16,026	\$43,817	18%	\$195,283
Supplies, Material & Equipment	\$18,900	\$3,527	\$4,094	22%	\$14,806
Purchased Services	\$382,200	\$25,375	\$30,110	8%	\$352,090
Transfer Payments	\$255,000	\$25,000	\$25,000	10%	\$230,000
Total Expenditures	\$895,200	\$69,927	\$103,021	12%	\$792,179
NET OPERATING COST / (REVENUE)	\$714,200	\$62,241	\$93,694	13%	\$620,506
Transfers					
Transfers from Reserves	\$(175,000)	\$0	\$0	0%	\$(175,000)
Transfer to Reserves	\$100,000	\$0	\$100,000	100%	\$0
Total Transfers	\$(75,000)	\$0	\$100,000	(133%)	\$(175,000)
NET COST (REVENUE)	\$639,200	\$62,241	\$193,694	30%	\$445,506



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Personnel Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, April 15, 2014
Subject: 2013 Year-End Accounting Report

Background:

The County of Wellington's 2013 year-end position is set out in the attached Schedule 'A'. The final year end position for the County is a surplus of \$1,046,100 or 1.3% of the 2013 tax levy.

A description of the more significant 2013 operating variances is set out below.

- Social Housing: net savings of \$323,900 due to lower than expected utility costs, property taxes, transfers to non-profit and coop housing providers and staff and administrative savings
- Roads: the severe winter conditions in 2013 resulted in winter control costs that have far exceeded the budget. The total cost of winter control in 2013 amounted to just over \$6.0 million which is \$1.58 million in excess of the budget. Additional overages in Roads include fleet maintenance repair and fuel costs for the snowplows as well as one time drain repair costs.
- Police: savings of \$503,700 as a result of the 2013 final year end reconciliation from the OPP including administrative savings related to the Civilian Data Entry programme
- Wellington Terrace: additional provincial grant revenues for RAI MDS funding and nursing support for dementia
- Solid Waste: savings of \$449,500 due to additional WDO grant revenue allocated to 2013, as well as savings in the purchased services line related to printing, advertising, HHW event costs, legal, consultants and costs at the Aberfoyle transfer station.
- Land Ambulance: over budget by \$178,000 due to over expenditures and under budgeted part-time hours from the contract with the City of Guelph. County staff will monitor this situation in 2014 to check if the City has rectified the problem in their budgeted figures.
- Planning: savings of just over \$200,000 are related to lower than anticipated costs for the Risk Management Officer for source water protection, well water stewardship programme and legal fees.
- General Government: savings of over \$465,000 in administrative departments due to a lower than anticipated escalation claw back from our provincial rental revenues for our properties; and savings from hardware, network equipment and software licensing fees.

- General Revenues, Expenditures and Taxes: A number of general expenditures including tax and general write-offs, and legal fees came in lower than budgeted by approximately \$690,000. A positive variance of approximately \$665,000 has also been realized based on greater than anticipated supplementary and omitted assessment revenue and payments-in-lieu of taxation. The lower than anticipated tax write-offs for 2013 allowed the County to make an additional provision for potential Gravel Pit related write-offs that are currently pending but not yet finalized.

Summary and Discussion:

A large expenditure variance due to the severe winter weather in Roads was offset by a number of other savings and efficiencies as identified in other departments. Overall, the Winter Control budget was over by approximately \$1.6 million in 2013. The County's Winter Control Reserve sits at approximately \$1.3 million at year-end. The severe winter weather has continued to take its toll on the County's budget in the early part of 2014. The winter control budget is just under 80% spent as of March 31, 2014; leaving less than \$1 million in budget to cover the remainder of the year. At this point in 2013, the winter control budget was only 70% spent with over \$1.3 million remaining.

Given the risk associated with the winter budget in 2014, staff are recommending that the Winter Control Reserve not be utilized to cover the 2013 budget overage. Since the variance in 2013 is covered by savings in other areas, the reserve is better kept intact to cover an anticipated variance in 2014.

The surplus is recommended to be transferred to the County Property Reserve to fund the remainder of the County's contribution to the Health Unit Facility project to eliminate the need to issue any further debt to fund the project.

Recommendation:

That the 2013 Operating Statement as set out on Schedule 'A' to this report be approved, subject to completion of the year-end audit; and

That the 2013 Operating Budget surplus be transferred to the County Property Reserve.

Respectfully submitted,



Ken DeHart, CGA
County Treasurer

COUNTY OF WELLINGTON
2013 OPERATING BUDGET VARIANCE ANALYSIS AS OF DECEMBER 31, 2013

	2013 Budget	May 31/13	Sept 30/13	Dec 31/13	Dec 31/13	Actual variance to Dec. 31/13	
		net actual	net actual	net actual	actual as a % of budget	\$	%
<u>Programmes and Services</u>							
Ontario Works	1,764.6	772.6	1,294.7	1,829.1	104%	(64.5)	-4%
Social Housing	3,080.3	1,469.6	2,039.8	2,756.4	89%	323.9	11%
Affordable Housing	500.0	332.6	504.2	500.0	100%	0.0	0%
Roads and Bridges	18,916.3	15,093.3	17,331.4	21,051.6	111%	(2,135.3)	-11%
Police Services	18,866.9	9,089.4	14,427.2	18,363.2	97%	503.7	3%
Wellington Terrace	6,861.5	2,192.5	5,246.9	6,729.3	98%	132.2	2%
Child Care Services	769.9	309.6	575.1	829.4	108%	(59.5)	-8%
Solid Waste Services	5,684.1	3,130.8	4,440.6	5,234.6	92%	449.5	8%
County Library System	5,116.3	2,324.4	4,080.3	5,096.0	100%	20.3	0%
Land Ambulance	3,145.3	1,166.2	2,107.6	3,323.3	106%	(178.0)	-6%
Planning and Development	2,251.3	557.3	985.1	2,051.0	91%	200.3	9%
Public Health	2,532.5	1,215.9	1,823.8	2,530.3	100%	2.2	0%
County Museum and Archives	1,673.1	830.4	1,269.1	1,667.4	100%	5.7	0%
Emergency Management	516.0	265.9	386.7	515.1	100%	0.9	0%
Green Legacy	632.5	233.6	432.6	588.7	93%	43.8	7%
Grants	48.0	40.5	46.0	48.0	100%	0.0	0%
Economic Development	575.6	232.5	316.2	575.6	100%	0.0	0%
Provincial Offences	(402.8)	(271.9)	(257.0)	(387.1)	96%	(15.7)	-4%
Subtotal	72,531.4	38,985.0	57,050.4	73,301.9	101%	(770.5)	-1%
<u>General Government</u>							
Treasury	1,068.1	367.2	684.4	1,025.6	96%	42.5	4%
County Property	1,142.9	795.2	745.4	979.0	86%	163.9	14%
Human Resources	731.3	248.0	410.2	675.1	92%	56.2	8%
County Council	914.3	343.4	648.8	894.8	98%	19.5	2%
Office of the CAO and Clerk	2,992.3	1,472.3	2,112.2	2,808.8	94%	183.5	6%
Subtotal	6,848.9	3,226.1	4,600.9	6,383.3	93%	465.6	7%
<u>Non-Programme Expenditures and Revenues</u>							
General Expenses/Revenues	32.6	(1,113.3)	(2,940.5)	(654.1)	-2006%	686.7	2106%
Tax Levy Requirement	(77,912.2)	(38,956.1)	(58,434.2)	(77,912.2)	100%	0.0	0%
PILs and Supplementary Taxes	(1,500.7)	(257.5)	(393.2)	(2,165.1)	144%	664.4	44%
Subtotal	(79,380.3)	(40,326.9)	(61,767.8)	(80,731.3)	102%	1,351.0	2%
Net Total	0.0	1,884.2	(116.5)	(1,046.1)		1,046.1	
Variance % of Tax Levy						1.3%	0.0%
Variance % of Operating Expenditures						0.7%	0.0%



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Personnel Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, April 15, 2014
Subject: **Federal Gas Tax Fund Report as of December 31, 2013**

Background:

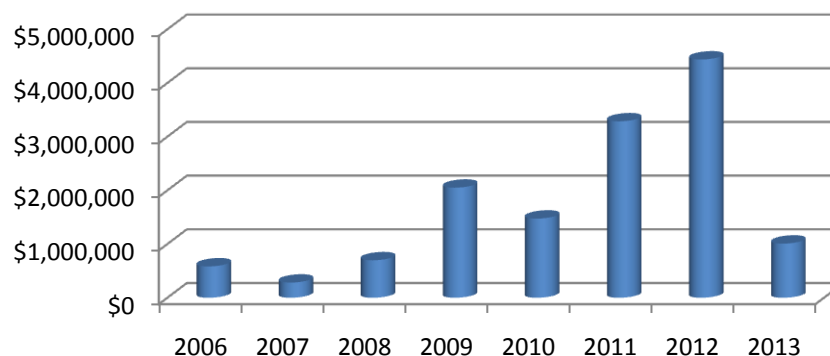
The agreement for the transfer of Federal Gas Tax Revenues under the New Deal for Cities and Communities was originally signed in 2005. The purpose of these funds is to invest in environmentally sustainable municipal infrastructure. In 2013 the Federal Government announced that the renewed Gas Tax allocations will be indexed at 2% per year, however the benefits of this indexing will not reach Municipal Governments until 2016. Negotiations to finalize the new permanent gas tax agreement for the period 2014 to 2018 continue. As the new allocations will be based on 2011 Census data, Ontario has not grown as fast as other provinces and the County's population change is below the provincial average of 5.6%, staff have anticipated that the County will see a reduction in funding of approximately \$100,000 for 2014 and this has been reflected in the 2014 County Budget.

The development of the Roads Asset Management Plan during 2013 emphasizes the importance of long term sustainable infrastructure funding.

Over the past seven years the County has received \$17,080,471 in Gas tax funding and invested \$13,825,247 in local infrastructure, solid waste services, capacity building and community energy systems. An additional \$16 million investment in roads, bridges and culverts is forecasted over the next five years.

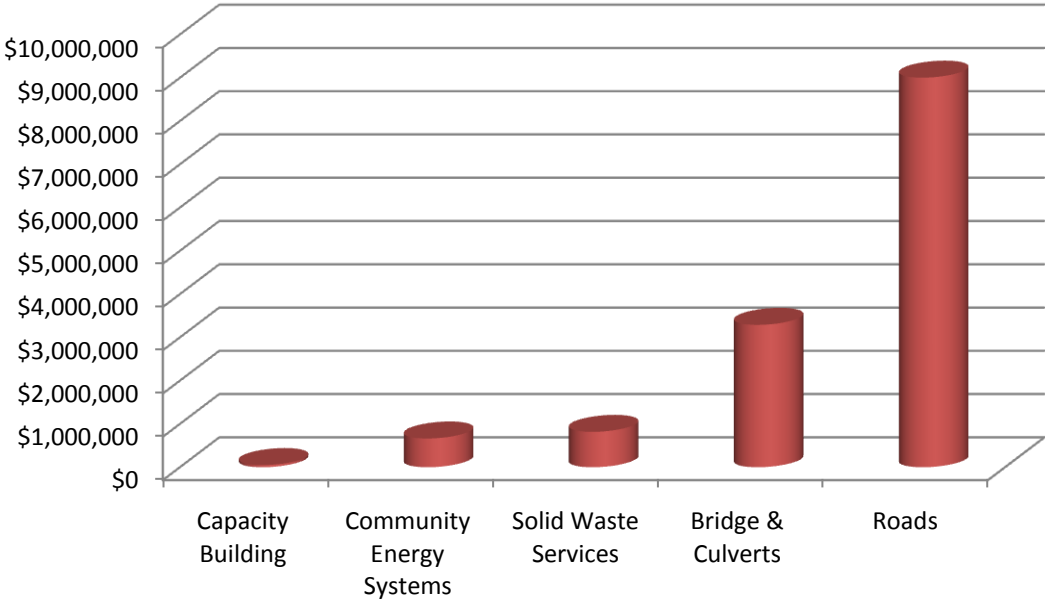
The following charts summarize the County's spending by year, project type and department. The projects funded to date are detailed on Schedule A.

Gas Tax investment by year

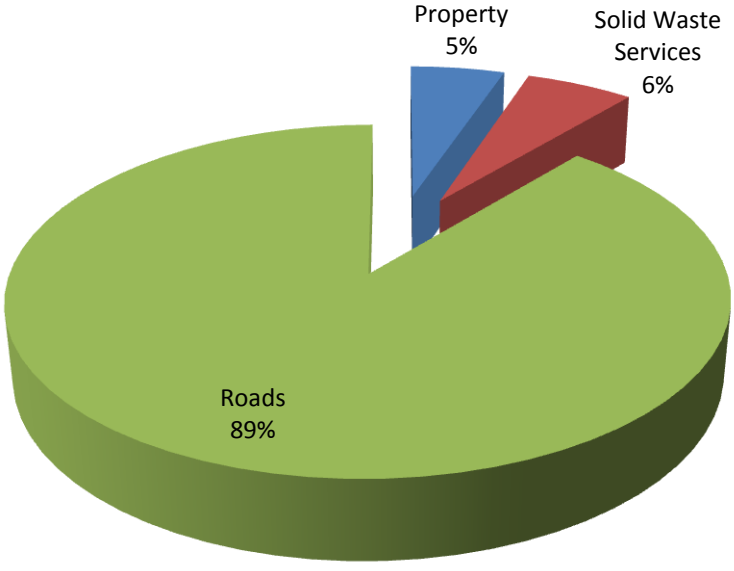


**Note: In 2013, \$3.1 million gas tax funding was budgeted, however, due to delays with the solar panel application process and a culvert project that will be completed in 2014 \$1.6 million will be carried forward to be spent in 2014.

Gas Tax investment by Project Type



Gas Tax Investment by Department



Schedule A
County of Wellington Gas Tax Summary

Funds Received to December 31, 2013

\$ 17,080,471

Projects funded to December 31, 2013

Project	Total Expenditure	Gas Tax	Other Funding	Total Funding
Riverstown Equipment Garage	784,486	584,500	199,986	784,486
Facilities and Components Study	67,900	50,000	17,900	67,900
Methane Gas Collection Riverstown	232,664	232,664		232,664
WR46 Carroll Pond Puslinch	1,043,736	1,043,736		1,043,736
WR5 Conc 4/5 to WR 109 3.6 km Recycle	671,411	671,411		671,411
WR 123 to WR 8, 5.0 km Recycle	751,743	375,871	375,872	751,743
Speedside N 3.6km to 200m S Old TL Recycle	658,147	658,147		658,147
Bridge # 10021 Maxwell Bridge	464,478	394,478	70,000	464,478
Bridge # 12094, McGrath Br Charles St Arthur	466,318	466,318		466,318
Watson Road Bridge	296,346	296,346		296,346
WR29 to WR 124 1.2 km S Pulverize + 90mm	317,708	317,708		317,708
WR 7, Culvert #07051, liner	233,372	233,372		233,372
WR 7, Bridge # 07059 Elora Gorge Bridge Deck	115,750	115,750		115,750
WR 7, Culvert # 07096, liner	346,751	346,751		346,751
WR 14 Gordonville Br N to Line 8 2.7km	1,045,584	628,000	417,584	1,045,584
WR 21, Culvert N of 8th Line Centre Wellington	142,263	132,263	10,000	142,263
WR19 Fergus to second line Part A	1,447,361	994,900	452,461	1,447,361
WR 29, 1.2km south of WR 124 to Hwy 7	788,607	564,699	223,908	788,607
WR 125 BWC Project	271,057	271,057		271,057
WR9 WR8 to Mid of Conc 3/4	824,433	801,974	22,459	824,433
Bridge 00044 Atkinson Bridge	1,033,027	258,027	775,000	1,033,027
WR12 Bonded Wearing Course	244,485	242,892	1,593	244,485
WR14 300m s of Hwy 89	605,792	570,374	35,418	605,792
WR10 Rothsay Urban to Hillwood	1,270,565	820,565	450,000	1,270,565
WR46 Maltby to WR34 2km	166,276	117,576	48,700	166,276
WR19 Fergus to second line Part B	1,136,380	988,840		988,840
Solar Panel Projects 2012	859,578	638,309	221,269	859,578
Solar Panel Projects 2013	30,028	25,956	4,072	30,028
Bridge 00044 Atkinson Bridge	1,036,130	3,103	38,210	41,313
WR19 Fergus to second line Part C	1,132,269	979,660	114,398	1,094,058
Grand Totals:	18,484,644	13,825,247	3,478,830	17,304,076

Recommendation:

That the Federal Gas Tax Fund report for the period ending December 31, 2013 be received for information.

Respectfully submitted,



Ken DeHart, CGA
County Treasurer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Personnel Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, April 15, 2014
Subject: **2014 County-Wide Property Tax Policies**

Background:

The *Municipal Act* sets out the parameters to be followed by municipalities when setting property tax policies. These parameters include adopting revenue neutral transition ratios; establishing tax ratios and discounts; capping options on multi residential, commercial and industrial properties; and various tax mitigation measures.

Annual tax policy decisions establish the level of taxation for the various classes of properties, and this report provides an overview of the options available to County Council for the 2014 taxation year, including recommendations for:

- adopting revenue neutral transition ratios
- establishing 2014 tax ratios, discounts and tax rates
- continuing the low income seniors and disabled tax relief programme under existing parameters
- continuing the current charitable tax rebate programme
- continuing to provide tax exemption for Legion properties
- carry forward the existing enhanced capping flexibility options for 2014

As of 2009 the deadline for establishing an upper tier rating by-law has been changed from April 30 to anytime within the taxation year, but no later than December 31.

Four separate by-laws will be prepared for the April 24, 2014 Council meeting covering tax ratios and discounts, tax rates and tax capping mitigation options.

Recommendation:

That the 2014 County-wide Tax Policies as set out in Schedule 'A' be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken DeHart'.

Ken DeHart, CGA
County Treasurer

SCHEDULE "A"
2014 COUNTY-WIDE PROPERTY TAX POLICIES

POLICY	STAFF RECOMMENDATION
Transition Ratios, Tax Ratios, Class Discounts and Tax Rates	THAT the 2014 County-wide tax ratios, class discounts and tax rates be approved as set out in Table 1; and THAT staff be directed to prepare the necessary revenue neutral transition ratio, tax ratio and tax rating by-laws.
Mandatory Capping	THAT the following parameters be established for the purposes of calculating the 2014 capping clawback rates in accordance with section 329.1 of the <i>Municipal Act</i> : <ol style="list-style-type: none"> 1. Cap limit of 10% of 2013 annualized taxes 2. Minimum tax increase of 5% of 2013 CVA taxes 3. Move capped properties to CVA tax responsibility if the capped taxes are within a maximum of \$250 of CVA taxes, without creating a class shortfall 4. Move properties that are subject to the clawback to CVA tax responsibility if the taxes, including the clawback amount, are within a maximum of \$250 of CVA taxes, without creating a class shortfall 5. Set a tax level of 100% CVA tax responsibility for new construction and new to class business properties (multi residential, commercial and industrial) 6. Remove properties that reached full CVA tax in 2013 from the capping regime and remain at full CVA tax level; and <p>THAT staff be directed to prepare the necessary capping parameters by-law.</p>
Tax relief for low income seniors and persons with disabilities	THAT the current tax relief programme for low income seniors and low income persons with disabilities be continued for the 2014 taxation year.
Tax relief for charities and other similar organizations	THAT the current tax relief programme for charities and other similar organizations be continued for the 2014 taxation year.
Tax relief for Legions	THAT all eligible Legion properties continue to be exempted from the payment of taxes for upper tier purposes for the taxation year 2014.

TAX RATIOS, CLASS DISCOUNTS and TAX RATES

STAFF RECOMMENDATION:

THAT the 2014 County-wide transition ratios be adopted as set out in Table 3; and
THAT the 2014 County-wide tax ratios, class discounts and tax rates be approved as set out in Table 1; and

THAT staff be directed to prepare the necessary revenue neutral transition ratio, tax ratio and tax rating by-laws.

Legislative reference: *Municipal Act 2001 Section 308*

OVERVIEW

- Tax rates are measured as a percentage of the assessed value of a property
- Tax ratios show how a property class' tax rate compares with the residential rate - if a property class has a ratio of 2, then it is taxed at twice the rate of the residential class
- Transition ratios were calculated initially in 1998 by the Province and reflected the level of taxation by class **at that time**
- Tax ratios must be approved annually by County Council, unless delegated to the member municipalities. Table 4 shows tax ratios established by neighbouring municipalities
- Changing ratios shifts the burden of property taxes between property classes (see Table 3)
- The Province established "ranges of fairness" which help protect property classes that are taxed at higher rates - If the ratio for a property class is outside the "range of fairness", a municipality can either maintain the ratio or move towards the range of fairness, but may not move further from the fairness range. (see Table 2)
- Municipalities may pass along up to 50% of a levy increase to classes which have ratios in excess of the provincial threshold
- In order to avoid tax shifts that may occur as a result of reassessment, municipalities have the option of setting new transition ratios based on a prescribed formula. Once reset, the new ratios may then be established for each of the tax classes, used not at all or the ratios may be selectively adopted. The benefit of adopting new transition ratios is that it allows the flexibility of imposing a higher ratio on any of the capped classes for the current and subsequent taxation years. Table 3 details the upper-tier tax shifts produced by adopting all new transition ratios and tax shifts under the recommended tax ratios for 2014
- Provisions for the taxing of farmland awaiting development are as follows:
 - on registration of the plan of subdivision, property assessment changes from being based on farm use to zoned use, and a tax rate of between 25% and 75% of the residential rate will apply [the rate can be adjusted up or down by up to 10 percentage points per year]
 - when a building permit is issued, the tax rate may change from 25% to 100% of the rate that would apply to the property's zoned use

POLICY CONSIDERATIONS

- Higher tax ratios could be perceived as discriminatory by multi-residential, commercial and industrial property owners who may feel that they are overtaxed relative to residential properties
- The disparity between the commercial and industrial tax ratios is difficult to justify
- Non-residential and multi residential properties have historically been taxed at higher rates in most municipalities across the province
- Multi-residential properties are assessed on a different basis than residential properties and most often will attract a lesser amount of assessment per unit

MANDATORY CAPPING

STAFF RECOMMENDATION:

THAT the following parameters be established for the purposes of calculating the 2014 capping clawback rates in accordance with section 329.1 of the *Municipal Act*:

1. Cap limit of 10% of 2013 annualized taxes
2. Minimum tax increase of 5% of 2013 CVA taxes
3. Move capped properties to CVA tax responsibility if the capped taxes are within a maximum of \$250 of CVA taxes, without creating a class shortfall
4. Move properties that are subject to the clawback to CVA tax responsibility if the taxes, including the clawback amount, are within a maximum of \$250 of CVA taxes, without creating a class shortfall
5. Set a tax level of 100% of CVA tax responsibility for new construction and new to class business properties (multi residential, commercial and industrial)
6. Remove properties that reached full CVA tax in 2013 from the capping regime and remain at full CVA tax level for 2014; and

THAT staff be directed to prepare the necessary capping parameters by-law.

Legislative reference: *Municipal Act 2001 Part IX*

OVERVIEW

- Council must limit the assessment related tax increases on multi residential, commercial and industrial properties
- Council must decide how to finance the cap, which can be done by capping decreases as well, by using general revenues or reserves, or a combination of the two. A recommendation on this matter will be forthcoming in June 2014
- Shortfalls can not be shared with school boards
- The Province provided increased flexibility for municipalities commencing in 2005, with the following options available:
 - maintaining the 5% mandatory cap
 - increasing the cap between 5% and 10%, or selecting 5% of CVA tax (whichever is higher)
 - if an increasing property is within \$250 of CVA taxation, then it may be billed the full amount
 - if a decreasing property is within \$250 of CVA taxation, then it will receive the full reduction without clawback
 - effective January 1, 2008 new construction in Wellington County is taxed at 100% of CVA taxation
 - Ontario Regulation 160/09 under the *Municipal Act* grants municipalities the option to remove those properties from the capping regime that had reached full CVA taxation in 2013 and to remain at full CVA tax level for 2014. If significant reassessment increases occur on a property this option will eliminate the capping protection amount which would otherwise be subsidized by all properties within that class experiencing a reassessment decreases (clawed back)

TAX RELIEF FOR LOW INCOME SENIORS AND LOW INCOME PERSONS WITH DISABILITIES

STAFF RECOMMENDATION:

THAT the current tax relief programme for low income seniors and low income persons with disabilities be continued for the 2014 taxation year.

Legislative reference: *Municipal Act 2001 Section 319*

OVERVIEW

- Upper tier and single tier municipalities **MUST** provide a programme of tax relief for the purposes of “relieving financial hardship” due to reassessment
- Relief can be in the form of a deferral or cancellation of tax increases
- The tax increase to be deferred or cancelled is calculated as the difference between the current year’s taxes levied and the taxes levied on the previous assessment of the property (subject to provincial regulation)
- The legislation also applies to tax increases for lower tier and education purposes
- The amount deferred or cancelled is withheld by the lower tier municipality from amounts levied for upper tier and school board purposes
- Interest may be charged on deferred taxes
- A tax certificate must show any deferrals (including accumulated interest), and the priority lien status of real property taxes in accordance with Section 349 of the *Municipal Act* applies to any such deferrals
- The intent of this policy is to provide a mechanism to assist those least able to pay a significant increase in taxes due to reassessment
- Due to the phasing in of property assessment increases, each year must be treated as a reassessment
- Tax relief is currently provided in the form of a cancellation of any increase in taxes payable year over year up to a maximum rebate limit of \$500 per annum

Promotion efforts:

- Additional efforts have been undertaken to increase taxpayer awareness of the programme
- Local municipalities mention the rebate programme and filing deadline on their tax bill inserts
- The County has posted notification of the Senior & Disabled Property Tax Relief Programme on the County Page of the Wellington Advertiser
- Programme details are available on municipal and County websites
- The number of applications has more than doubled since 2008 and include 10 disability applications

- The following table details the 2013 sharing of senior/disabled property tax rebates:

COUNTY OF WELLINGTON

SUMMARY OF TAX RELIEF TO LOW INCOME SENIORS AND LOW INCOME PERSONS WITH DISABILITIES FOR THE 2013 TAXATION YEAR

	Number			Local	County	School	Average Refund
	Approved	Seniors	Disabled				
Puslinch	4	4	0	\$ 88.97	\$ 330.67	\$ 105.65	\$ 83.82
Guelph-Eramosa	10	10	0	\$ 316.05	\$ 781.67	\$ 249.74	\$ 142.50
Erin	14	11	3	\$ 867.66	\$ 1,917.94	\$ 612.80	\$ 242.74
Centre Wellington	27	24	3	\$ 679.28	\$ 1,444.25	\$ 461.46	\$ 95.85
Mapleton	3	2	1	\$ 77.90	\$ 137.27	\$ 43.86	\$ 282.27
Minto	11	11	0	\$ 473.20	\$ 463.23	\$ 160.48	\$ 64.12
Wellington North	16	13	3	\$ 323.69	\$ 373.21	\$ 120.32	\$ 56.72
COUNTY	85	75	10	\$ 2,826.75	\$ 5,448.24	\$ 1,754.31	\$ 138.29

TAX RELIEF PROVISIONS FOR LOW INCOME SENIORS AND LOW INCOME PERSONS WITH DISABILITIES

GENERAL PARAMETERS

1. Taxes for 2014 will be in comparison to the 2013 annualized taxes
2. Tax relief is in the form of a cancellation of taxes
3. Tax relief will be equal to any increase in taxes payable year over year up to a maximum rebate limit of \$500 per annum

ELIGIBILITY CRITERIA (for receipt of property tax relief):

A) LOW-INCOME SENIORS

- Must have attained the age of 65 years and be in receipt of benefits under the Guaranteed Income Supplement (GIS) programme
- The eligibility criteria mirrors similar economic criteria set by the Province under the Seniors Tax Credit Programme established in 2009

B) LOW-INCOME DISABLED PERSONS

- Must be in receipt of benefits under the Ontario Disability Support Programme (ODSP)
- Application may be reviewed in consultation with local Treasurers or Social Service staff

OTHER PROVISIONS

- To qualify for tax assistance, applicants must have been owners of real property within the County for a period of one (or more) year(s) preceding the application
- Tax assistance is only allowed on one principal residence of the qualified individual or the qualifying spouse. Appropriate proof of residency establishing continuous (i.e. not part-time) residency must be provided. Verification of documentation provided in conjunction with an application may be carried out independently at the discretion of the County
- Tax relief applies to current taxes only (not tax arrears)
- Tax relief amounts are only cancelled after payment in full is received for any current or past year amounts payable
- Applicant responsible to refund any overpayment of tax rebate granted if property assessment is reduced by the Assessment Review Board or Municipal Property Assessment Corporation
- Application for tax relief must be made annually to the County Treasurer by November 1 to establish eligibility or continued eligibility, on a form similarly prescribed by by-law
- For properties that are jointly held or co-owned by persons other than spouses, both or all co- owners must qualify under applicable eligibility criteria in order to receive tax relief
- Tax relief begins in the month in which the low income senior attains the age of 65 or in which the low income disabled person becomes disabled

OTHER BACKGROUND INFORMATION ON TAX RELIEF FOR LOW INCOME SENIORS AND LOW INCOME PERSONS WITH DISABILITIES

GUARANTEED INCOME SUPPLEMENT

The Guaranteed Income Supplement (GIS) is a federal programme administered by Service Canada on behalf of Employment and Social Development Canada, in conjunction with the Old Age Security (OAS) programme. The Guaranteed Income Supplement is an income-tested, monthly non-taxable benefit for Old Age Security pensioners with limited income apart from the Old Age Security pension.

To qualify for the GIS, an individual must:

- i. be receiving the Old Age Security pension;
- ii. be resident in Canada; and
- iii. have an income at or below the qualifying level, as established by regulation. (For married couples, the combined income of both spouses must be below the qualifying level).

Provisions of the GIS are established under the *Old Age Security Act (Canada)*, and regulations made quarterly under this Act. Application, eligibility determination and payment of benefits under this programme is administered by Service Canada for Employment and Social Development Canada, thereby eliminating the need for individual municipalities to establish criteria and eligibility for applicants. Applicants need only demonstrate proof of GIS benefits to qualify for municipal tax relief.

ONTARIO DISABILITY SUPPORT PROGRAMME

The Ontario Disability Support Programme (ODSP) is a provincial programme administered by the Ontario Ministry of Community & Social Services (MCSS). The ODSP was introduced in legislation in June 1997 (Bill 142), and was created to remove people with disabilities from the Welfare system to more effectively meet their needs.

Eligibility under the ODSP is determined by staff of the MCSS, according to criteria which considers, among other things, the nature of the disability, the extent to which daily activities are affected by the disability, income level from all sources (including receipt of benefits under other income support programmes such as GAINS, Canada Pension Plan, Workers Compensation), etc.

Application, eligibility determination and payment of benefits under the ODSP are administered by the MCSS, using information supplied by applicants. This eliminates the need for individual municipalities to establish criteria and eligibility for applicants. Applicants need only demonstrate proof of ODSP eligibility to qualify for municipal tax relief. In extreme cases consultation may be made with County Social Service staff to determine eligibility.

TAX REBATES FOR CHARITIES AND OTHER SIMILAR ORGANIZATIONS

STAFF RECOMMENDATION:

THAT the current tax relief programme for charities and other similar organizations be continued for the 2014 taxation year.

Legislative reference: *Municipal Act 2001 Section 361*

OVERVIEW

- The original intent of the programme was to address certain tax impacts relating to the elimination of the Business Occupancy Tax (BOT) – registered charities that previously did not pay the BOT on leased commercial/industrial properties were put in a position of paying a higher (blended) rate on such properties
- All upper and single tier municipalities must have a rebate programme in place
- An eligible charity is a registered charity in accordance with the *Income Tax Act* and that has a registration number issued by the Canada Revenue Agency
- A property is eligible if it is one of the commercial or industrial property classes

- **Programme requirements include:**
 - The amount of the rebate must be at least 40% of tax paid
 - One half of the rebate must be paid within 60 days of receipt of the application and the balance paid within 120 days of receipt of the application
 - Applications for a rebate must be made between January 1 of the taxation year and the last day of February of the following taxation year

- **Programme options include:**
 - Other similar organizations may also be provided with rebates
 - Rebates may be provided to properties in classes other than the commercial and industrial classes
 - The rebate percentage can vary for different charities or other similar organizations and can be up to 100% of taxes paid
 - Cost of the rebate is shared between the upper tier, lower tier and school boards
 - The organization receiving the rebate shall also be provided with a written statement showing the proportion of costs shared by the school boards
 - Any overpayment of rebated amount to be refunded by Charity if property assessment is reduced by the Assessment Review Board or Municipal Property Assessment Corporation
 - Taxes must be in good standing to the satisfaction of the local Treasurer

CURRENT TAX RELIEF PROVISIONS FOR REGISTERED CHARITIES AND OTHER SIMILAR ORGANIZATIONS

The County's by-law includes all mandated provisions as well as the following optional provisions:

- Rebates set at 40% of taxes paid
- Expanded eligibility policy to include non-profit organizations, agricultural organizations, as well as boards of trade, chambers of commerce and registered amateur athletic organizations (as defined in the Income Tax Act)
- In order to increase public awareness of the Charitable Rebate Programme, the County placed notices in the Wellington Advertiser with posted details on municipal and County websites
- Local tax bill inserts inform property owners of the Charitable Rebate Programme
- Number of applications has more than doubled since 2007
- 2013 marks the first year Mapleton has received an application since the programme was legislated
- The following table details the 2013 sharing of charitable rebates and the types of organizations benefiting from the programme in each municipality

Summary of Charitable Tax Rebates in 2013

	County	Local	School	Total	
Guelph/Eramosa	\$ 59	\$ 24	\$ 67	\$ 150	SOAR (Songbird Rehabilitation)
Guelph/Eramosa	\$ 450	\$ 177	\$ 514	\$ 1,141	Canadian Mental Health
Guelph/Eramosa	\$ 3,887	\$ 1,574	\$ 4,436	\$ 9,897	EW Family Health Team
Erin	\$ 4,247	\$ 1,861	\$ 4,848	\$ 10,956	EW Family Health Team
Erin	\$ 995	\$ 436	\$ 1,135	\$ 2,566	EWAG
Erin	\$ 698	\$ 332	\$ 797	\$ 1,826	Hillsburgh Medical Centre
Erin	\$ 870	\$ 381	\$ 993	\$ 2,245	Humane Society
Ctr Wellington	\$ 4,175	\$ 1,979	\$ 4,631	\$ 10,785	BFM (Bibles for Missions)
Ctr Wellington	\$ 257	\$ 125	\$ 293	\$ 675	C W Food Bank
Ctr Wellington	\$ 893	\$ 436	\$ 1,019	\$ 2,349	C W Food Bank
Ctr Wellington	\$ 1,437	\$ 702	\$ 1,640	\$ 3,778	Chamber of Commerce
Ctr Wellington	\$ 757	\$ 363	\$ 864	\$ 1,983	St John Ambulance
Ctr Wellington	\$ 595	\$ 286	\$ 680	\$ 1,561	Well-Wtloo Community Futures
Ctr Wellington	\$ 595	\$ 286	\$ 680	\$ 1,561	Well-Wtloo Community Futures
Ctr Wellington	\$ 1,304	\$ 618	\$ 1,488	\$ 3,410	Ontario Potato Board
Mapleton	\$ 864	\$ 521	\$ 986	\$ 2,371	Christian Aid Ministries
Minto	\$ 170	\$ 151	\$ 194	\$ 514	Canadian Diabetes
Well North	\$ 138	\$ 119	\$ 158	\$ 415	New Growth Family Centre
Well North	\$ 659	\$ 566	\$ 753	\$ 1,978	Chamber of Commerce
Well North	\$ 722	\$ 620	\$ 824	\$ 2,165	Trellis Mental Health
Well North	\$ 648	\$ 557	\$ 740	\$ 1,944	New Growth Family Centre/Scho
	\$ 24,361	\$ 12,090	\$ 27,670	\$ 64,272	

Average (Mean) Rebate	\$ 3,061
------------------------------	-----------------

Median Rebate	\$ 1,983
----------------------	-----------------

TAX REBATES FOR LEGION PROPERTIES

STAFF RECOMMENDATION:

THAT all eligible Legion properties continue to be exempted from the payment of taxes for upper tier purposes for the taxation year 2014.

Legislative reference: *Assessment Act Section 6.1*

OVERVIEW

- The Act states that the council of a municipality “may pass by-laws exempting from taxation, other than school taxes and local improvement rates, land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any war”.
- An exemption under this section must not exceed 10 years but may be renewed at any time during the last year of the previous exemption

2013 Local and County taxes for Legion properties

<u>Municipality</u>	<u>2013 Local tax</u>	<u>2013 County tax</u>
Erin Town	\$ 1,520	\$ 3,469
Centre Well - Fergus	\$ 1,861	\$ 3,810
Centre Well - Elora	\$ 2,234	\$ 4,656
Mapleton - Drayton	\$ 660	\$ 1,095
Minto - Harriston	\$ 2,549	\$ 2,856
Minto - Palmerston	\$ 1,906	\$ 2,137
Well North - Mt Forest	\$ 1,867	\$ 2,175
Well North - Arthur	\$ 1,762	\$ 2,052
	<u>\$ 14,360</u>	<u>\$ 22,250</u>

- By-law #5238-11 passed by County Council provides such an exemption for the duration of the term of Council up to and including the 2014 taxation year

TABLE ONE
2014 COUNTY OF WELLINGTON TAX RATIOS, DISCOUNTS AND RATES

Property Class/Subclass	Provincial Range of Fairness	Provincial Threshold ratio	Revenue Neutral ratio	2014 County Tax ratio	2014 Discounts	2014 County Tax Rates
Class						
residential/farm (RT)	1.0 to 1.0			1.000000		0.00653377
multi-residential (MT)	1.0 to 1.1	2.7400	1.9292	1.920000		0.01254484
farmland (FT)	0.01 to 0.25			0.250000		0.00163344
commercial (CT)	0.6 to 1.1	1.9800	1.4415	1.440000		0.00940863
industrial (IT)	0.6 to 1.1	2.6300	2.4924	2.440000		0.01594240
large industrial (LT)	0.6 to 1.1	2.6300	2.4924	2.440000		0.01594240
pipeline (PT)	0.6 to 0.7		2.1801	2.180000		0.01424362
shopping centre (ST)	0.6 to 1.1	1.9800	1.4415	1.440000		0.00940863
managed forests (TT)	0.25 to 0.25			0.250000		0.00163344
parking lot (GT)	0.6 to 1.1	1.9800	1.4415	1.440000		0.00940863
new construction industrial (JT)	0.6 to 1.1	2.6300	2.4924	2.440000		0.01594240
new construction large industrial (KT)	0.6 to 1.1	2.6300	2.4924	2.440000		0.01594240
new construction commercial (XT)	0.6 to 1.1	1.9800	1.4415	1.440000		0.00940863
new construction office building (YT)	0.6 to 1.1	1.9800	1.4415	1.440000		0.00940863
new construction shopping centre (ZT)	0.6 to 1.1	1.9800	1.4415	1.440000		0.00940863
Subclass						
res/farm farmland class I (R1)	1.0 to 1.0			1.000000	25%	0.00490033
residential taxable shared (RH)	1.0 to 1.0			1.000000	0%	0.00653377
commercial excess land (CU)	0.6 to 1.1	1.9800	1.4415	1.440000	30%	0.00658604
commercial vacant land (CX)	0.6 to 1.1	1.9800	1.4415	1.440000	30%	0.00658604
commercial farmland class I (C1)	0.6 to 1.1	1.9800	1.0000	1.000000	25%	0.00490033
commercial taxable shared (CH)	0.6 to 1.1	1.9800	1.4415	1.440000	0%	0.00940863
comm vacant land taxable shared (CJ)	0.6 to 1.1	1.9800	1.4415	1.440000	30%	0.00658604
industrial taxable shared (IH)	0.6 to 1.1	2.6300	2.4924	2.440000	0%	0.01594240
industrial excess land shared (IJ)	0.6 to 1.1	2.6300	2.4924	2.440000	35%	0.01036256
industrial excess land (IU)	0.6 to 1.1	2.6300	2.4924	2.440000	35%	0.01036256
large ind excess land (LU)	0.6 to 1.1	2.6300	2.4924	2.440000	35%	0.01036256
new constr industrial excess land (JU)	0.6 to 1.1	2.6300	2.4924	2.440000	35%	0.01036256
new constr large indust excess land (KU)	0.6 to 1.1	2.6300	2.4924	2.440000	35%	0.01036256
industrial vacant land (IX)	0.6 to 1.1	2.6300	2.4924	2.440000	35%	0.01036256
industrial farmland class I (I1)	0.6 to 1.1	2.6300	1.0000	1.000000	25%	0.00490033
industrial farmland class II (I4)	0.6 to 1.1	2.6300	2.4924	2.440000	0%	0.01594240
shopping centre excess land (SU)	0.6 to 1.1	1.9800	1.4415	1.440000	30%	0.00658604
new constr comm vacant land (XU)	0.6 to 1.1	1.9800	1.4415	1.440000	30%	0.00658604
new constr office bldg vacant land (YU)	0.6 to 1.1	1.9800	1.4415	1.440000	30%	0.00658604
new constr shopping ctr vacant land (ZU)	0.6 to 1.1	1.9800	1.4415	1.440000	30%	0.00658604

TABLE TWO

COUNTY OF WELLINGTON
TAX RATIOS, THRESHOLDS, AND RANGES OF FAIRNESS

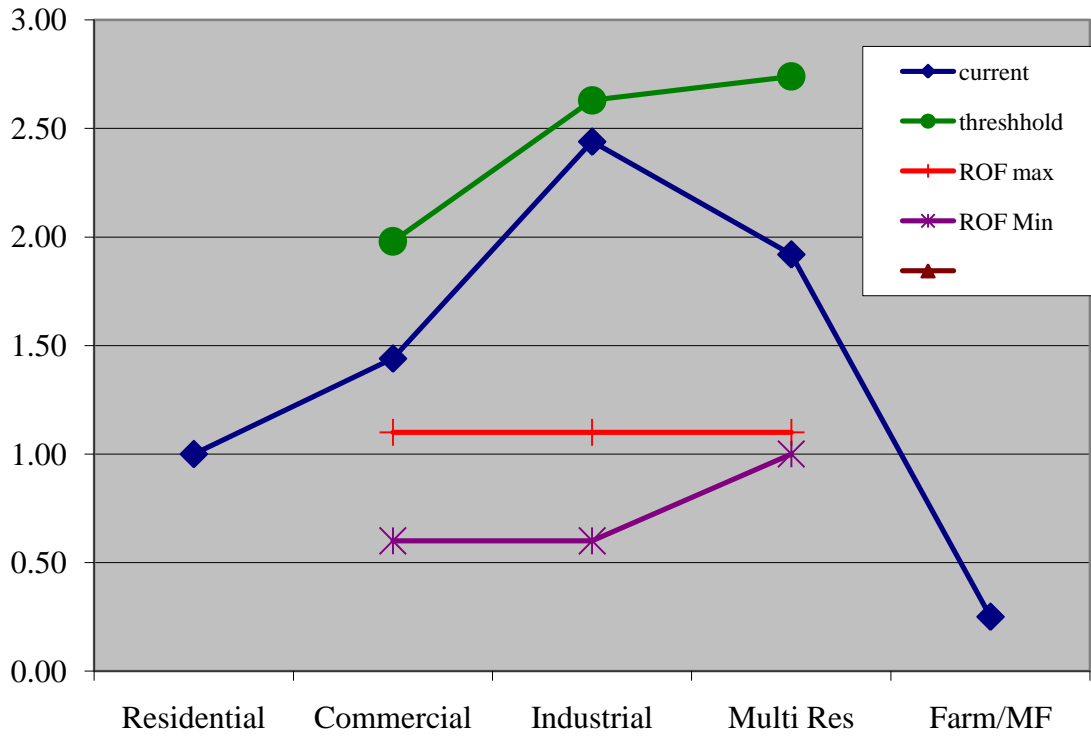


TABLE THREE

COUNTY OF WELLINGTON

**ESTIMATED REDISTRIBUTION OF UPPER TIER TAXES
UNDER REVENUE NEUTRAL TRANSITION RATIOS
and
RECOMMENDED 2014 TAX RATIOS**

Property class	Revised 2013 Upper tier taxes	Calculated by Province	Upper-Tier Tax Redistribution				
		Revenue Neutral Transition Ratios	Revenue Neutral Ratio Impact	Current Tax Ratios	Reassmt Tax Impact	Recommended Tax Ratios	Alternative Ratio Impact
Residential	\$63,159.3	1.000000	(\$278.6)	1.000000	(\$136.7)	1.000000	(\$49.9)
Multi Residential	\$1,249.3	1.929191	\$0.0	1.953657	\$18.7	1.920000	(\$22.8)
Commercial	\$6,008.0	1.441486	\$0.0	1.419783	(\$77.1)	1.440000	\$79.7
Industrial	\$4,945.8	2.492406	\$0.0	2.444000	(\$85.1)	2.440000	(\$11.8)
Farmland	\$3,652.5	0.250000	\$276.5	0.250000	\$285.3	0.250000	(\$3.1)
Pipeline	\$485.6	2.180095	\$0.0	2.142344	(\$7.3)	2.180000	\$8.0
Managed Forest	\$57.2	0.250000	\$2.1	0.250000	\$2.2	0.250000	(\$0.0)
** total **	\$79,557.7		\$0.0		\$0.0		\$0.0

** total levy is based on revenue neutral 2013 levy at year end and excludes P-I-L-T **

TABLE FOUR

**2013 TAX RATIO COMPARISON REPORT
WELLINGTON COUNTY AND NEIGHBOURING MUNICIPALITIES**

Municipality	Multi-Res	Commercial	Industrial
Bruce County	1.0000	1.2331	1.7477
Dufferin County	2.6802	1.2200	2.1984
Grey County	1.4412	1.3069	1.8582
Guelph City	2.1239	1.8400	2.5237
Halton	2.2619	1.4565	2.3599
Hamilton	2.7400	1.9800	3.2078
Huron County	1.1000	1.1000	1.1000
Peel Region (Caledon)	1.6843	1.3124	1.5788
Peel Region (Brampton)	1.7050	1.2971	1.4700
Perth County	2.1505	1.2469	1.9692
Waterloo Region	1.9500	1.9500	1.9500
Regional Average	1.8943	1.4494	1.9967
Wellington County 2013	1.9537	1.4198	2.4440
Wellington County 2014	1.9200	1.4400	2.4400
Provincial Threshold	2.7400	1.9800	2.6300
Average incl Well County 2014	1.8964	1.4486	2.0336