



**The Corporation of the County of Wellington**  
**County Council**  
**Agenda**

Thursday, April 28, 2016

10:00 am

County Administration Centre  
Council Chambers

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Pages

1. **O Canada**
2. **Warden's Remarks**
3. **Roll Call**
4. **Declaration of Pecuniary Interest**
5. **Confirmation of Council Minutes - Councillor Brianceau**

5.1 March 31, 2016

3 - 10

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

6.1 Building Community Together Presentation

Dr. Franco Vaccarino, President and Vice-Chancellor, University of Guelph

Mr. Daniel Atlin, Vice President, University of Guelph

Ms. Sue Bennett, Director, University and Community Relations

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

5464-16 A by-law to reset upper and lower tier revenue neutral transition ratios for the 2016 taxation year.

5465-16 A by-law to establish upper and lower tier property tax ratios and tax reductions for prescribed subclasses for the year 2016.

5466-16 A by-law to establish and levy taxes for upper-tier purposes for the year 2016.

5467-16 A by-law to adopt Official Plan Amendment No. 100 (Kirk, Town of Erin) to the Wellington County Official Plan.

5468-16 A by-law to adopt Official Plan Amendment No. 101 (Canadian Tire, Mount Forest) to the Wellington County Official Plan.

5469-16 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 2016 taxation year.

5470-16 A by-law to confirm the proceedings of the Council of the Corporation of the County of Wellington at its meeting held April 28, 2016.

8. **Resolution Moving Council into Committee of the Whole - Councillor Driscoll**
9. **Closed Meeting - Councillor Davidson**  
(Agenda emailed under separate cover)
10. **Report from Closed Meeting - Warden Bridge**
11. **Committee Minutes and By-Laws For Action**
  - 11.1 Police Services Board - April 13 11 - 30
  - 11.2 Social Services Committee - April 13 31 - 70
  - 11.3 Information, Heritage and Seniors Committee - April 13 71 - 175
  - 11.4 Planning Committee - April 14 176 - 199
  - 11.5 Roads Committee - April 19 200 - 225
  - 11.6 Economic Development Committee - April 19 226 - 237
  - 11.7 Administration, Finance and Human Resources - April 19 238 - 316
12. **Proposed By-Laws Resolution to Refer to Council - Councillor Watters**
13. **Reports from Staff**
14. **Correspondence for Council's Information**
15. **Resolution Regarding FCM Board of Directors / Committee Member** 317 - 317
16. **Resolution that the Committee of the Whole Rise and Report - Councillor Breen**
17. **Resolution to Adopt Action of Council in Committee of the Whole - Councillor L. White**
18. **Resolution for Third Reading of By-Laws - Councillor McKay**
19. **Notice of Motion**
20. **Cultural Moment**
21. **Adjournment**





## **Corporation of the County of Wellington County Council Minutes**

March 31, 2016  
County Administration Centre  
Council Chambers

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### **1. O Canada**

Councillor Watters led Council in the singing of O Canada.

### **2. Warden's Remarks**

Warden Bridge welcomed everyone to the Chambers.

### **3. Roll Call**

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

### **4. Declaration of Pecuniary Interest**

Councillors Black and Chris White declared a pecuniary interest on Item 4.4 of the Administration, Finance and Human Resources Committee Minutes regarding Community Grants due to their roles with the Rural Ontario Institute and abstained from voting.

### **5. Confirmation of Council Minutes**

1/4/16

**Moved by:** Councillor Breen

**Seconded by:** Councillor C. White

That the minutes of the Council Meetings in Committee of the Whole and Council Session held on February 25, 2016 be confirmed as recorded and distributed.

**Carried**

**6. Resolution to Permit Delegations**

2/4/16

**Moved by:** Councillor Driscoll

**Seconded by:** Councillor Williamson

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

**Carried**

**6.1 Presentation - Retired Auxiliary Staff Sergeant Bruce McGimsie**

Warden Bridge, Police Services Board Chair - Councillor Lynda White and Detachment Commander, Inspector Scott Lawson thanked Retired Auxiliary Staff Sergeant Bruce McGimsie for his 30 years of service to the Ontario Provincial Police, including 17 years with the County of Wellington OPP Auxiliary.

**6.2 Wellington County International Plowing Match 2016**

Mr. Ron Faulkner, Chair, IPM 2016 provided a general update on the preparations that are underway for the event on September 20-24. A kick-off event would be held on April 30 at the Drayton Festival Theatre with afternoon and evening performances.

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

3/4/16

**Moved by:** Councillor Davidson

**Seconded by:** Councillor Anderson

That by-laws numbered 5462-16 and 5463-16 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**

4/4/16

**Moved by:** Councillor Brianceau

**Seconded by:** Councillor Watters

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

**Carried**

**9. Closed Meeting**

5/4/16

**Moved by:** Councillor Watters

**Seconded by:** Councillor Breen

That Council move into a closed meeting for the purposes of considering personal matters about an identifiable individual, litigation or potential litigation and authority under other Acts (Police Services Act and MFIPPA, Section 10 – Third Party Information).

**Carried**

**10. Report from Closed Meeting**

Warden Bridge reported that County Council has approved the following:

- That a tax increment equivalent grant for the Pearle Hospitality development in Centre Wellington be approved for industrial and commercial improvements for a duration of five years; and
- That the incentives amount to 100% of the tax increment in year one; 80% in year two; 60% in year three; 40% in year four; and 20% in year five; while returning to full taxation in year six.

The Warden also reported that renovations would take place at Aboyne Library incorporating both dedicated library space and offices for the County's Child Care Services Division.

**11. Committee Minutes and By-Laws For Action**

**11.1 Solid Waste Services Committee**

6/4/16

**Moved by:** Councillor McKay

**Seconded by:** Councillor Williamson

That the March 8, 2016 Minutes of the Solid Waste Services Committee be received and referred to Council for adoption.

**Carried**

**11.2 Police Services Board**

7/4/16

**Moved by:** Councillor L. White

**Seconded by:** Councillor Williamson

That the March 9, 2016 Minutes of the Police Services Board be received and referred to Council for adoption.

**Carried**

**11.3 Social Services Committee**

8/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Councillor Davidson

That the March 9, 2016 Minutes of the Social Services Committee, be received and referred to Council for adoption.

**Carried**

**11.4 Information, Heritage and Seniors Committee**

9/4/16

**Moved by:** Councillor Black

**Seconded by:** Councillor Anderson

That the March 9, 2016 Minutes of the Information, Heritage and Seniors Committee be received and referred to Council for adoption.

**Carried**

**11.5 Planning Committee**

10/4/16

**Moved by:** Councillor Lennox

**Seconded by:** Councillor Lever

That the March 10, 2016 Minutes of the Planning Committee be received and referred to Council for adoption.

**Carried**

**11.6 Economic Development Committee**

11/4/16

**Moved by:** Councillor C. White

**Seconded by:** Councillor Breen

That the March 15, 2016 Minutes of the Economic Development Committee be received and referred to Council for adoption.

**Carried**

**11.7 Administration, Finance and Human Resources**

12/4/16

**Moved by:** Councillor Lever

**Seconded by:** Councillor Lennox

That the March 15, 2016 Minutes of the Administration, Finance and Human Resources Committee be received and referred to Council for adoption.

Councillor Chris White requested that Item 4.4 dealing with the Community Grants be dealt with separately.

**Item 4.4 – Community Grants carried.** Councillors Black and Chris White abstained from voting.

**The main motion 12/4/16, with the exception of Item 4.4, carried.**

**12. Proposed By-Laws Resolution to Refer to Council**

13/4/16

**Moved by:** Councillor Linton

**Seconded by:** Councillor McKay

That by-laws numbered 5462-16 and 5463-16 be considered and referred to Council for third reading.

**Carried**

**13. Reports from Staff**

There were no reports from staff.

**14. Correspondence for Council's Information**

There was no correspondence for Council's information.

**15. Resolution that the Committee of the Whole Rise and Report**

14/4/16

**Moved by:** Councillor Alls

**Seconded by:** Councillor Watters

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

**Carried**

**16. Resolution to Adopt Action of Council in Committee of the Whole**

15/4/16

**Moved by:** Councillor L. White

**Seconded by:** Councillor Williamson

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

**Carried**

**17. Resolution for Third Reading of By-Laws**

16/4/16

**Moved by:** Councillor McKay

**Seconded by:** Councillor Linton

That by-laws numbered 5462-16 and 5463-16 be taken as read a third time and passed.

**Carried**

**18. Notice of Motion**

There were no notices of motion.

**19. Cultural Moment**

In celebration of Archives Awareness Week, Ms. Janice Hindley, Wellington Place Administrator brought some staff favourites from the "Hidden Treasures of the Archives" display including an Auction Poster, a love letter, a wedding scrapbook and letters and entertainment posters from a lawyer's files from Harriston.

**20. Adjournment**

At 11:58 am, the Warden adjourned the meeting until April 28, 2016 or at the call of the Chair.

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George Bridge - Warden

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Donna Bryce - County Clerk





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

April 13, 2016  
County Administration Centre  
Guthrie Room

**Present:** Councillor Lynda White (Chair)  
Jeremy Vink  
Kent Smith  
Russ Spicer

**Regrets:** Warden George Bridge

**Also Present:** Vickie Dawson, Staff Sergeant

**Staff:** Susan Aram, Manager Financial Services  
Donna Bryce, County Clerk  
Kelly-Ann Wingate, Parking, Licensing and Alarm Coordinator  
Scott Wilson, Board Secretary

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### **1. Call to Order**

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

### **2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

### **3. Minutes for Approval**

1/3/16

**Moved by:** Jeremy Vink

**Seconded by:** Russ Spicer

That the minutes of the March 9, 2016 meeting of the Wellington County Police Services Board be adopted.

**Carried**

**4. Financial Statements as of March 31, 2016**

2/3/16

**Moved by:** Russ Spicer

**Seconded by:** Jeremy Vink

That the Financial Statements as of March 31, 2016 be approved.

**Carried**

**5. Detachment Commander's Report - March 2016**

3/3/16

**Moved by:** Russ Spicer

**Seconded by:** Kent Smith

That the Detachment Commander's Report for March 2016 be received for information.

**Carried**

**6. March 2016 Parking Ticket Report**

4/3/16

**Moved by:** Kent Smith

**Seconded by:** Jeremy Vink

That the March 2016 Parking Ticket Report be received for information.

**Carried**

**7. March 2016 False Alarm Revenue Report**

5/3/16

**Moved by:** Russ Spicer

**Seconded by:** Kent Smith

That the March 2016 False Alarm Revenue Report be received for information.

**Carried**

**8. Closed Meeting**

6/3/16

**Moved by:** Jeremy Vink

**Seconded by:** Kent Smith

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

**Carried**

**9. Rise and Report**

7/3/16

**Moved by:** Russ Spicer

**Seconded by:** Jeremy Vink

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

**Carried**

**10. Adjournment**

At 9:22 am, the Chair adjourned the meeting until May 11, 2016 or at the call of the Chair.

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Lynda White  
Chair  
Police Services Board



**Ontario Provincial Police  
County of Wellington Detachment**

Inspector Scott Lawson

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

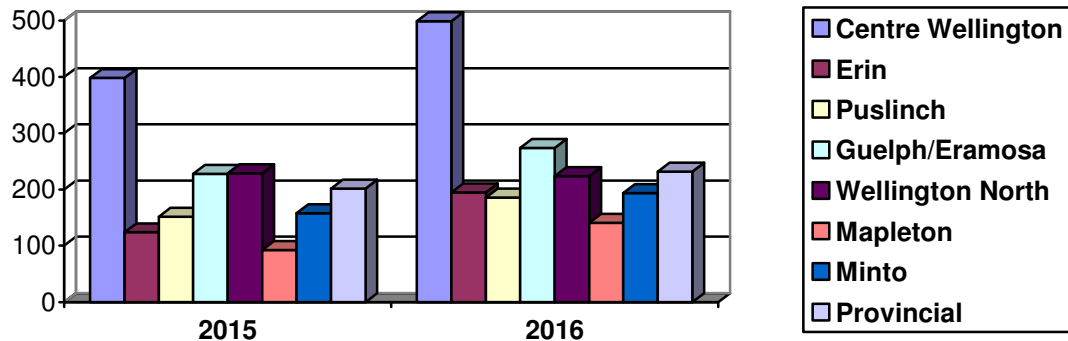
**April 2016**

This report covers the period from March 1<sup>st</sup>, 2016 to March 31<sup>st</sup>, 2016



## Calls for Service

**Calls for Service March 2015  
vs March 2016**



## Calls For Service

Municipality	2010	2011	2012	2013	2014	2015	2016
Centre Wellington	6,214	5,996	6,449	5,961	5,917	5,686	1,296
Town of Erin	2,152	2,156	2,322	2,167	2,129	2,161	515
Puslinch Township	1,836	2,157	2,404	2,178	2,128	1,987	466
Guelph/Eramosa	3,224	3,615	3,272	3,397	3,462	3,227	770
Wellington North	3,172	3,169	3,136	3,337	2,905	2,796	603
Township of Mapleton	1,252	1,320	1,322	1,349	1,418	1,291	313
Town of Minto	2,322	2,384	2,725	2,524	2,438	2,398	547
Provincial	2,378	2,392	2,694	3,214	3,051	2,677	695
<b>Totals</b>	<b>22,550</b>	<b>23,189</b>	<b>24,324</b>	<b>24,127</b>	<b>23,448</b>	<b>22,223</b>	<b>5,205</b>

## Victim Services Wellington

2016 YTD Calls for Assistance County of Wellington OPP	Previous Year Totals	
<b>26</b>	2013	100
	2014	91
	2015	76

## 911 Calls

2016 YTD	265
2013	2,520
2014	2,104
2015	1,513

## Ontario Sex Offender Registry

2016 YTD OSOR Registrations	Previous Year Totals	
<b>30</b>	2013	70
	2014	75
	2015	72

## False Alarms

2016 YTD	193
2013	961
2014	881
2015	766

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



## Crime

<b>Crimes Against Persons</b>	<b>2015</b>	<b>2016 YTD</b>
Homicide	0	0
Sexual Assault	14	13
Robbery	3	2
Assault	44	51

<b>Other Crime</b>	<b>2015</b>	<b>2016 YTD</b>
Fraud Investigations	48	75
Drug Investigations	66	48

<b>Crimes Against Property</b>	<b>2015</b>	<b>2016 YTD</b>
Break & Enter	41	36
Auto Theft	16	16
Theft	110	121
Mischief	46	74

<b>Other Investigations</b>	<b>2015</b>	<b>2016 YTD</b>
Domestic Disputes	89	73
Missing Persons	7	10
DNA Samples	12	13

<b>Crime Breakdown 2016 YTD</b>	<b>North Wellington</b>	<b>Centre Wellington</b>	<b>South Wellington</b>
Homicide	0	0	0
Sexual Assault	4	2	7
Robbery	0	0	2
Assault	19	15	16
Break & Enter	18	5	11
Auto Theft	5	2	7
Theft	49	31	39
Mischief	25	21	25
Fraud Investigations	30	29	15
Drug Investigations	15	11	16
Domestic Disputes	27	24	21
Missing Persons	5	1	3



## Traffic

### Enforcement

<b>Traffic</b>	<b>2016 YTD</b>
Speeding	1,467
Seatbelt Offences	48
Careless Driving	44
Drive Under Suspended	47
Distracted Driver Offences	53
Other Moving Violations	90
Equipment and Other HTA	519
No Insurance - CAIA	16
<b>Other Provincial Acts</b>	<b>2016 YTD</b>
Liquor Licence Act	39
Trespass to Property Act	45
Other Provincial Acts	7
Other CAIA	14
<b>By-Law Offences</b>	
By-Law Offences (General)	320
Taxi By-Law	0
<b>County of Wellington OPP 2016 Total</b>	<b>2,555</b>
<b>West Region Traffic Unit 2016 Total</b>	<b>154</b>
2016 Total Traffic	2,284
2016 Total Other Provincial	105
2016 Total By-Law	320
<b>2016 POA Charges</b>	<b>2,709</b>
2015 POA Charges	4,741

### Drinking and Driving

<b>Impaired Driving</b>	<b>2015</b>	<b>2016</b>
R.I.D.E. Vehicle Stops	6,547	6,253
Roadside Alcotests	126	90
Warn Suspensions	36	24
ADLS Suspensions	34	30
Persons Charged	34	33

### Racing

<b>2016 HTA Sec. 172 Impoundements</b>	<b>Previous Year Totals</b>	
<b>50</b>	2013	93
	2014	108
	2015	110

### Parking Enforcement

<b>Municipality</b>	<b>2015</b>	<b>2016</b>
Centre Wellington	222	148
Erin	35	31
Puslinch	17	1
Guelph / Eramosa	171	52
Wellington North	13	19
Mapleton	7	5
Minto	21	12
County / Other	0	1
<b>Parking Totals</b>	<b>486</b>	<b>269</b>



## Traffic

### Suspect Apprehension Pursuits

2016 YTD Pursuits / Fail to Stop for Police	Previous Year Totals	
0	2013	8
	2014	9
	2015	14

## Traffic Initiatives

### Automated Licence Plate Reader (ALPR) cruiser

The Wellington County Traffic Management Unit conducted 219 operational hours in the Automated Licence Plate Reader (ALPR) cruiser during the month of March. Officers issued a total of 64 Provincial Offence notices, which included 16 Drive Suspend violations. Officers also laid three Criminal Code charges; two were for over 80mgs. Officers also laid one Controlled Drug and Substance Act charge and one Warn Range Suspension.

### Commercial Motor Vehicle Round Table

During the month of March a Commercial Motor Vehicle round table was held regarding increased truck traffic within the Town of Erin, Township of Puslinch and Township of Guelph/Eramosa. The increased truck traffic is directly related to fill operations being carried out within the municipalities as excess soil is being trucked-in from surrounding cities. The Commercial Motor Vehicle round table was held to engage the community to find a proactive, collaborative approach to addressing increased commercial vehicle complaints from the public around volume of truck traffic, truck speeds/aggressive driving and the extra weight on the roads and bridges.

The meeting was hosted by the Ontario Provincial Police Traffic Management Unit, in concert with the County of Wellington, Member municipalities and the Ministry of Transportation Commercial Motor Vehicle Safety Alliance. Best practices, enforcement, education strategies and strategic partnerships were established, with an ongoing commitment to continue working together to address this community and public safety concern.





## Traffic

### Motor Vehicle Collisions

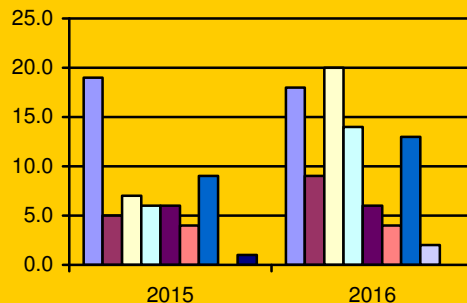
Month	Victims			Collisions								
	Total Victims	Persons Killed	Persons Injured	Total MVC	Fatal	PI	PD	Alcohol Involved			CMV	SMV
								Yes	No	Unk		
JAN	26	1	25	170	1	19	150	4	145	21	17	85
FEB	31	1	30	129	1	23	105	3	119	7	10	70
MAR	19	2	17	109	2	12	94	8	85	16	8	51
APR												
MAY												
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
<b>TOTAL</b>	<b>76</b>	<b>4</b>	<b>72</b>	<b>408</b>	<b>4</b>	<b>54</b>	<b>349</b>	<b>15</b>	<b>349</b>	<b>44</b>	<b>35</b>	<b>206</b>

### Yearly Collision Summary

Collision Type / Characteristic	2010	2011	2012	2013	2014	2015	2016
Total Reportable MVC	1,813	1,976	1,875	2,095	1,959	1,728	408
Property Damage MVC	1,525	1,649	1,565	1,761	1,758	1,418	349
Personal Injury MVC	282	320	302	326	195	297	54
Fatal MVC	6	7	8	8	6	6	4
Persons Killed	6	7	9	9	6	6	4
Persons Injured	425	463	442	481	330	428	72
Alcohol Involved	42	57	63	37	40	48	15
<b>Total MVC</b>	<b>1,813</b>	<b>1,976</b>	<b>1,875</b>	<b>2,095</b>	<b>1,959</b>	<b>1,728</b>	<b>408</b>

### Car vs Deer Collisions

Municipality	2015	2016
Centre Wellington	19	18
Erin	5	9
Puslinch	7	20
Guelph / Eramosa	6	14
Wellington North	6	6
Mapleton	4	4
Minto	9	13
City of Guelph	0	2
Provincial Highways	1	0
<b>Total Collisions</b>	<b>57</b>	<b>86</b>





## Youth Crime

### Secondary School Resource Officer Program

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

#### 2015 – 2016 Criminal Code - Calls for Service (CFS)

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Assault	4	2	6	8	20
Mischief	6	2	8	6	22
Threats/Intimidation(Bullying)	3	4	9	12	28
Theft	5	2	5	5	17
Other Criminal/Cyber	23	6	5	9	43
Drugs	2	4	10	11	27
<b>Sep 2015 – Jun 2016 (CFS)</b>	<b>43</b>	<b>20</b>	<b>43</b>	<b>51</b>	<b>157</b>
Diversions	1	7	4	14	26
Warnings	14	14	18	30	76
Charges	3	6	1	5	15
<b>Sep 2014 – Jun 2015 (CFS)</b>	<b>45</b>	<b>20</b>	<b>25</b>	<b>72</b>	<b>162</b>

#### 2015 – 2016 Provincial Offence - Calls for Service (CFS)

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Highway Traffic Act	9	3	7	11	30
Liquor Licence Act	0	1	3	0	4
Trespass to Property	9	7	13	7	36
MHA/Counselling	0	3	22	7	32
<b>Sep 2014 – Jun 2016</b>	<b>18</b>	<b>14</b>	<b>45</b>	<b>25</b>	<b>102</b>
Diversions	1	0	0	0	1
Warnings	16	14	16	23	69
Charges	0	0	0	0	0
<b>Sep 2014 – Jun 2015(CFS)</b>	<b>24</b>	<b>22</b>	<b>18</b>	<b>66</b>	<b>130</b>

## Meetings / Presentations

### Centre Wellington DHS

- PC SMITH held a presentation for the Grade 9 Health Class on sexual assault and student safety as part of the ongoing Focused Patrol Initiative

### Erin DHS

- PC MACDONALD met with school staff and Child and Family Services regarding concerns for one of the students. The father of the child is a "Freemen of the Land". The child was taken to a place of safety and CAS will be following up

### Norwell DSS

- PC WING held two Law class presentations on the Ipperwash Inquiry, Crime Stoppers and two Civics presentations on Canada's Statutes/Laws.
- PC WING also attended the Parent Council meeting to explain the role of the School Resource Officer



### **Wellington Heights SS**

- No notable meetings or presentations

### **Notable School Related Incidents and Events**

#### **Centre Wellington DHS**

- Telus Wise Program – This program is sponsored by Telus Communications and is an educational program focused on Internet and smartphone safety to help keep children and families safer from online criminal activity such as cyberbullying. Arrangements are being made to have all the SRO's and CSO's receive this training.
- Focused Patrol (Sexual Assault Awareness and Student Safety) – Presentations have started to be delivered to the Grade 9 health classes. The students have been provided with awareness information regarding sexual assault and student safety. Social media safety is also being addressed. Presentations will continue until the end of April.
- Extra patrols have been conducted in the school parking lot resulting in only one incident of trespassing involving a former student, focus patrols to continue.

#### **Erin DHS**

- Two students were warned after bringing their snowmobiles on school property and driving recklessly
- PC MACDONALD assisted uniform officers with a sexual assault investigation by working with school authorities for a possible suspect
- Two students were warned and one diverted when they were found with a small amount of marihuana during a focused patrol

#### **Norwell DSS**

- No notable school related incidents or events

### **Wellington Heights SS**

- No notable school related incidents or events



## **2016 OPP K.I.D.S Program**

**Coordinator:** PC Kelly Krpan 10869 South Wellington Operations Centre (Rockwood)

- The O.P.P. KIDS Program is winding down to the final 10 sessions this month
- On March 1st, 2016 PC KR PAN presented the O.P.P. KIDS Program to the Maranatha Christian school board. Maranatha is interested in the program and will contact O.P.P. for a September start date
- March 11, 2016 O.P.P. KIDS Program presentation along with canine unit/public safety display at the Maranatha Christian School. Canine Handler, PC REID, attended with Jag and Knox.
- PC Krpan collected eight grade 7 & 8 students throughout Wellington County that will be participating in the Tim Hortons/O.P.P.KIDS camp. The camp takes place on April 15-17, 2016 in Brant County at Camp Onondaga, PC KR PAN will be a chaperone at the camp during the event
- PC KR PAN was in communication with all Optimist and Lions Clubs of Wellington County for their partnership in supporting the O.P.P. KIDS Program. These clubs have purchased the O.P.P. KIDS T-shirts for the Grade 6 students in their club area. They have also been invited and will attend all graduating classes for the O.P.P. KIDS Program
- The program once again was very well received by all schools. There is constant positive feedback with regard to positive choices the children in the program are making



## Canine Unit

### 2016 YTD Calls for Service and Hours

Occurrence Type	Initial (Calls)	Initial (Hours)	Assist (Calls)	Assist (Hours)	2016 (Calls)	2016 (Hours)
Occurrence Totals (OPP)	20	92.00	0	0.00	20	92.00
Occurrence Totals (Other)	0	0.00	0	0.00	0	0.00
Occurrence Totals (Combined)	20	92.00	0	0.00	20	92.00

Canine Handler: Provincial Constable Barry REID

### Notable Incidents and Events

**Date:** March 1, 2016  
**Location:** Wellington County  
Attended Canine training

**Date:** March 3, 2016  
**Location:** Wellington County  
The Canine Unit assisted with the execution of a CDSA search warrant

**Date:** March 10, 2016  
**Location:** Saugeen Shores  
Saugeen Shores Police Department requested assistance with the search for a missing male last seen at his mother's residence. The ongoing ground search located bare footprints in the snow near a riverbank. Knox was used to search the north side of the river with negative results

**Date and Time:** March 11, 2016  
**Location:** Wellington County  
The Canine Unit held two separate demonstrations at the Maranatha Christian School. One demonstration was for Grades K-3 and the other for Grades 4-6

**Date and Time:** March 12, 2016  
**Location:** Wellington County  
Canine obedience training

**Date:** March 14, 2016  
**Location:** Centre Wellington  
A witness observed a vehicle crash into ditch along Highway 6 in Centre Wellington. A lone male occupant fled southbound into a field, Canine was dispatched to help locate the suspect. Shortly after arrival on scene the male suspect was observed walking along Highway 6 north of the collision; uniform officers attended and arrested the suspect

**Date and Time:** March 18, 2016  
**Location:** Wellington County  
Attended Canine training

**Date:** March 22, 2016  
**Location:** Tavistock  
An elderly female resident of a retirement home did not returned at the normal time of 9pm and the Wellington County Canine Unit was requested to assist. Knox was used to search several residential properties, several large municipal reservoirs and a golf course with multiple ponds with negative results. The female party was eventually located at 7:30am behind a grocery store



## County of Wellington OPP Report for the Police Services Board

**Date:** March 24, 2016

**Location:** Wellington County

The Canine Unit assisted with numerous ice storm related incidents

**Date:** March 25, 2016

**Location:** Wellington County

Attended Canine track training

**Date:** March 26, 2016

**Location:** Wellington County

Attended Canine track training

**Date:** March 29, 2016

**Location:** Centre Wellington

The Canine Unit was dispatched to a report of a missing three year old boy. Prior to arrival, the boy was located within the house

**Date:** March 31, 2016

**Location:** Wellington County

The Canine Unit held a demonstration and presentation at nursing home

## Integrated Mobile Police and Crisis Team (IMPACT)

IMPACT Team Members (CMHA clinicians):

Anita MATTHEWS

Julia VAN RYSWYK

Police Liaison: Provincial Constable Christina BARRACO

The month of March had Wellington County O.P.P. officers fully engaged with the IMPACT Team working together in response to those suffering from mental health or addiction crisis in the County. Throughout the month of March our IMPACT Team provided assistance and local referrals to 29 community members. This co-response model with CMHA clinicians and the O.P.P. connects residents to services in the community at the time of the crisis where these upstream interventions are truly becoming invaluable in the circle of care.

On April 2nd the Safe Communities Wellington County Conference saw the IMPACT Team involved and educating the community about their history, experiences and most importantly successes helping people.



## Auxiliary Unit

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

### Notable Incidents and Events

Below is Auxiliary Staff Sergeant MCGIMSIE report for the month of February 2016,

- Ice Jam at Bissel park in Elora
- SafeGuard planning meeting with Anissa ZACHER
- Monthly Auxiliary meeting (Community Mobilization, Push for Change & Auxiliary Vehicle Operation)
- General patrol
- Administrative duties

Total hours for February 2016 – 280.00

- |                      |        |
|----------------------|--------|
| • Administration     | 15.00  |
| • Community Policing | 12.50  |
| • Court              | 6.00   |
| • Patrol             | 180.50 |
| • Training           | 66.00  |

**Total hours for 2016 – 876.25**

## Media

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

### Notable Incidents and Events

- The Wellington County O.P.P. Media Unit issued a total of 57 media releases in March for a year to date total of 151 media releases
- On March 3<sup>rd</sup>, 2016 PC BORTOLATO, along with PC GREEN, held a talk with five students from the Adult Learning Centre in Arthur about policing careers
- On March 15<sup>th</sup>, 2016 PC BORTOLATO attended the RBC in Erin and talked with customers regarding fraud
- PC BORTOLATO held a talk on Crime Prevention on March 16<sup>th</sup>, 2016 at the Legion in Harriston. The talk was attended by 30 Co-op store employees from Harriston, Mount Forest, Hanover and Durham
- PC BORTOLATO held a talk about fraud to 48 men in attendance at the Royal City Men's Club in Guelph on March 17<sup>th</sup>, 2016.



## Administration

### Revenue

Year	County	Provincial	Total
2011	\$81,274.66	\$9,233.56	\$90,508.22
2012	\$75,836.60	\$5,043.55	\$80,880.15
2013	\$70,202.29	\$5,373.66	\$75,575.95
2014	\$84,301.22	\$6,590.25	\$90,891.47
2015	\$86,730.00	\$10,139.75	\$96,869.75
2016	\$21,410.00	\$3,106.50	\$24,516.50

### Paid Duties

Year	Paid Duties	Officers	Hours	Admin Fees
2012	165	312	1,890.75	\$2,775.00
2013	227	469	3,300.00	\$1,575.00
2014	239	433	3,076.00	\$2,625.00
2015	247	556	4,055.50	\$1,650.00
2016	32	67	426.00	\$225.00

## Personnel

### Complaints

Complaint Type by Status	2011	2012	2013	2014	2015	2016
Complaints Received	16	16	12	18	14	5
Complaints Resolved	8	5	1	3	5	1
Complaints Unfounded	6	8	5	6	3	0
Complaints Withdrawn	1	2	4	4	3	0
Complaints Ongoing	1	1	2	5	3	4

No	Complaint Type	Status	No	Complaint Type	Status
1	Internal	Ongoing			
2	Internal	Ongoing			
3	Internal	Ongoing			
4	Internal	Ongoing			
5	Internal	Closed			

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

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





## Personnel

### Acknowledgements

Date	Member(s)	Particulars
04Mar16	PC G. BARNHARDT M. KOCH (Civilian)	<p>The County of Wellington received over \$24,000 in RIDE grant for the 2015 year. PC BARNHARDT is solely responsible for the assigning of RIDE paid duties within the County of Wellington. During this last year paid duty officers were assigned strategically and at appropriate times and locations based on analysis and in accordance with O.P.P. policy. PC BARNHARDT is very dedicated to this important annual administrative assignment which supports seamless and effective frontline policing operations during the Festive RIDE season.</p> <p>M. KOCH is a civilian member with Wellington County O.P.P. who is responsible for the administration, billing, tracking and invoicing of the paid duty Festive RIDE program funds within the County. This is an extremely important reconciliation piece and at the end of the RIDE program all funds were dispersed accordingly due to the hard work and diligence of PC BARNHARDT and M. KOCH</p>
25Jan16	DC H. PAUTSCH DC A. HOOPER DC K. DETWEILER DC J. YANTZI Ident Cst. C. BEIRNES D/Sgt. D. KING IMPACT Team	<p>On January, 25, 2016, members of the Wellington County Crime Unit were assisting with a warrant at a residence. During the course of the execution of the warrant, a resident became very emotional and distraught. OPP members assisted the party through this difficult time, and called in additional support services for the IMPACT team to assist. Officers remained with the party to provide assistance.</p> <p>As a result of their training, the IMPACT Team's expertise OPP members ensured that the party received the follow up mental health treatment required to ensure their safety, while still maintaining the integrity of the investigation and enforcing the laws. The officers and IMPACT Team clinician are to be commended for their empathy, sensitivity, and overall identification of a crisis situation which required immediate intervention to bring to a successful conclusion.</p>



## Notable Events

### Noteworthy Information and Events

#### **Drayton Public School Volleyball Game**

On March 22<sup>nd</sup>, 2016 a friendly volleyball game held between the Drayton Public School and Wellington County O.P.P. was held. The game was organized by PC BORTALTO and the Principal of Drayton Public School with the hope of fostering and building upon the community relationship between the O.P.P., the school and the parents and children who attend Drayton Public School.

Below is an email sent out after the game by Staff Sergeant V. DAWSON regarding her experience, it highlights the atmosphere and community policing aspect the game intended to create.

*"Today I had the pleasure of participating in a friendly volleyball game with the senior students at Drayton Public School.*

*We did our best and although we did not come home with the coveted Harley Table Lamp Trophy, it was a fun afternoon of laughs with the students and Staff. Even the spectators were actively involved with name chants and cheering. Highlights included "Pat the Pulverizer" with his 10 point consecutive serve that kept us in the game. Kevin's passion for guarding our net with his multiple blocks and the diving/setting and spiking all team members displayed trying to keep the ball on the opponent's side of the court. And let's not forget Heidi's operational plan outlining the arrest of their top server who could only be stopped with the assistance of handcuffs.*

*Some red and swollen forearms were visible and I might have heard a comment about "muscles that I don't generally use" may be sore for some tomorrow*

*After all was said and done, what resonated with most of us was the positive feeling of getting back to the basics of Community Policing. We all agreed we should participate in more events of this nature. Students get a chance to see us out of uniform engaging in everyday events.*

*So, thanks to all Wellington Staff, both Civilian and Uniform, who made this afternoon a success. And a very special thanks to Bob Bortolato for organizing the event with Principal Jeff."*

#### **Charity Hockey Game for Nathan**

Provincial Constable K. MACDONALD planned a charity hockey game on Thursday March 10<sup>th</sup>, 2016 at 2:00pm between the Wellington County O.P.P. and Erin High School students to help raise money for Nathan's future medical and education expenses. A trust account and a "GoFundMe" account were created to accept donations. The hockey game was heavily promoted through the media and an online auction was created in conjunction with the charity event.

The event was a huge success and included partnerships with local schools, radio stations, sports teams and multiple businesses across the community. Approximately 800 people attended the charity game. This included students from three schools, police, local politicians, Nathan's family, and many members of the community. Nathan was the honorary O.P.P. team captain and dropped the opening puck. Over \$6,700 was raised for Nathan.

Partnerships: Ontario Provincial Police, Erin District High School, Ross R. McKay Public School, Erin Public School, Town of Erin, Erin Radio 88.1, Denny's Bus Lines, local media, The Guelph Storm, local businesses and various members of the community. Town of Erin Mayor and Council were also quick to recognize and acknowledge those key individuals who contributed to this very worthwhile community cause.

# Processing Activity Report

Page: 1

Data Type: Parking

Creation Date/Time: 01/04/2016 8:53:09 AM

Transaction dates of 01/03/2016 through 31/03/2016

*The County of Wellington*

Agency: All

Ticket Activity	Number	Value
<b>Tickets - Entered</b>		
AutoCite Ticket	0	\$0.00
Manually Entered Ticket	48	\$960.00
Skeletal Ticket	0	\$0.00
<b>Subtotal Tickets Entered</b>	<b>48</b>	<b>\$960.00</b>
<b>Tickets - Reactivations</b>		
Voids - Reinstated	0	\$0.00
Dismissals - Reversed	0	\$0.00
Waived - Reversed	0	\$0.00
<b>Subtotal Ticket Reactivated</b>	<b>0</b>	<b>\$0.00</b>
<b>Tickets - Removed</b>		
Voided	0	\$0.00
Dismissed	8	\$160.00
Waived	0	\$0.00
Skeletal Ticket Matches	0	\$0.00
<b>Subtotal Ticket Removed</b>	<b>8</b>	<b>\$160.00</b>
<b>Total Ticket Activity</b>	<b>40</b>	<b>\$800.00</b>
<b>Fines and Fees Added</b>		
Fines Added	0	\$0.00
Late Fees Added	42	\$420.00
NSF Fees Added	0	\$0.00
Other Fees Added	67	\$1,072.00
<b>Total Fines and Fees Added</b>	<b>109</b>	<b>\$1,492.00</b>
<b>Fines and Fees Removed</b>		
Fines Removed	0	\$0.00
Late Fees Removed	0	\$0.00
NSF Fees Removed	0	\$0.00
Other Fees Removed	0	\$0.00
<b>Total Fines and Fees Removed</b>	<b>0</b>	<b>\$0.00</b>
<b>Total Change from Ticket Activity and Added Fees</b>		<b>\$2,292.00</b>

Payment Activity	Number	Fine	Late Fee	NSF Fee	Service Fee	Total \$
<b>Ticket - Payments</b>						
Fully Paid	54	\$1,375.00	\$340.00	\$35.00	\$64.00	\$1,814.00
Partially Paid	8	\$240.00	\$0.00	\$0.00	\$128.00	\$368.00
Over Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Payments</b>	<b>62</b>	<b>\$1,615.00</b>	<b>\$340.00</b>	<b>\$35.00</b>	<b>\$192.00</b>	<b>\$2,182.00</b>
<b>Outside Payments</b>	<b>62</b>	<b>\$1,615.00</b>	<b>\$340.00</b>	<b>\$35.00</b>	<b>\$192.00</b>	<b>\$2,182.00</b>
<b>Ticket Payments Rescinded</b>						
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
<b>Subtotal Rescinded Payments</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Refunded Overpayments</b>	<b>0</b>	<b>\$0.00</b>				<b>\$0.00</b>
<b>Payments</b>	<b>62</b>	<b>\$1,615.00</b>	<b>\$340.00</b>	<b>\$35.00</b>	<b>\$192.00</b>	<b>\$2,182.00</b>
<b>Total Fees Paid</b>				<b>0</b>		<b>\$0.00</b>
<b>Gross Revenue( Total Payments - Total Fees Paid )</b>						<b>\$2,182.00</b>
<b>Adjustments</b>				<b>0</b>		<b>\$0.00</b>
<b>Net Database Change( Total Change from Activity and Added Fees - Total Payments - Adjustments )</b>						<b>\$110.00</b>



# 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 13, 2016  
**Subject:** False Alarm Revenue Report

False Alarm revenue collected for 2016.

Month	False Alarms sent to the County for invoicing	Amount invoiced to customers	Amount collected to date
January	8	\$450	\$1,050
February	22	\$1050	\$2,300
March	27	\$900	\$1,600
April			
May			
June			
July			
August			
September			
October			
November			
December			
2016 YTD	57	\$2,400	\$4,950
2015 Totals	454	\$35,650	\$38,200

### Recommendation:

That the April 2016 False Alarm Revenue Report be received for information.

Respectfully submitted,

Kelly-Ann Wingate  
Parking, Licensing and Alarm Coordinator



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

April 13, 2016  
County Administration Centre  
Guthrie Room

**Present:** Councillor Rob Black  
Councillor Gregg Davidson  
Councillor Lynda White

**Regrets:** Warden George Bridge  
Councillor David Anderson (Chair)

**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  
Heather Burke, Manager of Special Projects  
Kyle Nickason, Accounting Analyst  
Ryan Pettipiere, Director of Housing  
Scott Wilson, CAO

**Also Present:** Adrienne Crowder, Wellington Guelph Drug Strategy  
Randalin Emery, Guelph Wellington Task Force for Poverty Elimination  
Lori Woodham, Councillor, Township of Mapleton

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### **1. Call to Order**

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

### **2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Presentation:**

**3.1 Optimal Deployment of Emergency Services**

Mr. Mark Paoli, Manager of Policy Planning informed the Committee that he is participating on a Steering Committee tasked with reviewing Guelph Wellington Ambulance and Fire Services. The committee is conducting analysis of resources and demand for service, including a growth forecast to 2026. Mr. Paoli would provide a progress report at the May Committee meeting.

**4. Delegation:**

**4.1 Wellington Guelph Drug Strategy**

1/4/16

**Moved by:** Councillor Davidson

**Seconded by:** Councillor L. White

That the Annual Update Presentation by Ms. Adrienne Crowder, Manager, Wellington Guelph Drug Strategy be received for information.

**Carried**

**5. Social Services Financial Statements as of March 31, 2016**

2/4/16

**Moved by:** Councillor Davidson

**Seconded by:** Councillor L. White

That the Social Services Financial Statements as of March 31, 2016 be approved.

**Carried**

## 6. Child Care

### 6.1 Phase Two Regulatory Proposals - Child Care and Early Years Act, 2014

3/4/16

**Moved by:** Councillor Davidson

**Seconded by:** Councillor L. White

That the Committee receive the report, Phase Two Regulatory Proposals under the Child Care and Early Years Act, 2014 for information.

**Carried**

## 7. Housing

### 7.1 Maryborough Township Housing Corporation

4/4/16

**Moved by:** Councillor L. White

**Seconded by:** Councillor Davidson

That the Social Services Committee approve the recommendations outlined in Report HS 16-07 dated April 13, 2016, as follows:

- a) That County staff negotiates a Municipal Housing Capital Facility Agreement with Maryborough Township Housing Corporation (MTHC) to ensure affordable and rent-geared-to-income rents on such terms and conditions listed in Appendix A as the County considers appropriate and in such form satisfactory to the County Solicitor; and
- b) That County Council pass a by-law pursuant to By-Law 4548-03 as amended providing authority to:
  - 1. Enter into a municipal housing capital facility agreement effective July 1, 2016 with MTHC for the property at 11 Caroline Street , Moorefield ("the project") on such terms as have been negotiated pursuant to Recommendation a); and
  - 2. Exempt the project from municipal and education property taxation, which tax exemption is to be effective from July 1, 2016 as a grant and/or a property tax exemption bylaw;

- c) Direct the County Clerk to give written notice of the property tax by-law when enacted to the Ministers for Finance, Education and Municipal Affairs and Housing, the Municipal Property Assessment Corporation, the Upper Grand District School Board, the Wellington Catholic District School Board and other such appropriate parties; and
- d) That staff report back to the County on any future amendments to the Municipal Housing Capital Facility Agreement; and
- e) That authority be granted for the introduction of all necessary by-laws to give effect to these recommendations.

**Carried**

## **8. Ontario Works**

### **8.1 Market Bucks Pilot Evaluation**

5/4/16

**Moved by:** Councillor L. White

**Seconded by:** Councillor Davidson

That the County Ontario Works office continue to work with Market Bucks partnering agencies to implement the recommendations of the Market Bucks Pilot Evaluation; and

That the County discretionary funding to support OW clients as part of this project not exceed \$5000 for 2016.

**Carried**

### **8.2 Ontario Works Statistics**

6/4/16

**Moved by:** Councillor L. White

**Seconded by:** Councillor Davidson

That the February 2016 Ontario Works Statistics be received for information.

**Carried**



**9. Adjournment**

At 1:54 pm, the Chair adjourned the meeting until May 11, 2016 or at the call of the Chair.

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Rob Black  
Acting Chair  
Social Services Committee



# WGDs

WELLINGTON GUELPH DRUG STRATEGY

Spring, 2016

# Agenda

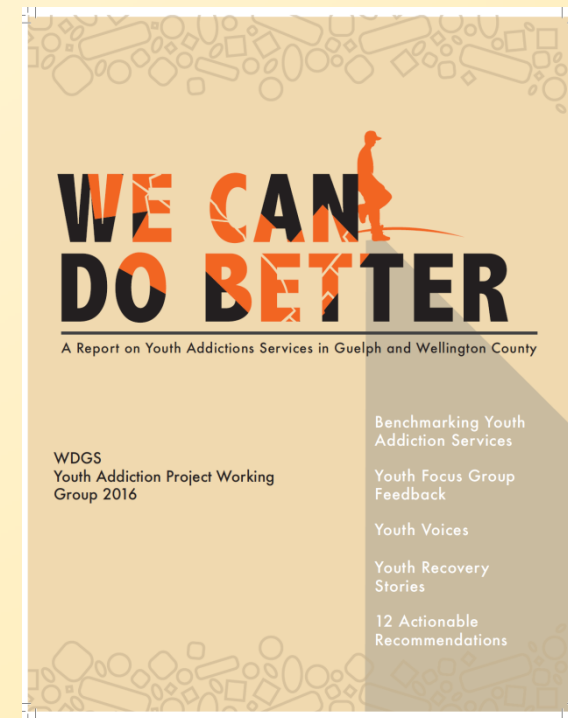
- Update re. Community Response to Crystal Meth
- WGDS Youth Addiction Project Update
- WGDS 2016 Workplan

# Community Response to Crystal Meth

- \$100,000 grant from Proceeds of Crime, Ministry of Community Safety and Correctional Services provided from Aug 2015 – May 2016
- Partners in operationalizing the grant: Guelph Police Services, Stonehenge Therapeutic Community and WGDS
- Multi-layered, multi-sector approach
- Key Activities
  - 1) Addiction Support Worker in Bail Court
  - 2) Meth Watch
  - 3) Training Health and Social Service Providers

# Youth Addiction Project

- Review of Youth (12-24) Addiction and Youth Addiction Services in Guelph and Wellington County
- “We Can Do Better” report was released in January, 2016
- Key Findings: Benchmarking Services, Point in Time Count regarding Youth Substance Use, Youth Focus Groups
- 12 Actionable Recommendations
- We Are Doing Better – updates resulting from the report



# WGDS 2016 Workplan

## 2016 Projects:

1. Community Response to Crystal Meth
2. Rapid Response Addiction Medicine Clinic
3. Youth Forum
4. Youth Addiction Project
5. Alcohol Harm Reduction Working Group
6. Prescription Drug Working Group
7. Ad hoc projects

**Questions?**

**Thank you!**



## COMMITTEE REPORT

**To:** Chair and Members of the Social Services Committee  
**From:** Luisa Artuso, Director of Child Care Services CC-16-03  
**Date:** Wednesday, April 13, 2016  
**Subject:** **Phase Two Regulatory Proposals - Child Care and Early Years Act, 2014**

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### Background:

*The Child Care and Early Years Act, 2014* (CCEYA) repealed and replaced the *Day Nurseries Act* on August 31, 2015. This new legislation has been carefully designed to better align with the child care needs of today's families. It also strengthens the oversight of the child care sector and helps to establish the child care and early years system as a continuum of high quality programmes and services, all with a common goal of contributing to the healthy development of children.

### Update:

Given the transformative scope of the new legislative framework, the Ministry of Education is introducing regulatory changes under the CCEYA in three phases over a three year period. Each phase of regulatory changes is comprehensively reviewed and amended to align with contemporary research as well as recommendations from stakeholders and experts. They must also receive consent of the legislative assembly.

The first phase of regulatory changes occurred in 2015 when the CCEYA came into effect. These changes primarily focused on licensing clarity; enforcement; licensing standards; and children with special needs.

The second phase of regulatory changes relates to service system management and funding; licensing clarity (authorized recreation and exemptions); enforcement (administrative penalties, offences); tiered licensing; licensing standards (ratios, health and safety, home child care, serious occurrences); licensing fees; before and after school programmes (changes to the *Education Act*). As required, the Ministry posted the regulatory proposals for public consultation which closed on April 1, 2016.

The submission from Child Care Services stated that we are, overall, in support of the monumental changes the Ministry of Education is taking to support a high quality licensed early years system along with the following recommendations:

1. That the Province takes steps to support effective local community systems planning tables through that is legislatively required membership and participation.
2. That the Ministry re-evaluate areas in the proposed regulations that could have an the impact of increased costs without negatively impacting aspects of quality. That said, one cannot ignore that the real cost of high quality child care programme operation is much higher than public funding and parent fees have been able to cover which is why we implore the Province to invest more funds into the early years system.
3. For any new funding allocations to be directed to General Operating Grants with guidelines prioritizing infant spaces and better wages for early childhood educators.



In summary, we would like to see a viable new Early Years and Child Care System that is high quality, is supported by strong principled regulations, and where Registered Early Childhood Educators earn fair wages and have good working conditions.

**Recommendation:**

That Committee receive the report, Phase Two Regulatory Proposals under the Child Care and Early Years Act, 2014 for information.

Respectfully submitted,

A handwritten signature in black ink, reading "Luisa Artuso". The signature is written in a cursive, flowing style.

Luisa Artuso  
Director of Child Care Services



**To:** Chair and Members of the Social Services Committee  
**From:** Heather Burke, Manager of Special Projects  
**Date:** Wednesday, April 13, 2016  
**Subject:** **Maryborough Township Housing Corporation**

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### Background:

Staff have reviewed and recommend an option to maintain affordable and rent-geared-to-income rents for tenants by Maryborough Township Housing Corporation ("MTHC") for 11 Caroline Street, Moorefield after MTHC's Municipal Non-Profit Housing Agreement expires as of June 30, 2016.

The social housing project known as "Maryborough Terrace" and owned by the Maryborough Township Housing Corporation is part of the social housing portfolio that the County as Service Manager assumed financial and programme administrative responsibility in 1998 and 2002 under housing legislation. It consists of 15 apartment units in a one storey building, with 14 one-bedroom units and 1 two-bedroom unit for low-income seniors age 60 +. Many seniors have resided in this housing community location, and many local residents, tenants and municipal councillors have participated on the non-profit board. MTHC has two agreements:

- A Municipal Non-Profit Housing Agreement between MTHC, Canada Mortgage and Housing Corporation and the Ministry of Housing (tripartite operating agreement) signed on September 6, 1979, with requirements under Section 95.1 (formerly Section 56.1) of the National Housing Act. This agreement expires as of June 30, 2016, along with the repayment of a 35-year NHA insured mortgage. MTHC is receiving an operating subsidy of approximately \$42,500 per year from the Service Manager in exchange for providing housing in accordance with its mandate to provide low-cost housing to seniors.
- A Social Housing Renovation and Retrofit Programme (SHRRP) Agreement dated March 11, 2010 between MTHC and The Corporation of the County of Wellington as service manager. This agreement expires on February 17, 2021. MTHC received capital repair funding from the Service Manager in the amount of \$63,790.00, in exchange for providing affordable rents for 10 years at 80% of the average market rent or less. In 2014, the rents were 68% of the average market rent for the area, with a weighted average of \$580.00 for all units.

In addition, MTHC can undertake a building condition audit which will include a capital reserve fund review to be completed in 2016. The cost of this assessment is provided by the County for MTHC and all participating social housing non-profit and cooperative housing providers to support their capital asset planning and priorities to maintain housing in good condition.

As this project is one of 6 municipal and private non-profit projects known as "social housing EOA - end of operating agreement", the County has no further legislative responsibility, with the possible exception for Service Level Standards component, to continue programme administration or funding to

it once the Municipal Non-Profit Housing Agreement expires under the Housing Services Act, 2011. However, MTHC has ongoing obligations with the County under the SHRRP agreement and its programme to ensure that the rents remain affordable for another 5 years.

On May 21, 2015, the Board of MTHC passed a motion to request ongoing support from the County to continue operating the social housing project, similar to the existing arrangement, under its non-profit's mandate to own and operate a housing project for low-income seniors. The Board indicated that there is no other such housing available in their community and a need exists to provide this housing for existing and future seniors living in the area.

Staff met with the staff of MTHC to consider options between the County and MTHC for the benefit of low-to-moderate income senior tenants living in this well-run housing project. A review of the financial status after repayment of the mortgage confirms that the operation of the project is not viable, would experience a cash flow deficit and is at risk. It would not be financially viable for MTHC to operate the housing project without government assistance. However, any ongoing financial assistance was estimated to be less than existing.

Discussions ensued on the provision of ongoing assistance. General operating considerations were discussed along with no impact to the residents, retention of rent-geared-to-income and low-end of market rents, legal responsibilities, financial assistance and building condition of the project. Due to interest by MTHC in a possible future addition of two-bedroom units, a representative from MTHC attended the County's affordable housing development workshops held in 2015/ 2016. Additional information was shared via County representation on the OMSSA EOA task group and from other Service Managers. It is noted that all levels of government are in the early stages of potential tools and approaches for municipal and private non-profit EOAs. Lastly, County staff reviewed requirements for municipal and education property tax exemptions as a grant and/or bylaw.

County staff recommend provision of ongoing financial assistance as of July 1, 2016, and an approach similar to MTHC's current operations to extend MTHC mandate for low to moderate income seniors housing to include the following:

- i) Designating the housing project as a Municipal Housing Capital Facility with property tax exemptions;
- ii) Entering into a project specific Municipal Housing Capital Facility Agreement under the Municipal Act, 2001 which shall include:
  - a. Loan incentives for five years with an option for a five year renewal, commencing July 1, 2016, such loan to be forgiven at the end of the term, including all renewals;
  - b. Exemption of municipal and education property tax as a grant and/or by-law;
  - c. Financial assistance for rent-geared-to-income and affordable rents equal to break-even operating and revenue requirements, as well as a capital contribution under approved budgets;
  - d. One-time funding for legal costs for all legal agreements and documents related hereto;
  - e. Project operating requirements similar to the existing operating agreement. General requirements for final negotiation are listed in Appendix A.

This approach is consistent with SHRRP agreement obligations to maintain affordable rents (or less) until 2021, plus recognizes MTHC mandate to provide lower cost housing to seniors within the community on an ongoing basis. Due to the economies of scale and rural nature of this project, the

County's response to MTHC is unique, however it will inform the planning for the other EOA housing providers with expiring agreements.

The recommendations in this report provide a viable option for the Board of MTHC to continue its mandate. A Board resolution from MTHC accepting this option in principle subject to final negotiation and execution of the agreement is required. The Board has a future option to consider development of additional two-bedroom units on the property. Provision of funding to continue the viability of social housing projects after agreements expire is supported through the goals of the Service Manager's 10-year Housing and Homelessness Plan for Guelph-Wellington 2014.

Future influences may occur with legislative, regulatory and funding changes such as the March 2016 Federal Budget (new funding to assist some EOA social housing providers to maintain rent-geared to income assistance), recent 2016 Provincial regulatory changes announcement in its Long Term Affordable Housing Strategy Update, and any new affordable or post-EOA funding opportunities.

## **Financial Impact**

The expiry of the existing operating agreement and proposed extended relationship requires new agreements and bylaws detailed in this report to be put into place. The incentives will have no impact on the County budget as funds are available through reserves. Estimated assistance will be less than the existing subsidy due to changes with the mortgage payment, property tax exemptions, federal subsidy, and adjusted costs, or approximately \$33,000 per year beginning July 1, 2016 for the next 5 years, subject to renewal for another five years.

## **Attachment:**

Appendix A: General Operating requirements for Maryborough Township Housing Corporation, subject to final negotiation and approval by County solicitor

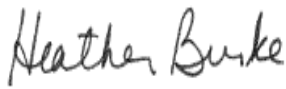
## **Recommendations**

That the Social Services Committee approves the recommendations outlined in Report HS 16-07 dated April 13, 2016, as follows:

- a) That County staff negotiates a Municipal Housing Capital Facility Agreement with Maryborough Township Housing Corporation (MTHC) to ensure affordable and rent-geared-to-income rents on such terms and conditions listed in Appendix A as the County considers appropriate and in such form satisfactory to the County Solicitor;
- b) That County Council pass a by-law pursuant to By-Law 4548-03 as amended providing authority to:
  - i. Enter into a municipal housing capital facility agreement effective July 1, 2016 with MTHC for the property at 11 Caroline Street , Moorefield ("the project") on such terms as have been negotiated pursuant to Recommendation a); and
  - ii. Exempt the project from municipal and education property taxation, which tax exemption is to be effective from July 1, 2016 as a grant and/or a property tax exemption bylaw;

- c) Direct the County Clerk to give written notice of the property tax by-law when enacted to the Ministers for Finance, Education and Municipal Affairs and Housing, the Municipal Property Assessment Corporation, the Upper Grand District School Board, the Wellington Catholic District School Board and other such appropriate parties;
- d) That staff report back to the County on any future amendments to the Municipal Housing Capital Facility Agreement;
- e) That authority be granted for the introduction of all necessary bylaws to give effect to these recommendations.

Respectfully submitted,



Heather Burke  
Manager of Special Projects



Ryan Pettipiere  
Director of Housing

## **Appendix A: General operating requirements for Maryborough Township Housing Corporation, subject to final negotiation and approval by County solicitor**

Maryborough is requested to confirm by Board resolution of its acceptance, in principle, of the terms and conditions of this County of Wellington financial assistance option, and negotiation for purposes of execution of a project-specific Municipal Housing Capital Facility agreement with the County, as outlined in this report. The agreement will contain an accountability framework structured as a five-year loan, subject to a five-year renewal, for the property tax exemption and financial assistance, and registered on title. Terms and conditions may include but not limited to:

- A five (5) year term, commencing on July 1, 2016, to June 30, 2021, subject to a five year renewal to June 30, 2026;
- A property tax exemption as designated in all grants and/ or necessary by-laws and agreements;
- Monthly financial assistance for affordable and rent-geared-to-income rent subsidies determined from County-approved annual budgets as submitted by Maryborough for operating and capital, based on break-even gross operating and revenue requirements in addition to a capital contribution for a fiscal year-end December 31;
- One-time legal costs included in the monthly payments for the transition to the new and/or amended agreement, such as non-profit corporation status requirements, legal review of agreements and registration on title, and option for potential additional development on the property, and related costs;
- Financial assistance provided as a forgivable loan over a five-year period, subject to forgiveness at the end of the term by the County to ensure compliance with the project;
- Retention of any operating surplus for purposes of extraordinary operating expenditures, or annual investment in capital reserves;
- Eligibility for emergency operating or capital funds according to the County's policy for social housing providers;
- Adherence to county social and affordable housing directives (subject to amended funding requirements), best practices and operating standards, including but not limited to conflict of interest, confidentiality, non-profit housing corporation status, purchasing, day-to-day operations, asset management and planning and capital reserves, building condition assessments, financial and other reporting to the board and County, acceptable insurance to the County;
- Adherence of the provider to local Property Standards By-law(s) for unit, building and property maintenance and capital standards;
- Process for tenant selection and eligibility of new and existing tenants, in accordance with the existing and/or approved amended mandate of the non-profit housing corporation;
- Rent-geared-to-income and affordable rents – conditions under which operating funding would be targeted.
- Social and Affordable housing considerations – the rents must remain at or below the prescribed level, including rents that are geared-to-income and affordable as part of an operating subsidy, with future possible inclusion in Service Level Standards reporting , possible rent supplement incentive and or agreement, or any possible future post-EOA funding opportunities;
- An annual financial audited statement by a qualified auditor;
- Annual Occupancy, and other Reporting – information required from Maryborough to ensure compliance;
- Regular compliance and audited financial statement reviews by the County of Wellington.

- Limitations on Maryborough to acquire any new mortgage financing without prior written approval from the County;
- Consequences of Sale or Default – the steps to be followed should the property be sold or should default occur, including first right of refusal upon sale of project to the County of Wellington;
- Active non-profit housing corporation status and similar mandate of Maryborough Township Housing Corporation, and any amendments thereof, subject to County approval;
- General clauses for the County administration to amend through directives/ communications any operational changes to the affordable, rent-gear-to-income rent and capital contribution subsidies and operating requirements as required based on similar approved directions with other existing social and affordable housing providers.
- Indemnification clauses.
- Potential for renegotiation, amendment or termination of the agreement, subject to future province-wide changes for social housing providers with Section 95.1 expiring operating agreements.



## COMMITTEE REPORT

OW-16-04

**To:** Chair and Members of the Social Services Committee  
**From:** Stuart Beumer, Director of Ontario Works  
**Date:** Wednesday, April 13, 2016  
**Subject:** Market Bucks Pilot Evaluation

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### Background:

In June of 2015 County Council approved participation of the Ontario Works office in a pilot project that provided Ontario Works clients in the Mount Forest area with vouchers to access the Wellington North Farmers' Market. The project was a partnership effort between the Ontario Works office, the Guelph and Wellington Task Force for Poverty Elimination (PTF), the Township of Wellington North and Wellington Dufferin Guelph Public Health.

The role of the Ontario Works office in the pilot project was to serve as a distributing organization for the Market Bucks to clients. In this role Ontario Works Caseworkers identified clients who reside in the Mount Forest area and provided them with no cost vouchers to purchase items at the Farmers' Market over the summer and fall period of 2015. The Ontario Works office, under the guidance of the PTF, also supported evaluation efforts of the pilot project.

### Evaluation of the Market Bucks Pilot:

As part of the Market Bucks Pilot an evaluation was built into the service delivery plan. The PTF led the evaluation effort through its Research and Knowledge Mobilization Committee. The purpose of the evaluation was to determine if the Market Bucks pilot met the programme objectives that were identified at the time that the programme was developed and to inform decisions about the continued direction of the programme following the completion of the 2015 pilot.

Overall, the evaluation clearly demonstrated that the overall goals of the project were met, including:

- Increasing access to healthy, nutritious food in a manner that maintains dignity, builds health and community, and challenges inequalities
- Creating opportunities for residents on low or fixed incomes to establish self--reliance, and empowerment over their own food procurement
- Increasing connection to community by some of our most vulnerable residents
- Increasing awareness, knowledge and comfort/familiarity with farmers' market
- Increasing exposure and revenue for local farmers/vendors.

The full evaluation of the pilot is attached, including recommendations to continue the project with the Wellington North Farmers' Market and to explore opportunities to expand the project to additional clients and/or locations in the County.



**Financial Implications:**

The Ontario Works office administers a number of municipally funded discretionary benefits to individuals and families in the community. This pilot project was approved as an extension of these services and was funded through the approved budget for these services. A maximum of \$5000 to fund vouchers on behalf of participating OW clients was established as part of the pilot project.

The actual cost of vouchers for clients as part of the 2015 pilot was \$1195 and was accommodated within the approved municipally funded discretionary benefits budget.

**Recommendation:**

That the County Ontario Works office continue to work with Market Bucks partnering agencies to implement the recommendations of the Market Bucks Pilot Evaluation.

That the County discretionary funding to support OW clients as part of this project not exceed \$5000 for 2016.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Stuart Beumer'.

Stuart Beumer  
Director of Ontario Works



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## Evaluation Report: 2015 Market Bucks Pilot Project

March 2016

# Evaluation Report: 2015 Market Bucks Pilot Project

## Lead Author

- Randalin Ellery, Coordinator, Guelph & Wellington Task Force for Poverty Elimination

## Acknowledgements

The Guelph & Wellington Task Force for Poverty Elimination would like to extend a special thank you to members of the Poverty Task Force Research & Knowledge Mobilization Committee for their support and feedback during the course of this project. These members include:

- Arnold Bethune, Community Member
- Ashley Coleman, Social Planning and Policy Analyst, Ontario Works, County of Wellington
- Auburn Larose, Health Promotion Specialist, Wellington-Dufferin-Guelph Public Health
- Diane Tan, Social Planning and Policy Analyst, Ontario Works, County of Wellington
- Jennifer MacLeod, Manager, Health Analytics and Health Promotion, Wellington-Dufferin-Guelph Public Health
- Mark Poste, Housing Planning and Policy Analyst, Housing Services, County of Wellington
- Shakiba Shayani, Director, Community Investment, United Way Guelph Wellington Dufferin
- Warren Dodd, PhD Candidate, Department of Population Medicine, University of Guelph

Special acknowledgement is extended to the following people for supporting the Market Bucks Pilot Project and evaluation at different stages of its development:

- April Marshall, Tourism, Marketing & Promotion Manager, Township of Wellington North
- Colleen Brunelle, Fergus Programme Manager, County of Wellington Social Services
- Lisa Needham, Public Health Nutritionist, Wellington-Dufferin-Guelph Public Health
- Ryan Pettipiere, Director of Housing, County of Wellington Social Services
- Stuart Beumer, Director, Ontario Works, County of Wellington Social Services

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# Appendix

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Appendix 2: Market Bucks Recipients Survey

Appendix 3: Wellington North Farmers Market Vendor Survey

Appendix 4: Ontario Works Caseworker Survey

Appendix 5: Ontario Works Manager and Market Facilitator Survey



# MARKET BUCKS PILOT PROJECT

GUELPH & WELLINGTON TASK FORCE FOR POVERTY ELIMINATION / MARCH 2016

MARKET BUCKS WERE DISTRIBUTED TO  
**32 ONTARIO WORKS RECIPIENTS**



WITH HOUSEHOLDS THAT INCLUDED:  
**37 ADULTS & 27 DEPENDENTS**

## FAMILY COMPOSITION



**3%**  
COUPLE WITH  
NO CHILDREN



**41%**  
SINGLE  
(NO CHILDREN)



**13%**  
TWO PARENT  
FAMILY



**43%**  
SOLE SUPPORT  
PARENT

**62%**  
FEMALE



**35  
YEARS  
AVERAGE  
AGE**

## 68% REDEMPTION RATE

MARKET BUCKS REDEEMED  
DURING 3-MONTH PILOT (JULY  
TO OCTOBER 2015)

## 75% PARTICIPATION RATE

RECIPIENTS THAT REDEEMED AT  
LEAST SOME OF THEIR MARKET  
BUCKS

## 100% VENDOR PARTICIPATION

ALL VENDORS AT THE NORTH  
WELLINGTON FARMERS MARKET  
ACCEPTED MARKET BUCKS

## INCREASED ACCESS TO HEALTHIER FOOD

ACCORDING TO 100% OF  
SURVEY PARTICIPANTS



## DECREASED RELIANCE ON OTHER FOOD ASSISTANCE PROGRAMS



USE OF TRADITIONAL  
CHARITABLE FOOD ASSISTANCE  
PROGRAMS DECREASED 50%  
AMONG SURVEY PARTICIPANTS

## INCREASED COMMUNITY CONNECTIONS



57% OF SURVEY  
PARTICIPANTS TALKED TO  
COMMUNITY MEMBERS THEY  
HADN'T MET BEFORE WHILE AT  
THE MARKET



## INCREASED MARKET SALES

50% OF SURVEY PARTICIPANTS  
PURCHASED ITEMS WITH THEIR  
OWN MONEY AT THE MARKET



## INCREASED MARKET TRAFFIC

68% OF SURVEY PARTICIPANTS HAD  
NOT BEEN TO THE MARKET BEFORE  
RECEIVING MARKET BUCKS

## Background

From 2010 – 2013, the Guelph & Wellington Task Force for Poverty Elimination worked in partnership with emergency food providers and clients, as well as key community stakeholders, to address challenges within the local emergency food system. This involved two extensive research projects with the support of the Community Engaged Scholarship Institute/Research Shop at the University of Guelph<sup>1, 2</sup>.

In 2013, the Poverty Task Force (PTF) endorsed a set of recommendations based on this research, which aimed to tackle the significant barriers that exist for those accessing and providing emergency food assistance. Included were a series of short-term recommendations that largely reflected the main areas that people felt needed improvement, including stigma, consistency and transparency of eligibility criteria, accessibility, and food quality<sup>3</sup>. Over the next two years, considerable work was invested in ensuring these recommendations were implemented. However, much of this work focused on efforts within the geographical boundaries of Guelph.

In late 2014, Lisa Needham (Wellington Dufferin Guelph Public Health), Ryan Pettipiere (County of Wellington), and Randalin Ellery (PTF), began meeting to discuss strategies that could be implemented in Wellington County to improve food security. In particular, discussions focused on reducing stigma, which was identified as the biggest barrier to accessing service in the County in earlier research<sup>4</sup>, as well as increasing access to fresh, healthy food.

Based on lessons from two existing farmers' market voucher programs, *Harvest Bucks* in London-Middlesex, and *Market Dollars* in Windsor, the group focused efforts on developing a local Market Bucks (MB) Pilot Project.

### ***Market Bucks Pilot Project***

The MB Pilot Project allowed consumers to purchase products from farmers' market vendors using vouchers. MB were distributed to Ontario Works clients in Wellington North through funding from the County of Wellington. To reduce the possibility of stigma attached to the use of the MB, they were also sold at full price to any interested party or individual.

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<sup>1</sup> (Nelson et al., 2011)

<sup>2</sup> (Dodd et al., 2013)

<sup>3</sup> (Guelph & Wellington Task Force for Poverty Elimination, 2013)

<sup>4</sup> (Dodd et al., 2013)

## Program Objectives

- Increase access to healthy, nutritious food in a manner that maintains dignity, builds health and community, and challenges inequalities
- Create opportunities for residents on low or fixed incomes to establish self-reliance, and empowerment over their own food procurement
- Increase connection to community by some of our most vulnerable residents
- Increase awareness, knowledge and comfort/familiarity with the farmers' market
- Increase exposure and revenue for local farmers/vendors

## Target population

Residents of Wellington North who struggle with food security and access to affordable, fresh, healthy local food<sup>5</sup>. In particular, the program focuses on recipients of Ontario Works, with opportunities to support other low-income community members and include those in other income brackets through direct-purchase.

## Description of the Evaluation

The purpose of MB Pilot Project evaluation is to determine if the program objectives were achieved and to inform decisions about the direction of the project now that the pilot stage is complete. The evaluation was designed to collect data and feedback from MB recipients, and other key stakeholders, including Ontario Works (OW) Caseworkers, the OW Manager (Fergus office), the Farmers Market Manager/Facilitator, and the farmers market vendors.

Initial demographic information (Appendix 1) was collected by OW Caseworkers when they distributed MB to clients. Caseworkers coded each demographic profile so the information could later be matched with feedback collected through one-on-one phone interviews with the MB recipients (Appendix 2). Additionally, each voucher was provided a unique number which was tracked by the OW caseworkers as they were distributed to clients. When vouchers were later collected from the vendors, the information was used to understand which clients were redeeming the vouchers.

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<sup>5</sup> Wellington North was selected based on data provided by the County of Wellington, *2014 Ontario Works Caseload Profile*, and Wellington Dufferin Guelph Public Health, *Addressing Social Determinants of Health in Wellington-Dufferin-Guelph*. Both reports identify Wellington North as an area of the Wellington County with higher rates of low income and Ontario Works caseloads. It was also identified as an area that is often underserved in terms of available resources and programs that support those in low income. Finally, a newly established farmers' market in Mount Forest presented the opportunity to try something new and innovative.

Feedback was collected for this evaluation from a variety of other key stakeholders. An online survey was provided to all Wellington North Farmers Market Vendors (Appendix 3), and one-on-one phone interviews were completed with Ontario Works (OW) Caseworkers (Appendix 4) and the OW Manager that participated in the project, as well as the Farmers Market Manager/Facilitator (Appendix 5).

All of the data and information collected was analyzed by PTF staff, with the support of the PTF Research & Knowledge Mobilization Committee.

## Results

### *Market Bucks Recipients*

OW Caseworkers made significant efforts to inform all OW clients in Mount Forest about the the MB Pilot Project. In total, 32 clients were provided with MB, which represented households that included 37 adults and 27 dependents, for a total of 64 individuals.

### Demographic Profile

Initial demographic information was collected by OW caseworkers when they distributed MB's to their clients. Based on this information, it is understood that the MB participants represented a number of different age categories (Figure 1), with the average recipient 35 years old. Recipients were predominately female (62%), and had been receiving OW assistance for an average of 13-24 months.

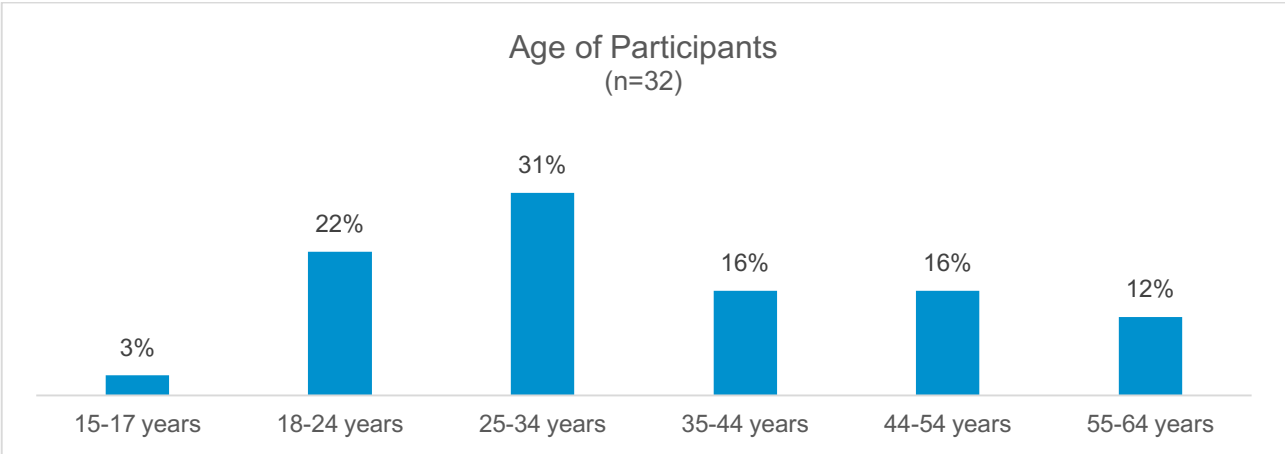


Figure 1: Age of MB Participants



Most of the participants were single (41%) or sole-support parents (43%), while a smaller number were from a two-parent family (13%) or a couple with no children (3%) (Figure 2). This is reflective of overall caseload data from Wellington North, where 52% of clients are single with no children and 38% are sole support parents.

Of the households with dependents (56%), the vast majority (85%) of children were 0-6 years (Figure 3).

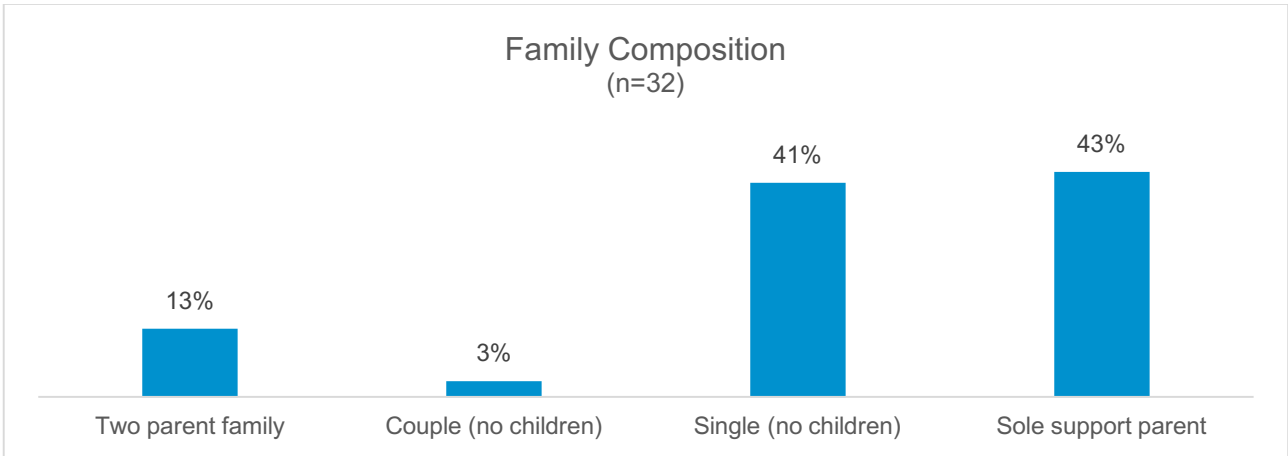


Figure 2: Family Composition of MB Participants

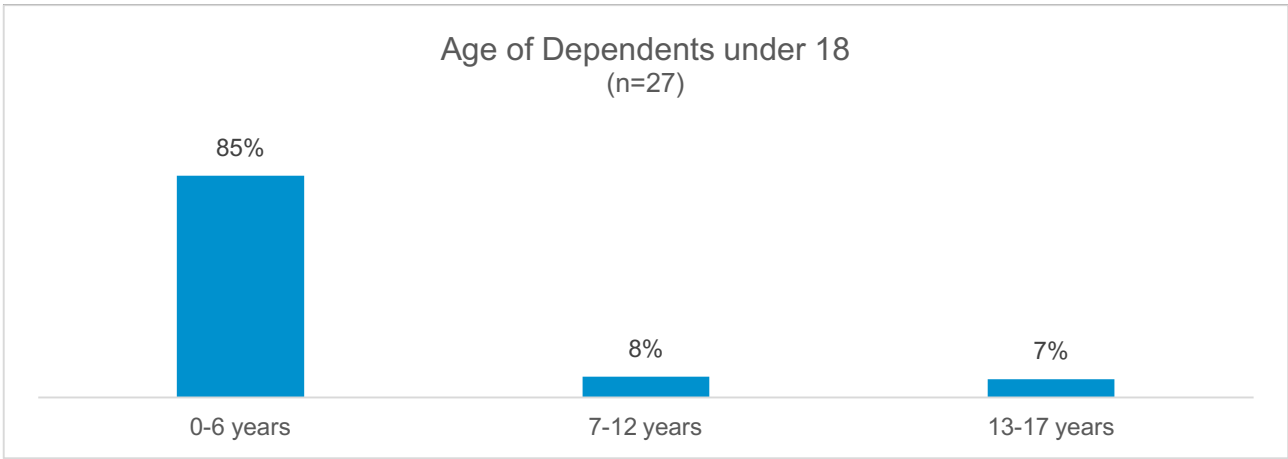


Figure 3: Age of Dependents of MB Participants

### Redemption of Market Bucks

Market Bucks equivalent to a monetary value of \$5 were printed and 350 (\$1750) were distributed. A total of 239 (\$1195) vouchers were redeemed over a three-month period from early July to early October, representing a redemption rate of 68%. The MB were distributed to 32 OW clients and redeemed by 24, meaning there was an

overall participation rate of 75%. The vast majority of MB recipients (72%) redeemed more than half of their MB (Figure 4).

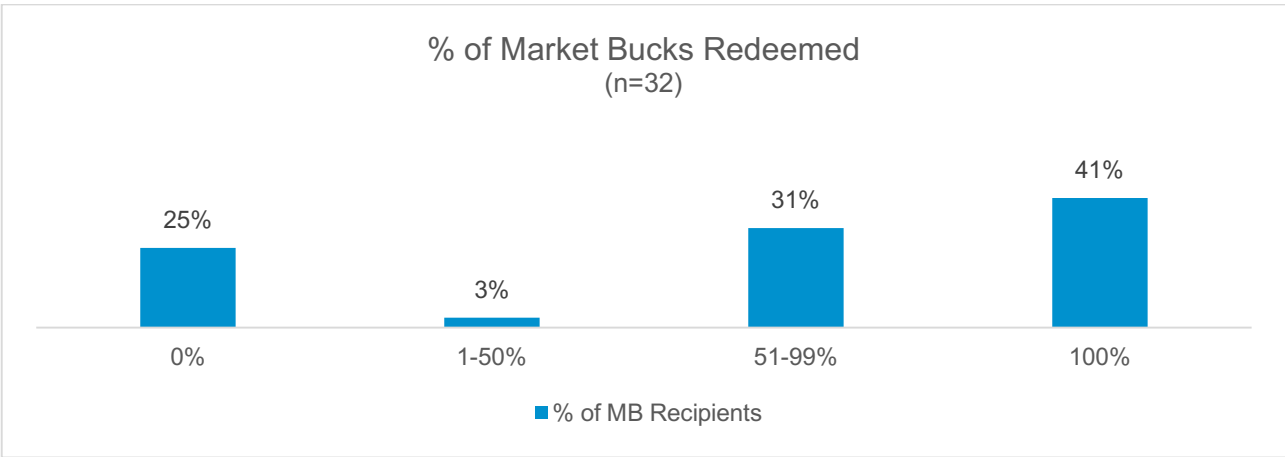


Figure 4: % of Market Bucks Redeemed by Recipients

### Survey responses

A total of 19 surveys were completed over the phone with MB recipients, representing a 59% survey participation rate (Figure 5).

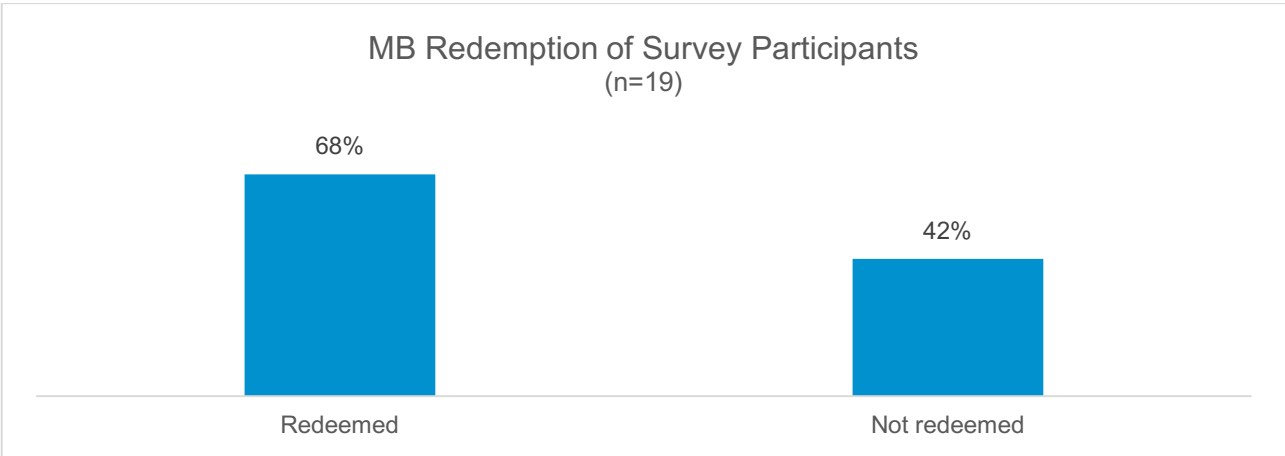


Figure 5: MB Redemption of Survey Participants

A total of 68% of the survey participants redeemed at least some of their MB. These participants were asked a number of questions about the food they purchased. All of the participants reported that they ate most (38%) or all (62%) of the food that they purchased with the MB. All of the participants reported that they purchased fruits and

vegetables. Other purchased items include meats (15%) and baked goods (31%). This is largely reflective of the types of food that is available at the Wellington North Farmers Market, which sells predominately fresh produce. Finally, all of the survey participants that redeemed MB reported that the MB allowed them to eat healthier food compared to their typical diet.

While most of the survey participants redeemed at least some of their MB, 42% did not redeem any. Half (50%) of these survey participants suggested that they did not use their MB because they ran out of time. Other reasons included inconvenient location of farmer's market (38%), and a dislike for the food that was available (13%) (Figure 6). Other options provided that were not selected included: didn't know how to use the MB, child care issues, kids that wouldn't eat the food available, lost MB, and issues with storage and preparation.

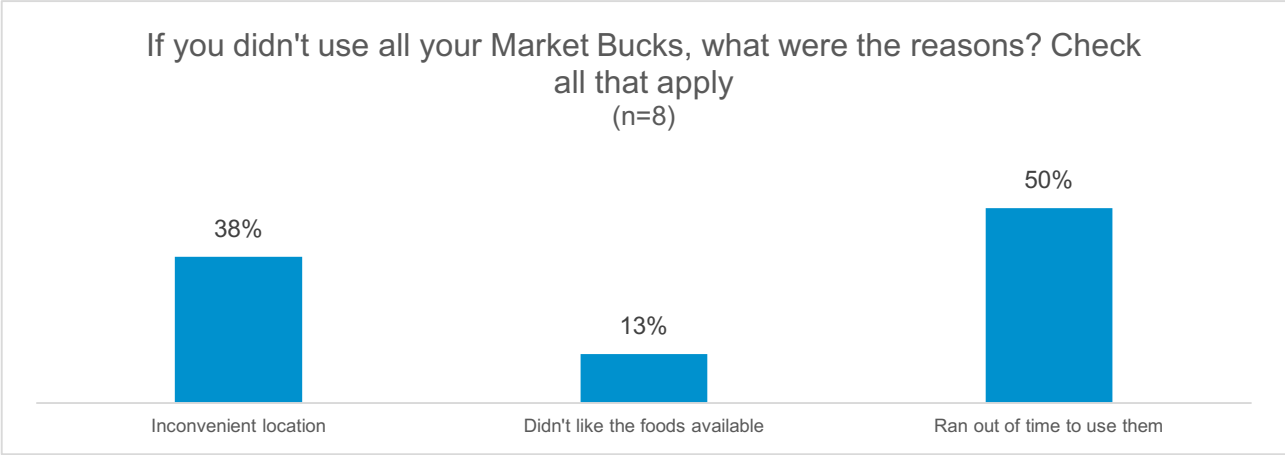


Figure 6: Reasons MB were not redeemed

In total, 68% of survey participants indicated that they had received food from at least one other food assistance program prior to receiving MB. Nearly all (92%) of survey participants reported that they used a food bank or pantry. Other programs used included school snack programs (15%), and community gardens (8%). After they received the MB, less than half (46%) of previous food bank or pantry users continued to use these services, while other food assistance programs were not used at all.

Survey participants were asked a number of questions about their experience at the Wellington North Farmer's Market (the Market). The majority (68%) reported that they had not been to the Market before receiving MB. Over half (56%) of the survey participants that answered this question claimed that they visited the Market more than 2 times over the course of the summer (Figure 7).

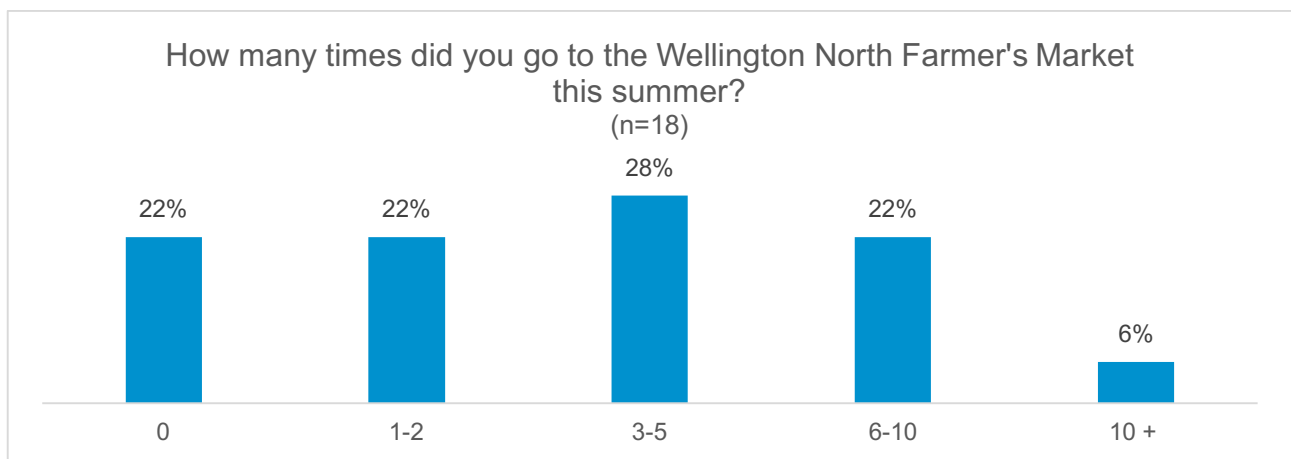


Figure 7: Number of times MB participants went to the Market

The MB survey participants that visited the Market were also asked about their activities and interactions while there. Half (50%) reported that they purchased goods at the Market with their own money, 79% talked to the Market vendors about the food they were purchasing (e.g. how it was grown, how to cook it, etc.), and 57% talked to other community members that they had not met before (Figure 8).

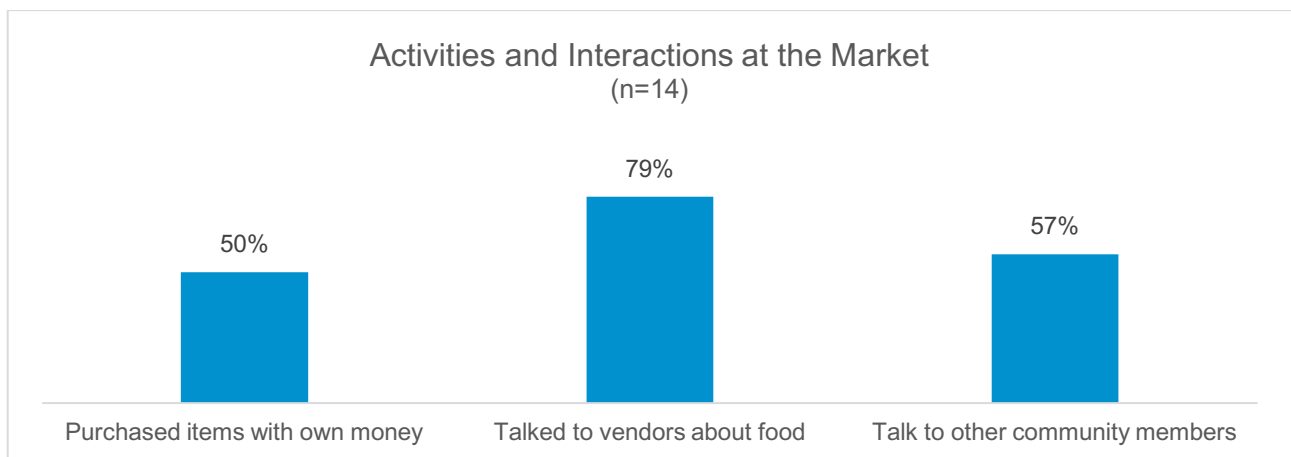


Figure 8: Activities and interactions at the Market

Finally, survey participants were asked if they will return to the Market next summer. Nearly half (47%) said they would, but only if they received Market Bucks. A smaller number (32%) said they would, regardless of whether or not they received Market Bucks, and 12% said they would not.

### ***Key Stakeholders: Ontario Works (OW) Caseworkers & OW Manager***

Four caseworkers from the County of Wellington Ontario Works office in Fergus were involved with the distribution of MB and completed a one-on-one interview over the phone. To begin, the caseworkers were asked to share the perceived impacts of the MB on their clients. All of the caseworkers indicated that it allowed clients to purchase healthier food, particularly fresh produce and items that are typically more expensive. When asked to share feedback that their clients shared with them about the MB, caseworkers noted that the overwhelming majority of comments were very positive. Caseworkers noted that some clients returned regularly for additional vouchers, and suggested that the vouchers were allowing them to purchase more fresh produce. One caseworker said the following:

“Clients said it really helped financially because they were able to go to the [farmers] market and provide fresh vegetables for their families as opposed to spending more money at the supermarket.”

Other client feedback shared by the caseworkers related to the limited number of vendors at the Market. It was noted that there was one large produce vendor and they would sometimes run out of food, further limiting the availability of choices. Some clients suggested to their caseworkers that having the MB at other markets, particularly the Fergus market, would increase choice for participants.

Caseworkers were asked if distributing the MB had any impact on the relationship with their clients. All of the caseworkers agreed that providing a “no strings attached” benefit to client had a very positive impact. One caseworker noted:

“[MB] strengthened the relationship between client and caseworker because clients may come to know that caseworkers recognize the need for extra financial help with purchasing food.”

Finally, one caseworker commented meeting clients in Mount Forest provided a unique opportunity to connect. The caseworker noted that they met clients to give them MB at the Mount Forest library, rather than the OW office in Fergus. Clients seemed to appreciate caseworkers making the extra effort to meet them closer to their homes and felt that the library provided a less formal environment which allowed the caseworker and clients the opportunity to see one another as peers.

As part of the administration of the program, caseworkers were provided flexibility to determine how many Market Bucks to distribute to each client. When asked what factors they considered when distributing MB, caseworkers noted that the primary consideration was the number of people in the household. Other considerations included the age of dependents (e.g. more MB provided for households with teenagers) and shelter expenses. Caseworkers noted that they made efforts to ensure that there would be enough to go around, but were increasingly generous once they had a sense of who was actually using them.

Caseworkers were asked to identify any challenges they experienced when trying to distribute the MB to clients. The caseworkers reported that, overall, challenges were very minimal. There was some extra work involved with determining which of their clients were located in Mount Forest, as well as organizing a time to meet and provide the MB. It was also mentioned that there was a tight timeline to distribute the MB, and more time to prepare for the program would have been helpful.

When asked for additional comments about MB, a few caseworkers suggested that the program be extended to other communities in the County, particularly Fergus. A couple of caseworkers also commented that they were surprised that clients outside of Mount Forest did not complain that they did not receive the benefit.

### ***Key Stakeholders: Market Facilitator***

April Marshall, Tourism, Marketing & Promotion Manager for the Township of Wellington North, took on the role of Market Facilitator for the purposes of the MB Pilot Project. The Market Facilitator was the main point of contact for the vendors, and took on the responsibility of collecting redeemed vendors from vendors, submitting them to the County, and returning the monetary value back to the vendors. A one-on-one interview was conducted with Marshall to better understand how the MB program functioned on the ground.

When asked about the perceived impacts of the program, Marshall shared the following:

“I could visually see the impact when I went to the market. There was a new demographic coming and the vendors thought it was a great way to bring new customers to the market and help the community.”

Marshall noted that, overall, the vendors were very supportive of the program. The program provided vendors with an opportunity to increase business and offered a promotional opportunity for the Market.

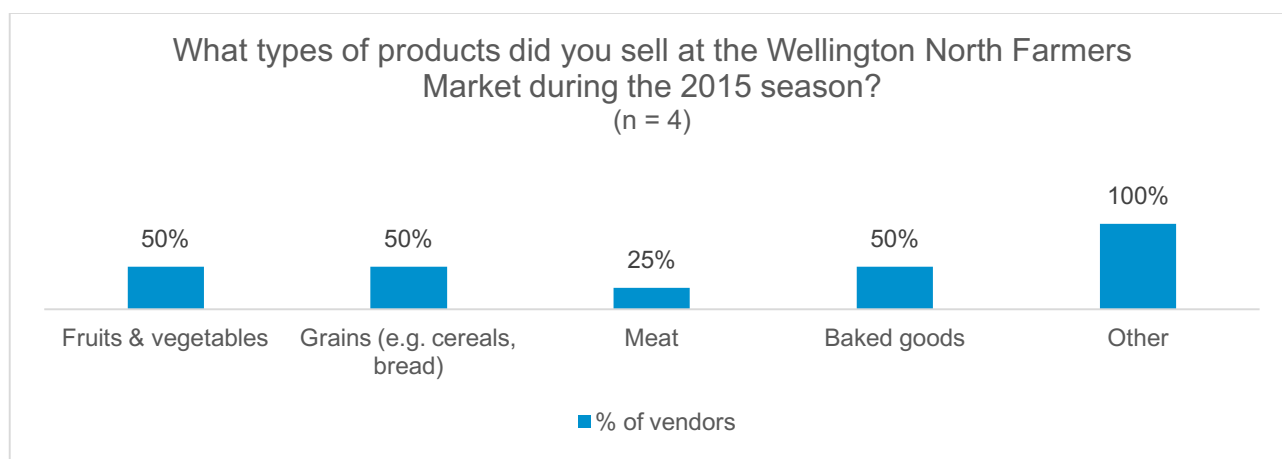
From an administrative perspective, Marshall shared that there was added work of tracking for the vendors and completing the monthly reconciliation process, but that it was manageable. She noted that the reconciliation periods were time intensive, but that adequate time was provided to complete it.

Moving forward, Marshall suggested that increased promotion of the program would be beneficial and could increase sales to the general public. Marshall also noted that she is very supportive of continuing the program during the 2016 season.

## ***Key Stakeholders: Market Vendors***

During the 2015 season at the Wellington North Farmer's Market, there were a total of 10 vendors. Of those vendors, 6 were regular vendors and the remaining 4 were inconsistent. All vendors were invited to complete an online survey for this evaluation. A total of 4 vendors completed the survey, representing a participation rate of 40%. However, all the participating vendors noted that they were at the Market 7 or more times, indicating they were regular vendors. Therefore, the survey participation rate among regular vendors was 67%.

Vendors were asked to indicate the types of products they sold at the Market during the 2015 season. The main products sold were fruits and vegetables, grains, meat, baked goods, and other (coffee, plants, flowers, honey and crafts) (Figure 9). Other options that were not selected by survey participants included nuts, milk/dairy, and fish/seafood.



*Figure 9: Products sold at the Market*

All of the survey participants agreed that the MB program is an important strategy for increasing access to healthy, nutritious food in a manner that maintains dignity, builds health and community, and challenges inequity. When asked to indicate on a scale of 1 (a lot) to 5 (not at all) how much they thought the MB project increased their connection with some of the community's most vulnerable residents, the average score was 3.

In terms of impact on sales, half of the vendors (50%) were unsure if the MB program increased sales over the course of the season, while 25% stated sales did increase and 25% stated sales did not increase.

Overall, vendors were very supportive of the program and did not indicate any challenges with participating. All of the respondents indicated that they would support having MB at the Market during the 2016 season and 75% indicated that they would recommend having MB in other communities in 2016 (25% were not sure).

In terms of possible improvements to the MB program, vendors suggested it is important to increase awareness with general public that anyone can buy and use MB. When asked to rate the overall promotion of the program on a scale of 1 (very well) to 5 (not well), vendors gave an average score of 2.

## Discussion

The MB Pilot Project aimed to achieve a number of objectives. Perhaps the most critical to the success of the program, was whether the MB would increase access to nutritious food in a manner that maintains dignity, builds health and community, and challenges inequalities. The evaluation clearly demonstrates that all those that participated by redeeming MB (75%), indicated that it allowed them to eat healthier food compared to their typical diet.

Having choice over the foods MB participants purchased created opportunities for participants to establish self-reliance, and empowerment over their own food procurement. While similar programs in other communities restrict the redemption of vouchers to healthier foods, the evaluation results show that all MB participants used the MB to purchase fresh produce, while some also purchased meats and baked goods. This suggests that restrictions to encourage healthier choices were unnecessary. However, MB participants were also restricted to what was available at the Market and it is unknown whether having additional choices would have resulted in different purchases.

The project itself was designed to ensure that vendors were unaware of how the MB were received, whether it was through OW, as a gift, or purchased dollar-for-dollar. This removed the stigma associated with other charitable food programs where clients receive food solely because of their low-income status. The evaluation suggests that the MB program was more appealing to participants, since less than half continued to use charitable food assistance programs while they were receiving MB. The fact that fresh produce is not typically provided through charitable food assistance programs was also likely a contributing factor to this finding.

The MB project also aimed to increase connection to community for some of its most vulnerable residents. The evaluation results clearly demonstrate that MB participants forged new relationships with the Market vendors, as well as through conversations with community members they had not met before. The feedback from vendors about this was less conclusive. However, it should be noted that the evaluation also notes that not all vendors were accessed equally, due to the types of products they sold, as well as the volume available. Vendors that redeemed higher amounts of vouchers may have had more opportunities to develop connections with MB participants.

Overall, the evaluation results show that the project increased awareness, knowledge and comfort/familiarity with the Market. The majority (68%) reported that they had never been to the Market before receiving MB, and many participants noted that they visited several times over the course of the summer. This finding was confirmed by the Market Facilitator, who observed a new demographic of people from the community visiting the market.



The last objective set out by the project was to increase exposure and revenue for local farmers. While this should be considered less critical than objectives aimed at increasing access to food, the evaluation results demonstrate positive results. Based on the redemption rate alone, the project brought \$1195 in new revenue to the Market. In addition, half of the MB participants reported that they purchased goods at the Market with their own money. Vendors were less confident with only 25% of vendor survey participants stating that they noticed an increase in sales. However, this could again be attributed to the fact that some vendors redeemed a higher number of vouchers than others.

In addition to meeting the stated objectives of the project, there was one important unexpected outcome that is worth noting. The feedback from OW caseworkers clearly suggested that distributing the MB resulted in improved relationships with clients. Providing a “no strings attached” benefit, as well as making the effort to meet clients in their own community, gave caseworkers and clients an opportunity to connect in a positive way.

While the overall evaluation results are encouraging, an important limitation to the extent of the projects success should be noted. Despite efforts to promote the MB to the general public and offers of reduced rates for health and social service providers with low-income clients, the MB were still predominately distributed to OW recipients.

## Conclusion & Recommendations

The Market Bucks Pilot Project was developed to improve food security in Wellington County by increasing access to fresh, healthy food for low-income families and individuals. This pilot project was designed to respond to earlier research, which identified stigma as the biggest barrier to accessing charitable food assistance programs in the County. Overall, the evaluation clearly demonstrates that these overall goals were met, while also achieving the following objectives:

- Created opportunities for residents on low or fixed incomes to establish self-reliance, and empowerment over their own food procurement;
- Increased connection to community by some of our most vulnerable residents;
- Increased awareness, knowledge and comfort/familiarity with farmers’ market; and
- Increased exposure and revenue for local farmers/vendors.

Based on the findings from this evaluation, it is recommended:

- THAT the MB project be offered for a second season at the Wellington North Farmers Market.
- THAT funding opportunities be explored to offer 100% funded MB to more low-income families and individuals. In particular, opportunities to offer MB to recipients of Ontario Disability Support Program (ODSP) should be prioritized.

- THAT opportunities to replicate the project in other communities in Wellington County be identified for the 2016 season.
  - THAT initial efforts to replicate the project within Wellington County focus on communities that have:
    - a relatively high OW caseload and/or a relatively high percentage of people living below the Low-Income Measure to ensure the project is supporting those who need it most;
    - a centrally located market that limits barriers to access created by lack of transportation; and
    - direct involvement from the town or township to ensure there is capacity to support the program through staff.
- THAT additional efforts be made to promote the MB to the general public as a dollar-for-dollar purchase.
- THAT additional efforts be made to encourage health and social service providers to purchase the MB at 50% of the cost to distribute at no-cost to their low-income clients.
- THAT additional efforts are made to ensure the MB are distributed as early as possible, and that notice is provided to recipients about when the Market is closing.
- THAT the PTF, County of Wellington, and Wellington-Dufferin-Guelph Public Health continue to work in partnership to move the above recommendations forward.

## Works Cited

- Dodd, W. N. E. C. K. C. J. C. A., 2013. *Using emergency food services in Guelph-Wellington*, Guelph: The Research Shop.
- Guelph & Wellington Task Force for Poverty Elimination, 2013. *Recommendation report: Using emergency food services in Guelph-Wellington*, Guelph: Guelph & Wellington Task Force for Poverty Elimination.
- Nelson, E. A. P. D.-O. F. S. E., 2011. *Emergency food services in Guelph-Wellington: A scan of the current system and thoughts on the future*, Guelph: The Research Shop.

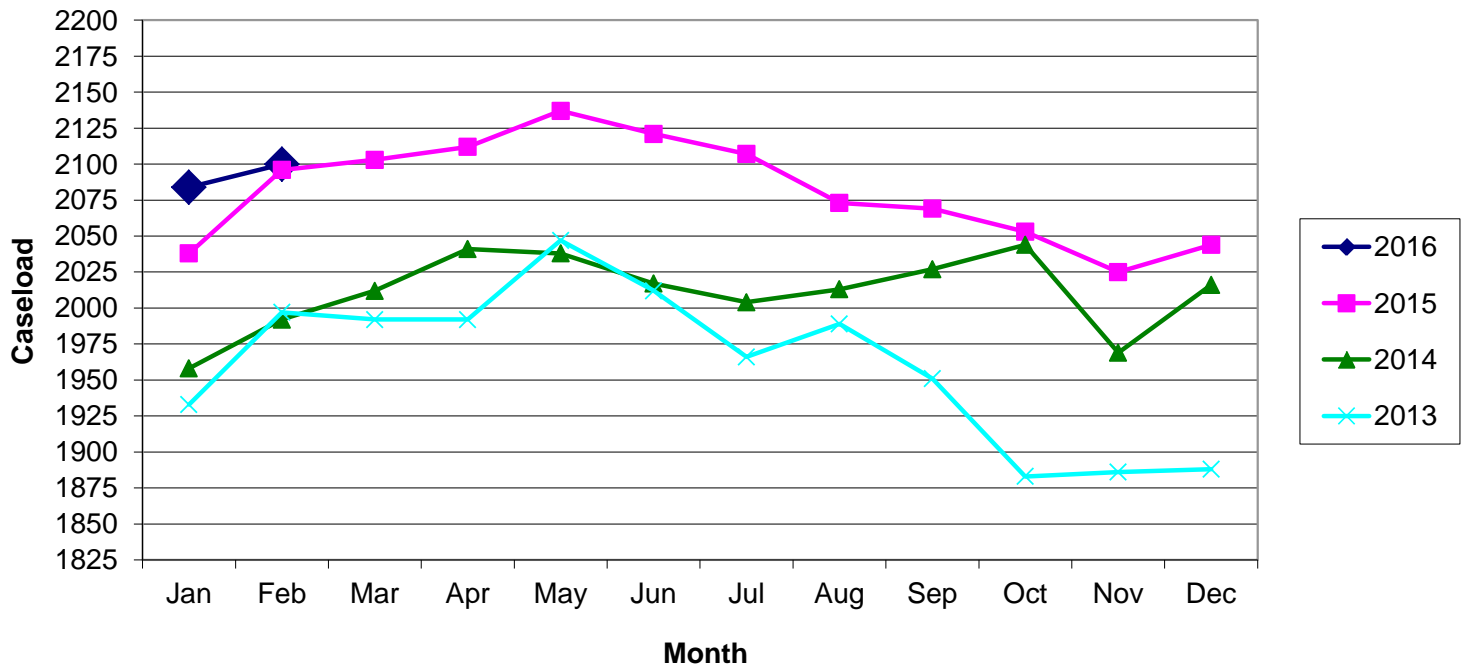
# County of Wellington - Ontario Works



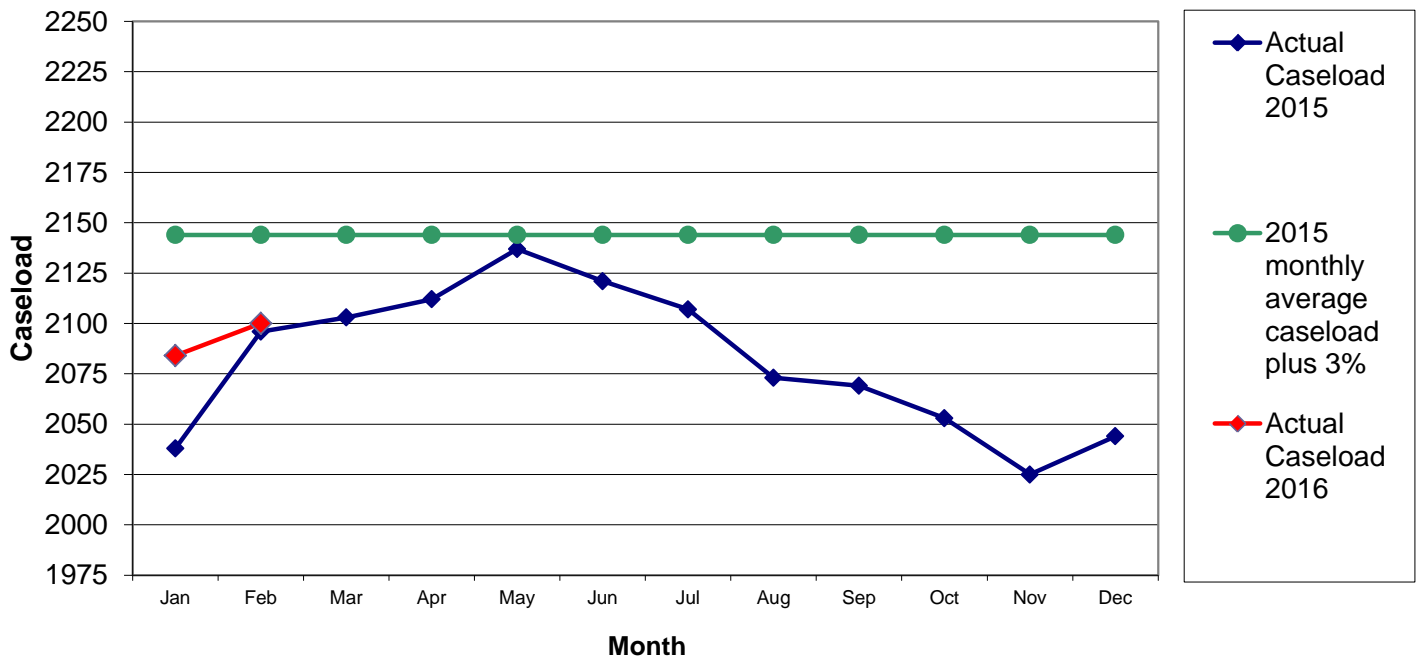
## 2013-16 County / City Caseload

Total caseload					Change From Previous Month		Change From Previous Year	
	2013	2014	2015	2016	Cases	%	Cases	%
January	1,933	1,958	2,038	2,084	40	2.0%	46	2.3%
February	1,997	1,992	2,096	2,100	16	0.8%	4	0.2%
March	1,992	2,012	2,103					
April	1,992	2,041	2,112					
May	2,047	2,038	2,137					
June	2,012	2,017	2,121					
July	1,966	2,004	2,107					
August	1,989	2,013	2,073					
September	1,951	2,027	2,069					
October	1,883	2,044	2,053					
November	1,886	1,969	2,025					
December	1,888	2,016	2,044					
<b>Total</b>	23,536	24,131	24,978	4,184				
<b>Average</b>	1,961	2,011	2,082	2,092			11	0.5%

**Total County and City Ontario Works Caseload - January 2013 to February 2016**



**Total County and City Ontario Works Caseload Budget/Actual Comparison**





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

April 13, 2016  
New Hillsburgh Library Location  
9 Station Street, Hillsburgh, ON

**Present:** Councillor Rob Black (Chair)  
Councillor David Anderson  
Councillor Neil Driscoll  
Councillor Shawn Watters  
Lucia Costanzo  
Jennifer Dixon  
Janice Sheppard  
Walter Trachsel

**Regrets:** Warden George Bridge

**Also Present:** Councillor Allan Alls  
Councillor Pierre Brianceau  
Councillor Gregg Davidson  
Councillor Dennis Lever  
Dan Brzak, Project Manager, Groves Memorial Hospital  
Gord Feniak, Chair, Building Committee, Groves Memorial Community Hospital

**Staff:** Donna Bryce, County Clerk  
Jana Burns, Director of Economic Development  
Kim Courts, Deputy Clerk  
Chanda Gilpin, Assistant Chief Librarian  
Janice Hindley, Wellington Place Administrator  
Laura Holtom, Administrator Wellington Terrace  
Emily Lamond, Branch Supervisor, Hillsburgh Library  
Murray McCabe, Chief Librarian  
Kevin Mulholland, Property and Construction Manager  
Sue Schwartzentruber, Assistant Administrator  
Scott Wilson, CAO

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### **1. Call to Order**

At 4:30 pm, the Chair called the meeting to order.

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Museum and Archives**

**3.1 Museum and Archives Financial Statements as of March 31, 2016**

1/4/16

**Moved by:** Councillor Driscoll

**Seconded by:** Councillor Watters

That the Financial Statements as of March 31, 2016 for the County Museum and Archives be approved.

**Carried**

**3. Museum and Archives**

**3.2 Circa Newsletter - April 2016**

2/4/16

**Moved by:** Councillor Watters

**Seconded by:** Councillor Driscoll

That the April 2016 Circa Newsletter be received for information.

**Carried**

**3.3 March Break Highlights Report**

3/4/16

**Moved by:** Councillor Watters

**Seconded by:** Councillor Driscoll

That the WCMA 2016 March Break highlights report be received and forwarded to County Council.

**Carried**

3.4 WCMA Outreach Partnerships Projects Update

4/4/16

**Moved by:** Councillor Driscoll

**Seconded by:** Councillor Watters

That the WCMA Outreach Partnerships Update report be received for information and forwarded to County Council.

**Carried**

3.5 Hospital Heliport at Groves Memorial Community Hospital Update - Verbal

Mr. Gord Feniak, Chair, Building Committee Chair, Groves Memorial Community Hospital and Mr. Dan Brzak, Project Manager, Groves Memorial Community Hospital presented a proposed change to the hospital heliport plans.

5/4/16

**Moved by:** Councillor Watters

**Seconded by:** Councillor Driscoll

That the Information, Heritage and Seniors Committee approve in principle, pending a review from Triton Engineering and additional information from the hospital's lighting consultant, the proposed change to the two existing light standards south of the roundabout along Street "B" as outlined in the GMCH design; and

That they are replaced with two new light standards with double luminaires; and

That all associated costs associated with this change will be borne by Groves Hospital; and

That the proposed changes will not impact County lands at Wellington Place; and

That this information and recommendation be forwarded to County Council for approval.

**Carried**

**4. Seniors**

4.1 Wellington Terrace Financial Statements as of March 31, 2016

6/4/16

**Moved by:** Councillor Driscoll

**Seconded by:** Councillor Watters

That the Financial Statements for the Wellington Terrace as of March 31, 2016 be received for information.

**Carried**

4.2 Quality Report

7/4/16

**Moved by:** Councillor Watters

**Seconded by:** Councillor Driscoll

That the March 2016 Quality Report for the Wellington Terrace be received for information.

**Carried**

4.3 Quality Forum Annual Report

8/4/16

**Moved by:** Councillor Driscoll

**Seconded by:** Councillor Watters

That the Quality Forum Annual Report be received for information.

**Carried**



4.4 Moment of Excellence - Verbal

Ms. Sue Schwartzentruber, Assistant Administrator, Wellington Terrace informed the Committee that there are many sides to palliative care that affect not only family members but volunteers and staff as well. From a resident care perspective, a palliative care monitoring committee provides best practice initiatives and education to staff on the fundamentals of palliative care. The committee also provides ongoing support for staff with regards to dealing with grief and loss.

Staff was directed to prepare a letter to Wellington Terrace staff on behalf of the Committee to show how appreciative the members are of the work they do.

5. Recess until 6:00 pm

At 5:05 pm, the Committee recessed until 6:00 pm.

6. Library Board

6.1 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

6.2 Mr. Paul Sapounzi, Partner, +VG Architects

Mr. Paul Sapounzi, Partner, +VG Architects presented the preliminary design concept plans for the new Hillsburgh Library location to the Board.

8/4/16

**Moved by:** Councillor Watters

**Seconded by:** Councillor Watters

That the preliminary design concept plans for the new Hillsburgh Library location be received for information.

**Carried**

6.3 Library Financial Statements as of March 31, 2016

9/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Walter Trachsel

That the Financial Statements as of March 31, 2016 for the County Library Service be approved.

**Carried**

6.4 Summary of Library Activities - March 2016

10/4/16

**Moved by:** Janice Sheppard

**Seconded by:** Jennifer Dixon

That the Chief Librarian's report for March 2016 be received for information.

**Carried**

11/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Walter Trachsel

That the Library Board direct Library staff to sell tickets for an IPM quilt on a one time basis.

**Carried**

6.5 March Break 2016 at Wellington County Libraries

12/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Jennifer Dixon

That the report on March Break 2016 at Wellington County Libraries be received for information.

**Carried**

6.6 Library Use Statistics - March 2016

13/4/16

**Moved by:** Walter Trachsel

**Seconded by:** Janice Sheppard

That the Library Use Statistics for March 2016 be received for information.

**Carried**

6.7 Items for Information

6.7.1 The Next Chapter, April 2016 Edition of the Library Newsletter

14/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Walter Trachsel

That the Next Chapter, April 2016 Edition of the Library newsletter be received for information.

**Carried**

6.7.2 1903 Carnegie Library Restored in Palmerston, ON Article, Daily Commercial News

15/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Walter Trachsel

That the Daily Commercial News article "1903 Carnegie Library Restored in Palmerston, ON" be received for information.

**Carried**

6.7.3 Renovations Planned at Aboyne Library Article, Wellington Advertiser

16/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Walter Trachsel

That the Wellington Advertiser article "Renovations Planned at Aboyne Library" be received for information.

**Carried**

6.7.4 Palmerston Library Grand Re-Opening Article, Wellington Advertiser

17/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Walter Trachsel

That the Wellington Advertiser article "Palmerston Library Grand Re-Opening" be received for information.

**Carried**

6.7.5 March Break Programmes Articles, Wellington Advertiser

18/4/16

**Moved by:** Councillor Anderson

**Seconded by:** Walter Trachsel

That the Wellington Advertiser article "March Break Programmes" be received for information.

**Carried**

**7. Adjournment**

At 7:15 pm, the Chair adjourned the meeting until May 11, 2016 or call of the Chair.

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Rob Black  
Chair  
Information, Heritage and Seniors Committee



## Fergus Caricatures 1914

to December 2016

Throughout 1914, caricatures of local leading citizens were featured in the Fergus News-Record. Drawn by one of Canada's best-known cartoonists J. W. Bengough, the caricatures delighted the public. With accompanying photos and biography, this exhibit explores the lives behind the drawings and how the Great War affected their families and community.

Caption: William Griffin, Keeper of the House of Industry



## Zoongeheshkwaad - Student Art Inspired by First Nations, Metis and Inuit Culture and Art

**Opening Reception: Thursday, April 28 at 7:00 pm (everyone welcome)**

Artwork by elementary and high school students of the Upper Grand District School Board and the Wellington Catholic School Board. This initiative promotes equity and diversity in the classroom for First Nations, Metis and Inuit students through artwork created on aboriginal themes. **Exhibit runs April 28 - June 19.**



## Summer Art Workshops are back at the Museum from July 1 to 31

See our website for course descriptions and dates.

## ArtiFACT - 1825 Money Box

Believe it or not, this wood and sealskin money box is nearly 200 years old! It belonged to William Johnson Stockton (1791-1870), who travelled 1600km from New Brunswick to Brant County in 1825. He used the box to keep his valuables safe on the long journey. William's son, Samuel Stockton (1839-1906) inherited the box after his father passed away. Samuel moved to Minto Township in 1883 where he farmed at Lot 41, Concession 8. The box was passed down from father to son for five generations, until it was recently donated to the WCMA. To learn more about this unique heirloom, visit our website: <http://www.wellington.ca/en/discover/artifactstories.asp>





## My Little Pony - May 14 to September 11

### The Collection of Alexandra Cooke, Palmerston

The names of Cotton Candy, Blossom and Applejack cause a pang of nostalgia from many people's childhood in the 1980s. On display this spring, Alexandra Cooke is sharing some of her My Little Ponies with the public. "My collection is a joy, I started when I was a tween and continue even today. My collection helps inspire my creativity and graphic art," says Alexandra. With 900 ponies (with accessories) in her collection, Alexandra's ponies will be on display in a child-friendly space where children can play, colour and have a fun adventure at the Museum. Please join us for My Little Pony Spa Day, Wednesday, July 20 (Details coming soon!)



## Archives Week - April 4 to 8

### Drop in and ask an Archivist

- How to start your family history
- How to use Ancestry.ca
- How to preserve your family photographs
- How to research your house

### Drop into one of our libraries!

- Monday, April 4: 3:00 - 7:00 pm at the Mount Forest Branch
- Monday, April 5: 3:00 - 7:00 pm at the Harriston Branch
- Monday, April 5: 3:00 - 7:00 pm at the Palmerston Branch
- Monday, April 6: 3:00 - 7:00 pm at the Fergus Branch



The Archives will be open daily for behind-the-scenes tours.

## Threadworks: Flashback!

### April 16 - May 29

One of the longest-running juried fibre art exhibits in Canada, Threadworks bids farewell in 2016 with the theme 'Flashback!' In these exceptionally creative pieces, artists explore their roots, influences, historical themes and personal memories. Join us at the opening reception on Sunday, April 17 at 2:00 pm to meet these talented fibre artists. Admission by donation.



### A NATIONAL HISTORIC SITE

located on Wellington Road 18 between  
Fergus and Elora

[www.wellington.ca/museum](http://www.wellington.ca/museum)

T 519.846.0916 x 5221 | Toll Free 1.800.663.0750 x 5221



Alternate  
formats  
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# COUNTY OF WELLINGTON

## COMMITTEE REPORT

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**To:** Chair and Members of the Information, Heritage and Seniors Committee  
**From:** Janice Hindley, Administrator, Wellington Place, Museum and Archives  
**Date:** Wednesday, April 13, 2016  
**Subject:** **WCMA 2016 March Break highlights**

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### Background:

March Break events revolved around the travelling exhibit "Egypt: Gift of the Nile" from the Royal Ontario Museum. Programming staff developed special activities with a special theme for every day including makeup and clothing; food and farming; games; hieroglyphics and art; and, mummies and archaeology.

Scavenger hunts continue to be hugely popular and are a great way to get families around all of the exhibits on both floors of the Museum, not just inside the Egypt exhibit. Many kids insisted on completing their scavenger hunt first before taking in any of the planned activities, and even pre-teens and teenagers enjoyed the hunt. Children, teens and adults also enjoyed two speakers during the week. One spoke on hieroglyphics and other on life as an archeologist.

**Total attendance over the five days was 1,150, roughly 200 people every afternoon.** Programmes were offered between 1-5pm. daily, and every day like clockwork at 1pm. a steady stream of visitors would descend upon the museum. It was great to see! March break 2016 was the highest attended march break at the Museum since 2009. Staff and volunteers did a fantastic job.

Please enjoy a few photos below.





**Recommendation:**

That the WCMA 2016 March Break highlights report be received and forwarded to County Council.

Respectfully submitted,

Janice Hindley  
Administrator, Wellington Place, Museum and Archives





# COUNTY OF WELLINGTON

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## 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 13, 2016  
**Subject:** **WCMA Outreach Partnerships Update**

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### Background:

It is very important that the WCMA develops strong partnerships with other heritage and historical groups in the County to fulfill our mission “to serve as a cultural centre providing resources, programmes, exhibits, support and services for the historical, educational and artistic interests of the communities of Wellington County” and “to provide support whenever possible to other historical and cultural groups.”

We have focused our efforts on outreach whether by providing programmes and exhibits in public buildings like the libraries and municipal offices; attending our first Home Show this year in Fergus; delivering outreach programming at seniors centres, schools, retirement homes, the Norgan Theatre and community groups; or through formal agreements for the transfer of archival material like the one we have with the Mapleton Historical Society.

Two very exciting, unique projects are underway in Minto and Wellington North, and the WCMA staff is involved as an active partner providing expertise and support. This report provides an update on those projects.

### Lynes Blacksmith Shop (Kenilworth)

Committee and Council have been briefed on this project, and our Chair and some members of Council along with WCMA staff have toured the Lynes Blacksmith shop located on the main street in Kenilworth. The Lynes Blacksmith Shop committee has been formed, chaired by Kate Rowley, administrator of the Mount Forest Archives, and includes membership from the Mount Forest and Arthur Historical societies, Wellington North Councillor Dan Yake, two Kenilworth residents, and Cultural Roundtable representatives. The committee is preparing a business plan to present to Wellington North Council later this year.

We have made it clear to the group that the County is not interested in ownership of the building but, through the WCMA, will provide expertise and support as active members of the committee to assist with developing programming ideas; conservation, preservation and inventory of artifacts; exhibit ideas; and, grant application support.

The Blacksmith shop is a hidden treasure in the County – we believe one of a kind in the province – and an outstanding example of transportation history in the County of Wellington and Ontario.

The Committee and Township have a unique opportunity, through a generous offer from the owner to donate the property, to develop this site into a successful cultural tourism landmark.

### Palmerston Railway Station

This is a very recent project. The Railway Station is a wonderful building that the Town has beautifully restored, and also saved boxcars, handrail cars and a crew station on the site. The station is located within a park featuring Engine 81, the Trestle Bridge, and grounds with historic signage telling the story of the railway in Palmerston.

Recently, the WCMA met at the station with the Town to assist with developing the railway station to its full potential as a functioning heritage site. The station is currently full of archival material and artifacts relating not only to railway history but a wide range of subjects on Palmerston, Minto, and County history. It's a truly incredible collection of artifacts in that space.

WCMA staff will be working with Minto staff to develop a plan to assess, inventory, preserve, store and exhibit appropriate material that will support the vision of a functioning railway museum. Much of the original archival material may be transferred to the WCMA with copies available at the railway station. The majority of the original railway artifacts will remain at the station for exhibits; however, there are some artifacts unrelated to railway history that may come to the WCMA for conservation, repair or accession into the collection. WCMA staff will also assist Minto with developing programming ideas.

### **Recommendation:**

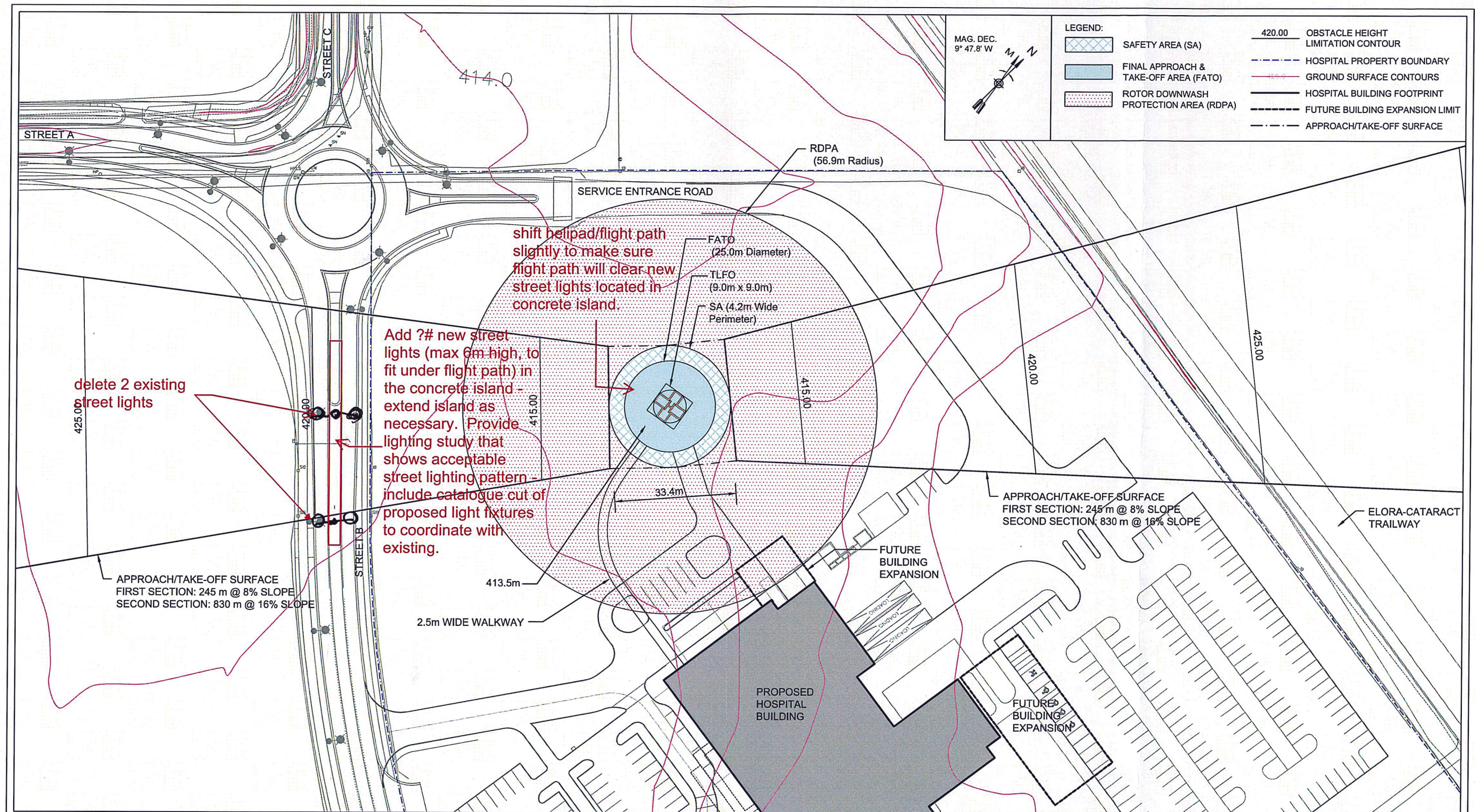
That the WCMA Outreach Partnerships Update report be received for information and forwarded to County Council.





Respectfully submitted,



Janice Hindley  
Administrator, Wellington Place, Museum and Archives





client	consultants	notes:	project title	exhibit title			
	 <b>Stantec</b>   	1. Roadway and proposed hospital base plan information is as prepared by Stantec Consulting dated November 2015. 2. Heliport standards are based on a non-instrument "H1" classification and compliance with "Canadian Aviation Regulations - Standard 325 - Heliports". 3. All elevations are metres Above Mean Sea Level (AMSL).	GROVES MEMORIAL COMMUNITY HOSPITAL REPLACEMENT	RECOMMENDED HELIPORT WEST OPTION			
© Aviotec International Inc. Aviotec International Inc. has prepared this exhibit for the sole and specific use of the Client and for planning purposes only. Aviotec International Inc. has exercised due and customary care in the preparation of this exhibit, but has not, save as specifically stated, independently verified information provided by others. No other warranty, express or implied, is made in relation to contents of this exhibit. No part of this exhibit may be copied, reproduced or relied upon by any other party without the express written permission of the Client and Aviotec International Inc.			scale (at 11"x17" sheet size)	date	revision	project no.	exhibit
			1cm = 10m. 	08 APRIL 2016	1	AP1512	B-1
FOR PLANNING PURPOSES ONLY							



**2016 Quality Report - Wellington Terrace LTCH**

	Total Previous Year	Year to Date	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.
<b>Human Resources</b>														
New Hires	30	5	3	2										
Exiting Employees	30	3	3	0										
# of calls to Ministry of Labour	1	0	0	0										
Lost hours due to workplace injury	86.5	30	0	30										
Hours worked by employees in modified role (WSIB)	559.5	0.5	0	0.5										
Volunteer Total Hours	8668	1923	721	575	627									
<b>Excellence in Care</b>	Last Quarter of 2015													
% of residents who have had a fall in the last 30 days	21.1% (Province 14.3%)		Q2 2015 <b>20.8%</b> (province 14.1%)	n/a	n/a									
% of residents who were physically restrained	2.1% (Provincial 7.1%)		Q2 2015 <b>1.8%</b> (province 6.9%)	n/a	n/a									

**2016 Quality Report - Wellington Terrace LTCH**

% of residents who had a pressure ulcer that recetlty got worse	1.6% (Provincial 3.3%)		Q2 2015 <b>1.9%</b> (province 3.4%)	n/a	n/a									
# of emergency room visists experiencing illness listed on page 3	Total for year:	2	0	1	1									
% of residents on antipsychotics without a diagnosis of psychosis	27.4% (Provincial 26.1%)		Q2 2015 <b>26.5%</b> (province 24.9%)	n/a	n/a									
% of residents with worsening bladder control	24.5% (Provincial 18.5%)		Q2 2015 <b>28.8%</b> (province 18.2%)	n/a	n/a									
# of outbreak days	30	0	0	0	0									
Census/ Compliance														
# of deaths	53	14	4	6	4									
Inspection: # areas in non compliance	4	0	0	0	0									
Risk Prevention														
Review of Fire Plan through Fire Drills completed	met target 100%	yes	yes	yes	yes (evacuation exercise)									

**2016 Quality Report - Wellington Terrace LTCH**

Reporting to Ministry of Health														
# of formal complaints made by family or resident	0	0	0	0	0									
# of Critical Incidents	9	0	1 verbal abuse	1-fractured hip	0									

NA = Some HR and clinical data will not be available until the final report for the month is completed

Supporting Data for Report

Definitions:

Human Resources:

Calls to Ministry of Labour occur where an accident occurred. Employee or resident has lost consciousness or fractured a bone and requiring hospital attention from an accident.

Hours lost to employees in modified role (WSIB) – number of hours is tracked where staff is working in a modified role until they can return to full duties.

Fall with injury: injury may include redness, pain or fracture, or break in skin integrity.

Emergency Department Visits:

The Ministry of Health views some visits to the Emergency Department as ‘potentially preventable’. The conditions we will report on where a visit may not have been necessary include: Angina, Asthma, Cellulitis, Chronic Obstructive Pulmonary Disease (COPD), Congestive Heart Failure, Septicemia, Dehydration, Dental conditions, Diabetes, Gastroenteritis, Grand mal seizure disorders, Hypertension, Hypoglycemia, Injuries from falls, Mental health/behavioural disorders, Pneumonia, severe ear, nose and throat disorders.

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.

## 2016 Quality Report - Wellington Terrace LTCH

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 every shift at report.
- The Behaviour Support (BSO) Team reviews all responsive behaviour progress notes and follows up when required. They determine 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

Antipsychotic Medications:???



March 2016

Dear Committee of Council, staff, volunteers, families and our residents;

It is with great pleasure I introduce the 2015 year-end report of Wellington Terrace quality improvement activities. The annual event is attended by our Quality Improvement Leads who oversee our monitoring groups, services and departments. At a time in when the quality of care is driven by specific indicators, our teams remain committed and determined to identify areas of excellence and areas where we can improve services and care.

2016 marks the 10th year we have been holding the Quality Forum to share and celebrate our accomplishments. Each year we have seen evidence of amazing innovation and quality improvement as teams collectively set a target for improvement, educate, promote, implement and then evaluate their efforts.

As I listened to the presentations from our Quality Leaders, I observed a couple of things:

1. Team's pride with their success in the care and services they provide to our residents.
2. Demonstration of mutual respect for each other's work evident in supportive and encouraging comments from peers.

Now it is time to share the results of our team's efforts. This summary document is shared with our Committee of Council this month. The result of our work will also be highlighted to residents, families, staff and volunteers through visual displays on TV monitors located in each neighbourhood, main lobby and the staff dining room. This will give everyone the opportunity to learn how we review our practices and make changes to improve outcomes.

I would like to acknowledge 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. Thank you very much for your sincere dedication and hard work in achieving your goals.

Yours truly,

*Laura Holtom*

Administrator



**WELLINGTON TERRACE**

**Professional Health Care Committee and Infection Control Committee**

**Joint Annual General Meeting**

**Monday, February 22, 2016 @ 10:00 Wellington Terrace**

**Team Members**

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Laura Holtom, Administrator	Wellington Terrace
Peg Muhlbauer, RN, Director of Care	Wellington Terrace
Patty Ridgeway, Nutrition Services Manager	Wellington Terrace
Erin Senn, Registered Dietician	Wellington Terrace
Rick Clark, Environmental Services Manager	Wellington Terrace
Melanie Shaye, Human Resources Manager	Wellington Terrace
Tricia Burrough, RN, Resident Care 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
Elise Seitz, RN, Continence, Skin and Wound Care	Wellington Terrace
Judy Goodall RN, Minimal Lift	Wellington Terrace
Chintan Patel, 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
Julie Manderson, Director of Rehab Services	Care Partners
Brian Daly, Physiotherapist	Care Partners

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6. Registered Dietitian
7. Consultant Pharmacist
8. Medical Director
9. Physiotherapist

### QUALITY IMPROVEMENT MONITORING COMMITTEE

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## 1. NURSING DEPARTMENT REPORT

2015 presented the nursing department with many opportunities to enhance our services and evaluate our effectiveness at meeting the needs of our residents and staff.

### Who we serve:

- Our residents vary in age from 48-104
- The average age is 84.5 years old.
- There are 12 individuals under the age of 65
- There are 50 individuals over the age of 90.
- 51 men and 124 women
- 4 residents have an Acquired Brain Injury
- 6 residents have been diagnosed with a developmental delay.
- 6 residents have a psychiatric diagnosis (not including depression)
- 7 couples

### Successes in 2015:

- We were able to reduce worsening pressure ulcers significantly through:
  - **recognizing residents that are at risk**
  - **ensuring that turning and repositioning routines are in place**
  - **off-loading heels**
  - **ensuring our residents have optimal food and fluid intake**
  - **managing incontinence and using the Tena Cleansing Cream**
  - **utilizing therapeutic surfaces**
  - **recognizing early pressure ulcers**
  - **Supporting 3 nurses to attend the RNAO fundamentals of wound care education week.**

Implementation of a “sweet social” on the Birchdale neighborhood with the interdisciplinary team. This program is run daily from 3:30 -4:30 seven days a week to provide extra nourishment and social stimulation.

Reduction in antipsychotic use for residents without a psychiatric diagnosis was accomplished by conducting a formal evaluation on the continued need for this medication quarterly by the Behaviour Support RPN, pharmacist and physician.

Low rate of Emergency department visits with only 14 residents needing to visit the emergency room in 2015. Strategies that we have in place to avoid visits include- subcutaneous hyperdermaclysis, IV antibiotics, physician attending the home for sutures, mobile x-ray and phlebotomy.

We continue to have a partnership with the eye bank. In 2015 13 residents who passed away donated their eyes to the eye bank. Sixty per cent of eyes are sent to a researcher working on Alzheimer's and the remainder are used for transplant.

We were able to add ceiling lifts to residents rooms. Our strategy has been to add tracking as the motors can be moved by maintenance. With this strategy we were able to add 11 sets of tracking in 2015. In addition, we replaced three older sit to stand lifts and purchased 40 new therapeutic mattresses which has no doubt helped us in our efforts for pressure ulcer reduction.

Early in 2015 we undertook the task of redeveloping the nursing schedule to provide greater staff consistency for the residents and scheduling consistency for staff. As a result of this process we were able to develop and offer seven new full time lines from existing hours create consistent lines for part-time staff and grant most of the transfer requests that had been made over time.

We added a new full-time helping hands monitor position on Walnut Grove. All the dementia supported neighborhoods now have the same staffing compliment.

We continue to be a home of choice for many individuals. We have 280 clients on our waitlist at the present time. We continue to provide support through tours and phone calls to individuals and families seeking information.

Hosted a 3 part leadership course for RNs and RPNs through the Registered Nurses Association of Ontario (RNAO)

PSWs now doing all documentation electronically which has saved many hours of neighbourhood clerk time in printing, organizing and filing and \$6000 saved in paper in 2015

The RAI team continues to assist us in finding efficient ways that we can meet the legislation by creating custom assessments in point click care. We implemented a new shift report that is more focussed on risk management and helps to save a bit of time at end of shift.

Continued support of RN, RPN and PSW students within the home during their practicum.

### **What we have learned along the way**

Whenever possible streamline and reduce documentation to release time to care.

### **Goals for 2016**

- Increased focus on non-pharmacological pain management utilizing the expertise of physiotherapy and complimentary therapies.
- Continued focus on falls management. Implementation of purposeful rounds and post falls huddle.
- Participate in the Wellington Collaborative with Groves hospital to continue to build relationships and maintain a low level of emergency room visits
- Implement the new care conference report as a way to keep families informed on the care of their resident.
- Work collaboratively with the LHIN on implementing advance care planning initiatives.
- Implement policy on electric wheelchairs focussing on safety and risk management.
- Complete the Medication Safety Self-Assessment through ISMP and implement recommendations.

Peg Muhlbauer, RN

## 2. LIFE ENRICHMENT DEPARTMENT

Lead/Members of Team: Colleen Cudney, Life Enrichment Manager

Within the multidisciplinary team environment the Services of the Department; Recreation, Social Work, Restorative Care and Coordination of Volunteers strives to enhance the resident experience through a holistic approach that engages the individual and responds to their physical, social, emotional, cognitive and spiritual needs

The department staff includes a full time Manager, 7 full time Recreation Staff, 1 full time Social Service Worker, 1 full time PSW-Restorative Care Worker and a full time Coordinator of Volunteers.

2014 has been a year of increasing engagement opportunities for all residents.

Our successes this past year have included;

Providing focused appointments with individual residents over 8 weeks, providing intensive support as they gain confidence and ability to participate with less assistance or independently.

We have attended workshops and training days including; Activity and Aging Restorative Care, Crisis and Trauma, Suicide Intervention, Ethics in Social Work, 4 Therapeutic Recreation Ontario Conference delegates, education day for the Ontario College of Social Workers and Social Service Workers,

We have acquired adjustable dining tables in activity areas to respond to resident seating needs. We acquired a baby grand piano and iPods for residents' music pleasure.

We have made revisions to many of our training and information materials to convey information in clear language. We have revised our orientation process to more efficiently to inform and train new staff and students. We have added an event listing to our Web page content and have started to incorporate Terrace branding on service brochures.

We are conducting lunch and learn sessions to share innovative resident programs, and are involved in facilitating debriefing gatherings after resident deaths.

Our volunteer education and information sessions have included the following topics;

Biking Buddies Role Review

Methods of Communication

Recognition of the Role Volunteers Play with Residents at End of Life

Emergency Buttons and Call Bell Systems

Safe Use of Elevators

Influenza Season Information

Continued Training and Orientation to Sign-In Kiosk

Resident Safety and Therapeutic Relationships

Other areas of development:

We hosted 6 high school placements from Centre Wellington District High School, one Conestoga College co-op student and our first Therapeutic Recreation Internship with the University of Waterloo.

Efforts have been made to simplify communication through clear, concise and comprehensive approaches with residents, the interdisciplinary team, family, volunteers and community partners. We will continue to learn and develop these approaches in the coming year.

Our efforts in 2015 will be to focus improvement on identified engagement for residents at end of life.

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## **2a VOLUNTEER SERVICES**

Monitoring Group: Volunteer Services of the Life Enrichment Department

Lead/Members of Team: Mary Black, Coordinator of Volunteers

Focus of Service for 2015:

Wellington Terrace values the collaboration between our staff and volunteers. Together we provide excellence in programmes and services, and a commitment to engage our community in the work of Long Term Care.

Increasing knowledge and awareness of dementia, for volunteers, can help to increase their confidence and comfort in visiting with, and programming for, residents living with dementia.

Our Quality Improvement Initiative for 2015 was to increase volunteer education on the topics of dementia and responsive behaviors. We proposed that Volunteer Services of Wellington Terrace would increase the total number of education sessions for volunteers by 25%, from 8 education opportunities provided in 2014 to 10 education opportunities provided by December 31st, 2015.

Success in 2015:

We were successful in increasing the number of total number of education sessions for volunteers by 25% by the end of 2015, with a total of 58 volunteers in attendance for the 10 education sessions

Several LEAN processes were implemented into the service to decrease the amount of paper copies being generated, and to improve access to updated volunteer schedules for all LED staff

We held our annual Volunteer Appreciation event off-site for the first time, which proved to be very successful. The attendance was the highest it has been in the last 5 years, with 107 in attendance

A significant increase in the attendance and participation in education, training and information sessions by volunteers indicates that a clear and concise list of topics and sessions to offer to volunteers is important in offering a positive volunteer experience to our volunteer team

What We Learned Along The Way in 2015:

In 2015 we witnessed a significant increase in volunteer attendance at training and information sessions, as well as an increase in feedback about information provided through emails and newsletters. This is indicative that continual assessment and evaluation of programmes and services in which volunteers participate and facilitate is essential to providing rewarding experiences for residents and for volunteers.

Wellington Terrace recognizes the importance of evaluating volunteer roles and programmes, as well as evaluating volunteer satisfaction. A more detailed and simplified process for completing evaluations will benefit our Volunteer Services for residents, volunteers and staff.

Goals for 2016

Volunteer Services will continue to provide pertinent information and training for volunteers throughout the year; we will include annual reviews, information about

dementia, and other relevant topic areas for working with residents living in long term care

Volunteer Services will implement simple and accessible evaluation tools to distribute to volunteers, to obtain feedback and suggestions for volunteer programmes and services

Quality Improvement Initiative for 2016

Our Quality Improvement Initiative for 2016 is to increase the number of distributed and returned evaluations from volunteers by 20%, by December 31st, 2016.

## **2b RESTORATIVE CARE**

**Name of Programme or Monitoring Group:** Restorative Care Committee

**Lead/Members:** Colleen Cudney & Tricia Burrough Co-chairs, members: Carol Woods, Kate Brubacher, Kristen Reilly, Mary Lou Bolen, Paul Barnhill, John Brice

**Focus of Service:**

The committee guides and directs the delivery of restorative care with an interdisciplinary approach provided by Nursing, Resident Care – Personal Support Worker (RC-PSW), and Physio Therapy. Residents receive interventions 3x weekly from Physio Therapy with additional service provided, by nursing and RC-PSW, to the resident in a minimum of 2 modalities. This interface enables residents to reach and maintain an optimal level of function in any of the following modalities; restorative modalities; range of motion, bed mobility, transfer, walking, dressing and grooming, eating and swallowing, communication, amputation and prosthesis care, other (as determined by resident need and assessment).

**Successes in 2015**

Many of our residents would not be capable of retaining the increased independence however; we accomplished our goal to maintain 7% of residents receiving Restorative Interface services each month through 2015.

Additional Statistics for Restorative Care Interface 2014 2015					
	Low	High	Medium	Average	as @ March
2015	6.86	9.66	7.44	7.78	9.66



We revised our statistical spread sheet so that it was accessible to all committee members, easier to enter data and easily read and understood.

We completed an audit of the Restorative Care Program using the Ministry Of Health's Restorative Care Protocol, corrected our practice on 2 protocol areas (documentation and program description) and met compliance with this document.

We revised our criteria to Initiate Restorative Care decision tree and we revised our Programme description.

We reviewed the Physio Therapy Ministry of Health reporting forms to gain understanding of the Physio Therapist scope of practice and the Goals and Conditions that are set for residents based on the reporting requirements

We verified calculations on the Interface spread sheet to ensure accuracy.

### **Challenges in 2015:**

We have recognized through our ongoing efforts in developing and streamlining our Restorative Care Programme that the monthly meeting are no longer necessary.

### **Goals for 2016:**

To increase the average number of residents receiving Restorative Interface Services to 9 percent each month.

To establish a quarterly meeting schedule to accomplish the work of the Restorative Care Committee. The members of the committee will maintain service levels through timely accurate documentation utilizing established practices and tools in meeting Ministry of Health Guidelines. Committee *members* will maintain open communication through meeting minutes, and email updates in the completion of committee responsibilities.

Colleen Cudney

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## **3. NUTRITION SERVICES DEPARTMENT**

**Lead:** Patty Ridgeway, Nutrition Services Manager

### **Focus of Service/Background:**

To ensure residents' daily nutrition and hydration needs are met consistently.

To plan and deliver nutritious meals and snacks and ensure sufficient fluids are provided.

To identify, mitigate and manage risks related to nutrition and hydration and dietary services.

To ensure best practices related to dining service, menu planning and food production.

To support food service activities throughout the home

### **Successes of 2015:**

Continued to maintain a high level of resident meal satisfaction as evidenced through annual resident survey, ongoing dialogue with residents, family and staff

Nutrition services supported a significant number of special events for residents and staff including the addition of themed meals for each RHA

Contributed to the “noise reduction” initiative by purchase and installation of special casters for carts and dollies.

Sweet Social time in Birchdale – collaborative effort with all disciplines for residents to come together in the afternoon to socialize, engage and be nourished.

Summer fresh vegetable and fruit program – collaboration with LED staff. Fresh produce was purchased locally, prepared by residents, cooked and served twice per month from June to September. Highlight being hot apple fritters in September.

Successful Ministry of Health compliance inspection, in June of 2015. No findings of unmet regulations during resident interviews and meal observations.

Revised Nourishment distribution policy launched in December 2015 to address needs of higher risk residents and ensure compliance with MOH regulations.

Significant reduction in the use of disposable dishware (see quality report)

Approximately 20 staff renewed Safe Food Handling Certification by fall 2015

Completed the contingency plan for Managerial and Clinical support in times of planned/unplanned absences.

Spring 2015, a project team reviewed servery consistency, made recommendations for; upgrades in servery design, purchase of new items, change of routines.

New dining room chairs ordered and received in August 2015.

NS staff was trained for entry of data in POC, fall 2015

In Spring of 2015, Wellington Terrace received an “Innovation and Excellence” award from OANHSS for the Flexible Dining Programme for residents with advanced dementia.

What we learned along the way:

Nutritional care for our residents is increasingly more complex. There is a great amount of menu customization required for these complexities as well as time for food procurement, preparation and delivery of specialty food items. Workload is impacted when there is a concentration of complex residents in RHA.

We saw in the last quarter of 2015 especially, double digit increases in some commodities. Management of food cost requires regular auditing of waste, review of menu choices and priority setting.

As we approach our 10 years of service, some of equipment is requiring more extensive repairs or replacement.

Efficient communication strategies are essential for departmental successes.

Onboarding of certified FSW, from our local community can be challenging.

#### **Goals for 2016:**

Monitor food and supply commodities market to make necessary menu or service adjustments

Continue to make advancement in our customer service initiatives:

- Roll out of new hydration policy for the overall management of resident hydration, addressing dehydration and “Cheers” protocol
- Roll out of new “Self-Serve” guest meal policy.
- Revision in the way we provide food service to our visitors of end of life residents.
- Auditing and refinement of nourishment distribution including an interdisciplinary approach for nourishment of higher risk residents.

Participate in strategies to improve recruitment and skills development: liase with Colleges, enhancement of Terrace website.

Participate in accreditation initiative.

Job description and duty reviews for some positions to ensure department needs are being met.

We will see some change in the Department in 2016 with retirements; encourage a smooth transition.

Patty Ridgeway

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#### **4. ENVIRONMENTAL SERVICES REPORT**

**Lead:** Rick Clark, Environmental Services 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 Direct Care Staff

**Successes this year:**

Environmental Services were kept very busy with a home wide enteric outbreak during the month of January. Additional isolation and garbage containers were purchased for resident isolation stations setups for future outbreaks. Job well done by everyone!

The housekeeping storage rooms located in the resident home areas were all reorganized with new storage shelves to be more efficient.

A new upgraded clothing labeler was purchased last July to replace the unrepairable labeler, the new one is more efficient and people friendly to use.

Environmental Services provide input at care conference and in the family package.

An emergency evacuation during the lowest staffing level complement was completed on March 25/2015; our local fire safety officer in Centre Wellington attended the exercise.

There were 11 new ceiling lift tracks installed in Cedar Gorge, Walnut Grove and Birch Dale in late April.

Maintenance team completed 190 bed entrapment tests in 2015. In addition 15 new mattresses were purchase to replace compromise mattresses.

Our television station system was upgraded early last year with all new receivers and the TV accounts have been transfer from residential to commercial accounts, we were able to complete this project without raising our resident's monthly rates.

The new 2015 resident van arrived mid-summer.

Environmental Services seasonal gardener completed her 3<sup>rd</sup> full season in 2015. The Cedar Gorge and Maple Ridge outdoor courtyard was completed this past summer concrete pads were poured and a new sun shelter was erected and two new storage sheds were built. Flower beds and gardens were enhances and a backyard grand opening celebration was held on August 28<sup>th</sup> for our residents, families and staff.

Our annual Resident Quality Inspection (RQI). We received several compliments from each of the inspectors truly impressed with our services, the kindness of the staff, and the beauty of the home.

Additional cupboards were installed in the Maple Ridge resident dining room in August to improve storage and convenience.

New quality improvement or control:

1. Wellington Terrace wheelchairs maintenance our aim statement to track, audit and assure quality control on Wellington Terrace monthly wheel chair maintenance inspections from Feb. 1<sup>st</sup> 2015 to Dec 31<sup>st</sup> 2015. The maintenance repairs consist of tightening brakes, foot pedals, back rest brackets, anti-tipper brackets, arm pads or replace arm pads as required. A total of 61 chairs were completed during this time frame.
2. Wall sconce lighting project to retrofit approximately 300 light fixtures in the home with led lights. The current light fixtures ballast cost over \$36.00 plus the light @ \$7.85 each to replace plus time for the repairs. To retrofit each light the cost is under \$4.23 per fixture and led light @ \$4.50 each. This will reduce expensive repairs; labor cost and improves energy efficiencies.
3. Resident Rooms and Hallway lighting project to retrofit approximately 300 light fixtures in the home with energy efficient lights. The current light fixtures ballast cost \$45.96 X 2 plus 3 bulbs @ \$8.50 each to replace plus time for the repairs. To retrofit each light fixture the cost is under \$14.34 per fixture plus 3 energy efficient bulbs @ \$4.88 each. This will reduce expensive repairs; labor cost and improves energy efficiencies.
4. In 2015 all maintenance request were tracked and audited with the goal to analyze the service delivery of maintenance request departmentally. Results were: Nursing – 1410, Dietary - 73, LED – 99 and other – 59  
A total of 1641 requests were made in 2015.

A new maintenance care software program was launched in mid-November to enhance the tracking of maintenance request and completed repairs. This program will also be tracking our (PMP) preventative maintenance program.

A new wall protector panels have been installed around the RHA's immediate shower room area to protect the integrity of the ceramic wall tile and moisture from getting in behind the wall.

Our front door entrance was recently upgraded for afterhours use; an intercom was installed and connected to the Responsible Nurse phone so they can release the doors from the phone where ever they may be in the building during afterhours. A push button was also installed in the main office for convenience to release the doors when visitors are leaving the building. There was a lot of research invested to assure our current phone system would be compatible which involved our IT department and our service provider.

New resident bedspreads were purchased for Oak Glen RHA last October, some of the original bedspreads (almost 10 years old) are starting to show there age and have been taken out of circulation as new ones will be gradually phased in over time.

Wellington Room kitchen cabinetry upgrades was completed last November, this has enhanced efficiencies and storage for special events and family bookings especially during this Christmas Season.

The back entrance road behind the Terrace has been under construction this past year work was completed this past summer; new services, roadways, round about, curbs and sidewalks were constructed to allow access to the future site of our new community hospital.

***“ENVIRONMENTAL SERVICES WEEK “was celebrated the week of June 15-19.***  
Information display board featuring strategies to prevent bed entrapment, door prizes, staff lunch and build your own sundaes. Well participated by all!

#### **What we have learned and ongoing activities:**

Continue to evaluate and monitor staff routines, daily workloads and best practices.

Continue to seek out best pricing on products and supplies for departmental budget lines.

Continue to retrofit wall scones light fixtures throughout the home.

Completed annual emergency evacuation exercise in accordance with Ministry of Health and LTC, Ontario Fire Marshall and our local fire safety officer.

## **Goals for 2016:**

Retrofit lights in resident rooms and hallway.

Kitchen Serveries install back splash, flooring joint repairs and some painting on walls and door frames in all 3 kitchen serveries.

Complete storage shelving installation and painting in all 6 RHA's tub and shower rooms.

Complete annual review of Environmental Services policies and procedures.

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## **5. STAFF DEVELOPMENT AND WELLNESS PROGRAMME REPORT**

Lead: Sue Schwartzentruber, Assistant Administrator

Focus of service:

An annual education plan is established for staff and volunteers. The plan is based on legislative requirements and assessed needs of the home.

Successes in 2015:

We acknowledge a variety of methods of learning for adult learners. They include newsletters, journal articles, teleconferences, displays, hands on exercises and demonstrations, videos, power point, lectures, games, attendance at conferences and OTN presentations. We have continued the "informal education teaching in the education plan recognizing that learning in the moment is more relatable to adult learners. This is achieved at team meetings.

Over 15 conferences/workshops attended by employees of Wellington Terrace

Approximately 100 topics covered at in-house education, including team meetings and

The home is now 99% GPA trained

We celebrated healthy workplace month in October where we highlighted a wellness topic a week. First, Hygiene wellness, focused on influenza and noro virus tool kit for home and work plus we launched a mandatory education online. Second, Mental health awareness, sent emails out to education staff on the EFAP options and a representative from EFAP was on site. Third, Eat well-Be active, provided a pedometer challenge and a salad bar for staff. Fourth, Play at work, a pumpkin carving contest and a themed lunch.

During our staff appreciation week, we offered some wellness opportunities such as massage treatments and wax hand therapy.

Physiotherapists; Brian and John provided annual back care education to all staff

We provided three general orientation sessions for new employees.

We subscribe to 2 journals and circulate articles relevant to our needs.

### **What have I learned along the way?:**

The education program has been well developed with many opportunities for adult learning. To help with the significant requirements for education we need to expand our opportunities and modes for education.

### **Goals for 2016:**

Continue to provide education opportunities on gentle persuasion approach (GPA) and other pertinent topics related to long term care and Wellington Terrace

Focus on educating staff of the Fundamentals of palliative care

To provide a ½ day mandatory in-class education session.

Introduce an online education portal that will assist with the legislative education requirements, the assessed needs of the home and continuing educational opportunities.

Suzanne Schwartzentruber

## **Clinicians Annual Reports**

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### **6. REGISTERED DIETITIAN**

**Name of Program:** Nutritional Services – Clinical Nutrition

**Lead:** Erin Senn, RD

#### **Focus of Service/Background:**

- To provide clinical nutrition care services to residents at Wellington Terrace
- To provide administrative support through menu approval, staff education, policy development, interpretation of and compliance with Ministry of Health and Long-Term Care (MOHLTC) regulations and standards related to nutrition care

#### **Successes of 2015:**



A new nutrition assessment worksheet was created within PCC to streamline the assessment process, minimize duplication of documentation within the RAI and put an end to the hybrid system that resulted in both paper and electronic charting

Attendance by RD or delegate at 92% of the annual and admission care conferences for residents at high nutritional risk over the year – that's 71 care conferences!

An extra staff member was trained on the RAI process to help ensure deadlines are met by the department during both planned and unplanned absences

Participation in the development and implementation of a new hydration management policy, which focuses on those residents truly at high risk for dehydration and provides meaningful interventions to help improve hydration and mitigate risk; the program has currently been rolled out to two of six neighbourhood.

Continued attendance at neighbourhood meetings to involve the entire team in care planning when there is particular concern about a resident's nutrition and/or hydration

Participation in the Osteoporosis Assessment for all new admissions, in some cases making recommendations to discontinue supplements to help avoid excessive intake of specific micronutrients and reduce pill burden

#### Audits:

The fifth annual calcium intake audit was completed in February of 2015, focusing on usual daily calcium intake from major dietary sources. Results were shared with the Consultant Pharmacist to help with individualization of the supplement recommendations made during Quarterly Medication Reviews

#### **What have we learned along the way?**

The resident population is increasingly complex and, often, nutritionally compromised

Admission assessments, which historically took on average 2-3 hours to complete, sometimes now take upwards of 5-6 hours between meeting(s) with family to sort out issues related to nutritional care on the day of admission, customizing menus, addressing high risk issues such as severe weight loss and wounds and visiting the resident multiple times before the admission assessment has even been completed

The traditional quarterly review format is not sufficient for some residents who require much closer monitoring and adjustments to their nutrition care plan

The percentage of residents at high nutritional risk has stabilized in the range of 35-38% over the past number of months, an apparent decrease from 2014; however, the overall percentage of residents followed by the RD, including those at moderate-high risk, is roughly 70%

Change (decrease) in appetite has become the most common reason for RD referral and follow-up, averaging 28.5/month in 2015 vs. 15.75/month in 2014; chewing and swallowing concerns remain quite common at 12/month in 2015

The average number of RD referrals and follow-ups continues to increase year over year, now up to 142.5/month from 121/month in 2014 and 116/month in 2013

It remains necessary and challenging at times to prioritize activities in order to meet RAI deadlines; deadlines typically have been met despite some challenges with staffing over the past year, aided by recent changes in the RAI process that require all disciplines to complete coding within the first 3-4 days

Menu review and development: close collaboration with the Nutritional Services Manager and other staff members continues to make this a relatively easy task for the RD

**Goals for 2016:**

- RD (or delegate, as necessary) attendance at all admission and annual care conferences for residents at high nutritional risk
- Continue to support hydration initiatives in the remaining four neighbourhoods as well as changes in snack distribution throughout the home
- Support RPNs in areas where the care they provide to residents overlaps with nutritional care, policies and programs
- Work with the RAI Team to revise or create a new Dietitian Referral that is easier for the nursing staff (and RD) to use, reflects updated policies
- Revisit the way the calcium audit is managed such that data is collected closer to the time when it will be used to make recommendations and the RD is more involved in the analysis of intake and making those recommendations



## 7. PHARMACY SERVICES



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Chintan Patel, RPh.

**Focus of service Mandate:**

- ✚ To promote safe and effective use of medication therapy for residents by collaborating with the health care team
- ✚ To provide support to Wellington Terrace through education, technology, continuous quality improvement audits and clinical resources.

### **Successes of 2015**

- ✚ Medication safety meetings held quarterly with registered staff to improve medication procedures and highlight resident safety
- ✚ Successful completion of winter term Co-op placement from a student pharmacist at the University of Waterloo.
- ✚ Participation in GOAL Study.
- ✚ Considerable reduction in Antipsychotic use – Feb 2015 - 34.66 to 21.3 in Jan 2016. Reduction of 13.36 % - A major success for the Antipsychotic UDA team.
- ✚ Continued reporting of medication incidents to improve process and procedures.
- ✚ Narcotic use higher than LHIN Avg – higher recognition of pain and better management which indeed co-relation to reduction in behaviours and hence reducing antipsychotic use.

### **Goals for 2016**

- ✚ Continue to complete Osteoporosis assessment for residents
- ✚ Continue to keep vigilant eye on regularly dosed narcotics, start a UDA if necessary to determine opportunities where reduction is possible.
- ✚ New pharmacy referral for Falls Prevention
- ✚ Implementation of online reporting of medication incidents
- ✚ Neuropathic Pain in-service

## **8. MEDICAL DIRECTOR**

It has been a privilege for me to continue in the role of Medical Director at the Wellington Terrace for the year 2015. It has been a busy year with many successes in each of the departments including administration, the disciplines that provide the hands on care to our residents and those that care for our facility and the beautiful grounds that surround us.

As in previous years; we have seen the highly efficient "team" welcome many new residents to our home as well as provide the gentle end of life care to those who have been with us either for only a short time or for many years and they are all missed. The team approach that is promoted at Wellington Terrace has always been a vital part of what makes our facility so popular and our waiting lists so long.

I have been happy to Chair the Clinical Practice Team that has full representation from Administration, Nursing, Pharmacy, Physio & Dietary as well as outside

consultants that join the Team for specific projects. The role of this committee is to identify medical issues that affect a few or many of our residents and for which we can either update policies or procedures to reduce risk, recommend preventive measures or respond more quickly to acute medical events that can have a major effect on the comfort and care of our residents. Some of the statistics that our team will follow include falls, infections, fractures & importantly the number of transfers to hospital. It is our goal to provide most of the care that residents require "in house" and we are being successful at that.

The year 2016 will bring it's unique challenges as residents come to us with multiple issues that affect them both physically and cognitively. There are younger residents now being admitted and we hope to respond to their needs as much as those more senior. I look forward to continuing in the role of Medical Director which is one of the most satisfying parts of my practice.

**Dr. John Stickney**

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## **9. PHYSIOTHERAPY DEPARTMENT**

**Lead:** Julie Manderson, Director, Care Partners, John Brice, Registered Physiotherapist; Brian Daly, Registered Physiotherapist

Members of monitoring team: Laura Bos, Physiotherapist Assistant; Jocelyn Lodder, Physiotherapist Assistant;

### **Focus of Service/Background:**

To provide comprehensive Physiotherapy assessments which inform and guide individualized care plans to effectively meet Resident needs

To provide quality Resident-centered Physiotherapy treatment that is safe, responsive and improves Resident well-being

### **Aim Statement:**

To develop clinical competencies within our Physiotherapy team to effectively support the changing and increasingly complex care needs of Residents

To actively collaborate with the Wellington Terrace multi-disciplinary Resident care team

To integrate a resident-focused restorative care philosophy that promotes and maximizes independence of Residents

To implement and evaluate quality evidence-informed Physiotherapy services

### **Successes of 2015:**

Partnered with Conestoga College to provide education placements for Occupational Therapist/Physiotherapist Assistant students

Participation in Wellington Terrace Staff Education Programs:

- Facilitated **14** Back care In-services for all staff
- Participated in **3** Wellington Terrace staff orientation sessions

Facilitated **15** Group Exercise Classes per week throughout all neighbourhoods, with an average of **9** Residents participating in each session

Active participation and collaboration with Restorative Care team to optimize referral process and communication, as well as funding requirements

Participation in numerous inter-disciplinary committees and initiatives, such as Falls Prevention, Osteoporosis, Professional Healthcare Committee and Restorative Care

### **What have we learned along the way?:**

The complexity of the resident population continues to evolve and increase, driving Physiotherapy clinical practice changes

Positive Resident health outcomes are supported best through an inter-professional philosophy of care.

### **Goals for 2016:**

To fully participate in the development of a comprehensive multi-disciplinary Pain Management Approach for residents, to support potential Resident reduction in opioid use at Wellington Terrace. Physiotherapy strategies for pain management will include exercise, joint mobilization, positioning and use of modalities such as ultrasound and acupuncture.

To develop electronic Physiotherapy documentation tools to support efficient, effective and quality service provision to maximize direct time with Residents.

To enhance Resident safety by preventing and/or reducing the number of falls. Our Physiotherapy team will participate in inter-professional 'huddles' to de-brief on cause of a fall and development of preventative strategies.

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## **10. FALLS PREVENTION MANAGEMENT**

### **Monitoring Group: Falls Prevention**

**Lead:** Tricia Burrough, Resident Care Manager

**Members of Monitoring Team:**

Laura Bos, PT Assistant  
Annette Baker, RPN  
Joanne Badder, BSO PSW  
Kristen Reilly, RCPSW

Cindy O'Sullivan, NSW  
Colleen DeBoer, Admin/Recorder  
Kelley Krieger, PRN  
Cindy Johnston, ESW

**Resident Home Area Champions:**

Jacqueline Camp, PSW  
Michelle Harriott, PSW  
Michelle Rutherford, PSW

Kelly Balkom, PSW  
Tammy Becker, PSW  
Meaghan Clark, PSW

**Focus of Service:**

To support the interdisciplinary team in fostering resident independence and quality of life while ensuring safety for the resident and other residents and staff. To reduce the incidence of residents' falls and mitigating risks of falls through a resident focused team approach which ensures that a resident's environment and social, physical, cognitive and emotional strengths are supported.

**Aim Statement for 2015:**

Our goal is to reduce the percentage of residents who have had a fall in the last 30 days from an average of 21.7% over four quarters to an average of 17% over four quarters by December 31, 2015.

Our goal is to maintain or reduce the number of falls with injury to 25% - 28% by December 31, 2015.

**Successes of 2015:**

Although we did not reduce the number of injuries associated with falls (we increased from 28% to 29.9%) there was a decrease in the number of serious injuries requiring follow-up care in an acute care facility from 1% to 0.5% (we acknowledge the efforts of those who are making it possible for residents to receive assessment and treatment in the home in order to avoid transfer).

Percentage of residents who had a fall quarter over quarter was unchanged; however, the average number of falls per month was down 2%.

Developed monthly education modules and delivered a different topic to the neighbourhoods each month from January through December.

- Monthly review of the neighbourhood fall Stats at team meetings.
- Updated the bulletin board monthly to coincide with the education module being presented on each RHA.
- Tried the use of a new cordless version of a fall alarm (SMART System) in early 2015 which was lauded for its ease of use and practicality.
- Made Grippy Socks available for purchase at the main office.
- Successful trial of fall mats to reduce the impact of falls for those at high risk for injury. Product was well received and benefits noted; a number of sets have been purchased and put into use.
- General Orientation Education PowerPoint reviewed and updated.

- Ongoing Falls Prevention education at all General Orientation sessions.
- Scheduled and provided mandatory Falls Education to all nursing staff through the LHIN Nurse Lead Outreach Team.
- With the ongoing efforts in osteoporosis treatment we remain above the LHIN average for Bisphosphonate use and Calcium supplementation and close to par with Vitamin D supplementation.
- Began participation in the RNAO Best Practice Falls Prevention Community of Practice in September 2015.
- Reviewed and revised the Falling Leaf Programme; clear criteria for inclusion and removal. Created a Quarterly Assessment to ensure regular review of those on the programme.
- Reviewed and revised the Post Fall Documentation, updating the information to be gathered and developing it in the form of a UDA.
- Falls prevention policy was reviewed and revised to reflect new initiatives and updates.
- Development of a Pharmacist Referral Form to coincide with the initiative to incorporate pharmacist referrals into an interdisciplinary approach to fall prevention.
- Reviewed and researched the efficacy of Fall Alarms; trialed going alarm free and implementing Purposeful Rounding on Maple Ridge in December.

### **What have we learned along the way?**

- Education is best supported with formal, tangible and concrete strategies.
- Fall alarms pose a great number of challenges; breakage, upkeep, organization, functionality, resident frustration, responsive behaviour.
- Application of consistent bed heights is a challenge as there are many variables dependent on resident need.
- Inclusion of the Pharmacist should be an integral component of falls prevention.
- It is not possible to prevent all falls; they continue to occur in spite of our best efforts.

### **Goals for 2016:**

Our goal is to reduce the percentage of residents who have had a fall in the last 30 days from an average of 21.7% over four quarters to an average of 17% over four quarters by December 31, 2016.

Our goal is to reduce the number of falls with injury from 29.9% to 25% by December 31, 2016.

### **Change ideas:**

- Complete our participation in the RNAO Community of Practice.
- Implement the multidisciplinary Post Fall Huddle after every fall.
- Roll out the Alarm Reduction Strategy and implement Purposeful Rounding on each of the neighbourhoods.

- Update Falls General Orientation Education to reflect new initiatives including the Post Fall Huddle and Purposeful Rounding.
- Present Mandatory Annual Falls Education for all staff.
- Review, revise and present monthly education modules at team meetings.
- Develop a strategy for ensuring consistent bed heights.

## 11 Skin and Wound Care Monitoring Committee

### Members:

- |                   |                     |
|-------------------|---------------------|
| - Judy Goodall    | - Katie Miller      |
| - Ewa Nowakowski  | - Megan Polkiewicz  |
| - Daphne Pickle   | - Deb Cowal         |
| - Julia Henderson | - Holly Manion      |
| - Megan Palubiski | - Vickie Richardson |
| - Joleen Diljee   | - Marzena Szymanski |
| - Katrina Lawr    | - Kendra Kirton     |
| - Paul LaRose     | - Ryen Wightman     |
| - Erin Senn       | - Jaclyn Short      |

### **Focus:**

- To assess skin concerns and provide recommendations to neighbourhood teams to promote healing.
- To promote the prevention of pressure ulcers, stasis ulcers, skin tears and other complex skin issues.
- To collect accurate data on the number of pressure ulcers, stasis ulcers, skin tears and other complex skin issues in order to identify areas of concern and improvement. These concerns then translate into changes in policy and education goals.
- To provide ongoing education to all staff with a focus on prevention of skin and wound concerns.

### **Aim Statement:**

- Our aim is to maintain our rate of worsened stage 2-4 pressure ulcers at the provincial average.

### **Successes of 2015:**

Four staff members attended the RNAO Community of Practice sessions running from October 2014 to April 2015. This helped to kick start our focus on Skin and Wound care for 2015.



In March 3 Elise Seitz, Kendra Kirton and Megan Palubiski attended the six day RNAO Wound Care Institute.

In February we instituted the use of Tena Cleansing cream building wide after a trial on two neighbourhoods at the end of 2014. We quickly began to see a drop in our pressure ulcer stats as our perineal care for incontinent residents improved.

40 new therapeutic mattresses were purchased which has significantly helped in our efforts for pressure reduction.

A mandatory in-service was presented to all nursing staff tying together skin and wound care with excellent continence care. Continence promotion was also a focus.

Monthly wound rounds were implemented on all neighbourhoods. These rounds identify each neighbourhood's high risk residents, areas of concern for each neighbourhood to foster problem-solving by the team, celebrate any skin issues that have healed and provides an educational component.

A wound referral was designed in Point Click Care. This was revised later in the year with improvements made to make the referral easier to use.

A ROHO cushion Champion was trained on each neighbourhood to ensure that all ROHO cushions are correctly inflated to maximize pressure reduction in seating. The team is being expanded in 2016 due to the high number of ROHO cushions in use on many of the neighbourhoods.

Our skin tear protocol was enhanced to include the use of Tegaderm Clear Acrylic Dressing. Education was provided to the registered staff on how and when to use this product.

Our quality indicator for worsened stage 2-4 pressure ulcers has improved from 4.7% in Q1 of 2014 to 1.6% in Q1 of 2015. This rate is now below provincial average.

In 2014 we had 65 new pressure ulcers. In 2015 we had 45 new pressure ulcers. This was a reduction of 31% (not quite the 50% we were aiming for in 2015). In total we treated 85 pressure ulcers (this includes pressure ulcers that were acquired prior to admission or in hospital and reopened pressure ulcers).

**Goal for 2016:**

- Provide education to all neighbourhood's on the prevention of heel ulcers. We noted this as an area of recent concern.

- Reduce our rate of skin tears. In 2015 we had 176 skin tears. This was a decrease from 192 in 2014 but the numbers are consistently high and we would like to reduce this.
- To maintain our rate of worsened stage 2-4 pressure ulcers at the provincial average.
- Focus on the prevention and treatment of incontinence dermatitis. We currently use Sudocrem to treat severe incontinence dermatitis. The Skin Team monitors its use and we have identified this skin concern as an area for improvement based on our rate of Sudocrem use.
- Review our topical medications policy and provide education for all registered staff on their use.

## **12. PAIN AND SYMPTOM MANAGEMENT MONITORING COMMITTEE**

**Lead:** Marilyn Clayton, R.N., CHPCN(C)

Members of monitoring team: Virginia Muir, RPN, Cynthia Scarrow, PSW, Kate Thomson, REC therapist, Michelle Giddy, ESW, and Tracey Henderson, Dietary Services.

**Consultants:** John Bryce, Physiotherapist, and Christine Bigelow, Palliative Nurse Consultant

Focus of Service: Continuous improvement and development of our multidisciplinary team to benefit our residents by ensuring their comfort is maintained, thereby improving their quality of life.

### **Successes of 2015:**

Revisions to our Blood Glucose Monitoring Policy

Life Enrichment Team are utilizing Snoezelen for distraction from pain for residents where appropriate.

19 registered staff are in the process of completing the Pain Assessment and Management certificate program and 19 have completed the 6 part program and received their certificate. This is a great program for new staff and students as it is archived and available on the WELL.

RN students are recommending our Pain Certificate Program to one another and both have completed all 6 modules.

Marilyn did 191 Pain Quarterly reviews and 35 residents were referred/reviewed for Pain Rounds.

A policy was developed around occluding of the 25 mcg Fentanyl patch in order to provide our residents with the 12 mcg strength the is covered by Ontario Drug Benefits. Training of Registered Staff occurred to support this.

We have welcomed Michelle Giddy and Kate Thomson to the committee.

**Challenges of 2015:** The update required to go forward with Pain as a Vital Sign is not available to us as of yet and therefore training toward this goal has been tabled for the time being.

**Goals for 2016:**

Major focus on Non-pharmacological Methods of Pain Management

John Bryce, Physiotherapist has agreed to do an in-service re: passive and active range of motions for the direct care staff.

Explore Massage Therapy being available to residents within the Home.

All staff receives education about Non-pharmacological Interventions at General Orientation but we will keep this alive by having 2 or 3 minute education moments provided by team members.

Chintan Patel, consultant pharmacist will provide education to the RPN staff re: adjuvant (non-opioid) medications used for managing neuropathic (nerve) pain.

Joanne VanLoewen, Occupational Therapist will provide education re: what interventions an Occupational Therapist might offer re: pain relief.

At the Clinical Practice Team level we have been discussing development of a definition/classification system for End Stage Disease.

Complete a Gap Analysis and review/revise policies and procedures.

Continue our work in involving resident/family in goal setting for Pain Management.

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### **13. PALLIATIVE COMMITTEE**

#### **Palliative Care Committee**

**Lead:** Marilyn Clayton, R.N., CHPCN(C)

**Members of the monitoring team:** All staff from all departments are invited to the committee meetings.

**Focus of Service:** To support residents and their loved ones as they progress into the final stage of life.

**Successes of 2015:**

Our goal is to increase volunteer engagement and establish a strong rapport with residents whose conditions are declining through volunteer visiting. We went from 87.5 hours of visiting to 189 hours of volunteer visiting for the No One Dies Alone program, 96 of those being Comfort Visiting which has been embraced by some of the volunteers and benefited those residents involved and their families.

An algorithm for care of residents with Diabetes was developed through our Clinical Practice Team and has been implemented.

A new policy and procedure for delivery of Subcutaneous Fluid was developed and implemented through Clinical Practice as well.

Respond to any gaps identified through the Palliative Family Surveys

We went from 92% - 98% in our family satisfaction surveys with our palliative care services

By ensure the Palliative Care Kits are stocked and accessible to PSW staff has improved utilization of the kit's contents.

Marilyn attended the Canadian Palliative Care Conference this year in Ottawa and was able to contribute to many discussions and improve understanding of the increasingly palliative focus of care in the Long Term Care sector.

5 staff attended a session with Dr. Harvey Chochinov on his work with "Dignity Therapy".

8 staff has completed Core Fundamentals training and 20 are in process. There is training occurring in house now.

A Gap Analysis of our Palliative Program has been completed.

**What have we learned along the way?:**

Time and time again staffs approach me with their pride in attending training and conferences and being able to hold our program up as a shining example of best practice and resident focused care. They come away refreshed and with new enthusiasm knowing that the care we are providing is top of the line.

Our Management's focus on releasing time to care has enabled more time at the bedside supporting our residents and their families.

## **Goals for 2016:**

Review of the policies and procedures.

Major Focus on Advance Care Planning – participating in the Regional Focus Group

Staff education – ‘Core Fundamentals of Palliative Care’ currently being held in-house for 20 staff.

Chris Bigelow has developed for us a new certificate program entitled Beyond Pain Management which focuses on other common distressing symptoms at end of life. It is a five part program and 25 staff is currently involved with this program.

End of Life checklist – Explore ways to go paper LESS with this.

Hospitality Cart – Nutrition Services is looking at enhancements to how this is provided.

Grieving and Compassion Fatigue

Look at bringing the debriefing after a death more immediately to staff by having this facilitated by direct care staff – will look to training RNs and RPNs

Explore a “Parting Celebration” to be held in resident room with rites and rituals to mark the resident’s passing and welcome a new occupant to the room in some way.

Continue to develop the Comfort Visiting program

## **14. CONTINENCE CARE AND BOWEL MANAGEMENT**

### **Bowel and Bladder Monitoring Committee**

**Lead:** Elise Seitz

**Members:**

- |                   |                  |
|-------------------|------------------|
| - Kelley Balkom   | - Cathy Tremaine |
| - Darlene Seymour | - Angela Osmond  |
| - Colleen Lishman | - Judy West      |

**Focus:**

- To provide continence care and bowel management interventions to promote comfort, dignity and independence.
- To prevent and treat skin breakdown and reduce pressure ulcer risk.
- To decrease falls.

- To provide strategies on each neighbourhood to promote continence and provide excellent incontinence management to reduce its associated risks.

**Aim Statement:**

- Our aim is to reduce our rate of worsened bladder incontinence from 18.5% to 15%.

**Successes of 2015:**

A mandatory in-service was presented to all nursing staff tying together skin and wound care with excellent continence care. Continence promotion was also a focus.

All neighbourhoods continue with their individualized toileting routine and changing routine. Our incontinence rate remains at 85%.

The Tena Team continues to discuss continence needs at their team meetings.

Education In the form of memos and small topics to be presented at team meetings continue to be provided throughout the year. These covered topics such as applying briefs, use of treatment creams and when to change an incontinent product.

Care plans were more consistently updated with the correct incontinent product used and with toileting and changing routines.

**Goals for 2016:**

- Provide education to all neighbourhood's on correct pad and brief application and frequent incontinent product changes to reduce incontinence dermatitis.
- Provide education on all neighbourhoods on recognizing skin breakdown related to incorrectly applied incontinence products.
- Continue to promote the correct use of Tena Cleansing Cream as a first line of defense against skin breakdown related to incontinence.
- Revitalize the Tena Team. We need to rebuild a strong team to keep the focus on toileting and changing routines and managing our residents continence needs. We plan to work with the restorative care team to achieve this goal.

## **15. MINIMAL LIFT**

Lead: Judith Goodall RN

Members of Minimal Lift Monitoring Team: This is an interdisciplinary team including registered staff, a PSW representative in each neighbourhood and support from a Maintenance representative.

Wellington Terrace has a commitment to workplace safety. A Minimal Lift Monitoring Group and Policy for resident lifts and transfers has been implemented because of this

commitment.

The basic objectives of the program are as follows:

1. To perform safe and comfortable lifts and transfers for the residents.
2. To create a safe working environment for the staff by reducing the frequency of manual lifting and transferring.
3. To increase staff morale and productivity.
4. To reduce lost time hours related to injuries and/or fatigue in staff.
5. To increase the quality of care for the residents.

Critical components of the program:

- Commitment at all levels
- Adequate and on-going training
- Proper and sufficient equipment
- Leadership
- Policies and Procedures to ensure consistent application
- Initial and on-going assessments
- Compliance
- Evaluation

Successes of 2015:

We have 3 new sit stands, Sara 3000 lifts.

Additional 12 ceiling lifts have been added to the neighbourhoods.

Ceiling lifts have been added to the bathing rooms.

The portable ceiling lifts have been removed.

There is a fully charged ceiling lift available for replacement as needed.

There has been compliance with lift training of staff in the nursing, recreation, environmental services, physio therapy and nutrition services departments.

We were successful in meeting the transferring and repositioning needs for petite size residents and those that were near 400lbs.

We adapted to point of care referencing the kardex to determine the transfer method of each resident.

Staff is more confident when using the orange tube and maxislide for multiple various uses.

Goals for 2016:

To add further additional ceiling lifts to neighbourhoods.

To develop a training video for enhancement of the yearly training sessions to ensure that staff have a consistent knowledge base.

To prevent injury of staff or residents while providing repositioning or transfer needs.

To encourage staff to think about safety awareness, be creative in how they can provide

care to prevent strain and subsequent repetitive work related injuries.  
To complete the minimal lift training of staff for 2016.

## **16. SPECIALIZED DEMENTIA CARE**

**Lead:** Mary Lou Bolen Registered Nurse

**Team Members :**

Peg Muhlbauer- Director of Care , Julie Coulson – BSO Registered Practical Nurse , Joanne Badder –BSO Personal Support Worker, Krista Cudney-Nutritional Services , Kaitlin Schnurr- Recreation Therapist, Liana Woods- Environmental Services, Lori Wilson – Personal Support Worker

BSO = Behaviour Support Ontario

**Focus of Service:**

- Recommend and promote best practice implementation for responsive behaviours throughout Home so all residents with a cognitive impairment will be treated with dignity and respect
- Continue to focus on decreasing the percentage of residents on an antipsychotic medication without a diagnosis of psychosis
- Continue to partner with our Behavioral Support Ontario B.S.O. staff which consists of a Part time Registered Practical Nurse R.P.N. and a full time Personal Support Worker P.S.W., both within the Home and also LHIN wide
- Contribute to an ongoing education plan related to dementia care and cognitive impairment for staff, volunteers and families
- Review and approve research projects and trails related to cognitive impairment and responsive behaviours throughout Home
- To continue to build capacity for dealing with cognitive impairment that results in responsive behaviours within the interdisciplinary team
- Review and revise program description ,policies, procedures and protocols in accordance with evidence based practices annually and as needed

**Aim Statement :**

To maintain the antipsychotic medication usage without a psychotic diagnosis to provincial average or below

To continue to enhance the bathing experience for our residents

To continue to support and review the Monitoring position which is now on the 3 dementia resident home areas

To do succession planning for the BSO RPN role over next year

**Successes in 2015:**

Reduction has occurred in antipsychotic medication usage in residents without a psychiatric diagnosis to **23.8 %** which is below the LHIN average of 25.3% and the



Ontario average of 27.3% as the result of the ongoing evaluation being done by the pharmacist, physician, BSO RPN and team leaders

Successful initiation and set up of towel bathing for residents who have responsive behaviours with bathing and showering

Psycho-geriatric Clinic continues to be facilitated here monthly by the Behavioural Support team for residents with ongoing behavioural concerns related to their cognitive impairment that need more support than can be provided in house . This is under the services of Community Mental Health C.M.H. and Dr Karen Clements with 87 visits occurring last year which was 13 more visits than previous year .

Connections have been made with Developmental Services Ontario to access and apply for programs that are in place for our younger developmental delayed population to enhance their quality of life in Long Term Care and this year one of our residents has started bi-weekly accessing programs in community through the Passport funding

Education continued in Gentle Persuasive Approach (GPA) with another 23 staff and volunteers being trained with now our total number to date 277 people and 22 staff attended in house GPA refresher course.

Dementia supported education opportunities were accessed in community for another 60 staff members with such topics as validation therapy, Montessori training , U-First , suicide awareness training

Another 7 Registered staff were trained in P.I.E.C.E.S. for a total now of 92% of RN's and 40 % of RPN's P.I.E.C.E.S. trained

In house in service with community partners on Mental Health Boundaries was provided for 33 staff on one neighborhood

BSO team members Julie and Joanne completed approximately 75 education sessions at team meetings, then ongoing education with approximately 600-800 staff member interactions, including one to one staff in the moment discussions or small groups plus education on the Behavioral Support bulletin board. Topics ranged from importance of activities for residents, introduction of mood walks to decrease depression and behaviors, staff awareness of initiative to reduce antipsychotic medication throughout Home, recognizing pain with dementia, continued working with developmentally delayed residents with responsive behaviours, review of the importance of the DOS for assessment

New referrals to BSO caseload for year was approximately 107 residents with active residents on caseload at any given time approx. 25

All 6 Neighborhoods continue to have Montessori based activities set and accessible for staff and families to use with residents

“Toolboxes” are available on all neighborhoods with information about individual residents to help staff with specific interventions to help improve their quality of life that are being updated routinely

Toolbox behavioural interventions successfully imputed into Point of Care charting and located in such a way so that staff members have easy access to this information as soon as they log on

Weekly music and dance programs continued to occur on all 3 sisterhoods for BSO caseload residents along with many other residents who enjoy these programs

Information continues to be shared with other facilities in our LHIN re our “flexible breakfast” program

Information sharing and gathering occurred at the Collaboration Days in Guelph in regards to the BSO program

Staff are continuing to come to BSO team with ideas and inquiries as to Montessori based activities and ideas for their residents instead of waiting for BSO to initiate. Staff are recognizing and witnessing the importance of meaningful activities to reduce behaviors.

BSO personal support worker is now working flexible hours through a week to support residents and staff on all shifts with the challenging behaviours that can occur at different times of the day

Monitoring team meetings held to support staff with this position and new set of guidelines and routines set out that is same for all 3 Dementia areas

Creation in Point Click Care a new referral for behavioral supports, behavioral assessment and discharge process for BSO

2 dementia residents are now enrolled in the Project LifeSaver program with Guelph Wellington OPP

### **Goals for 2015:**

- To maintain and or reduce further than provincial average the antipsychotic medication usage without a psychotic diagnosis
- To continue to enhance the bathing experience for our residents by redecorating the tub/shower rooms and turning them into a spa like setting and also by continuing to incorporate other practices like towel bathing
- To continue with ongoing reassessment of the Monitoring position on the 3 dementia resident home areas looking at the philosophy, purpose and resources, that will further enhance our residents quality of life and ensure staff are feeling supported

- Succession plan for the BSO – RPN role – ensuring the job description and the job duty list accurately reflect the role

## 17. INFECTION CONTROL

**Lead:** Carol Woods R.N.

**Members of the Monitoring Team:**

Nhu-Thanh Nguyen RPN,  
Kelley Krieger RPN,  
Cathy Creary NFS,  
Libby Landoni ESW,  
Laura Bauman PSW,

Mary Black, Volunteer Services Co-ordinator  
Amanda Von Holstein, Social Work  
Marlene Jantzi-Bauman, Public Health  
Tricia Burrough, Manager of Resident Care

**Focus of Service:** Health promotion and protection of residents, staff, volunteers, and visitors from exposure to infections. This includes surveillance of infections, annual policy and procedure review, ongoing education and training.

**Aim Statement for 2015:**

Our goals are: to maintain over 90% influenza vaccination rate for staff and residents by the December 2015 reporting date to the Ministry of Health and Long Term Care

Continue to maintain over 80% compliance with hand hygiene and strive to improve in each are of the 4 moments of hand hygiene. The four moments of hand hygiene are: before initial resident/environment contact, before aseptic procedures, after body fluid exposure risk and after resident/environment contact.

Review the placement of our existing hand hygiene stations in the facility by December 31, 2015.

Provide education sessions with focus on personal protective equipment and appropriate use for all staff by December 31, 2015.

**Successes in 2015:** For our 2015 annual influenza campaign, the resident influenza immunization rate was 96%. Staff, volunteers and contract staff rates are asked to be reported together, and achieved a rate of 94%.

Hand hygiene compliance improved to 89% compliance reviewing the 4 moments of hand hygiene. Additional wall mounted hand hygiene stations were installed in the tub rooms in each resident home area and a second station at the entrance to the staff hallway where food items for staff are often set up. A mobile hand sanitizer station was put in the foyer by the elevators. A large free-standing banner has been placed at each

main entrance on first floor to remind visitors to not visit if they are ill or feeling unwell, use the hand sanitizer before and after visiting a resident and to get their influenza immunization annually.

A pilot project for mandatory education was implemented for Infection Control education and was put on “The Well”, our internal intranet. The focus of the education was to review the core competencies of Infection Control for all staff.

#### What have we learned along the way?

Conducting influenza immunizations for residents, volunteers and staff in the same one week period is a successful model.

Mandatory education was successfully implemented on “The Well” and completed by all staff in 2015.

Continue to focus on new and innovative ways to educate staff, volunteers and residents on hand hygiene, which will reduce the transmission of health care associated infections.

#### Goals for 2016:

Provide opportunity for interactive participation in the hand hygiene program with the use of “Glitterbug” lotion used as a visual learning tool to assess and improve hand washing techniques.

Provide education opportunities for volunteers on Infection Prevention and Control.

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## 18. MDS RAI

**Lead:** Kate Brubacher, RN, RAI-C

**Members of monitoring team:**

Kelley Krieger, RPN, RAI-C, Judy Goodall, RN, and Julie Coulson, RPN

**Focus of Service/Background:** Resident Assessment Instrument (RAI-MDS) is a process adopted by the Ministry to streamline all resident assessing and submissions for all North American homes. This creates a more accurate fund model. We also use the RAI-MDS Model for accurate and detailed assessment gathering to review the resident in a holistic manner.

This information helps to provide an excellent care plan for staff providing care. We review all residents in this manner on admission, quarterly or when a change in status occurs.

### **Aim Statement**

Our AIM is to meet all Ministry requirements as they are outlined for documentation. We AIM to improve resident outcomes through our ongoing assessments and referral processes. These outcomes may include:

- Falls percentage
- Skin integrity issues
- Worsening continence and pain
- Episodes of depression without treatment

### **Successes of 2015:**

- Training of the NSW staff members on POC documentation (Food and fluids)
- Completion of Mandatory AIS (coding) testing – all staff involved with coding
- One to one assessment and care planning refreshers for staff
- 7 day coverage of RAI team members in order to ensure coverage during weekends/holidays to ensure deadlines and support available to staff. This also supports any crisis admissions that may occur at any time.
- The RAI team has met all MDS coding deadlines for the entire year
- Continuation of streamlining the admission process and assessments. We continue to develop and manage this process to ensure accuracy and providing customer service.
- Updating assessments (BSO assessments, Care Conference Summary assessment etc) to ensure accuracy, efficiency and customer service.

### **What have we learned along the way?**

**To ensure accurate and detailed communication prior to initiating or changing processes**

### **Continuous education and support of all staff**

#### **Goals for 2016:**

- Continued implementation of Ministry Standards and Best Practise Guidelines
- Change in process of care plan review from care plan update
- Update of all care plan library interventions and goals
- Formalizing staff refresher education
- Working with Monitoring groups for improvement of resident Quality Indicators







## Hillsburgh Floor Space Requirements (square feet)

Dedicated space	Approximate sq. ft.		
Office space	300	1. Branch Supervisor 2. 3 ABS staff	Requires space for bar fridge – microwave, bar sink - cupboards
Circulation desk area (light controls for library behind desk – switches and dimmers – no software)	250		Circ. desk, space for holds, courier bins storage -left of entrance – self check kiosk opposite side – data/electrical -conduit and wiring roughed in for gates
Circ desk	0	Requires space for two computers, cash register, debit card readers	Garbage – sliding shelves for 4 courier bins, printer -accessible counter portion
Display space	0	For community uses Archives and museum Library	Examples Drayton and Fergus (built in and mobile) – electrical outlets in floor/walls/lights
Children's area (shelving see attached)	700	Attached directly to meeting room	Event space like Fergus Counter and craft table space Ground floor – TV- unique interactive play area-keedoo touch screen-end of stack with power in floor below Coat hooks-benches
Adult collection (shelving see attached)	1200	Best sellers – high demand	Mobile shelving wherever possible Room for (3) study tables/counter space power
Adult reading lounge	500	Fireplace	Views of pond
Private study room	100		Sightlines to main library
Young adult lounge area	500		Sound dome, comfortable seating, collection space -diner seating
washrooms	800	Accessible after hours	Possible hall like

		to the meeting room	Rockwood Urinals please. Electric Hand dryers/towels beside sinks not across room Suggest Drayton design for after hours use
Family washroom off children's area	100		Access only through main library no access after hours
foyer	300		Drayton design – hall- meeting room access to washrooms after house -bulletin board – TV screen for programme news
Computer space	0	4 adults 3 children	Counter for adults- desks for kids or like Fergus Sightlines for staff
drinking fountain	0		Also water bottle filling station after hours- outside
Exterior electrical outlets	0		On building and out in the grass area
Flag poles 3	0		lights
Exterior sign	0		Monument base
Mechanical room	400		
Storage room –	150		Craft supplies – storage space at circ desk for fishing rods, - outside ski racks
Garbage storage outside	0		Sufficient for library and meeting room renters
Janitors room	100		
Elevator and mechanical room	100		
Security cameras (fob systems like Fergus)	0	Focus on entrance	-after hours security pull station – like that found on university campuses re: pond – exterior camera on pull station
Meeting room	800	Accessible after hours by separate entrance -coat closet	Seating for 50 people – TV /blu-ray- computer hook-up – bar sink – limited cupboard with



			locks Direct access to/from children's Access to washrooms without entering main library Sliding bi-fold doors to patio area/screens Table chair storage – see Fergus
Parking	0	Space to accommodate meeting room renters and those using the library	<ul style="list-style-type: none"> <li>Staff 4 spaces</li> </ul>
Unique bicycle parking	0		•
Patio/event space and furniture	0	TBD	*Green Legacy
Green roof	0		Puslinch
Pond access –canoes and docks	0		Lighting – path – off loading area
Hitching post	0		
Provision for outdoor pool	0		Great local interest – should be drawn onto the lqt
	6300		

## collection area bays

### Adult

93 Single-faced (47 double-faced) bays

66" tall

5 shelves per bay

### YA

9 Single-faced (5 double-faced)

66" tall

5 shelves per bay

### Children's

57 single-faced (29 double-faced)

42" tall



SITE PHOTOS



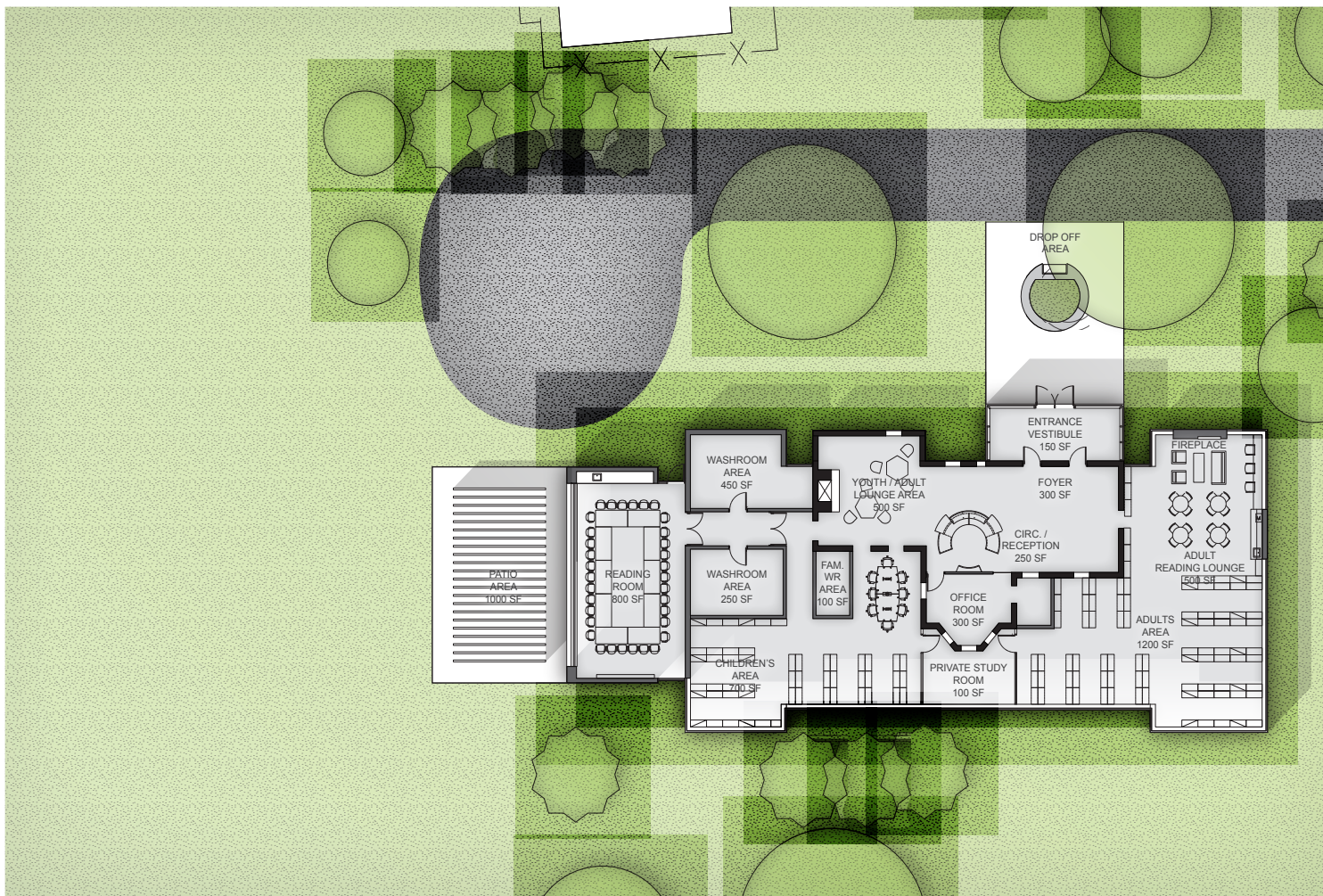


BUILDING PHOTOS





SITE OPTION 1

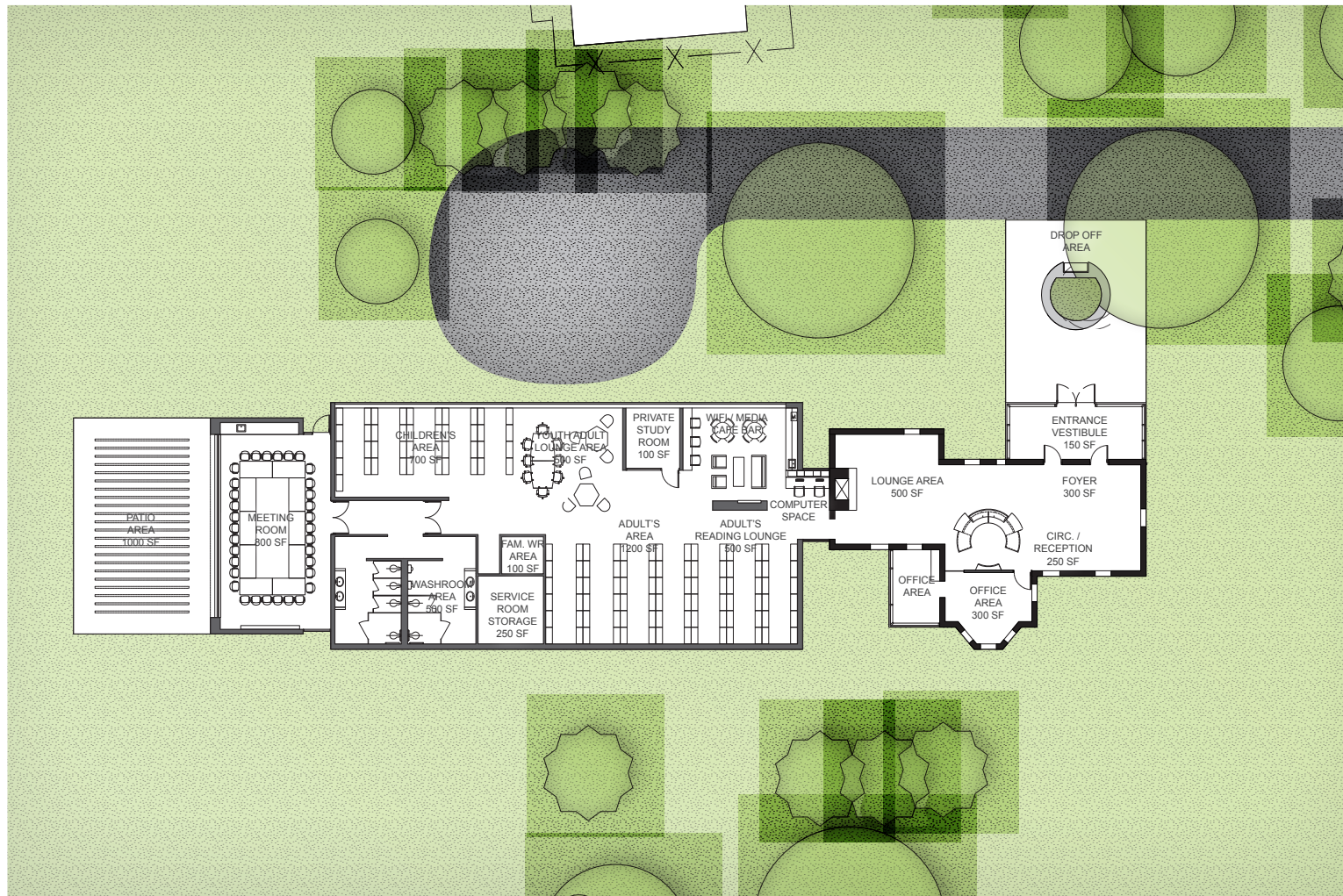


PLAN OPTION 1





SITE OPTION 2



PLAN OPTION 2











































# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Library Board  
**From:** Murray McCabe, Chief Librarian  
**Date:** Wednesday, April 13, 2016  
**Subject:** Summary of Library Activities

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### Background:

To provide the Library Board with a brief overview of events and activities from across the library system.

### Staff Vacancies:

Lindsay Trimble our excellent Programming Librarian will be leaving the system at the beginning of April to pursue other opportunities outside of the library field. Lindsay has done an amazing job for the library system over the past six years and her skills and contribution will be greatly missed by everyone.

Bev Picken, the Erin Branch Supervisor has announced her retirement for the end of May following 23 years in the library system. Bev has done an outstanding job in representing the County Library in its partnership with the Erin Public High School. During her time as Supervisor she has managed the transition of many staff around her that included new principals, school librarians, chief librarians and many frontline Assistant Branch Supervisors. The library board's partnership with the Upper Grand District School Board has benefited greatly from Bev's deft management style which she used to balance the needs of both groups to great success. Our sincere thanks is extended to Bev for her years of dedication and thoughtful contributions to the betterment of the Erin library and the library system overall. A retirement tea is being planned in Bev's honour, details to follow.

### Palmerston Branch:

The March 11, 2016 opening of the renovated Palmerston library was a signature event and well attended by citizens. Staff estimated there were about 300 people in attendance during the first day of operation. I observed that many people visiting the library that day were inspired by the new library. One couple I talked with were almost in tears by the fact that such a fine public building was being made available to their community. Along with the many dignitaries speaking at the opening I was pleased to welcome Chief Librarians from across Ontario. The library leaders that were in attendance hail from Guelph, North Perth, Orangeville, Woodstock and St. Thomas some were accompanied by members of their library boards. All expressed interest in the features of the building and how the County of Wellington has been so successful in providing modern buildings and library services to residents. In addition to the library representatives, executives from our main book vendors attended the event. Branch Supervisor Barb Burrows and her staff with the assistance of other library colleagues did an absolutely marvelous job in welcoming the public to the new building and showing off the new technology and collections now available.

A great many children also enjoyed the library during March Break with an estimated 1000 visitors coming into the branch during its first full week of operation. Special programming for the children during that special week was well received and included a demonstration of green screen technology by staff provided in the library's Inspiration Lab.

#### **Book Launch:**

The Puslinch library branch was pleased to participate in the launch of a just published local history book. "To the Seventh Generation: The Evolution of the Family Farm in Canada, 1823- 2015" by local author Marilyn Crow is a beautiful book, informative, well written and comes complete with an index making it a very useful addition to the library's collection. The launch took place on Saturday, March 19 and was a well-attended event with the community room full and some of those present standing in the hall to hear remarks. On behalf of the library I was pleased to accept a copy of the book and thank Mrs. Crow for her contribution to recording the history of the area. Mrs. Crow it turns out was once a library trustee on the Puslinch library board prior to the County board taking over the governance of the libraries.

#### **Internet Hotspots:**

With the new lending service launched on March 11 as part of opening day festivities at Palmerston, patrons from across the system have been quick to borrow all the hotspots available. Comments received from the public are all very supportive of the service. Staff has heard some great stories from patrons about how the hotspots will be used. The stories related at this point include everything from the service being used as a resource for families who home school their children to parents being able to use Skype to talk with adult children that live far away. Patrons also reported using the service during the power outages caused by the recent ice storm to connect to the internet. Staff will continue to report on the project and will be offering to present Wellington's findings at the 2017 Ontario Library Association conference. Again I extend my thanks to Jessica Veldman and Chanda Gilpin for working through the grant process and rolling out a not so simple launch of this technology.

#### **Outreach:**

Wellington North Business Showcase:

Mount Forest and Arthur branch supervisors Shannon Hydon, Lynn Rawlins, were joined by Librarian Jessica Veldman to staff the library's booth at the annual trade show. The ladies did an excellent job in welcoming the public and educating them about all the library system has to offer. Staff had one of the library's two Maker-Bot 3D printers in operation at the booth and that alone garnered considerable attention from visitors. Show organizers report that an estimated 600 people visited the showcase to see 75 vendor exhibits with many of the 600 stopping at the library booth.

#### **Media:**

Cogeco Cable is developing a short seven minute documentary tentatively entitled "Places on Main Street" from across its service area in Ontario. The Cogeco outlet in Fergus asked to interview me regarding the presence and impact of the newly renovated Fergus library on main street. That interview has now taken place and although the videographer will take more film of the interior of the building the project is to be completed by the end of April and would be shown in the fall.

The construction trade newspaper, The Daily Commercial News published an article on the building of the Palmerston library. A copy of that article is included in this month's board package for your information. Perhaps it will not be surprising that the article focuses more on the skills of the mason than the architect or others.

**Ice Storm 2016:**

The ice storm weather event that hit Wellington County during the Easter Weekend packed quite a punch and knocked out power to many area homes and the libraries in Aboyne, Hillsburgh, and Erin. The libraries in these communities had to close on Saturday, March 26 for due to the absence of power. Staff did their part in directing patrons to neighbouring branches and some staff travelled to other libraries to assist for the day. The affected libraries were all up and ready for business the following Tuesday.

**E-Book Pricing for Libraries:**

The Wellington County Library Board should be aware that an effort continues in the library sector to address how some publishers are pricing ebooks for purchase by libraries. The movement for Fair Ebook Pricing is being led by Ottawa and Toronto Public Library systems. The lobby group has garnered considerable media coverage over the last year and continues to try and persuade publishers to lower their prices for libraries. Press releases have stated that in some instances, libraries are being charged three to five times more for an ebook than a private citizen. The two urban libraries have recently had the Federation of Canadian Municipalities pass a resolution calling on the Government of Canada to investigate ebook pricing for libraries.

**Recommendation:**

That the Chief Librarian's report for March 2016 be received for information.

Respectfully submitted,

*Murray McCabe*

Murray McCabe  
Chief Librarian



## Wellington North Business Showcase



Left to Right Jessica Veldman, Information Service Librarian, Lynn Rawlins, Arthur Branch Supervisors, Shannon Hydon, Mount Forest Branch Supervisor.







# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Information, Heritage and Seniors Committee  
**From:** Lindsay Trimble, Information Services Librarian  
**Date:** Wednesday, April 13, 2016  
**Subject:** **March Break 2016 at Wellington County Library**

### Background:

To provide the Library Board with a brief summary of events from March Break 2016.

### Summary:

We had a very successful March Break this year at Wellington County Library with a record breaking turnout of 2,496 children and parents visiting our branches during the week! That's an increase of 663 participants from 2015.

Our programmes were based on the theme "Hidden Treasures" and each branch featured a special entertainer over the week. The special events ranged from magic shows with Owen Anderson and Captain Corbin, a concert with Kathy Reid-Naiman, a visit with Birds of Prey from Mountsberg Conservation Area and incredible balloon creations with Inflated Ego Balloon Entertainment.

We were very happy to be a destination for Wellington County families over March Break.

#### Aboyne:



March Break attendance in 2016: 235  
2015 attendance: 233

#### Arthur:



March Break attendance in 2016: 201  
2015 attendance: 154

**Clifford:**

March Break attendance in 2016: 100  
2015 attendance: 66

**Drayton:**

March Break attendance in 2016: 211  
2015 attendance: 183

**Elora:**

March Break attendance in 2016: 85  
2015 attendance: 96

**Erin:**

March Break attendance in 2016: 187  
2015 attendance: 168

**Fergus:**

March Break attendance in 2016: 309  
2015 attendance: 70

**Harriston:**

March Break attendance in 2016: 263  
2015 attendance: 167



**Hillsburgh:**



March Break attendance in 2016: 67  
2015 attendance: 92

**Marden:**



March Break attendance in 2016: 99  
2015 attendance: 56

**Mount Forest:**



March Break attendance in 2016: 223  
2015 attendance: 159

**Palmerston:**



March Break attendance in 2016: 193  
2015 attendance: 112

**Puslinch:**

March Break attendance in 2016: 108  
2015 attendance: 184

**Rockwood:**

March Break attendance in 2016: 215  
2015 attendance: 93

**Recommendation:**

That this report on March Break 2016 at Wellington County Library be received for information.

Respectfully submitted,

Lindsay Trimble  
Information Services Librarian

# Wellington County Library

## MARCH 2016

### Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: April 13, 2016

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: April 6, 2016





# Use Statistics

	2016	2015	
<b>System wide circulation:</b>	March	March	Year over Year Change
Print, eBooks, cds, dvds, magazines and audiobooks:	94,631	90,281	5%
Inter-library loan, material loaned:	234	114	105%
Public computer usage within the libraries:	6,071	6,212	-2%
Programme attendance:	5,016	3,882	29%
Database usage:	6,982	16,980	-59%
Public wireless users:	7,248	5,283	37%

# Circulation Statistics

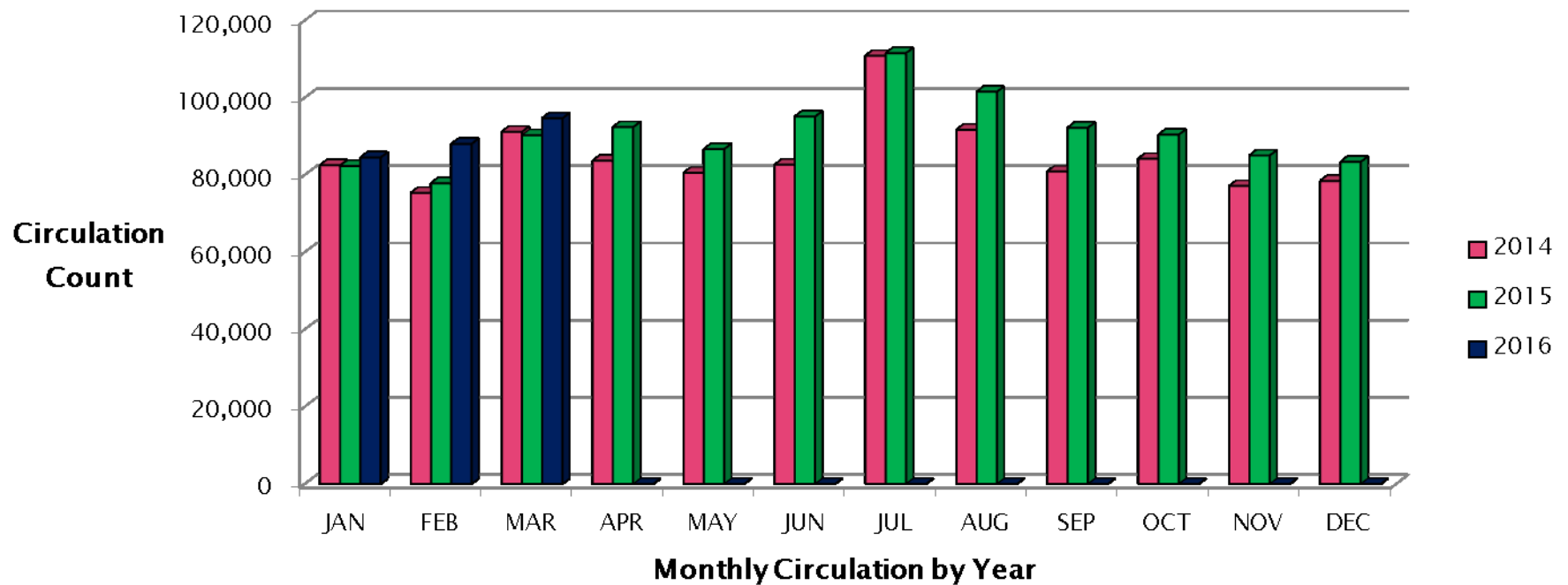
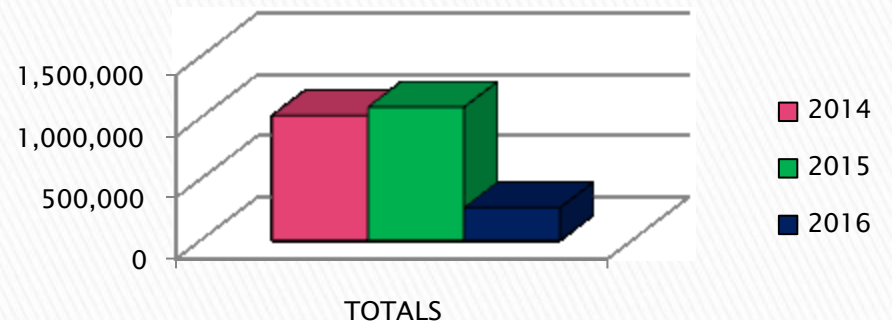
		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	TOTALS
ABOYNE	2014	12,479	10,993	14,565	11,264	12,268	12,391	16,870	13,469	10,593	11,634	10,940	11,188	148,654
	2015	12,132	11,457	14,956	9,453	9,059	10,358	11,656	10,619	9,498	9,240	8,837	8,460	125,725
	2016	9,598	8,849	9,183	0	0	0	0	0	0	0	0	0	27,630
ARTHUR	2014	4,587	4,321	4,716	4,768	4,506	4,762	6,459	5,209	4,493	5,137	4,440	4,430	57,828
	2015	4,413	4,689	5,220	4,780	4,911	4,621	6,049	5,482	5,389	5,204	4,833	5,065	60,656
	2016	4,905	5,271	5,831	0	0	0	0	0	0	0	0	0	16,007
CLIFFORD	2014	1,372	1,264	1,623	1,264	1,392	1,534	2,056	1,544	1,440	1,433	1,053	1,078	17,053
	2015	1,306	1,124	1,336	1,339	1,249	1,173	1,711	1,644	1,459	1,507	1,188	1,404	16,440
	2016	1,458	1,377	1,704	0	0	0	0	0	0	0	0	0	4,539
DRAYTON	2014	9,908	9,502	10,947	9,314	8,648	9,901	13,317	10,716	9,503	9,266	8,430	8,401	117,853
	2015	9,235	9,067	10,613	9,449	8,724	10,919	12,528	10,357	8,699	8,597	8,204	8,039	114,431
	2016	8,900	9,731	9,811	0	0	0	0	0	0	0	0	0	28,442
ELORA	2014	5,520	4,759	5,988	5,791	5,498	4,790	6,699	6,056	5,318	5,598	5,173	5,390	66,580
	2015	5,513	4,870	6,082	6,043	5,924	6,581	7,708	7,383	6,612	6,749	6,084	6,568	76,117
	2016	6,961	7,176	7,264	0	0	0	0	0	0	0	0	0	21,401
ERIN	2014	4,214	3,793	4,766	4,285	4,198	4,226	6,107	4,765	4,521	4,604	4,361	4,585	54,425
	2015	4,593	4,443	5,175	4,932	4,710	5,064	6,195	5,688	5,115	4,851	4,382	4,097	59,245
	2016	4,519	5,410	5,617	0	0	0	0	0	0	0	0	0	15,546
FERGUS	2014	10,052	9,000	10,803	11,077	10,023	8,008	13,506	11,435	10,249	10,272	9,285	9,397	123,107
	2015	9,376	8,588	7,186	18,267	16,066	18,003	20,087	17,721	15,944	15,440	15,196	13,086	174,960
	2016	14,728	16,746	17,776	0	0	0	0	0	0	0	0	0	49,250
HARRISTON	2014	3,879	4,026	4,652	4,062	3,825	4,154	5,633	4,585	4,207	4,428	3,902	4,060	51,413
	2015	4,238	3,969	5,039	4,544	4,444	4,303	5,310	5,026	4,648	4,232	4,372	4,028	54,153
	2016	4,186	4,267	4,581	0	0	0	0	0	0	0	0	0	13,034
HILLSBURGH	2014	3,547	2,845	3,440	3,632	3,147	3,370	4,271	3,524	2,835	2,923	2,473	3,009	39,016
	2015	2,956	2,770	3,364	3,372	2,826	3,261	3,932	3,477	2,994	2,905	2,788	2,772	37,417
	2016	3,120	3,257	3,510	0	0	0	0	0	0	0	0	0	9,887
MARDEN	2014	3,887	3,267	4,276	3,843	3,502	3,905	5,040	4,634	3,841	3,943	3,704	3,813	47,655
	2015	3,668	3,554	4,246	4,191	4,002	4,208	4,450	3,948	3,692	3,684	3,465	3,602	46,710
	2016	4,146	3,543	4,274	0	0	0	0	0	0	0	0	0	11,963
MT FOREST	2014	7,392	7,539	8,416	7,486	7,476	7,246	10,308	8,180	7,949	8,120	7,236	7,596	94,944
	2015	7,746	7,388	8,570	8,461	7,881	8,044	8,773	8,613	8,112	8,454	7,683	8,278	98,003
	2016	8,633	8,816	9,233	0	0	0	0	0	0	0	0	0	26,682
PALMERSTON	2014	2,100	1,944	2,239	2,410	2,188	2,403	3,270	2,707	2,411	2,801	2,236	2,325	29,034
	2015	2,756	2,318	2,734	2,384	2,628	2,891	3,800	3,458	3,239	2,942	2,646	2,697	34,493
	2016	2,612	2,530	3,504	0	0	0	0	0	0	0	0	0	8,646
PUSLINCH	2014	3,234	2,777	3,269	3,343	3,317	3,878	3,905	3,140	2,937	3,010	3,065	2,800	38,675
	2015	2,918	2,781	3,364	3,292	2,777	3,025	3,738	3,196	2,954	3,035	2,675	2,585	36,340
	2016	3,312	3,171	3,767	0	0	0	0	0	0	0	0	0	10,250
ROCKWOOD	2014	5,942	5,473	6,930	6,867	6,236	6,997	8,758	7,191	6,339	6,553	6,428	5,889	79,603
	2015	6,088	5,839	6,978	6,875	6,599	7,500	9,605	8,440	7,892	7,788	7,037	6,719	87,360
	2016	7,397	7,863	8,576	0	0	0	0	0	0	0	0	0	23,836
TOTALS	2014	82,483	75,324	91,148	83,629	80,544	82,606	110,806	91,661	80,875	84,169	77,130	78,420	1,018,795
	2015	82,297	77,827	90,281	92,346	86,649	95,072	111,491	101,493	92,177	90,395	85,014	83,337	1,088,379
	2016	84,475	88,007	94,631	0	0	0	0	0	0	0	0	0	267,113
Annual Change		3%	13%	5%										161

Numbers now include eBook circulation and in-house usage of material.

Circulation of traditional materials increased by 8%.

# Circulation Activity

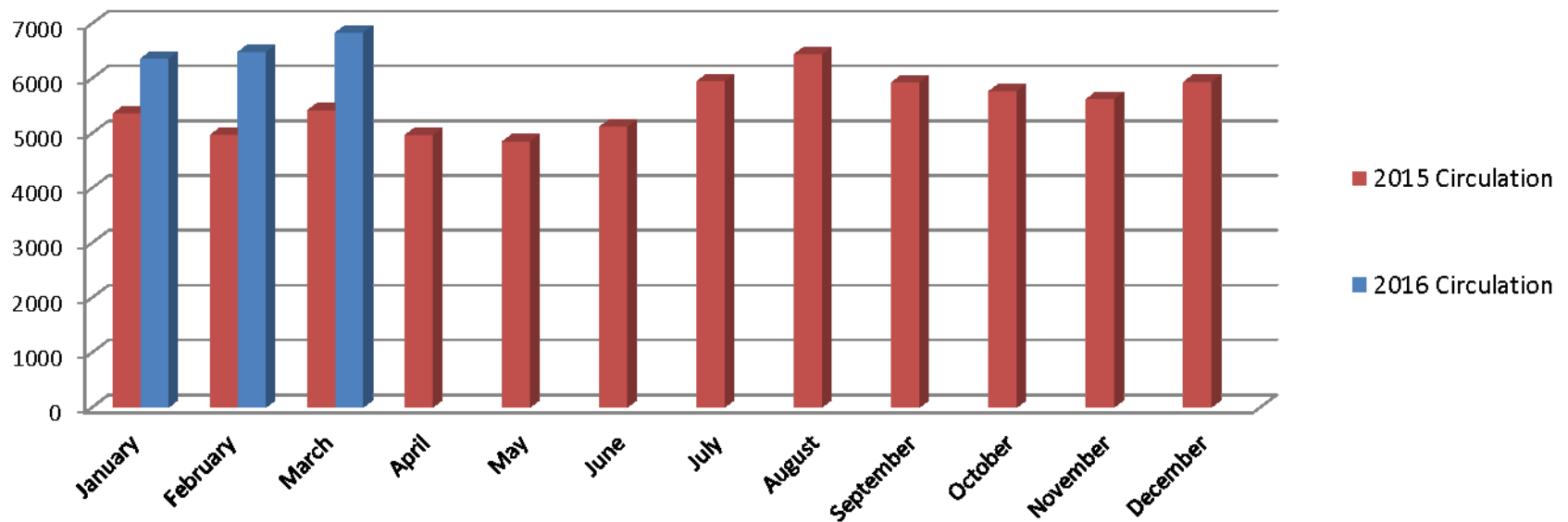
## Wellington County Library Total Circulation of Materials by Year





# eBook Circulation Activity

## eBook Circulation by Month\*



\*includes eBooks, eAudiobooks, eVideo and eMusic circulation from OverDrive.

# Website Statistics

## March 2016

### Top Pages Visited

Library Home Page	8,982
Online Resources	2,309
Borrowing	2,057
eBooks and More	1,230
Branch Locations	918

Our website was accessed in a variety of ways including 2,478 visits through Mobile Devices.

Mobile devices include Apple iPad, Apple iPhone, Samsung Galaxy S4, Blackberry Z10 and Blackberry Playbook.

### Visits to Library Website

# of total visits	12,176
# of pages viewed	23,894

### Location of people accessing our website:

Canada, U.S., U.K., Australia, Costa Rica, Germany, Ireland, Japan, United Arab Emirates, India and Jordan.

### The majority of visitors were within Canada:

Fergus, Guelph, Toronto, Minto, Waterloo, Elora, Orangeville, Clifford, Kitchener, Halton Hills, Milton and Ottawa.

Of the visitors 71% were returning and 29% were new visitors to our website.

# Programming Report

March 2016

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/TEENS	PARENTS/CAREGIVERS	ADULTS	
ABOYNE	24	477	228	47	
ARTHUR	28	290	89	78	
CLIFFORD	16	121	31	7	
DRAYTON	12	211	49	55	
ELORA	15	176	0	89	
ERIN	20	285	60	27	
FERGUS	20	224	105	69	
HARRISTON	29	443	53	74	
HILLSBURGH	22	201	63	63	
MARDEN	16	102	17	56	
MT FOREST	24	331	65	59	
PALMERSTON	10	175	66	21	
PUSLINCH	17	106	60	40	
ROCKWOOD	18	208	64	31	
	<b>271</b>	<b>3,350</b>	<b>950</b>	<b>716</b>	<b>5,016</b>
	Total Programmes				Total Participants

March 2015

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/TEENS	PARENTS/CAREGIVERS	ADULTS	
ABOYNE	27	366	222	48	
ARTHUR	20	211	109	26	
CLIFFORD	13	66	23	17	
DRAYTON	26	271	82	19	
ELORA	12	104	59	32	
ERIN	19	231	78	30	
FERGUS	9	83	23	31	
HARRISTON	28	206	68	67	
HILLSBURGH	19	217	54	40	
MARDEN	14	58	10	49	
MT FOREST	21	176	69	38	
PALMERSTON	12	126	47	11	
PUSLINCH	17	191	90	47	
ROCKWOOD	13	105	70	12	
	<b>250</b>	<b>2,411</b>	<b>1,004</b>	<b>467</b>	<b>3,882</b>
	Total Programmes				Total Participants



## Reviews from Wellington County Teens

Looking for something new to read?  
Check out these books reviewed by teens in Wellington County:



**Rodrick Rules by Jeff Kinney**  
**Reviewed by: Avery M.**

Rodrick Rules is a great and funny book. It is one of those books that you can read again and again and it's still funny.



**The Makeup Wakeup: Revitalizing Your Look at Any Age by Lois Johnson**  
**Reviewed by: Lauren M.**

This book is really good with different ideas to keep your skin healthy and happy. Ideas to start when you're young that will improve your appearance as you get older.



**Ashes Ashes by Jo Treggiari**  
**Reviewed by: Mikayla**

The main character, Lucy, is an incredibly independent character who has taught herself to survive on her own after the plague deaths of her whole family. Preferring her own company she turns to community living when she has to after a tsunami wipes out her shelter, but finds a reason to keep on, her crush on Aidan.

## Tartan Day in Fergus

**Celebrate Tartan Day** at the Fergus Library with us on Sunday, April 10. In partnership with the Fergus Scottish Festival, the Library is hosting Scottish Story Teller, Seamus Gunn, in the children's section at 1:00 pm. Seamus Gunn is a traditional Scottish Story Teller who travels across South Western Ontario sharing stories of Scottish culture and Canada's early history.

## Staff News

Please join us in **WELCOMING KIRA SCHIECK**, the new **Page at the Palmerston Branch of the Library**. **CONGRATULATIONS TO MORGAN COFFEY** in her new position at the Palmerston Branch.

Wellington County Library

190 St. Andrew St. West, Fergus ON N1M 1N5  
T 519.843.1180 [www.wellington.ca/Library](http://www.wellington.ca/Library)



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

# the next Chapter

Wellington County Library Newsletter

April 2016

## Observing Earth Day on April 22

Since its creation in 1970, Earth Day has become a global day of action and awareness. Participating in Earth Day can involve many activities, from recycling to tree planting to composting, but most importantly, it is a day to make positive, lasting changes for the health of our planet. At our libraries, we have resources and materials to help make this happen!

**For quick tips and articles, magazines can be a great resource.**

Be sure to check out Mother Earth News, Canadian Gardening, and Clean Eating magazines. DVDs can also be great resources; check out the following titles:

- Earth Report
- Heat: A Global Investigation
- Plastic Planet
- The Nature Connection

**We offer many educational books for all ages on topics relating to the environment, such as:**

- Slick Water: Fracking and One Insider's Stand Against the World's Most Powerful Industry by Andrew Nikiforuk
- Running With Nature: Stepping Into the Life You Were Meant to Live by Mariel Hemingway
- I Love Dirt!: 52 Activities to Help You and Your Kids Discover the Wonders of Nature by Jennifer Ward
- All New Crafts for Earth Day by Kathy Ross
- Franklin and Friends: Franklin's Earth Day (DVD)
- Max and Ruby: Earth Day Party (DVD)

**Beyond books, we offer online resources,**

such as Living Green from World Book, to find videos and articles relating to environmental awareness. We also participate in battery recycling at all of our branches, so please bring your used batteries on your next visit. Several branches offer take home energy monitors to show how much energy your appliances are using and to encourage efficiency. Please ask front desk staff for more details.

## Earth Day Inspired Programmes:

### Composting Workshop (Adult)

Wellington County's Solid Waste Services Division is hosting a composting workshop to help people learn how to divert organics from landfill. The workshop will primarily focus on backyard composting including tips and tricks. We will also discuss some other forms of composting including vermi-composting and bokashi. Please register.

**Saturday, April 16, 10:00 am - 12:00 pm**  
**Erin Branch, 519.833.9762**

**Saturday, April 23, 10:00 am - 12:00 pm**  
**Drayton Branch, 519.638.3788**

## What's Inside:

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"A book is a dream that you hold in your hand". – Neil Gaiman





continued from page 1

### Earth Day!

Saturday, April 16,  
10:30-11:30 am

Celebrate Earth Day with  
“green” stories, games, songs,  
and a craft. Please register.

**Arthur Branch**  
519.848.3999

### Celebrate Earth Day

Friday, April 22  
– Monday, April 25  
Go low-tech for Earth Day!  
Drop in during branch hours  
for games, puzzles, and a craft.

**Hillsburgh Branch**  
519.855.4010

### Earth Day Drop-in Craft

Monday, April 18  
– Thursday, April 21  
Drop in to create your own  
exciting Earth Day craft.

**Marden Branch**  
519.763.7445

Head to your local branch during  
the month of April to see what  
is on display and to get some  
creative ideas to help you  
commemorate Earth Day 2016!

## The Octopuppy by Martin McKenna

Reviewed by Naomi Roberts, Arthur Branch



A little boy named Edgar wants a dog for his birthday, but instead he gets Jarvis. Jarvis is an octopus who behaves nothing like a dog, taking his master's instructions a bit too literally. After a disaster at a dog show Jarvis disappears and Edgar realizes that Jarvis wasn't great at being a dog but he was the best octopuppy. Edgar goes to great lengths to find Jarvis and bring him home. The illustrations in this picture book are colourful and silly. If you weren't a fan of octopi before, you will be after reading this story!

Check with your local branch for availability.

## Embark on a Journey of the Written Word during National Poetry Month

Created by the League of Canadian Poets, **National Poetry Month** is in its 18th year with the theme for 2016 being “the road.” Check out some of these titles to begin a voyage into the realm of poetry and imagination, and follow the bends in the road to create a trip all your own into the written word.

**Coke machine glow** by Gord Downie

**White pine: poems and prose poems** by Mary Oliver,

**Learning to dance on hot coals** by Juanita Pero

**The thing on the comb** by Charles Mountford

**Inventory** by Dionne Brand

**Hero of the play: poems revised and new, 1994-2004**  
by Richard Harrison

**The Quentin Blake book of nonsense verse** by Quentin Blake

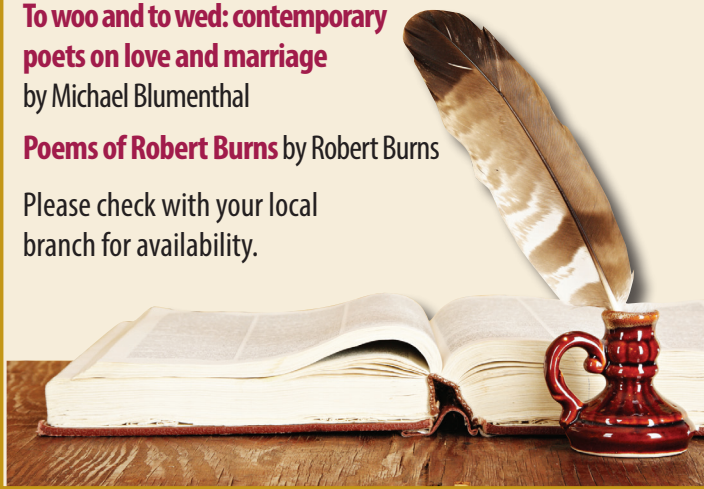
**Please bury me in the library** by Patrick Lewis

**Where the sidewalk ends: the poems and drawings of Shel Silverstein** by Shel Silverstein

**To woo and to wed: contemporary poets on love and marriage**  
by Michael Blumenthal

**Poems of Robert Burns** by Robert Burns

Please check with your local  
branch for availability.



## April Programme Highlights

Unless otherwise noted, our programmes are free of charge.

### For the Kids

#### PA Day Lego (Grades K-6)

Come on out to the library and take part in a “secret” Lego Challenge!

Monday, April 25, 2:00 – 3:00 pm  
Drayton Branch, 519.638.3788



#### PA Day Maker Games (Grades 1-6)



It's all fun and games at the library with our Maker Kits! Try out some challenges and activities using our robots Dash and BB8, the Cubelets, PlayStation 4 and more! Please register.

Monday, April 25 2:30 – 3:30 pm  
Aboyne Branch, 519.846.0918

#### PA Day Programme (Grades K-6)

Come for a monstrous time at the library! Parachute play, crafts and activities followed by the movie “Hotel Transylvania 2.” Rated G.

Monday, April 25, 10:00 am – 12:30 pm  
Harriston Branch, 519.338.2396



### For the Teens



#### DIY Thursday (Ages 16-25)

Get creative at the library and discuss DIY ideas to create more practical or beautiful versions of everyday items. Go home with something unique! Please register.

Thursday, April 14, 6:30 pm – 7:30 pm  
Arthur Branch, 519.848.3999

### Tween Club (Grades 4-8)

Calling all tweens! Want to learn a new hobby or just have some fun trying new activities? Join us one night a month while we investigate different crafts, skills and hobbies and discover all the new amazing things you can learn from books! Please register.



Clifford Branch, 519.327.8328 – Wednesday, April 27, 7:00 pm – 7:30 pm  
Marden Branch, 519.763.7445 – Wednesday, April 27, 6:30 pm – 7:30 pm

### For the Adults

#### Author Interview with Plum Johnson (Adult)



Meet this Evergreen award nominee through a Skype interview! Join the Tuesday book club as they chat with author Plum Johnson about her memoir “They Left Us Everything.” All welcome. Please register.

Tuesday, April 19, 1:30 pm  
Puslinch Branch, 519.763.8026

#### Ancestry Library Edition Workshop (Adult)

Learn the basics of navigating Ancestry Library Edition to get started on your genealogy research.

Wednesday, April 13, 1:30 pm  
Rockwood Branch, 519.856.4851



#### National Canadian Film Day (Adult)



Celebrate Canada by watching a great Canadian film on National Canadian Film Day, Wednesday April 20! Please register.

Showing “The Grand Seduction.” Rated PG.  
Mount Forest Branch, 519.323.4541 – 2:00 pm  
Elora Branch, 519.846.0190 – 2:00 pm

Showing “One Week” starring Joshua Jackson. Rated PG.  
Harriston Branch, 519.338.2396 – 2:00 pm

## Take an ESL Course with Mango Languages



Moving to a new country can be overwhelming. Let your local library help make the transition easier.

Wellington County Library offers a **FREE** online language learning service called **Mango Languages**. All you need is a library card! Mango has English courses for speakers with a variety of native languages, including Arabic.

Going on a trip? Mango also gives you access to 71 other language courses. Download the free app for Android or iPhone devices so you can take it with you anywhere. **Visit [www.wellington.ca/Library](http://www.wellington.ca/Library) to get started!**

For a complete list of programmes happening at the Library, visit [www.wellington.ca/Library](http://www.wellington.ca/Library).

# Daily Commercial News

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## Article

# 1903 Carnegie Library in Palmerston, Ont. restored

comments: 0 views: 36 label: Projects

by label: Dan O'Reilly Mar 24, 2016

After being closed since June of last year for a \$3.5-million renovation and restoration, the 1903 Carnegie Library in the rural community of Palmerston, Ont. in Wellington County was officially reopened earlier this month by Warden George Bridge and other county officials.



Empire Restoration's work on the Carnegie Library in Palmerston, Ont. included parging removal from its exposed foundation wall seen here. - Photo: PHILIP HOAD/EMPIRE RESTORATION

Designed by Guelph-based Grinham Architects and overseen by construction manager Collaborative Structures Ltd. of Cambridge, Ont. the project encompassed a major renovation of the first and second floors and basement, as well as extensive masonry repairs.

As part of its scope of work, masonry subcontractor Empire Restoration replaced all the window lintels and sills, conducted extensive brick replacement and repointing and undertook a major reparging of the stone foundation.

Approximately 1,200 deteriorated and cracked bricks on the main facades had to be replaced and numerous others needed major repointing, says Philip Hoad of Empire Restoration.

Another 400 bricks on the building's decorative brick corbel also had to be replaced. The original historic detailing had been covered and hidden for approximately 20 years by aluminium fascia and soffit, he points out.

"Finding the right colour, texture and size took some time," says Hoad, when asked about the challenges of obtaining new brick which closely resembled the original.

Pennsylvania-based Watontown Brick which provided an "Ontario sized" moulded and frog brick in an orange colour that closely matched the original.

With the demise of independent brick factories in Ontario, this style of brick is hard to source, says Hoad.

"We have to obtain it from the United States or the U.K."

Other work include removing 44 main window and 10 basement window lintels and replacing them with new pre-cast units reinforced with fiberglass rather than traditional steel rebar.

Excessive parging and cementitious over-coating of the original lintels over the decades had actually accentuated deterioration because it trapped moisture within the masonry assembly resulting in greater freeze-thaw action which, in turn, led to delamination and deterioration of the stone behind the lintels, he says.

One of the most challenging components of the project—and one that was the subject of "considerable debate"—was the best method for reparging the stone foundation. Previous parging had actually caused more damage and it was extremely difficult to clean off the residual material.

As well, the original specified parging material was designed for over-coating of concrete structures and not historic foundations, he says.

"We fought long and hard to change the material to a more natural, sympathetic and breathable material (and incidentally far less costly), finally applying multiple layers of a simple 1:1:6 mortar parging mix; which will be coated with a silicate mineral paint in the April," says Hoad, who acknowledges the role King Masonry Products performing all the mortars, parging and paint.

Empire Restoration also erected a new precast front entrance and new wheelchair accessible side entrance, he says.

One of five original Carnegie Libraries in Wellington County and the last of those to be restored, the Palmerston branch had lost much of its character as a result of a number of renovations and had also suffered from time and weather damage, says chief librarian Murray McCabe, in outlining the reasons for the project.

Now that the revamped and revitalized library has been reopened, the community has a 7,000-square-foot barrier free facility with programs and features on the main and second floors, and the basement. Describing the basement as "only a half a basement before the renovation," it is the home of a digital media lab, says McCabe.

A long disused and deteriorating live theatre on the second floor was not saved. But the space can still be used for performances and its original frescoes have been restored by the Wellington County Museum and Archives.

"The library will be a major economic driver," says McCabe on its significance for Palmerston, which has a population of about 2,500.



Mar. 18-16

## Renovations planned at Aboyne library

ABOYNE- The County of Wellington and its library board announced last week the Aboyne library will undergo a significant renovation this summer.

"The new facility will become the county's newest shared-use facility, incorporating both dedicated library space and office space for the county's Home Child Care Division," said library board chair Rob Black in March 10 press release.

"Funds set aside for repairs and updates will now be available so that the facility can be brought up to county and provincial standards. An increased use of both the Fergus and Elora libraries, and vacant office space at the Aboyne library, presents the opportunity to create additional space for use by the County's Child Care Division."

Communications manager Andrea Ravensdale said no

the funds in a reserve.

Chief librarian Murray McCabe stated, "The new 5,000-square-foot library space will create a welcoming environment for the public and will be comparable to library space at the award-winning Puslinch branch and the soon-to-be-built Hillsburgh library."

County of Wellington Child Care Services operates a home child care agency for the Wellington service delivery area including Wellington and the City of Guelph. It also provides families with information and resources on how to look for licensed child care, and early identification and referrals for children who may have special needs.

"Providing these services in a central geographic location in the service delivery area will enhance equitable service delivery and better access for rural families," commented social services administra-

the building;

- washrooms will be renovated to meet accessibility requirements;

- interior of library will be updated with new carpeting and the current book stacks will be replaced with shelving that meets the needs of a barrier-free accessible public building;

- renovations will allow staff to integrate new technology into the building, including: self-checkout kiosks and interactive children's technology; and

- addition of a small seminar room to serve as a quiet study space.

The county press release states "children, parents and the greater community will enjoy the new modernized facility," noting two services complement each other in their goal to serve child care providers.

The hours of operation will



The Wellington Advertiser  
March 25, 2016

## Renovated Carnegie library maintains historic features

by Patrick Raftis

PALMERSTON - An enhanced and accessible Carnegie library, restored with respect for the building's rich history, has been re-opened here.

After renovations lasting almost a year, Wellington County and its library board officially re-opened the Palmerston library on March 11.

"The County of Wellington is pleased to return the Palmerston library to the community," stated Warden George Bridge.

"We do so [having restored] some of the character that had been lost to this building over the years. I want to thank the residents for their input and the hard work of our staff and architect in ensuring the Palmerston library will serve as a community gathering place for many years to come."

A press release from the county states community engagement resulted in a mandate to create barrier-free accessibility throughout the building and in particular, to provide an elevator accessing all levels.

"While the renovations return some of the building's character, they also provide a diverse range of new uses," states the release.

The new design includes a refurbished main floor that continues to house the children's collection, popular non-fiction and media collections, and public computers. It also contains a new lounge space overlooking the adjacent cenotaph area.

Library service areas include a meeting room and "Inspiration Lab" on the lower level, where the once

*Continued on page 18*



## Palmerston Library Grand Re-Opening

On Friday, March 11, the County of Wellington and Wellington County Library Board officially re-opened its historic Carnegie library in Palmerston.



The renovated library has been updated with state of the art technology and is accessible for all patrons to enjoy. The County is pleased to return this historic Carnegie library to the community.





Ribbon cutting - Wellington County councillors, library board members and other dignitaries officially re-opened the renovated Palmerston library branch on March 11. Cutting the ribbon, from left, are: library board member Walter Trachsel, councillor Piere Brianceau, councillor and library board chair Rob Black, Warden George Bridge, Perth-Wellington MPP Randy Pettapiece, library board member Jennifer Dixon, MP John Nater, contractor Joshua Blackler, architect Lloyd Grinham, chief librarian Murray McCabe, architect Michael Trussell and councillors Gary Williamson, Dennis Lever and Neil Driscoll.

photos by Patrick Raftis

## Renovated Carnegie library in Palmerston maintains historic features

FROM PAGE ONE

bricked-in windows have been reinstated.

The top floor is the new home for the adult collection and dedicated lounge area for young adults. Also included on the top floor is a large study area with a fireplace.

"This is another wonderful example of what can happen when the community and the county come together in collaboration," stated county councillor Rob Black, chair of the county library board and information, heritage and seniors committee.

"Not only have we preserved the great sentimental significance this building holds for the community, we've revitalized and modernized the library to ensure it meets the needs of future generations."

At the opening ceremony last Friday Black said, "This library is all about those kids up there," referencing local school children who attended the opening.

The new design maintains heritage aspects of the original Carnegie library and "allows a seamless integration between the existing and new portions" of the library, county officials state.

The \$2.75-million renovation to the Palmerston library adheres to the county's green legacy building standards and meets the Emerald level of certification, the county's highest standard.

"I trust the community will be pleased with the changes made to one of Ontario's most storied Carnegie libraries," said chief librarian Murray

McCabe.

"The revitalized library will become a new focal point for the community to gather, and encourage more investments and families to locate to this remarkable town."

Several speakers at the gathering referenced the building's infamous origin, which involved local politicians adding a number of non-library elements to the building to take full advantage of the available funds from philanthropist Andrew Carnegie.

"Our town fathers were very frugal back then, and very creative," said Bridge.

"They were getting this free money .... They thought 'we'd better build a jail, a town office,' I think they had the post office here at one time - they decided to put a 300-seat

theatre upstairs."

McCabe explained, "The first grant for the Palmerston library was \$6,000. It wasn't quite enough because Carnegie didn't realize he was building a multi-purpose building.

"The second time they went back was for \$4,000. The third time they went back for \$1,500 - (so then) they sent somebody to find out what was going on here."

"This is a really unique library ... one of a kind," Bridge commented.

The proscenium arch from the upstairs theatre was maintained in the building design and a glass etching in the upper floor depicts how the theatre looked when the seats and stage were still in place. The theatre hasn't been used since the mid-1980s, although the

wooden seats were still in place when renovations began.

McCabe commended local politicians for their support of libraries across the county.

"County council's done a wonderful job in supporting libraries. It's a very united county and libraries throughout the system are remarkable," said McCabe, who added he often hears comments on the quality of local libraries.

"Everybody wants to know what our secret sauce is. Really it's a government I think that feels that they need to serve the community and they have really done that with this building."

Bridge lamented the absence of one of the local library system's biggest backers.

"One person isn't here with us today, but would have real-

ly appreciated this; the guy who had the idea of getting the libraries going again is Brad Whitcombe," said Bridge.

Whitcombe, a former mayor of Puslinch Township, and three-time warden of Wellington County, passed away in November of 2014. He championed a renewal of the county library system that included the restoration of the five Carnegie libraries in Wellington and construction of several new facilities.

McCabe wrapped up his remarks with a nod to the citizens of Wellington County.

"The residents have funded some great projects," he said.

"You guys should be very proud of it. No matter where you go in the province people know our library system is a wonderful asset."





March break fun - The Mount Forest library was the place to be this week, with a variety of programs offered during March break.

FAR LEFT: Nora Logan didn't let a broken leg stop her from enjoying the "Mermaids, Magic, Manatees and Much More!" program on March 14. The two-year-old holds up a jelly fish she decorated during the program, which featured crafts, songs and stories exploring sea creatures, both mystical and real.

LEFT: Six-year-old Axana Dube, who recently moved to Mount Forest from Fergus, concentrates on decorating a paper fish with paint and a stamp made from a piece of celery on March 14. A large group of youngsters explored sea creatures, enjoying crafts, songs and games.

*photos by Lynne Turner*



Bird of prey - Sandra Davey and Sarah Gruber of the Mount Raptor Centre came to the Erin library on March 14 with three birds of prey to show children on March break. Here Davey explains how the shape of this Merlin falcon's wings can help it fly up to 100km/h.

*photo by Olivia Rutt*



The Wellington Advertiser, Friday, March 25, 2016 PAGE SEVENTEEN



Pirate magic - Captain Corbin's Magical Pirate Show provided March Break fun for local youngsters at the Harriston branch of the County of Wellington Library on March 16. *photo by Patrick Raftis*

The Wellington Advertiser  
March 26, 2016



Fire safety - Lloyd Hyde, left, a volunteer firefighter from the Erin Fire Department (Hillsburgh station), explains to children the importance of fire equipment during a fire safety event on March 16 at the Hillsburgh library. The event brought out kids on March Break to learn about what to do when there's a fire. Dea Kyte, a volunteer from the crowd, is dressed in the full gear, which weighs about 60 pounds. From left: Hyde, Kyte and volunteer firefighter David Coolen. *photo by Olivia Rutt*

# Elora library branch goes green for St. Patrick's Day party



All in Green - Children on March Break flocked to the Elora library for its St. Patrick's Day party on March 17. They could dress up, get their faces painted and try their hand at crafts. FAR LEFT: Kate, Megan, Emily and Abby Hales dressed up for the photo booth. LEFT: Lidya and Rowan Lefebvre of Elora also dressed up for the photo booth. ABOVE: After getting her face painted, Kaycee Spike tried some crafts with her grandmother Liz Graham.

*The Wellington Advertiser* Mar 26 16 photos by Olivia Rutt





## **Corporation of the County of Wellington Planning Committee Minutes**

April 14, 2016  
County Administration Centre  
Keith Room

**Present:** Councillor Andy Lennox (Chair)  
Councillor Allan Alls  
Councillor Don McKay  
Councillor Shawn Watters

**Regrets:** Warden George Bridge

**Staff:** Susan Aram, Manager of Financial Services  
Donna Bryce, County Clerk  
Gary Cousins, Director of Planning and Development  
Linda Dickson, Emergency Manager – CEMC  
Bridgette Francis, Emergency Management Programme Coordinator  
Mark Paoli, Manager, Policy Planning  
Paul Pengelly, GIS Analyst  
Linda Redmond, Senior Planner  
Aldo Salis, Manager, Development Planning  
Sarah Wilhelm, Senior Planner  
Scott Wilson, CAO

**Also Present:** Ken Roth, Councillor, Township of Puslinch

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### **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. Financial Statements as of March 31, 2016**

1/4/16

**Moved by:** Councillor Alls

**Seconded by:** Councillor McKay

That the Planning Financial Statements as of March 31, 2016 be received for information.

**Carried**

**4. Official Plan Amendment 100 - Kirk Second Unit, Town of Erin**

2/4/16

**Moved by:** Councillor Watters

**Seconded by:** Councillor McKay

That a by-law adopting County of Wellington Official Plan Amendment No. 100 – Kirk Second Unit, Town of Erin be approved.

**Carried**

**5. Official Plan Amendment 101 - Canadian Tire, Wellington North**

3/4/16

**Moved by:** Councillor Alls

**Seconded by:** Councillor McKay

That a by-law adopting County of Wellington Official Plan Amendment 101 – Canadian Tire, Wellington North be approved.

**Carried**

## 6. Emergency Management Committee Structure

4/4/16

**Moved by:** Councillor Alls

**Seconded by:** Councillor Watters

That County Council appoints the following as the Emergency Management Programme Committee for the County of Wellington:

Member of Council (Warden or alternate)  
Office of the CAO (CAO or Clerk or staff member as designated by CAO)  
Engineering Services (County Engineer or Operations Manager or as designated staff)  
Planning and Development (Director or Manager or designated staff)  
Treasury (Treasurer or Financial Manager or designated staff)  
Wellington Terrace (Administrator or Senior Administrator)  
Social Services (Social Services Administrator or staff member as designated by the Administrator)  
Communications (Communications Manager or Senior Communications Officer)  
Information Technology (Director of IT or Manager as designated)  
Human Resources (Human Resource Director or Assistant Director or staff as designated)  
Wellington OPP (Inspector or Staff Sergeants, Sergeants)  
Guelph Wellington EMS (Chief, Acting Chief, Supervisors)  
Wellington Dufferin Guelph Public Health (Public Health Managers, Health and Safety Coordinator/Inspectors)  
Emergency Management (CEMC and/or designate), and  
Any other persons or agency representatives that may be appointed by Council from time to time; and

That Council designates authority to the Committee to appoint a Chair from their members; and

That the Committee is responsible for overseeing the development of the County's Emergency Management Programme ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis.

**Carried**



**7. Public Meeting Update - Verbal**

Mr. Mark Paoli, Manager of Policy Planning reminded the Committee of the public meetings planned for Thursday, April 21, 2016 in Aboyne Hall:

7:00 pm        Drinking Water Source Protection – OPA 98

8:30 pm        Growth Forecast and Second Unit Policy Updates – OPA 99

**8. 2015 Land Use Performance Measures**

5/4/16

**Moved by:** Councillor McKay

**Seconded by:** Councillor Alls

That the 2015 Land Use Performance Measures report be received for information.

**Carried**

**9. Adjournment**

At 10:26 am, the Chair adjourned the meeting until May 12, 2016 or at the call of the Chair.

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Andy Lennox  
Chair  
Planning Committee



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Senior Planner  
**Date:** Thursday, April 14, 2016  
**Subject:** PD2016-10 Kirk Second Unit  
Official Plan Amendment No. 100 – Application OP-2016-01  
6012 Eighth Line, Town of Erin

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### 1. Introduction

The purpose of Official Plan Amendment No. 100 is to allow for a second dwelling unit within an existing accessory building on a 0.8 ha (2 ac) lot in the rural area in the Town of Erin. More specifically, Amendment No. 100 to the Wellington County Official Plan would introduce a map change to Schedule A2 to add a site specific policy area (PA2-4); and a text change to add policies to provide for a second unit, subject to criteria. An excerpt of the proposed amendment to the County Official Plan is attached to this report.

### 2. Location

The land subject to the proposed official plan amendment (OP-2016-01) fronts onto the west side of Eighth Line to the north of Sideroad 27 (Figure 1). The property is legally described as Part of Lot 28, Concession 8 and municipally known as 6012 Eighth Line. This 0.8 ha (2 ac) rural residential property contains a single detached dwelling and accessory building which use the same driveway. Surrounding land uses include agricultural to the north, rural residential to the east, rural residential/plantation to the immediate south and west.

### 3. Proposal

The purpose of the proposed County Official Plan Amendment is to allow an accessory dwelling unit in an existing accessory building (Figure 2 and 3). A zoning by-law amendment is also necessary to allow for the proposed use.

### 4. Discussion

According to Schedule A2 (Erin) of the County Official Plan, the property is designated SECONDARY AGRICULTURAL. Agricultural uses and single detached homes are a permitted use within the Secondary Agricultural designation. The following types of accessory residences are also permitted:

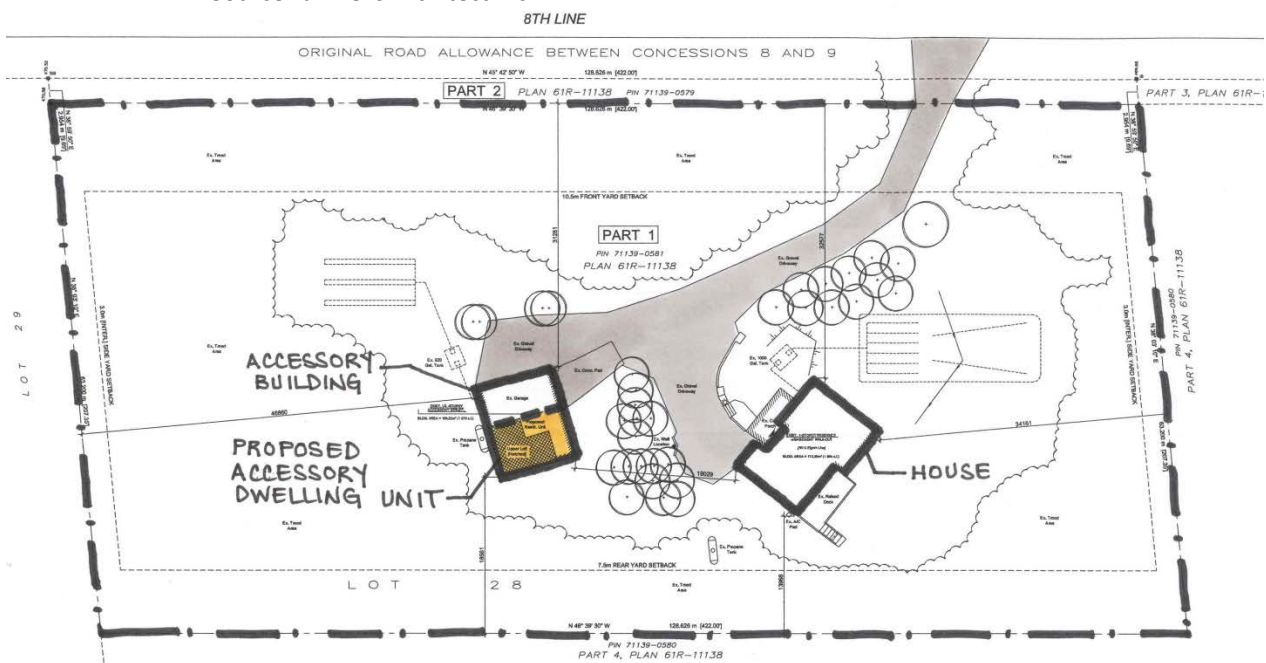
- Farm help
- Garden suite
- Accessory unit within the main residence on a lot

As the current application deals with an accessory unit within an accessory building on a lot, an Official Plan Amendment is necessary.

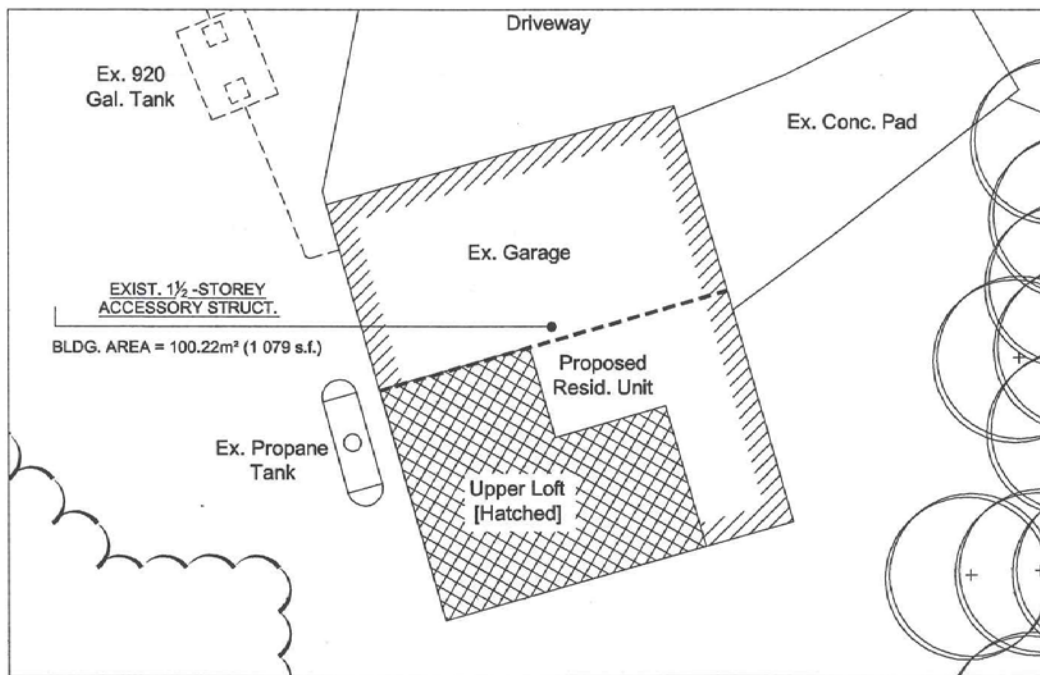
**Figure 1** Property Location



**Figure 2** Overall Site Plan Excerpt  
Source: J. Wells Architect Inc.



**Figure 3** Accessory Structure Detail  
Source: J. Wells Architect Inc.



#### 4.1 Provincial Growth Plan

The Provincial Growth Plan (Places to Grow) provides for limited development within rural areas under Section 2.2.9. The proposed amendment for a second unit within an existing accessory building would conform to this plan.

#### 4.2 Greenbelt Plan

The property is within the Protected Countryside of the Greenbelt Plan. The proposed amendments for a second unit within an existing accessory building would conform to this plan.

#### 4.3 Provincial Policy Statement

The Provincial Policy Statement (2014) provides for limited residential development in rural areas of municipalities. According to Section 1.1.5.4 “Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.” The Provincial Policy Statement also encourages all forms of residential intensification, including second units. With respect to compliance with the minimum distance separation formulae, we would not apply Minimum Distance Separation (MDS1) to an accessory dwelling unit as the main residential land use has already been established.

#### 4.4 County Official Plan

In terms of housing opportunities, the County “will provide for a variety of housing types to satisfy the present and future social, health and well-being requirements of residents of the regional market area.” This policy is mirrored in the Town Plan. Section 4.4.5 of the County Plan also provides policy direction for affordable housing, including that: “In the Rural System affordable housing opportunities are not readily available. Accessory residences will be the most likely means of increasing housing affordability in the Rural System.”

The County is currently undertaking a County-wide amendment to provide for second units to implement Bill 140 (Strong Communities through Affordable Housing Act). The public meeting will be held April 21, 2016. A draft of the related Official Plan Amendment (OPA 99) is available and we have used the draft policies as a basis for the approach used for this amendment, including that:

- a second unit is either permitted in a detached house or in a building or structure ancillary to a detached house
- a garden suite will not be permitted if there is already a second unit on the property
- a second unit will be prohibited from being severed from the property
- the second unit will be clearly secondary to the primary dwelling unit on the property

A copy of the proposed Official Plan amendment page and schedule are attached.

#### **4.5 Town Official Plan**

The Town's Official Plan recognizes and provides for a broader range of residential uses in the Secondary Agricultural area designation than in prime agricultural areas provided the use will not negatively impact agricultural operations and is in keeping with the rural character of the area. The Town Plan defers to the County Official Plan for more specific policies for Secondary Agricultural Areas and therefore, an amendment is not required for this application.

### **5. Public Meeting**

The public meeting was held on March 22, 2016. There were no public comments.

### **6. Agency Comments**

- |                          |  |
|--------------------------|--|
| Risk Management Official | • No concerns (March 3, 2016)  |
| Hydro One                | • No objection. Provided the owner contacts them if there are any changes needed to the existing hydro service (March 1, 2016) |

### **7. Municipal Support**

Town of Erin Council considered Official Plan Amendment (OP-2016-01) at their regular meeting of April 5, 2016. Council passed a resolution in support of the Official Plan Amendment at this meeting.

### **8. Conclusion**

In our opinion, the request for an Official Plan Amendment for the subject land is consistent with the Provincial Policy Statement and conforms to the Growth Plan and Greenbelt Plan. The amendment would also meet broad policy objectives of the County Official Plan, implement Bill 140 and is consistent with the draft second unit provisions of County Official Plan Amendment 99. Further, the proposal is considered appropriate and in the public interest.

## 9. Recommendations

That a by-law adopting County of Wellington Official Plan Amendment No. 100 be approved.

Respectfully submitted

County of Wellington Planning and Development Department



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Sarah Wilhelm, BES, MCIP, RPP  
Senior Planner  
Planning & Development Department

Attachments:

Appendix 1      Excerpt from proposed Official Plan Amendment 100



## Appendix 1 Excerpt from Proposed Official Plan Amendment 100 (File OP-2016-01)

### DETAILS OF THE AMENDMENT

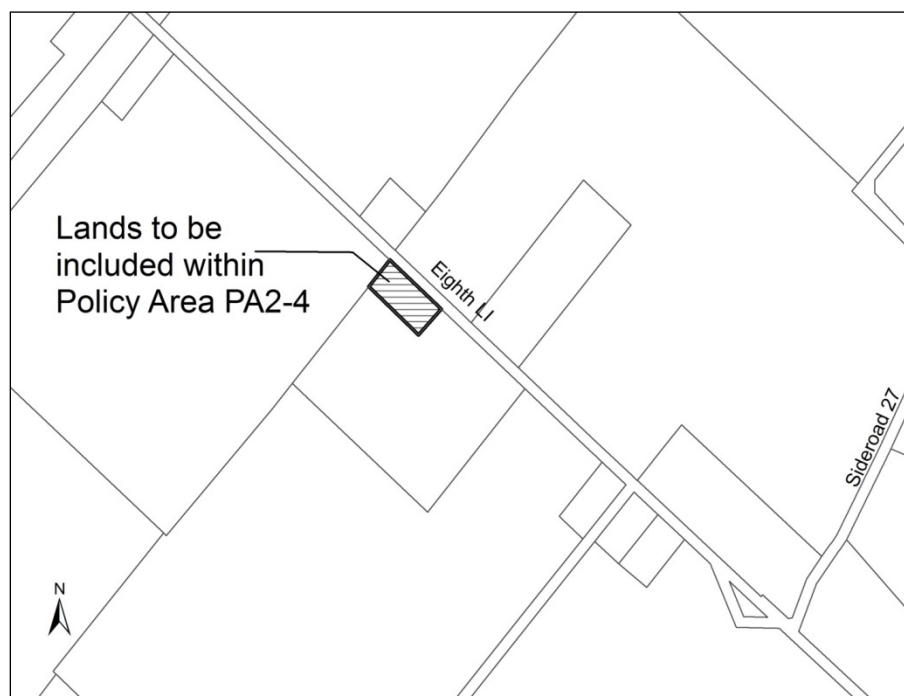
The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **Schedule A2 (Erin)** be amended by changing the designation of Part Lot 28, Concession 8, in the Town of Erin from Secondary Agricultural to Secondary Agricultural subject to Special Policy PA2-4 as illustrated on the attached Schedule “A” of this Amendment.
2. THAT **Section 9.3 Erin Local Policies** be amended by adding the following policy area:

#### **“PA2-4 Kirk Second Unit (6012 Eighth Line)”**

Notwithstanding any other provisions of this Plan to the contrary, on the land identified as **PA2-4** on Schedule “A2”, the permitted uses may also include a second unit in a detached house or in a building or structure ancillary to a detached house, if the detached house contains only one single residential unit. A second unit will be prohibited from being severed from the property. The second unit will be clearly secondary to the primary dwelling unit on the property. A garden suite will not be permitted if there is a second unit in a detached house or in a building or structure ancillary to a detached house.”

### SCHEDULE “A” OF OFFICIAL PLAN AMENDMENT NO. 100



#### **Amendment to Schedule A2 (Erin)**





## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Linda Redmond, Senior Planner  
**Date:** Wednesday, April 06, 2016  
**Subject:** COUNTY OFFICIAL PLAN AMENDMENT NO. 101  
Canadian Tire (Vintex) - Township of Wellington North  
File No. OP-2016-06  
**Report:** PD2016-11

### 1. Introduction

The purpose of County Official Plan Amendment No. 101 is to redesignate and rezone the subject lands from Industrial to Highway Commercial to accommodate the development of a proposed retail commercial establishment.

### 2. Site and Surrounding Area

The land subject to the amendment fronts on Main Street and Mount Forest Drive (Mount Forest) and is legally described as Lot 32 and Part of Lot 33, Concession 1, Part of Division 3 (geographic township of Egremont). The property is located in the northerly part of Mount Forest Urban Centre and is approximately 1.28 ha (3.18 ac) in size. (Figure 1).

The subject property is currently zoned Industrial (M1-1) in the Township of Wellington north Zoning By-law 66-01 and is located

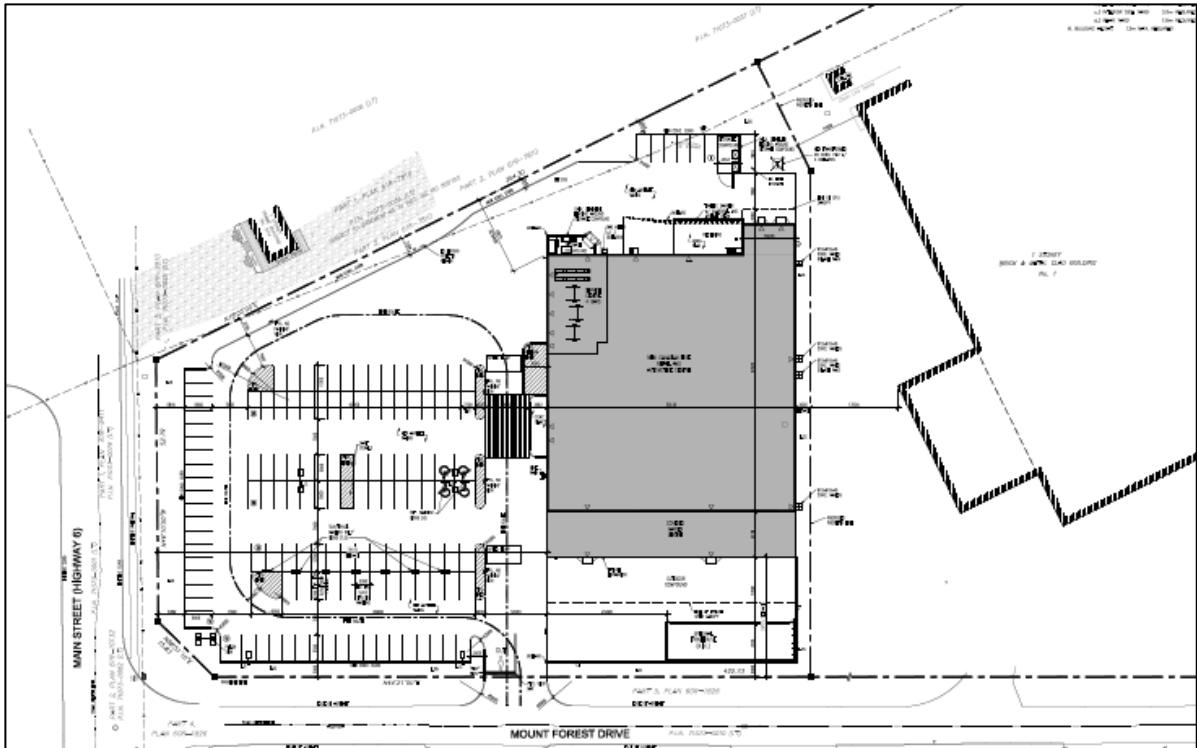
within the built boundary of the Mount Forest Urban area. The immediate surrounding land uses are a mix of industrial and highway commercial, with agriculture to the north.

Figure 1 – subject lands



### 3. Proposal and Related Applications

The subject lands are to be developed with a 2664 m<sup>2</sup> (28,675 ft<sup>2</sup>) commercial retail establishment (Canadian Tire) (Figure 2). In addition to the retail component a four bay auto service and seasonal garden centre will also be included.



Preliminary Site Plan – October 2015

The applications currently before the County of Wellington and the Township of Wellington North are a proposed Official Plan amendment, Zoning By-law amendment and a consent application (B119/15) respectively. Consent application B119/15 received provisional approval from the Land Division Committee on February 11, 2016 to create a 1.28 ha (3.18 ac) parcel, together with an easement for storm drainage (Figure 2).

The proposal will redesignate the subject lands in the County of Wellington Official Plan from Industrial to Highway Commercial. The proposed Zoning By-law amendment will rezone the lands from Industrial (M1-1) to Highway Commercial (C2) with a site specific to address zoning deficiencies related to parking and setbacks. These amendments will facilitate this proposal.

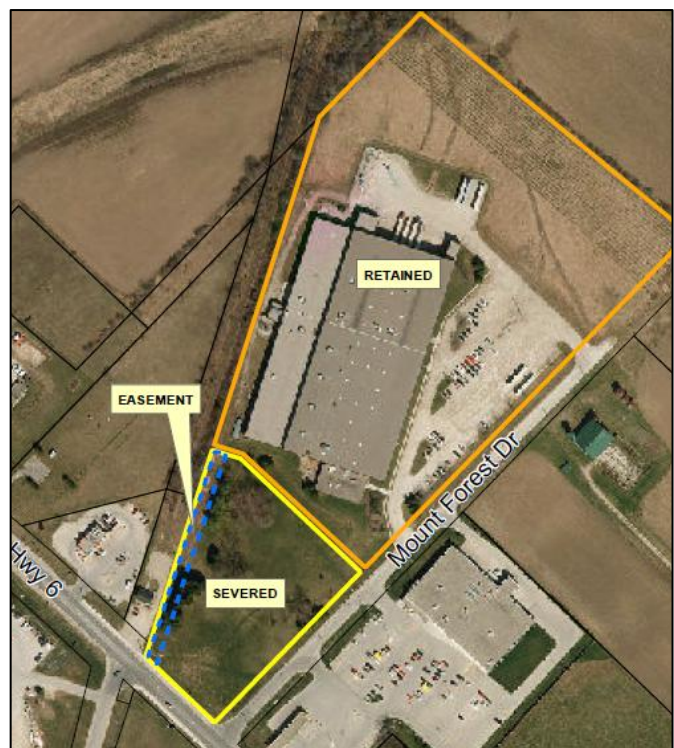


Figure 2 - Proposed Consent B119/15

#### **4. 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.

#### **5. Wellington County Official Plan Policy Framework**

##### **5.1 Current Official Plan Status**

According to Schedule A6-1 (Mount Forest) of the County Official Plan, the subject lands are designated INDUSTRIAL.

##### **5.2 Highway Commercial Designation**

The policies of Section 8.6.1 indicate that the “predominant use of land within areas designated HIGHWAY COMMERCIAL shall be for commercial uses serving the travelling public or uses not considered compatible within the downtown..” It further states that “certain commercial uses, due to their nature, require large sites to accommodate their associated buildings, storage and parking requirements which are not suitable within the downtown area”.

The policies of Section 8.6.2 of the Official Plan sets out objectives for highway commercial development as follows:

- a) “To provide commercial services for the traveling public;
- b) To provide sites for commercial uses which require large lots for buildings, storage and parking and which cannot locate in the downtown area;
- c) To provide, on a limited basis, conveniences facilities to serve the daily needs of the local residents.”

Further, the policies of Section 8.6.3 sets out the permitted uses and states, “shall accommodate uses catering to the travelling public...” and includes uses such as retail and automotive service centres.

##### **5.3 Economic Development**

The County Official Plan policies, under Section 4.2, allow for redesignation from Industrial to Highway Commercial without the need for a municipal comprehensive review provided that major retail uses are not proposed. It is staffs view that this proposal is not a major retail use for the purposes of this policy.

#### **6. Supporting Technical Reports**

To address the policies of the County Official Plan and the Provincial Policy Statement, and to satisfy technical requirements of the applicable public review and approval agencies, the proponent submitted the following studies and reports:

- Planning Justification Report (Zelinka Priamo Ltd. – November 2015)
- Traffic Impact Study (LEA Consulting Ltd. – November 2015)
- Emergency Response Plan (PGL Environmental Consultants – December 2015)
- Site Plan (RAI Architect Inc. – October 2015)

## 7. Public Meeting and Public Input

The statutory Public Meeting (pursuant to the requirements of the Planning Act) was held on February, 8, 2016 at the Wellington North Council Chambers. There was one written submission indicating support of the application, however raised a concern about the extension of Mount Forest Drive. There is no plan to extend Mount Forest Drive a part of this proposal. One individual spoke at the public meeting and raised concerns with the traffic accessing Main Street from Mount Forest Drive and Industrial Drive. A concern was also raised regarding the increase in storm water management from this proposal. Copies of written submissions and minutes of the public meeting are in the file.

The Township of Wellington North Council passed a resolution in support of the Official Plan Amendment at their Council meeting of February 8, 2016.

## 8. Agency Review

The application was circulated by the County to agencies on January 4, 2016. Results of the agency review for this application are as follows:

Agency	Position	Comments
Township of Wellington North	<b>Support</b>	In a resolution of February 8, 2016 Township Council supported the Official Plan Amendment.
Saugeen Valley Conservation Authority(SVCA)	<b>Application for an OPA is acceptable</b>	There are no natural hazards or significant natural heritage features on the lands and are not subject to an SVCA permit for the new building.
Canada Post	<b>No concerns.</b>	
Upper Grand District School Board (UGDSB)	<b>No objection</b>	
Ministry of Transportation	<b>Approval and Permits not required</b>	The subject lands are within the connecting link.
Wellington Source Water Protection	<b>Site is located within WHPA B &amp; C</b>	Applicants have submitted a risk management plan as required by the Saugeen Valley Source Protection Plan.
Ministry of Municipal Affairs and Housing	<b>Not stated</b>	Suggests that a municipal comprehensive review should be completed for this amendment.
One Neighbour	<b>Supports redesignation</b>	Does not want the road extended across property located behind the Vintex lands. Also identified existing traffic concerns at the intersection of Main Street and Mount Forest Drive.

## 9. Discussion

### 9.1 Traffic

The proponent submitted a Traffic Impact Study (LEA Consulting Ltd. November, 2015) as part of this proposal. The study's findings indicated that the intersections impacted by this proposal will continue to operate with acceptable levels of service.

Concerns and questions were raised during the public meeting regarding the increase in traffic during employee shift changes from the surrounding industrial operations and traffic increases during the summer months from cottage travelers. The TIS does account for the time of day when the traffic would be at its peak and indicates a moderate increase on wait times at the affected intersections. This increase is considered within the acceptable range. In addition to this, the County had the TIS peer reviewed by Triton Engineering which concluded that there will be some traffic impact, however the increase will maintain an acceptable level. Triton agreed with the findings of the TIS prepared by LEA Consulting.

## 9.2 Municipal Comprehensive Review

The Ministry of Municipal Affairs and Housing (MMAH) has questioned whether this proposal is for major retail uses that would necessitate a municipal comprehensive review for conversion of employment lands under policies in the Growth Plan for the Greater Golden Horseshoe (the Growth Plan). Staff's opinion is that:

- a) This development is not a major retail use as it is a relatively small store at 2664 sq.m (28,675 sq.ft.).
- b) While not a municipal comprehensive review, recent work by planning staff on the Growth Plan forecast update amendment to the County Official Plan (OPA 99) estimates that there is a surplus of 65ha of urban industrial land in Wellington North and a deficit (-10 ha) of urban highway commercial land. There is also a surplus of approximately 15ha of lands designated rural employment area in the Township.
- c) The proposal achieves objectives of the Growth Plan because it: develops an underutilized, fully serviced lot within the built up area of an urban centre; and, would result in employment intensification.

## 10. Planning Opinion

This proposal to redesignate the subject lands from Industrial to Highway Commercial represents a logical infilling by utilizing a fully serviced surplus parcel within the built up area of an urban centre and, would result in employment intensification. The County Official Plan provides consideration for the establishment of new highway commercial areas within the Urban Areas of the County.

Staff is of the opinion that the proposed Official Plan Amendment is consistent with provincial policy and conforms to the objectives and policies of the County Official Plan. The development of a retail commercial use on the subject lands is considered appropriate and in the public interest.

### Recommendation:

**THAT** a by-law adopting County of Wellington Official Plan Amendment 101 be approved.

Respectfully submitted,



Linda Redmond  
Senior Planner

## Attachment 1

Excerpt from Proposed County Official Plan Amendment 101  
File OP-2015-06

### PART B - THE AMENDMENT

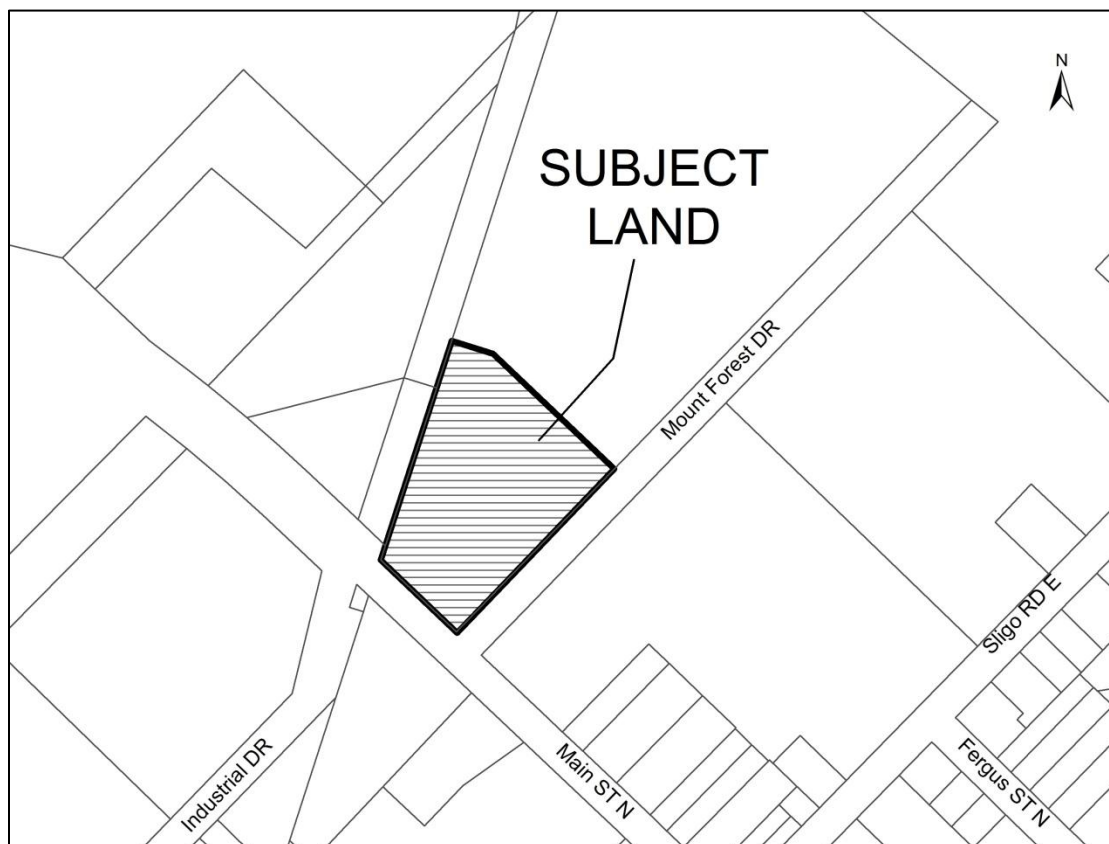
All of this part of the document entitled Part B - The Amendment, consisting of the following text constitutes Amendment No. 101 to the County of Wellington Official Plan.

### DETAILS OF THE AMENDMENT

The Official Plan of the County of Wellington is hereby amended as follows:

1. THAT **SCHEDULE A6-1 (Mount Forest)** is amended, as it relates to the subject land, by redesignating the land described as Lot 32 and Part of Lot 33, Concession 1, Part of Division 3, as identified on Schedule "A" of this amendment, from "Industrial" to "Highway Commercial".

#### SCHEDULE 'A' OF OFFICIAL PLAN AMENDMENT NO. 101







# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** **Linda Dickson, Emergency Manager/CEMC**  
**Date:** Thursday, April 14, 2016  
**Subject:** Emergency Management Committee Structure PD2016-12

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### **Background:**

Regulation 380/04 of the Emergency Management and Civil Protection Act requires the appointment of an Emergency Management Programme Committee to advise Council on the development and implementation of the County's Emergency Management Programme. The regulation also sets out the composition of the Committee which is to include the CEMC, a senior municipal staff representative, a member(s) of Council and municipal employees responsible for emergency management functions for the municipality.

At the October 3, 2005 Session of County Council, a recommendation was approved setting out the composition of the Emergency Management Programme Committee. The recommendation stated that "the Committee would be comprised of the Warden, C.A.O., County Engineer, Treasurer, Home for the Aged Administrator, Social Services Administrator, Wellington OPP Inspector, Wellington County Fire Coordinator, Manager, Royal City Ambulance, Medical Officer of Health and CEMC; and further that these representatives may be called upon to sit as members of the Programme Committee or may be asked to participate in meetings, training activities or in annual exercises; and further that the Chair of the Committee shall be the Warden.

Since this recommendation was approved in 2005, the County's emergency management programme has been enhanced and the composition of the Committee has evolved with the programme. The Committee composition was discussed at the County's Emergency Management Programme Committee meeting held on March 17, 2016. The Committee supported a report going to Council to approve a new Committee structure that would better meet the current needs of the County's Emergency Management Programme Committee.

### **New Composition**

The Emergency Management Programme Committee would include a representative from the following departments and/or agencies:

Member of Council (Warden or alternate)  
Office of the CAO  
Engineering Services  
Planning and Development  
Treasury  
Wellington Terrace



Social Services  
Communications  
Information Technology  
Human Resources  
Wellington OPP  
Guelph Wellington EMS  
Wellington Dufferin Guelph Public Health  
Emergency Management

**Recommendation:**

That County Council appoints the following as the Emergency Management Programme Committee for the County of Wellington.

Member of Council (Warden or alternate)  
Office of the CAO (CAO or Clerk or staff member as designated by CAO)  
Engineering Services (County Engineer or Operations Manager or as designated staff)  
Planning and Development (Director or Manager or designated staff)  
Treasury (Treasurer or Financial Manager or designated staff)  
Wellington Terrace (Administrator or Senior Administrator)  
Social Services (Social Services Administrator or staff member as designated by the Administrator)  
Communications (Communications Manager or Senior Communications Officer)  
Information Technology (Director of IT or Manager as designated)  
Human Resources (Human Resource Director or Assistant Director or staff as designated)  
Wellington OPP (Inspector or Staff Sergeants, Sergeants)  
Guelph Wellington EMS (Chief, Acting Chief, Supervisors)  
Wellington Dufferin Guelph Public Health (Public Health Managers, Health and Safety Coordinator/Inspectors)  
Emergency Management (CEMC and/or designate), and  
Any other persons or agency representatives that may be appointed by Council from time to time.

And further that Council designates authority to the Committee to appoint a Chair from their members;

And further that the Committee is responsible for overseeing the development of the County's Emergency Management Programme ensuring that appropriate public education activities, training for emergency management officials and staff, and emergency management exercises are undertaken on an annual basis.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'L. Dickson', is written on a light blue rectangular background.

Linda Dickson,  
Emergency Manager/CEMC



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Paul Pengelly, GIS Analyst  
**Date:** Wednesday, April 06, 2016  
**Subject:** **2015 Land Use Performance Measures (PD2016-13)**

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### Background:

The province requires municipalities to report on a number of performance measures on an annual basis. The County reports these measures in one report submitted by Administration, Finance and Personnel Committee to Council. Each department prepares a report on its area of interest. Land use planning performance measures for the year 2015 are attached.

Overall, 80% of building permits issued for new residential units in Wellington County in 2015 took place in settlement areas, which is a minor change from 81% in 2014.

No changes were made to settlement area boundaries in 2015, resulting in no change to the total hectares of agricultural land in Wellington County.

Although performance measures is not intended for building permit trend analysis, as reported last year, residential permits rebounded from 250 in 2013 to 326 in 2014. This continued with a further increase to 431 in 2015.

### Recommendation:

That the report PD2016-13 be received for information.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Paul Pengelly'.

Paul Pengelly  
GIS Analyst

# **COUNTY OF WELLINGTON**

## **2015 PERFORMANCE MEASURES**

### **Land Use Planning**

**Planning and Development Department**

**April 6, 2016**

# WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2015

## Building Permits Issued for New\* Dwellings in 2015 County of Wellington and Member Municipalities

Lines 8170-8175

### Centre Wellington

	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apartment building/condo	Total
<b>Settlements</b>					
Belwood	0	0	0	0	0
Elora/Salem	49	0	4	0	53
Fergus	62	0	12	58	132
<b>Subtotal</b>	<b>111</b>	<b>0</b>	<b>16</b>	<b>58</b>	<b>185</b>
<b>Rural Areas</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Total</b>	<b>113</b>	<b>0</b>	<b>16</b>	<b>58</b>	<b>187</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>% in Settlements</b>	<b>98%</b>	<b>0%</b>	<b>100%</b>	<b>100%</b>	<b>99%</b>

### Erin

	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
<b>Settlements</b>					
Erin Village	2	0	0	0	2
Hillsburgh	3	0	0	5	8
Cedar Valley	1	0	0	0	1
Crewson's Corners	1	0	0	0	1
Ballinafad	3	0	0	0	3
<b>Subtotal</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>15</b>
<b>Rural Areas</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>Total</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>45</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>% in Settlements</b>	<b>25%</b>	<b>0%</b>	<b>0%</b>	<b>100%</b>	<b>33%</b>

Guelph/Eramosa Township					
	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
<b>Settlements</b>					
Rockwood	44	0	23	0	67
Hartfield	2	0	0	0	2
<b>Subtotal</b>	<b>46</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>69</b>
<b>Rural Areas</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>Total</b>	<b>49</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>72</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>% in Settlements</b>	<b>94%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>96%</b>
Mapleton					
	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
<b>Settlements</b>					
Drayton	11	0	3	0	14
Moorefield	3	0	0	0	3
Alma	1	0	0	0	1
<b>Subtotal</b>	<b>15</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>18</b>
<b>Rural Areas</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Total</b>	<b>20</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>23</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>% in Settlements</b>	<b>75%</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>	<b>78%</b>
Minto					
	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
<b>Settlements</b>					
Clifford	4	0	3	4	11
Harriston	4	0	0	0	4
Palmerston	4	2	0	9	15
<b>Subtotal</b>	<b>12</b>	<b>2</b>	<b>3</b>	<b>13</b>	<b>30</b>
<b>Rural Areas</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>Total</b>	<b>14</b>	<b>2</b>	<b>3</b>	<b>13</b>	<b>32</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>% in Settlements</b>	<b>86%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>94%</b>

Puslinch					
	Single Detached Dwelling*	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
<b>Settlements</b>					
Aberfoyle	0	0	0	0	0
Morrison	1	0	0	0	1
<b>Subtotal</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Rural Areas</b>	38	0	0	0	38
<b>Total</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>% in Settlements</b>	<b>3%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>3%</b>
Wellington North					
	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
<b>Settlements</b>					
Mount Forest	6	2	4	0	12
Arthur	3	0	10	0	13
Conn	1	0	0	0	1
Riverstown	1	0	0	0	1
<b>Subtotal</b>	<b>11</b>	<b>2</b>	<b>14</b>	<b>0</b>	<b>27</b>
<b>Rural Areas</b>	4	2	0	0	6
<b>Total</b>	<b>15</b>	<b>4</b>	<b>14</b>	<b>0</b>	<b>33</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>% in Settlements</b>	<b>73%</b>	<b>50%</b>	<b>100%</b>	<b>0%</b>	<b>82%</b>
Wellington County					
	Single Detached Dwelling	Semi Detached Dwelling	Row house	Apartment in apt building/condo	Total
<b>All Settlements</b>	206	4	59	76	345
<b>Rural Areas</b>	84	2	0	0	86
<b>Total</b>	<b>290</b>	<b>6</b>	<b>59</b>	<b>76</b>	<b>431</b>
	Line 8171	Line 8172	Line 8173	Line 8174	Line 8175
<b>#VALUE!</b>	<b>71%</b>	<b>67%</b>	<b>100%</b>	<b>100%</b>	<b>80%</b>
* Notes: New dwellings exclude dwelling units that are replacement dwellings that were demolished in same calendar year. New accessory apartments are not included.					

**WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2015**  
**AGRICULTURAL LAND PRESERVED**

OFFICIAL PLAN AMENDMENT	LOCAL MUNICIPALITY	PURPOSE OF AMENDMENT	AGRICULTURAL LAND (LOST) OR GAINED IN COUNTY OFFICIAL PLAN [hectares]
There were no amendments approved in 2015 that changed the area of agricultural land			
TOTAL			0.0

**OVERALL AREA (HECTARES) AND PERCENTAGE OF AGRICULTURAL LAND PRESERVED**  
Over the Year 2014 and Over the Period 2000 to 2014

Municipality	Agricultural Land	Agricultural Land	Agricultural Land	% Preserved	% Preserved
	Jan. 1, 2000	Jan. 1, 2014	Dec. 31, 2014	Jan. 1, 2000 to Dec. 31, 2015	Jan. 1 to Dec. 31, 2015
Centre Wellington	38,450	37,959	37,959	98.72%	100.00%
Erin	28,906	28,716	28,716	99.34%	100.00%
Guelph-Eramosa	28,072	27,975	27,975	99.65%	100.00%
Mapleton	51,035	51,017	51,017	99.97%	100.00%
Minto	29,301	29,259	29,259	99.86%	100.00%
Wellington North	48,916	48,948	48,948	100.06%	100.00%
Puslinch	20,658	20,607	20,607	99.75%	100.00%
TOTAL	245,338	244,481	244,481	99.65%	100.00%

Notes:

1. Agricultural land is taken from the Wellington County Official Plan and includes Prime Agricultural Area Secondary Agricultural Area and Greenland Areas.

2. Calculation of % Preserved:

$\frac{\text{Designated Agricultural Land End of Period}}{\text{Designated Agricultural Land Start of Period}} \times 100$

Designated Agricultural Land Start of Period

**WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2014**  
**SETTLEMENT AREA**

MUNICIPALITY	LINE 8167 Settlement Area as of Dec 31, 2015 (ha)	Line 8168 Change in Settlement Area since Jan 1, 2015 (ha)
Centre Wellington	2,511	0
Erin	1,389	0
Guelph/Eramosa	871	0
Mapleton	1,123	0
Minto	1,118	0
Wellington North	1,492	0
Puslinch	639	0
WELLINGTON COUNTY PERFORMANCE MEASURES – YEAR 2015	9,143	0





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

April 19, 2016  
County Administration Centre  
Guthrie Room

**Present:** Warden George Bridge  
Councillor Gary Williamson (Chair)  
Councillor Doug Breen  
Councillor Neil Driscoll  
Councillor Kelly Linton

**Also Present:** Councillor Pierre Brianceau  
Councillor Gregg Davidson  
Ken Roth, Councillor, Township of Puslinch

**Staff:** Mark Bolzon, Manager, Purchasing and Risk Management  
Donna Bryce, County Clerk  
Mark Eby, Construction Manager  
Paul Johnson, Operations Manager  
Gord Ough, County Engineer  
Scott Wilson, CAO

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### **1. Call to Order**

At 9:30 am, 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 31, 2016**

1/3/16

**Moved by:** Warden Bridge

**Seconded by:** Councillor Breen

That the Roads and Engineering Financial Statements as of March 31, 2016 be approved.

**Carried**

**4. Tender Award - WR 87, Asphalt Recycling (CIR or CIREAM)**

2/3/16

**Moved by:** Councillor Linton

**Seconded by:** Councillor Driscoll

That County of Wellington Project No CW2016-019, a tender for the completion of approximately 55,800 m<sup>2</sup> of asphalt milling and asphalt recycling (CIR or CIREAM) of Wellington Road 87 be awarded to Lavis Contracting Inc., of Stratford, at the tendered amount of \$665,810.00, exclusive of HST @ 13%; and

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

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

**Carried**

**5. Tender Award - Hot Mix Asphalt and Shoulder Gravel (Supply and Place)**

3/3/16

**Moved by:** Warden Bridge

**Seconded by:** Councillor Breen

That County of Wellington Project No CW2016-012, a tender for the supply and placement of approximately 21,300 tonnes of HL-4, HL-4 Modified and HL-3 asphalt and the supply and placement of approximately 2,900 tonnes of shoulder gravel on County Roads in the County of Wellington be awarded to The Murray Group Ltd., of Moorefield, at the total tendered amount (Parts A, B & C) of \$1,034,256.53, exclusive of HST @ 13%; and

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

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

**Carried**

**6. Tender Award - WR 109 at WR 5, Roundabout Construction**

4/3/16

**Moved by:** Councillor Linton

**Seconded by:** Councillor Breen

That County of Wellington CW2016-007, a tender for Wellington Road 109 at Wellington Road 5, Roundabout Construction, Town of Minto, be awarded to W. Schwartz Construction Limited of Chesley, at the tendered amount of \$1,234,592.31, exclusive of HST @ 13%; and

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

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

That staff be authorized to issue the Purchase Order for the contract; and

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

**Carried**

**7. Tender Award - Reconstruction Main St. W, King St., Queen St., Wortley St., Market St., and Rehabilitation of Main St. Bridge, Structure No. B008089, WR 8**

5/3/16

**Moved by:** Councillor Driscoll

**Seconded by:** Warden Bridge

That County of Wellington Project No CW2016-014, a tender for the reconstruction of the following roads in Drayton; Main Street West, King Street, Queen Street, Wortley Street and Market Street and for the rehabilitation of the Main Street (Drayton) Bridge (B008089) be awarded to Moorefield Excavating Ltd., Harriston, at the tendered amount of \$3,418,785.54, exclusive of HST @ 13%; and

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

That the additional funding required to complete the project be included in the 2017 Budget to replenish the reserve;

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

**Carried**

**8. Delegation at OGRA/ROMA Combined Conference**

6/3/16

**Moved by:** Councillor Breen

**Seconded by:** Warden Bridge

That the report titled "Delegation at OGRA/ROMA Combined Conference" be received for interest and information.

**Carried**

**9. Ontario Community Infrastructure Fund – Project Funding Adjustment**

7/3/16

**Moved by:** Councillor Driscoll

**Seconded by:** Councillor Linton

That \$300,000 in OCIF funding currently budgeted in WR11 Culvert 110900 be reallocated to WR8 Main Street Bridge rehabilitation; and

That \$300,000 in current funding currently budgeted in WR8 Main Street Bridge rehabilitation be reallocated to WR11 Culvert 110900.

**Carried**

**10. Adjournment**

At 10:03 am, the Chair adjourned the meeting until May 10, 2016 or at the call of the Chair.

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Gary Williamson  
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 19, 2016  
**Subject:** Tender Award - Wellington Road 87, Asphalt Recycling (CIR or CIREAM)

### Background:

Staff recently issued Project No. CW2016-019, a tender for the completion of approximately 55,800 m<sup>2</sup> of asphalt milling and asphalt recycling (CIR or CIREAM) of Wellington Road 87 in the County of Wellington.

The scope of the work includes asphalt milling (50 mm depth) and asphalt recycling (125 mm depth) (CIR or CIREAM) of approximately 55,800 m<sup>2</sup> of Wellington Road 87 from approximately 850 m west of Highway 23 to immediately west of the Howick Minto Townline, and supply of approximately 280,000 kg of binder to complete the asphalt recycling within the County of Wellington..

On Wednesday, April 6, 2016 three (3) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	TOTAL TENDERED AMOUNT EXCLUDING HST @ 13%
Lavis Contracting Inc.	\$665,810.00
Roto Mill Inc.	\$679,606.00
Coco Paving Inc.	\$841,950.00

The submissions were all in order and staff are recommending awarding the contract to Lavis Contracting Inc., of Stratford, at the tendered amount of \$665,810.00, exclusive of HST @ 13%.

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

### Recommendation:

That County of Wellington Project No CW2016-019, a tender for the completion of approximately 55,800 m<sup>2</sup> of asphalt milling and asphalt recycling (CIR or CIREAM) of Wellington Road 87 be awarded to Lavis Contracting Inc., of Stratford, at the tendered amount of \$665,810.00, exclusive of HST @ 13%; and

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

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

Respectfully submitted,

Mark Bolzon  
Manager, Purchasing and Risk Management Services

<b>COUNTY OF WELLINGTON</b> <b>CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE</b>
--

Project name: WR 87 Hwy 23 to Minto/Howick Resurfacing  
 Project number : 21150131

**PROJECT COSTS**

	<b>Total</b>
Tendered Construction Cost* (Recycling)	\$678,000
Tendered Construction Cost* (Hot mix asphalt & gravel)	\$664,000
Previously Incurred Professional Fees	\$13,400
Professional Fees	\$30,000
County Labour & Materials	\$50,000
Contingency	\$64,600
<b>Project total</b>	<b>\$1,500,000</b>

\* includes net cost to County of HST

**PROJECT BUDGET APPROVALS AND FINANCING**

	Gross cost	Tax Levy	Federal Gas Tax
2015 Capital Budget	\$ 100,000	\$ 100,000	
2016 Capital Budget	\$ 1,400,000	\$ 50,000	\$ 1,350,000
	<b>\$ 1,500,000</b>	<b>\$ 150,000</b>	<b>\$ 1,350,000</b>





# 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 19, 2016  
**Subject:** Tender Award - Hot Mix Asphalt and Shoulder Gravel (Supply and Place)

### Background:

Staff recently issued Project No. CW2016-012, a tender for the supply and placement of approximately 21,300 tonnes of HL-4, HL-4 Modified and HL-3 asphalt and the supply and placement of approximately 2,900 tonnes of shoulder gravel on County Roads in the County of Wellington.

On Thursday, April 07, 2016 six (6) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	PART A Excluding HST	PART B Excluding HST	PART C Excluding HST
The Murray Group Limited, Moorefield	\$652,293.55	\$282,532.68	\$99,430.30
Cox Construction Ltd, Guelph	\$708,127.25	\$451,492.00	No Bid
Capital Paving Inc, Guelph	\$718,522.53	\$317,026.35	\$156,022.44
E&E Seegmiller Limited, Kitchener	\$721,357.01	\$331,530.21	\$166,086.70
Coco Paving Inc, Petersburg	\$763,684.99	\$321,182.04	\$106,522.97
Steed and Evans, St. Jacobs	\$786,000.00	No Bid	\$114,500.00

- Part A consists of work on Wellington Road 87, 850m West of Highway 23 to immediately West of Howick Minto Townline – 6.2km.
- Part B consists of Milling and Paving on parts of Wellington Roads 22, 24, 25, 26, 29, 30, 34, 46, 51 and 124.
- Part C consists of Milling and Paving on parts of Wellington Roads 8, 11, 16, 18, 19 and 109.

The submissions were all in order and staff are recommending awarding the contract to The Murray Group Ltd., of Moorefield, at the total tendered amount (Parts A, B & C) of \$1,034,256.53, exclusive of HST @ 13%.

The funding for Parts B & C of this project is provided in detail in the attached funding summary. Funding for part A is included on a separate report on this agenda.

**Recommendation:**

That County of Wellington Project No CW2016-012, a tender for the supply and placement of approximately 21,300 tonnes of HL-4, HL-4 Modified and HL-3 asphalt and the supply and placement of approximately 2,900 tonnes of shoulder gravel on County Roads in the County of Wellington be awarded to The Murray Group Ltd., of Moorefield, at the total tendered amount (Parts A, B &C) of \$1,034,256.53, exclusive of HST @ 13%; and

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

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Bolzon', with a long horizontal stroke extending to the right.

Mark Bolzon

Manager, Purchasing and Risk Management Services

## Schedule A - 2016 Paving and Recycling Tender Results

			ROUNDED TO THE NEAREST \$100			
Road Length & Code No.	Item	Budget Inc Lab & Equip	Low Tender	County Labour, Equip, Rd Works and Contingency	Total	Budget Difference
Asphalt Resurfacing						
Hot Mix Patches Part B 1110141	Contracted Construction*	300,000	287,500			
	County Labour and Equipment	30,000		30,000		
	Total	330,000	287,500	30,000	317,500	12,500
Hot Mix Patches Part c 1110141	Contracted Construction*	180,000	101,200			
	County Labour and Equipment	20,000		20,000		
	Total	200,000	101,200	20,000	121,200	78,800
GRAND TOTAL		530,000	388,700	50,000	438,700	91,300

\* 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 19, 2016  
**Subject:** **Tender Award – Wellington Road 109 at Wellington Road 5, Roundabout Construction,**

### Background:

Staff recently issued Project No. CW2016-007, a tender for Wellington Road 109 at Wellington Road 5, Roundabout Construction, Town of Minto, in the County of Wellington.

The scope of work comprises of the construction of Wellington Road 109 at Wellington Road 5, Roundabout, Town of Minto in the County of Wellington as follows including Cold Planing, Earth Excavation, Granular Base, Hot Mix Asphalt, Curb and Gutter, Pavement Markings, Underground Utility Duct, Street Lighting and Landscaping.

On Wednesday, April 13, 2016 five (5) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	BID AMOUNT (excluding HST)
W. Schwartz Construction Limited, Chesley	\$1,234,592.31
Steed and Evans Limited, St. Jacobs	\$1,274,000.00
Coco Paving Inc, Petersburg	\$1,280,000.00
Cox Construction Ltd, Guelph	\$1,480,610.94
Dig-Con International Limited, Bolton	\$1,995,937.60

The submissions were all in order and staff are recommending awarding the contract to W. Schwartz Construction Limited of Chesley, at the tendered amount of \$1,234,592.31, exclusive of HST @ 13%.

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

Engineering fees are estimated at \$75,000 in addition to the fees incurred to date.

**Recommendation:**

That County of Wellington CW2016-007, a tender for Wellington Road 109 at Wellington Road 5, Roundabout Construction, Town of Minto, be awarded to W. Schwartz Construction Limited of Chesley, at the tendered amount of \$1,234,592.31, exclusive of HST @ 13%; and

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

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

That staff be authorized to issue the Purchase Order for the contract; and

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Bolzon', with a long horizontal stroke extending to the right.

Mark Bolzon  
Manager, Purchasing and Risk Management Services

## FUNDING SUMMARY

<b>COUNTY OF WELLINGTON</b> <b>CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE</b>
--

Project name: WR109 at WR5 Intersection Improvements  
 Project number : 21140091, 21160261 & 21160251

### **PROJECT COSTS**

	<u>Total</u>
Tendered Construction Cost*	\$1,256,000
Previously Incurred Expenditures	\$67,000
Professional Fees	\$75,000
County Labour & Materials	\$10,000
Contingency	\$72,000
<b>Project total</b>	<b>\$1,480,000</b>

\* includes net cost to County of HST

### **PROJECT BUDGET APPROVALS AND FINANCING**

	Gross cost	Tax Levy	Federal Gas Tax	Roads DC Reserve	Municipal Recovery Minto	Roads Capital Reserve
2014 Capital Budget	\$ 25,000	\$ 20,500		\$ 4,500		
2015 Capital Budget	\$ 25,000	\$ 20,500		\$ 4,500		
2016 Capital Budget	\$ 1,325,000	\$ 829,000	\$ 275,000	\$171,000	\$ 50,000	
	\$ 1,375,000	\$ 870,000	\$ 275,000	\$180,000	\$ 50,000	\$ -
Funding Adjustment	\$ 105,000			\$ 35,000	\$ 3,000	\$ 67,000
<b>Revised cost and sources of financing</b>	<b>\$ 1,480,000</b>	<b>\$ 870,000</b>	<b>\$ 275,000</b>	<b>\$215,000</b>	<b>\$ 53,000</b>	<b>\$ 67,000</b>





# 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 19, 2016  
**Subject:** **Tender Award - Reconstruction Main Street West, King Street, Queen Street, Wortley Street, Market Street and Rehabilitation of Main Street Bridge, Structure No. B008089, Wellington Road 8**

### Background:

Staff recently issued Project No. CW2016-014, a tender for the reconstruction of the following roads in Drayton; Main Street West, King Street, Queen Street, Wortley Street and Market Street, along with the rehabilitation of the Main Street (Drayton) Bridge (B008089) over Conestogo River on Wellington Road 8.

The scope of the work includes the full reconstruction of the roads including sub grade material, asphalt, curb & gutter and sidewalks. Also included in this item is the removal and replacement of the existing storm system on Main Street west of the bridge, a watermain crossing under the bridge deck and the removal and replacement of 130m of sanitary sewer on Main Street West.

For the rehabilitation of the Main Street (Drayton) Bridge (B008089) over Conestogo River on Wellington Road 8 the scope of work generally includes the rehabilitation of the Main Street (Drayton) Bridge while maintaining one (1) pedestrian sidewalk open at all times during construction. Also included in this work, are the tie-ins to the roadworks on the bridge approaches.

On Tuesday, April 05, 2016 two (2) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	Part A Road Reconstruction Bid Amount	Part B Rehabilitation of Bridge Bid Amount	TOTAL TENDERED AMOUNT
Moorefield Excavating Ltd., Harriston	\$2,299,915.72	\$1,118,869.85	\$3,418,785.54*
The Murray Group Limited, Moorefield	\$2,833,482.35	\$1,153,694.43	\$3,987,176.76

“\*” indicates mathematical correction.

The submissions were all in order and staff are recommending awarding the contract Moorefield Excavating Ltd., Harriston, at the tendered amount of \$3,418,785.54, exclusive of HST @ 13%.

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

At the time of budget preparation in August the full extent of the required work was not fully known. Consultant budget estimates provided in the early winter were in excess of the proposed budget but less than half of what the final tendered about was. This is a complex project that contains a lot of work to be completed in a three month window. In general pricing for full reconstruction type work and bridge rehabilitations are higher than expected due to the influx in grant funding from upper tier government and the overall volume of work available for Contractors to bid on. For the foreseeable future pricing will only be going up, not down.

### **Recommendation:**

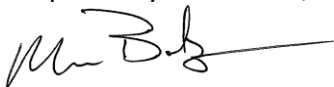
That County of Wellington Project No CW2016-014, a tender for the reconstruction of the following roads in Drayton; Main Street West, King Street, Queen Street, Wortley Street and Market Street and for the rehabilitation of the Main Street (Drayton) Bridge (B008089) be awarded to Moorefield Excavating Ltd., Harriston, at the tendered amount of \$3,418,785.54,, exclusive of HST @ 13%; and

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

That the additional funding required to complete the project be included in the 2017 Budget to replenish the reserve; and

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Bolzon', with a long horizontal stroke extending to the right.

Mark Bolzon

Manager, Purchasing and Risk Management Services

**COUNTY OF WELLINGTON**  
**CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE**

Project name: WR 8, Drayton Main St Bridge (B008089) and Storm Sewer  
 Project number : 21140161 & 21150101

**PROJECT COSTS**

	<b>Part A</b>	<b>Part B</b>	
	<b>Road Work</b>	<b>Bridge Work</b>	<b>Total</b>
Tendered Construction Cost*	\$2,340,400	\$1,138,600	\$3,479,000
Previously Incurred Professional Fees	\$96,700	\$115,500	\$212,200
Professional Fees	\$50,000	\$80,000	\$130,000
County Labour & Materials	\$10,000		\$10,000
Contingency	\$84,800	\$84,000	\$168,800
<b>Project total</b>	<b>\$2,581,900</b>	<b>\$1,418,100</b>	<b>\$4,000,000</b>

\* includes net cost to County of HST

**PROJECT BUDGET APPROVALS AND FINANCING**

	Gross cost	Tax Levy	OCIF	Municipal Recoveries Mapleton	Roads Capital Reserve
2014 Capital Budget	\$ 50,000	\$ 50,000			
2015 Capital Budget	\$ 50,000	\$ 41,000		\$ 9,000	
2016 Capital Budget	\$ 2,050,000	\$ 1,485,000	\$ 165,000	\$ 400,000	
	\$ 2,150,000	\$ 1,576,000	\$ 165,000	\$ 409,000	\$ -
Funding adjustment	\$ 1,850,000	\$ (300,000)	\$ 300,000	\$ 348,000	\$ 1,502,000
<b>Revised cost and sources of financing</b>	<b>\$ 4,000,000</b>	<b>\$ 1,276,000</b>	<b>\$ 465,000</b>	<b>\$ 757,000</b>	<b>\$ 1,502,000</b>



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Roads Committee  
**From:** Gordon J. Ough, P. Eng., County Engineer  
**Date:** Tuesday, April 19, 2016  
**Subject:** Delegation Made at the OGRA/ROMA Conference

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### Background:

Attached for the County's Roads Committee and for County Council is a copy of the cover letter and the RUNAWAY SOFT COSTS document that was presented to Mr. Peter Milczyn, MPP Etobicoke Lakeshore, Parliamentary Assistant to the Minister of Economic Development, Employment and Infrastructure at the 2016 OGRA/ROMA Combined Conference. The presentation lead by Councillor Gary Williamson, Chair of the County's Roads Committee, seemed to have been very well received.

It is hoped that the County will be contacted about their offer to host a meeting to discuss the issue further with ministry staff, and other organizations as listed in the February 22, 2016 correspondence.

### Recommendation:

That County Council receive the report for interest and information.

Respectfully submitted,

A handwritten signature in cursive script, reading "Gordon J. Ough".

Gordon J. Ough, P. Eng.  
County Engineer



COUNTY OF WELLINGTON

OFFICE OF THE WARDEN  
1.800.663.0750  
T 519.837.2600 x 2550  
F 519.837.1909  
E warden@wellington.ca

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

February 22, 2016

Ministry of Economic Development,  
Employment and Infrastructure  
8th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1

Attn: Mr. Peter Milczyn, MPP  
Etobicoke Lakeshore  
Parliamentary Assistant to the  
Minister of Economic Development,  
Employment and Infrastructure

RE: OGRA/ROMA Combined Conference  
Rising Costs of Municipal  
Infrastructure, Construction and  
Maintenance  
Soft Costs, Regulations and  
Requirements

Dear Sir;

The County of Wellington (the County) thanks you for accepting our request to discuss the rising costs of municipal infrastructure, construction and maintenance; particularly the soft costs associated with approvals, regulations and requirements.

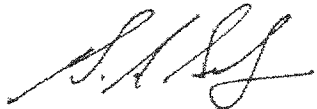
Enclosed, for your review and consideration, are examples that the County, local municipalities and our consultants have experienced related to the rising costs of infrastructure renewal due to runaway soft costs. The information included in the enclosure is just a small sample of the issues that create inefficiencies in our efforts to provide sustainable infrastructure in a cost effective way. The examples provided indicate that there is a real need to review the processes that are creating the runaway soft costs.

Should the Province be interested, Wellington County would host a fact finding meeting with appropriate ministry staff, municipal staff and other organizations (i.e., Consulting Engineers of Ontario (CEO), Municipal Engineers Association (MEA), Ontario Good Roads Association (OGRA), Conservation Authorities (CA)) who are directly involved in infrastructure renewal. The goal would be to identify the issues of concern and to come up with possible solutions to address these concerns.

The County looks forward to assisting the Province in any capacity we can to address runaway soft costs and finding a suitable solution that protects the natural environment and its inhabitants but also allows for funding to be spent on improving the actual infrastructure.

Should you have any questions, do not hesitate to contact me at 519.837.2600 x 2550 or [georgeb@wellington.ca](mailto:georgeb@wellington.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'G. Bridge', written in a cursive style.

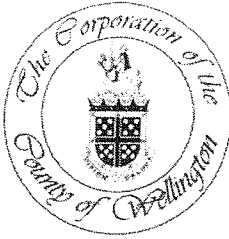
George Bridge, Warden, Wellington County

GW/me

Encl.

cc: Ted Arnott, MPP, Wellington-Halton Hills  
Randy Pettapiece, MPP, Perth-Wellington  
Scott Wilson, CAO, Wellington County  
Gary Williamson, Roads Committee Chair, Wellington County  
Gord Ough, P.Eng., County Engineer, Wellington County





## The Corporation of the County of Wellington

74 Woolwich Street, Guelph, Ontario N1H 3T9  
519.837.2600 fax 519.837.8138 [www.wellington.ca](http://www.wellington.ca)

### **RUNAWAY SOFT COSTS**

#### **Conservation Authorities**

- 1) The County deals with six (6) Conservation Authorities (CA) within its boundary; Grand River (GRCA), Credit Valley (CVC), Halton (CH), Maitland Valley (MVCA), Saugeen (SVCA), Hamilton (HCA). Local municipalities within the County usually deal with one or two of the CAs listed above.
- 2) Even though CAs have the same mandate from the province (created in 1946 by an Act of the Provincial Legislature), there are no consistencies between CAs with respect to their approval process, what they consider wetland, and approvals related to in-water works and fisheries. Some CAs require signed and sealed final reports (i.e., geotechnical, hydraulic, etc.) as supporting documentation for an approval; others do not.
- 3) In a bridge pre-project consultation meeting CH indicated that an approval from them could take upwards of a year to secure.
- 4) This past year the County finally replaced a culvert in the CVC area which took three (3) years to secure their approval.

CVC continually changed their requirements resulting in the engineers making multiple submissions and design changes. CVC staff even requested that the culvert be sized such that the Regional storm would not over top the road. This request wasted valuable time and money in the design process and we found out that it was a staff directive, not an actual requirement for approval.

The original culvert that was replaced was a 1600x950 CSP. The new culvert is a 3760x2012 concrete box structure. The new culvert will require an inspection every two (2) years for the remainder of its life (ongoing costs) by a qualified bridge engineering firm whereas the original culvert did not warrant this level of inspection.

At the outset of the design process with CVC it was indicated to them that the County only had \$500,000 budgeted for the project which included engineering, construction, administration and inspection. Total project costs were \$723,000, of that \$204,000 was for engineering.

- 5) In contrast, a similar sized project completed in the GRCA area took less than six months for GRCA approval and the approved construction method was far superior and simpler to complete by the Contractor resulting in significant cost savings. The total project cost including approvals was only \$482,000 which included \$61,000 in engineering fees.
- 6) In another case, a Contractor had to block off the flow of water in a creek to complete a culvert project. The Contractor proposed to put in place filter cloth and large pre-cast concrete blocks (using a machine) to stop the flow of water. This method would have created very little disturbance to the creek bed. However, CA staff disagreed and wanted sand bags used which had to be placed by hand. This meant multiple walking trips into the creek bed by workers to place the sand bags and then again to remove them. This not only cost more but obviously disturbed the creek bed to a much greater extent.

## **Regulations and Requirements**

### **Species at Risk (SAR)**

- 1) Species at Risk (SAR) field investigations/screenings take a minimum of two seasons (spring, summer) to complete and sometimes a fall season is needed to investigate non SAR related work (i.e., fish spawning survey). SAR screenings are only valid for a short period of time and then must be updated if the design period takes excessive time.

The screenings themselves must be completed by one or multiple specialized firm(s) with costs typically ranging from \$5,000 to \$15,000 but they can exceed \$50,000 for some projects (see example below). Mitigation measures if required can cost anywhere from \$5,000 to \$1,000,000 in excess of the remaining project costs (i.e., barn swallow nesting kiosks, longer span bridge structures to accommodate Red Sided Dace).

SAR studies often require a licence or SAR Collectors Permit from MNRF-SAR resulting in more time and expense.

The requests of MNRF-SAR often do not match the size or scope of the project (see examples below).

- A) The Hillsburgh Dam/Pond and Bridge E/A in the Town of Erin commenced in February to collect the required filed data for the Natural Heritage and ended in October of the same year. Species from white tail deer, salamander, snakes, turtles, butterflies, birds, bats, fishes, mussels, reptiles, etc., were all identified. In total, 32 "Species with Conservation Status", noted as Special Concern to Threatened to Endangered, were identified. In this case at least a year and half will be needed to complete the background work including the field work and report. Additional work

is expected to support an ultimate outcome for the project as well. To date, fees are in excess of \$60,000.

- B) A municipality required a box culvert have a 2.5 m extension constructed. Red Sided Dace (minnow family) were thought to be in the tributary downstream from the project. As a result, the project required an Endangered Species Act Section 17 Report to be completed, reviewed, and signed off by the Minister. Since the site of the construction was so small, the compensation required for disturbing the site was to plant over 100 trees kilometers downstream from the project on private property. A total of five (5) years of tree monitoring reports and specialist reports monitoring the stream (channel morphology, benthic macroinvertebrates, etc.) was required as a part of the SAR permit. The MNRF even questioned the need for guiderails and the engineers had to justify their use for road side safety (not an MNRF directive to comment on).
- C) A private land owner is completing work to improve the Municipal Drain that runs across the property. As a part of this work, the twin 1.5 m diameter CSPs that span the driveway will have to be replaced. The MNRF-SAR department is requesting a 6 meter span concrete box culvert be constructed to provide for turtle passage.
- D) A municipality has proposed a small scale bridge rehabilitation project (partial superstructure replacement). Any disturbance would be limited to less than 5 m under the bridge, which was specified to be protected by scaffolding at all times by the engineer. MNRF was notified regarding SAR. MNRF response directed the project engineers to have a "comprehensive biological inventory of the entire area that may be directly or indirectly impacted by the proposed project". MNRF also directed the engineers to review the official website as to what SAR "have the potential to occur in the area" (Step II). Additionally MNRF recommended that "each species identified under Step II should be surveyed for, regardless of whether or not the species has been previously recorded in the area, or whether previous records are historical in nature". These studies would outweigh the engineering fees on a scale of 2 or 3 to 1.

### **Permit to Take Water (PTTW)**

- 1) A PTTW is required in all cases when 50,000 L/day are "taken". The threshold of 50,000 litres is not very much as a minimum requirement to be met to require a permit.
- 2) Even temporarily diverting a creek/stream/river requires a PTTW even though no water is being taken, it is just being rerouted from its normal course.
- 3) The back ground work required to make an application for a PTTW usually requires two (2) to three (3) months to complete. MOECC review of the PTTW application takes a minimum of three (3) months, but in most cases takes longer unless the applicant

pushes for it to be approved. Therefore, the PTTW timeline dictates that municipalities, not the Contractor, must apply for the PTTW permit in advance of construction in anticipation that the Contractor may require the PTTW to complete the work as there typically is not three (3) months between tender acceptance and start of construction.

- 4) The permit "owner" must have acceptable methods and be responsible for records and submissions to MOECC. If the municipality is the permit owner, then dewatering methods and record keeping/submission becomes a municipal issue. If the municipality did not apply for enough litres/day it becomes a very big issue for both the municipality and Contractor completing the work.
- 5) PTTW cost can range from \$15,000 (for dewatering a sewer project) to \$35,000 (for a bridge replacement) to cover the associated costs of engineering, monitoring and reporting. Almost all bridge and culvert projects require the investigation to determine if a PTTW is required despite the fact that no water is actually "taken". The intent of the legislation was to protect property owners with wells and to ensure that water is not pumped uncontrollably from the ground to bottle and sell without approval. The intent was not to cause additional hardship and cost for municipalities intending to replace aged infrastructure.

#### **Sanitary and Storm Sewer Permits from MOECC**

- 1) All storm and sanitary sewer projects have to be submitted to the MOECC for approval and permits.
- 2) Permit approval takes a minimum of three (3) months but in most cases takes eight (8) months to a year. There have been known occasions when a municipality has called their local MPP and asked them to contact the MOECC for the permit as it is critical to be in place prior to commencing work. In these cases grant funding is usually the driving factor that causes the municipality to resort to this tactic.
- 3) There was once a time when the MOECC provided a value added service and insight into the approval. Now the approval is a checklist that must be met to receive approval. This system does not allow for imagination, innovation and actual engineering to be done to find the best solution for the problem. In the checklist system it is rare that the best solution is chosen.
- 4) Storm water management started out with "quantity" regulations. This regulation made sense since municipalities cannot afford to build storm sewers large enough to handle major storms. However, it was decided that there should also be a "quality" regulation as well. In more cases Stormceptors (or equivalent oil/grit separator systems) are being specified to meet the MOECC checklist. These units cost municipalities/developers anywhere from \$25,000 to \$50,000 plus installation costs. They also then require the municipality to maintain/clean the structure forever. In most cases these

structures are not being properly maintained due to the cost associated with doing so. If they are not properly maintained then they do not work properly and the structure becomes a very expensive catch basin.

### **Funding Applications**

- 1) Funding applications cause frustration for the County and local municipalities and result in money being spent on soft costs, that should be used for the actual construction costs.
- 2) Costs associated with having projects "shovel ready" include up-front engineering costs for design and obtaining the necessary approvals which can take anywhere from months to years to obtain.
- 3) Approvals are only good for a short period of time which can result in re-applying for the approvals should funding not be received when anticipated.
- 4) Changes to the funding application formats due to different programs being offered result in additional engineering costs and municipal staff time to complete the sometimes complex application forms.
- 5) Timing of funding programmes does not always result in the best "bang for the buck". Projects need to be tendered early in the year when Contractors are looking for work; not in the middle of summer when Contractors are all busy.
- 6) The funding approval process results in numerous municipalities receiving funding all at the same time. The glut of work results in higher construction costs and insufficient number of Contractors to complete the work.

### **Municipal Class Environmental Assessments (EA)**

- 1) Municipal class environmental assessments cause challenges for municipalities to have all approvals in place so a project is "shovel ready". EAs involve municipalities spending a significant amount of money on engineering far in advance of a project being constructed. It can take upwards of four (4) years to get final approvals from the MOECC depending on the complexity of the project.
- 2) On behalf of municipalities, the Consulting Engineers of Ontario (CEO) has raised this concern with ministry staff.
- 3) CEO have first-hand experience in dealing with the current MOECC approval process and have provided comments of their concerns (attached for your information).

## Annual Sustainable Funding

- 1) Sustainable funding has long been the request of municipalities; similar to "Gas Tax" funding to allow them to plan for and complete infrastructure projects in a timely and cost effective manner. This makes for a win/win situation and the best "Bang for a Buck" for all levels of government and ultimately for the taxpayers of Ontario.
- 2) Sometimes, what's old can become new again. In the eighties and early nineties the annual MTO funding for municipal road infrastructure was announced for each municipality at the Good Road Convention in February. This allowed municipalities to advertise infrastructure tenders early in the year. There was no competition between municipalities for MTO funding since it was an annual amount. There was some variability from year to year for each municipality but was in essence sustainable. The MTO (Province) knew what their annual costs were and the sustainable funding allowed municipalities to obtain the required approvals and prepare for their annual infrastructure projects.
- 3) The MTO Funding model also included a "Supplementary Funding" component. This was a fund that municipalities could apply for when they had a special project (i.e., large bridge) that was beyond their normal financial ability to pay for. There was no guarantee that a municipality would receive this money as it was spread around the Province based on infrastructure priorities.
- 4) For accountability MTO required every municipality to submit an annual report on where and how all funding was spent to ensure it was spent on acceptable infrastructure projects. Municipalities now have many new tools (i.e., asset management) to assist in prioritizing these projects.
- 5) We all know money is limited and not as plentiful as back in the eighties but the framework of the process worked then and we believe could work again!



## MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENTS



- Design and construction industry firms are experiencing significant challenges being able to complete projects in a timely fashion due to delays created by processes associated with Municipal Class Environmental Assessments
- CEO and its members respect and support that first and foremost the role of environmental assessments is to ensure the preservation and protection of Ontario's environment
- However, as presently interpreted by ministry staff, Section 16 the Environmental Assessment Act provides for any person or party to request a Ministerial review of any undertaking subject to the purview of the Act and issue an Order making a Class EA project subject to Part II of the Act
- Consequently, this provision applies to all Municipal Class Environmental Assessment pre-approved projects, negating the fundamental principle on which Class EAs were established
- This has resulted in a backlog for Municipal Class Environmental Assessments at the ministry staff level and an average delay of 28 months for these projects - significantly hampering the successful delivery of much needed public infrastructure where no environmental threat exists
- At the heart of this issue is the use of Part II Orders to delay projects for political rather than environmental reasons
- CEO is eager to work with Ministry of Environment and Climate Change staff to develop criteria that could facilitate streamlining the Municipal Class Environmental Assessment system to improve project completion times while maintaining the security of Ontario's environment
- We believe we can develop with your staff, processes that can preserve the integrity of the Part II Order system, ensuring those projects needing a Ministerial review receive one, while properly addressing other Orders
- These processes can include the delegation of greater decision-making authority to Ministry staff at the Director level to provide more timely assessment of Orders, expediting those requiring Ministerial review, providing rulings on smaller projects and the ability to dismiss frivolous Part II Orders filed to delay or obstruct projects from being completed



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of Roads Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, April 19, 2016  
**Subject:** **Ontario Community Infrastructure Fund – Project Funding Adjustment**

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### Background:

In October 2014 the County was notified of its eligibility to receive \$465,000 annually in the Ontario Community Infrastructure Fund – Formula-based Component (OCIF). One of the requirements of this funding is that the funds are to be spent in the fiscal year in which they are allocated.

At the time of preparing the 2016 capital budget OCIF funds were allocated as follows, Wellington Road 8 Main Street Drayton, Storm Sewer design and construction(\$165,000) and Wellington Road 11, Culvert 110900, design and replace (\$300,000).

In planning construction projects for the 2016 season it came to light that there will be several projects requiring road closures in the township of Mapleton this year making travel difficult for its residents.

Road closures in the area will include:

- WR 10 closed to complete the Wyandot Bridge rehabilitation,
- WR 8 in Drayton will be closed from July to September/October for the Main Street Bridge rehabilitation
- WR 11 from WR 7 to the 14th Line will be closed in the summer for work at Culvert 111020 and road work.
- WR 86 at the Wallenstein Bridge is down to one lane for the bridge rehabilitation.

At the request of the local municipality, we are proposing delaying the replacement of culvert 110900 until the 2017 construction season. As such we need to reallocate the OCIF funds from this project, and propose transferring it to the rehabilitation of Wellington Road 8 Main Street Bridge 008089.

### Recommendation:

That \$300,000 in OCIF funding currently budgeted in WR11 Culvert 110900 be reallocated to WR8 Main Street Bridge rehabilitation; and

That \$300,000 in current funding currently budgeted in WR8 Main Street Bridge rehabilitation be reallocated to WR11 Culvert 110900.

Respectfully submitted,

Ken DeHart, CPA, CGA  
County Treasurer



## **Corporation of the County of Wellington Economic Development Committee Minutes**

April 19, 2016  
County Administration Centre  
Guthrie Room

**Present:** Warden George Bridge  
Councillor Chris White (Chair)  
Councillor Doug Breen  
Councillor Pierre Brianceau  
Councillor Kelly Linton

**Staff:** Donna Bryce, County Clerk  
Crystal Ellis, Economic Development Officer  
Jana Burns, Director, Economic Development  
Ken DeHart, County Treasurer  
Scott Wilson, CAO

**Also Present:** Councillor Allan Alls  
Councillor Gregg Davidson  
Councillor Neil Driscoll  
Councillor Dennis Lever  
Ken Roth, Councillor, Township of Puslinch

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### **1. Call to Order**

At 10:09 am, the Chair called the meeting to order.

### **2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Delegation:**

3.1 Mr. Korb Whale, French Immersion Parent Group Representative

1/4/16

**Moved by:** Councillor Breen

**Seconded by:** Councillor Brianceau

That the French Immersion Parent Group delegation be received for information.

**Carried**

The CAO was requested to discuss with the Director of the Upper Grand District School Board whether the Board requires the County's assistance in recruiting French Immersion teachers.

**4. Economic Development Financial Statements as of March 31, 2016**

2/4/16

**Moved by:** Councillor Brianceau

**Seconded by:** Councillor Breen

That the Financial Statements as of March 31, 2016 for Economic Development be approved.

**Carried**

**5. April 2016 Economic Development Update**

3/4/16

**Moved by:** Councillor Brianceau

**Seconded by:** Warden Bridge

That the Economic Development Committee approve the Economic Development April Report.

**Carried**

**6. Adjournment**

At 11:30 am, the Chair adjourned the meeting until May 17, 2016 or at the call of the Chair.

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Chris White  
Chair  
Economic Development Committee



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Economic Development Committee  
**From:** Jana Burns, Director of Economic Development  
**Date:** Tuesday, April 19, 2016  
**Subject:** **Economic Development – April Report**

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### **Business Retention and Expansion (BR+E)**

In partnership with the member municipalities 140 Downtown/Retail business interviews in addition to eight Foreign Direct Investment business interviews have been completed. All of the survey data has been entered into the Executive Pulse data management system with the assistance of economic development staff in the member municipalities and initial reports have been pulled for analysis. After primary analysis is completed by our department, we will organize a data retreat for the municipalities and key stakeholders. The municipal and countywide final reports will be completed by our department in the spring. I will present some of the preliminary interesting findings to Committee.

### **Business Support**

I will provide examples of businesses that have contacted the County this month, the type of support we have provided and the status of those inquiries.

### **Talent Attraction**

1. **IPM - Careers in Agriculture Day - September 21:** Tom and I met with the University of Guelph Career Services to present our proposal and request assistance. Karen Reimer, head of the department was most enthusiastic about the opportunity to collaborate and will assist in promoting the event to the students. Given our website does not have registration with payment capabilities, we are arranging to conduct registration via the university. We will begin creating promotional material, thus far at events such as the recent Wellington North Showcase, we have utilized the attached postcard created by Tom. We also offered our departmental electronic newsletter to Karen to promote student co-op employment opportunities in Wellington businesses. The university will provide us with details to their revolving intake process for employers and we will provide employers with links to subsidies and advantages of hiring students. As employers will be showcasing their career opportunities, this event will also be open to the public, close at 3:30pm and will be followed by the Future Farmers Eve, with live music.
2. **Global Skills Conference - April 13, Kitchener:** We will be an exhibitor, creating awareness of employment possibilities in Wellington County for skilled/educated immigrants and also promoting the fall 2016 Live and Work in Wellington bus tours. Tom is also developing a postcard for outreach to newcomers.
3. **Business Follow up:** This month Tom will meet with the human resources manager at MSW Plastics, as they are interested in learning how immigration policies can be used get the workers they need for plant expansion.

4. **Project Awareness:** On April 29 Tom will meet with Lloyd Longfield, Federal Liberal MP to discuss the project. Lloyd also sits on the Rural Economic Development Committee in Ottawa. This month we will also meet with Andrea Leis, Dean at Conestoga College to discuss how we can work together to let students/recent graduates know about employment opportunities in Wellington County.
5. Tom and I participated in the **Talent Attraction Summit** in Toronto this month. Included was 'How Canada Can Take An Economic Giant Step By Putting The Right People In Place.' This session stressed that global talent attraction and recruitment is the greatest issue facing the Canadian economy. Of the four main recommendations, our project incorporates three, emphasizing that we are on the right track. They were as follows:
  - a) The business community must consider international students. They have significant human and economic capital, therefore potential source for future global talent. In addition, the Canadian government recently announced that International students hold great potential as immigrants. Our project is already reaching out to this group at the University of Guelph and Conestoga College.
  - b) Canada should aggressively pursue immigrants from areas in economic distress, such as Europe. Our project is considering a national version of this by idea by targeting workers in Alberta.
  - c) Municipalities taking more initiative/control in attracting and retaining global talent and shouldn't only be national/provincial initiatives. Our project is developing specific materials that will promote the advantages of living/working in Wellington County to newcomers/immigrant communities.
6. **Support of the "Network for Rural Refugee Sponsorship Groups"** This is a new network established for rural sponsorship groups. Tom was in contact with the Refugee Sponsorship Forum which is interested in intercultural training and employment connections, both of which he can provide. He also reached out to the Refugee Sponsorship Forum's Employment directors (Jim Estill and Muhammed Sayyed) to inquire whether any incoming refugees may be from an agricultural background/interested in working outside of Guelph and to offer help setting up connections of this nature.

#### **Wellington hosts first Western Wardens ED Project Meeting**

As Warden Bridge is the Chair of the WOWC ED Committee, we will be host to the first project meeting. We thus far have 26 confirmed attendees, representing 14 jurisdictions (ED staff and/or CAOs) in addition to four agency representatives (Workforce Planning Boards, Community Futures). We will provide an overview of the objectives and discuss the priority projects as defined by the Committee. The project themes include consistent and predictable funding, energy services and costs, workforce attraction, hi-speed internet, investment attraction and public transit. The group will also discuss timelines and budgetary requirements. It is the Warden's goal to present the Committee's position on these matters at the AMO Conference in August.

#### **Investment Attraction**

Ontario is the largest food and beverage manufacturing jurisdiction in Canada accounting for 40% of revenues and where processing businesses, like in Wellington, are composed 90% of micro and small



businesses (1-4 employees and 5-99 employees respectively). Though exports increased 12% between 2010 and 2012, we still show a trade imbalance. In an effort to boost our region's export and growth potential, we are participating in the Ontario Food Cluster and one of its 2016 export activities: SIAL international food show in Paris, October 2016.

Europe has shifting consumer preferences to healthy, value-added specialty products and businesses can leverage currency differences and the proposed CETA to expand opportunities and substitute imports. We will work on market readiness with the six businesses who have confirmed their desire to attend the show. This will involve presenting them with the full schedule of the show and the additional market mission in Dijon, organized by our counterparts. We are working with OMAFRA, OAFT and the Canadian Trade Commission on preparing the businesses.

In our next e-newsletter we will also be highlighting "Profit" an OMAFRA workshop for export-interested businesses, where the \$350 cost will cover transportation to Buffalo, education materials, accommodation and food.

### **Wellington Labour Market Mobility Study**

We are happy to announce the successful funding application, submitted by the project lead, the Rural Ontario Institute. Our goal in ED is to attract new residents that contribute to our economy and this study will enable us to better understand migration patterns tied to income levels. We are hosting a workshop on May 9 at the Fergus Library from 1pm to 3pm where we invite local stakeholders with knowledge of the Wellington migration context. ROI will present an overview of the overall labour mobility/income database and will discuss issues particular to Wellington County.

### **Festivals and Events**

The 2016 guide was completed April 1 and sent to print on schedule. A total of 20,000 copies will be produced and delivered to the County and member municipalities between April 22 and 24. Promotion of the guide will occur simultaneously via a two-page centre spread in the April 22 edition of the Wellington Advertiser, indicating the availability of the guide at local offices on April 25. The digital version of the guide is currently available on the County website also known as [experiencewellington.ca](http://experiencewellington.ca). The first festivals and events e-blast is planned for May.

The Wellington Lure Piece is in progress. Photo shoots continue for the concept of "Letters from the Country" theme. The resurgence of winter weather has delayed the planned outdoor session, but it is anticipated all photos will be completed by the end of the month. Design is being coordinated in house and is expected to be ready for distribution in June.

### **International Plowing Match (IPM) – County Showcase**

For the 2016 IPM, it is the County's objective to garner a younger generation of attendees and highlight the many wonderful things ag-related in Wellington County. "A Fresh Taste of Farming" will include a Showcase of two tents where visitors can learn all about Wellington, interact with various demonstration stations (wood carving to pig butchery), learn about our businesses and municipalities (interactive booths themed by the strength of each community ie: Mapleton's 'Drayton Theatre'), zipline 175ft from 30ft in the air over top of a living, growing Wellington County map, visit our farmers' market area and have a seat to enjoy local entertainers.

Between these two tents is another tent (as per the attached site plan), where visitors can partake in our programming. Tuesday's grand opening will include a Taste Real Harvest Dinner for 135 invitees including the Premiere, OPA and Councils. Wednesday we will host Careers in Agriculture Day, bringing high school students in the morning and university students in the afternoon to tour the career fair of employers offering a range of agriculturally related opportunities, followed by a panel of local 'ag heros' (young professionals working in the field of research, sales, IT, finance regardless if they have a background in farming, we want to show the breadth of careers related to ag in rural). Given the availability of this tent Thursday, Friday and Saturday, we proposed that if the OPA is interested, we could utilize this space as the VIP tent. The VIP lunch would not conflict with the Taste Real Harvest Dinner and the space would already be setup including décor.

Programming:

- **Wellington Entertainment Stage**, September 21-24
- **Artisan Demonstration Stage**, September 21-24
- **Wellington Farmers' Market** 9:00am – 5:00pm daily
- **Member Municipality Features**, experiences presented by each Municipality
- **Made in Wellington**, displays of Wellington County products
- **Tour the Taps of Wellington**, local drink and food sampling 11:00am-5:00pm daily
- **Taste Real VIP Dinner** September 20
- **Careers in Agriculture Career Fair**, September 21 from 10:00am - 3:30pm
- **Future Farmers Night**, September 21 from 5:00pm - 9:30pm
- **Patriotic Wellington**, September 24

Please find attached the Field Notes for distribution to Councils, residents and the press. Our Field Notes will be updated monthly with details of the exciting things to experience at the County Showcase. Also attached, an updated site plan. We have met with various exhibitors including Guelph Tourism on their participating and our expectations. Crystal and I chair the Industry and Entertainment Group, which met April 5 to discuss the municipal themes, signage and provide our updates on what's happening and when. We then met with the Executive Chair to communicate our activities.

Crystal, Christina and I met to draft the communication letters to our businesses, separate letters for the farmers market, food and drink booths and entertainment and demonstrations. These separate letters detail the benefit of participating, the subsidy offered and the expectations. We will utilize the strength of the Taste Real brand for all Showcase related food, drink, Tour the Taps licensed area in addition to the Wellington Farmers' Market and Harvest Dinner.

### **Wellington Visitor Map**

Work continues on developing the County's first Visitor Map, highlighting the region's places to experience, including the Plowing Match. Side one of the map will contain the road map with call outs of specific must see, do, eat and discover in addition to pins describing the assets within Wellington. The reverse will provide a list of themes, consistent with the 2016 Lure Piece themes, which will describe the type of experiences Wellington offers to its visitors in addition to imagery and tips.

## **Taste Real**

**Local Food Map and Membership Drive:** We have more members than last year on the 2016 Food Map. Businesses we have worked with since January and who have officially joined in 2016 as new members:

- Elora Brewing Company (Centre Wellington)
- Wellington Made (Centre Wellington)
- Salad Days Farm (Centre Wellington)
- Chomping at the Bit (Guelph/Eramosa)
- Heaven on Seven (Guelph/Eramosa)
- Rockwood Farmers' Market (Guelph/Eramosa)
- Jim Farm Market (Guelph/Eramosa)
- Wagram Springs (Wellington North)
- Mijidaa Restaurant (Guelph)
- Taste deTours (Guelph)
- Bella Roma Foods (Guelph)
- Savour the Season (Guelph)
- Tintangels Tea Room and more... (Erin)
- Paradise Farm Butcher Shop (Erin)
- The Roost Pub (Puslinch)

Annual partnership calls provide opportunity to check in and talk about plans and activities for Taste Real members. Late 2015 we collected 25 feedback forms and tweaked our programming according to current business needs. This included a new layout for **online profiles**, a sample available here: <http://www.tastereal.com/partner-profile/mapletons-organic-dairy/>. In order to better promote our partner businesses, we are creating comprehensive, picture heavy online profiles this year. As identified in the Food Tourism Strategy, story-telling and beautiful images are important ways to engage the public and the food tourist, who will research businesses online, prior to visiting/engaging. This will also assist businesses that do not have a comprehensive web presence. The profiles can be used to promote our businesses through online newsletters, social media and be linked to any news or events updates we may have.

**Local Food Fest, June 26:** Due to overwhelming feedback from attendees last year, we will expand our offering of skill building workshops in 2016. They have become one of the main attractions of the event and one third of all ballot respondents have identified the hands-on workshops as their favourite component. This year's workshops are: butchery, bread making, beer brewing, fermenting, cheese making, foraging for wild edibles, backyard chickens, butter making, bee keeping and a hands-on cooking workshop for kids. We are also incorporating additional recommendations from the Wellington County Food Tourism strategy, which include a Taste Real-only Food vendor court - each chef paired with a local farmer, Taste Real shopping bags at the entrance and a higher entry fee \$10/family \$5/person, to keep the festival sustainable.

This year, we are also partnering with the Wellington Museum and Archives to have a 'Harvest Home' showcase at the Local Food Fest. Other partnerships include Minga Skill Building Hub to co-present the Hands-on Food workshops and Slow Food - Wellington County chapter to host a 'Slow Food' Market within the festival.

We have also confirmed the main Food Fest 2016 sponsor, The Neighbourhood Group of Companies, having committed \$2,500.

Please find below the Canadian Restaurant News coverage of Source It Here and the Food Tourism Strategy.

## A business case for local food

GUELPH, Ont. — At a Wellington County networking event and conference, delegates heard restaurateurs who sourced local food felt somewhat insulated from the rise in food costs.

Taste Real and Foodlink Waterloo Region held the eighth annual Source It Here event on Feb. 8 at Ignatius Jesuit Centre in Guelph, Ont.

"The economic context is very different from last year," said Sylvain Charlebois, professor for the University of Guelph's Food Institute.

Food costs are expected to increase between two and four per cent, exceeding general inflation, according to the institute's 2016 forecast.

The consumer is asking a lot, he said, and in the not-so-distant future, animal welfare will have enough value in the market to justify a price increase at quick service.

"What you've been trying to do for many years is more valuable than ever," Charlebois told delegates.

He also noted the margins from local food and imports have been shrinking.

A panel "connecting the dots — partners in food" paired producers and retail and foodservice operators for discussions on food cost.

Chef Ben Sachse said he hasn't "experienced the same food cost influxes" at his restaurant at Elora Brewing Company when he is buying meat from Leslie Zinger of Top Market Meats, a farm in Ariss, Ont.

An important factor in this supplier/operator relationship is that Sachse understands that sometimes the farm will be out of duck legs, so he puts another protein on the menu.

"Those limitations define who we are," said

Zinger. "I think the main thing is communication."

Charlebois suggested that modest price increases could go a long way in the sustainability of a business.

"Trust allows the marketplace to become price blind," said Charlebois, adding education allows for the understanding of what food should be.

### Culinary tourism plans

The Ontario Culinary Alliance recently assessed the Waterloo Region's position as a culinary tourism destination.

"There is a really engaged local food community," said Julia Gilmore, FEAST ON and food tourism development manager.

She noted Wellington County — which is in close proximity to a large urban market — also has an "awesome selection of festivals and events."

Gilmore outlined the characteristics of food tourists: they are interested in the origin of products, have above average expenditure, are adventurous, loyal, active on social media, looking for VIP treatments (something exclusive) and, for them, value goes beyond price.

"Food tourists aren't just coming for a meal," said Gilmore.

She made some recommendations including preparing a collective marketing program, dubbed In Real Life, for those local businesses who are market-ready for guests to the area.

"I think we have to tailor-make it so it fits our region," said Taste Real coordinator Christina Mann, who asked for interested stakeholders to get involved in a committee.

## Firehouse Subs plans to build 85 units in Ontario

OSHAWA — Firehouse Subs purchases more dail peppers than any other restaurant group on the planet.

The uncommon pepper flies under the radar for most people in the business of making hot sauce. Yet, in northeastern Florida, where Firehouse Subs opened its first location, dail pepper sauce is a staple.

"Everybody in St. Augustine (Fla.) grows dail peppers in their backyard. We just assumed everybody had them," said Robin Sorensen, who created Firehouse Subs with his brother Chris.

When the Sorensen brothers began to build their brand, they named their version of dail pepper sauce after their father, creating Captain Sorensen's Dail Pepper Hot Sauce.

"We have rabid fans of our sauce," Sorensen said. "In the early years, we would run out of it. Now we make sure we always have it."

The dail is similar to the habanero in spice, varying from 100,000 to 300,000 on the Scoville scale. However, the dail's heat is combined with a sweet, fruity flavour.

"It's extremely hot, but when you pick it at the right time, it has a sugar spike," Sorensen said. "If you eat it by itself, it will light you on fire."

While the pepper sauce is a draw Sorensen explained Firehouse's in-house steamed meat mixed with a toasted bun also helped the com-



Firehouse Subs CEO Don Fox and co-founder Robin Sorensen.

pany carve out its customer base in the sandwich market.

"We knew it was better, but it turned out to be one of the big things that separated us from everyone else," he said. "It was a fluke how it all happened, how we got the steamer idea."

The dail sauce and uniquely steamed meat are now available in Canada. Firehouse Subs opened its first international location in Oshawa, Ont. in October.

By the summer, the chain expects to have opened 1,000 stores throughout 43 states, Puerto Rico and Canada.

Last month, Sorensen visited the Oshawa franchise — the first of 85 units planned for Ontario.

"We had requests for years to go to all kinds of places," Sorensen said. "We never felt we were ready. We knew we had to take our time."

As of February, Firehouse Subs has 13 lo-

cations confirmed throughout Ontario. A franchise in the province costs \$400,000 to \$500,000, plus a six per cent royalty and three per cent advertising fee.

"When we developed our plan with Firehouse Subs, in terms of the 85 areas we want to be in, Durham Region was a key part of that," said Alex Gerzon, one of three principals of OnFire Restaurant Inc., the Firehouse Subs area representative for Canada. "When this amazing site opened in Oshawa we were all over it."

OnFire wasn't the first restaurant group to pitch the idea of opening a Firehouse Subs outside of the United States.

"We've never been in a rush to do international, just for the sake of doing it," Sorensen said. "If we start letting in anybody and their brother just for the sake that they can sign a cheque, we'd [grow] temporarily, but it's going to collapse."

The company's founders maintain tight control on all potential franchisees. Every Friday, they interview potential franchisees. They also maintain the final say on all new products introduced throughout the chain.

"We approve every single thing that goes into this restaurant. ... Otherwise, what are we doing here?" Sorensen said. "We've met every single franchisee in this system, most of them many times."

**Other activities:**

- Adjudication of the 2016 Minto Chamber Awards April 27
- Meeting to confirm signage design with Communications
- Layout for creation of new ED webpages (business, experience, live and work)
- Drafting RFP of the County Community Improvement Plan
- Presentation to the Township of Puslinch Council
- Summer student (Mr. Sina Farsi) to begin May 2
- Career Education Council Annual Business Breakfast April 22

**Recommendation:**

That the Economic Development Committee approve the Economic Development April Report.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Burns'.

Jana Burns  
Director of Economic Development









# Notes from the Field

International Plowing Match and Rural Expo • September 20 - 24  
County Showcase Update • March 2016



# Notes from the Field

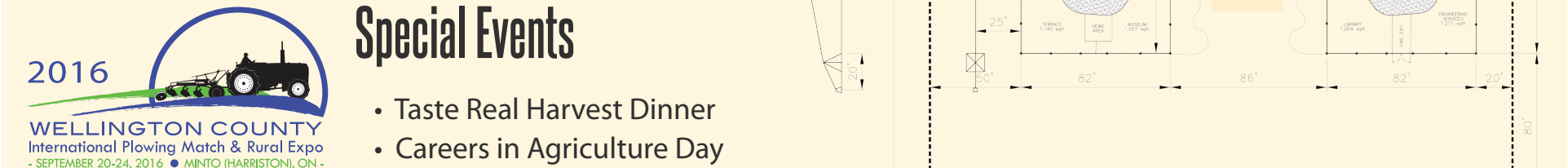
International Plowing Match and Rural Expo • September 20 - 24  
County Showcase Update • March 2016



Planning is underway! The Wellington County Showcase at the 2016 International Plowing Match and Expo will be sure to leave a lasting impression. The IPM 2016 site location is 6414 Wellington County Road 109, Town of Minto. Visit **[www.plowingmatch.org](http://www.plowingmatch.org)** to learn more about the 2016 event.

## Who is in the Wellington County showcase? Showcase Site Design

- County departments
- Municipal experiences
- Local music and entertainment
- Cultural demonstrations
- Made in Wellington features
- Wellington marketplace
- Tour the Taps: local food and drink
- Zipline over Wellington County



**Special Events**

25'

PLAZA 1,400 sq ft

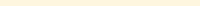
DEMO SPACE

MEETING 1,000 sq ft

LIBRARY 1,200 sq ft

ENGINEERING 1,200 sq ft

PAVE LOT

- 
 • Taste Real Harvest Dinner  
 • Careers in Agriculture Day  
 • Future Farmers' Eve

## Who is in the Wellington County showcase? Showcase Site Design







**Corporation of the County of Wellington  
Administration, Finance and Human Resources Committee  
Minutes**

April 19, 2016  
County Administration Centre  
Guthrie Room

Present:                   Warden George Bridge  
                              Councillor Dennis Lever (Chair)  
                              Councillor Allan Alls  
                              Councillor Andy Lennox

Regrets:                 Councillor Chris White

Staff:                    Susan Aram, Manager of Financial Services  
                              Mark Bolzon, Manager of Purchasing and Risk Management  
                              Donna Bryce, County Clerk  
                              Ken DeHart, County Treasurer  
                              Holly O'Drowsky, Accounting Analyst  
                              Scott Wilson, CAO

Also Present:           Councillor Gregg Davidson  
                              Ken Roth, Councillor, Township of Puslinch

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**1.     Call to Order**

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

**2.     Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

### 3. Administration

#### 3.1 Strategic Planning for Wellington County

1/4/16

**Moved by:** Councillor Alls

**Seconded by:** Councillor Lennox

That the AF & HR Committee receive the report entitled, "Strategic Planning for Wellington County"; and

That Wellington County Council dedicate a half day to a strategic planning session, facilitated by the Warden; and

That staff make the appropriate arrangements for a strategic planning session, including assembling the background documentation necessary for discussion and decision making; and

That the strategic planning session be held before June 30, 2016.

**Carried**

#### 3.2 County Asset Management Tour Discussion

The Committee agreed to conduct a County Asset Management Tour. Staff would plan a date prior to the upcoming strategic planning session, if possible.

### 4. Finance

#### 4.1 Financial Statements as of March 31, 2016

2/4/16

**Moved by:** Councillor Alls

**Seconded by:** Warden Bridge

That the Corporate Financial Statements for the County of Wellington as of March 31, 2016 be approved.

**Carried**

4.2 Prequalification of General Contractors/Construction Management Firms

3/4/16

**Moved by:** Councillor Lennox

**Seconded by:** Councillor Alls

That the firms/contractors outlined in the report titled “Prequalification of General Contractors/Construction Management Firms” be approved as pre-qualified firms authorized to bid on County of Wellington Construction and Renovation Projects – 2016-2017 as per the criteria set out in County of Wellington Project No. CW2016-011; 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.

**Carried**

4.3 Federal Gas Tax Spending Update

4/4/16

**Moved by:** Warden Bridge

**Seconded by:** Councillor Lennox

That the Federal Gas Tax Fund report for the period ending December 31, 2015 be received for information.

**Carried**

4.4 Year-End Accounting Report

5/4/16

**Moved by:** Councillor Alls

**Seconded by:** Councillor Lennox

That the 2015 operating statement as set out in the Schedule to the report titled “2015 Year End Accounting Report” be approved, subject to completion of the year-end audit; and

That the 2015 operating budget surplus be transferred to the County Property Reserve.

**Carried**

4.5 2016 Education Tax Rates

6/4/16

**Moved by:** Warden Bridge  
**Seconded by:** Councillor Alls

That the 2016 Education Tax Rates report be received for information.

**Carried**

4.6 2016 County-Wide Property Tax Policies

7/4/16

**Moved by:** Warden Bridge  
**Seconded by:** Councillor Lennox

That the 2016 County-wide Tax Policies as set out in Schedule 'A' of the report titled "2016 County-Wide Property Tax Policies" be approved.

**Carried**

5. **Adjournment**

At 1:48 pm, the Chair adjourned the meeting until May 17, 2016 or at the call of the Chair.

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Dennis Lever  
Chair  
Administration, Finance and Human Resources Committee



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Scott Wilson, Chief Administrative Officer  
**Date:** Tuesday, April 19, 2016  
**Subject:** **Strategic Planning for Wellington County**

---

### Introduction

At the budget briefing at the start of January held at Aboyne Hall, staff were asked to report on the issue of strategic planning for Wellington County.

The Chair of AF&HR suggested that as a starting point, Ontario's Counties be polled on their use of strategic planning. That has been done, and the results of that review inform the consideration of strategic planning's applicability for Wellington County and helped shape the recommendations which conclude this memo.

### Background

The strategic plans of the following Counties were reviewed: Bruce, Grey, Elgin, Dufferin, Huron, Perth, Lambton, Simcoe and Oxford (representing over half of the Counties in the Western Wardens' Association). Additionally, the strategic plans of Centre Wellington, Mapleton, Puslinch, Minto, Erin and Wellington North were reviewed.

The CAO's of the reviewed Counties were asked: who did the plan?; how long did it take?; and, how much did it cost?

### Discussion

As one might expect, the County plans range in length (2 pages to 31 pages), detail (bullet points and scoresheets to corporate actions), and timeframe (one term of Council to 10 years). Generally speaking the plans include vision statements, mission statements, principles and values, goals, objectives, and actions, all tailored to suit local circumstances.

Each plan varies in terms of design and specificity, with respect to actions linked to objectives/goals and the overall municipal vision. The plans reviewed ranged in cost from nothing (done in-house) to \$70,000 (hired consultants) and took less than one year to complete. All respondents were pleased with both the process and the results.

In Wellington, the Five Year Plan (5YP) is the County's strategic plan, and results from a process which has been in place for at least 25 years. At the time of its inception, the 5YP put Wellington at the forefront of municipal corporate planning; its renewal each year keeps the County's future planning up-to-date and realistic.

By comparison to other strategic plans, the 5YP is more complete in terms of detail, direction and financial predictability. Because it is subject to annual review (some would say monthly review) the 5YP is the most living document of all reviewed.

As with other strategic plans, the 5YP includes mission statements, and actions which will ensure the goals of the organization are achieved. Unlike other such plans, the County's 5YP matches actions with projected cost estimates, revenue sources and implementation dates.

Corporately speaking, the County has reasonably little discretion in terms of the services it offers/delivers. The services which are mandated by the Province consume the highest percentage of the County levy and budget, and tend to be regulated and monitored strictly – leaving little room for discretion. Police, the Terrace and Social Services are chief among the mandated services. The most prominent services the County provides, which are completely within its policy discretion are: museum and archives; libraries; Green Legacy; child care centres; and affordable housing.

Council priority setting has been discussed at various meetings and while the County has organized breakaway weekends for Councillors and senior staff during previous terms, no such activity has been conducted of late. (Examples of decisions resulting from previous breakaways include: support for hospital funding; restoration of the Carnegie libraries and upgrading of the County library system; and establishment of a Communications function.)

In order to facilitate information gathering and establish Council priorities anew, it is suggested that each Councillor provide to the Clerk's Department, the issues/priorities of most importance for group discussion. The Clerk will categorize the issues/priorities, and the top 3-5 will form the basis of a half-day Council strategic planning session.

Given the foregoing, and having consideration for the need for priority setting by County Council, the following is being recommended:

**Recommendation:**

That the AF&HR Committee receive the report entitled, "Strategic Planning for Wellington County"; and

That Wellington County Council dedicate a half day to a strategic planning session, facilitated by the Warden; and



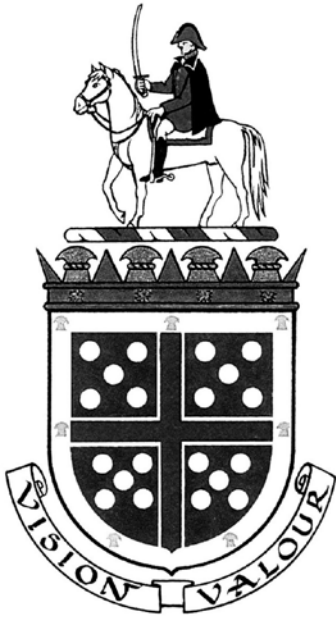
That staff make the appropriate arrangements for a strategic planning session, including assembling the background documentation necessary for discussion and decision making; and

That the strategic planning session be held before June 30, 2016.

Respectfully,

A handwritten signature in red ink, appearing to read "Scott Wilson". The signature is fluid and cursive, with the first name "Scott" and last name "Wilson" clearly distinguishable.

Scott Wilson  
CAO



# **THE COUNTY OF WELLINGTON**

**ADMINISTRATION, FINANCE  
AND PERSONNEL COMMITTEE**

## **CORPORATE FINANCIAL STATEMENTS**

**March 31, 2016**



**County of Wellington**  
**General Revenue & Expenditure**  
Statement of Operations as of  
31 Mar 2016

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Property Taxation	\$89,186,300	\$21,283,909	\$21,283,909	24%	\$67,902,391
Grants and Subsidies	\$2,445,000	\$0	\$613,875	25%	\$1,831,125
Sales Revenue	\$12,000	\$0	\$0	0%	\$12,000
Other Revenue	\$2,898,000	\$17,353	\$(181,900)	(6%)	\$3,079,900
Internal Recoveries	\$42,400	\$4,117	\$12,284	29%	\$30,116
<b>Total Revenue</b>	<b>\$94,583,700</b>	<b>\$21,305,380</b>	<b>\$21,728,168</b>	<b>23%</b>	<b>\$72,855,532</b>
<b>Expenditures</b>					
Supplies, Material & Equipment	\$18,000	\$2	\$(1,109)	(6%)	\$19,109
Purchased Services	\$2,003,400	\$9,371	\$365,088	18%	\$1,638,312
Insurance & Financial	\$1,083,000	\$3,855	\$134,753	12%	\$948,247
<b>Total Expenditures</b>	<b>\$3,104,400</b>	<b>\$13,228</b>	<b>\$498,731</b>	<b>16%</b>	<b>\$2,605,669</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$(91,479,300)</b>	<b>\$(21,292,152)</b>	<b>\$(21,229,436)</b>	<b>23%</b>	<b>\$(70,249,864)</b>
<b>Transfers</b>					
Transfers from Reserves	\$(150,000)	\$0	\$0	0%	\$(150,000)
Transfer to Reserves	\$2,898,000	\$0	\$0	0%	\$2,898,000
<b>Total Transfers</b>	<b>\$2,748,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$2,748,000</b>
<b>NET COST (REVENUE)</b>	<b>\$(88,731,300)</b>	<b>\$(21,292,152)</b>	<b>\$(21,229,436)</b>	<b>24%</b>	<b>\$(67,501,864)</b>



**County of Wellington**  
**County Council**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Other Revenue	\$18,200	\$1,515	\$4,546	25%	\$13,654
<b>Total Revenue</b>	<b>\$18,200</b>	<b>\$1,515</b>	<b>\$4,546</b>	<b>25%</b>	<b>\$13,654</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$722,900	\$56,496	\$168,461	23%	\$554,439
Supplies, Material & Equipment	\$50,000	\$6,439	\$14,835	30%	\$35,165
Purchased Services	\$214,500	\$3,598	\$44,773	21%	\$169,727
Insurance & Financial	\$1,700	\$0	\$1,674	98%	\$26
<b>Total Expenditures</b>	<b>\$989,100</b>	<b>\$66,533</b>	<b>\$229,744</b>	<b>23%</b>	<b>\$759,356</b>
NET OPERATING COST / (REVENUE)	\$970,900	\$65,018	\$225,198	23%	\$745,702
<b>NET COST (REVENUE)</b>	<b>\$970,900</b>	<b>\$65,018</b>	<b>\$225,198</b>	<b>23%</b>	<b>\$745,702</b>



**County of Wellington**  
**Office of the CAO/Clerk**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
User Fees & Charges	\$600	\$190	\$200	33%	\$400
Internal Recoveries	\$1,504,000	\$125,329	\$375,986	25%	\$1,128,014
<b>Total Revenue</b>	<b>\$1,504,600</b>	<b>\$125,518</b>	<b>\$376,185</b>	<b>25%</b>	<b>\$1,128,415</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$3,239,000	\$294,531	\$808,709	25%	\$2,430,291
Supplies, Material & Equipment	\$251,000	\$8,764	\$31,310	12%	\$219,690
Purchased Services	\$1,082,600	\$100,261	\$372,220	34%	\$710,380
Insurance & Financial	\$2,400	\$0	\$2,182	91%	\$218
Internal Charges	\$2,200	\$371	\$425	19%	\$1,775
<b>Total Expenditures</b>	<b>\$4,577,200</b>	<b>\$403,925</b>	<b>\$1,214,846</b>	<b>27%</b>	<b>\$3,362,354</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$3,072,600</b>	<b>\$278,407</b>	<b>\$838,661</b>	<b>27%</b>	<b>\$2,233,939</b>
<b>Transfers</b>					
Transfer to Capital	\$421,100	\$0	\$421,100	100%	\$0
<b>Total Transfers</b>	<b>\$421,100</b>	<b>\$0</b>	<b>\$421,100</b>	<b>100%</b>	<b>\$0</b>
<b>NET COST (REVENUE)</b>	<b>\$3,493,700</b>	<b>\$278,407</b>	<b>\$1,259,761</b>	<b>36%</b>	<b>\$2,233,939</b>



# County of Wellington

04-April-2016

Office of the CAO/Clerk

Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Records Management	\$80,000	\$0	\$0	\$0	\$0	0 %	\$80,000
Server Expansion 2015	\$55,000	\$0	\$0	\$0	\$0	0 %	\$55,000
WiFi Unit Replacement 2016	\$75,000	\$0	\$0	\$0	\$0	0 %	\$75,000
Storage Expansion 2016	\$75,500	\$37,643	\$37,643	\$0	\$37,643	50 %	\$37,857
Integrated Housing System	\$65,000	\$0	\$0	\$0	\$0	0 %	\$65,000
Network Replacement 2016	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
Fire Suppression Data Centre	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Planning Software Replacement	\$130,000	\$0	\$0	\$0	\$0	0 %	\$130,000
JD Edwards Upgrade	\$370,000	\$2,862	\$2,862	\$300,509	\$303,371	82 %	\$66,629
Total Office of the CAO/Clerk	\$1,000,500	\$40,505	\$40,505	\$300,509	\$341,014	34 %	\$659,486





**County of Wellington**  
**Treasury**  
Statement of Operations as of  
31 Mar 2016

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Internal Recoveries	\$428,500	\$35,704	\$107,113	25%	\$321,387
<b>Total Revenue</b>	<b>\$428,500</b>	<b>\$35,704</b>	<b>\$107,113</b>	<b>25%</b>	<b>\$321,387</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$1,427,500	\$113,506	\$326,129	23%	\$1,101,371
Supplies, Material & Equipment	\$39,700	\$2,229	\$3,984	10%	\$35,716
Purchased Services	\$348,200	\$7,010	\$(21,912)	(6%)	\$370,112
Insurance & Financial	\$60,000	\$370	\$19,733	33%	\$40,267
Internal Charges	\$5,100	\$188	\$572	11%	\$4,528
<b>Total Expenditures</b>	<b>\$1,880,500</b>	<b>\$123,303</b>	<b>\$328,507</b>	<b>17%</b>	<b>\$1,551,993</b>
NET OPERATING COST / (REVENUE)	\$1,452,000	\$87,598	\$221,394	15%	\$1,230,606
<b>Transfers</b>					
Transfers from Reserves	\$(138,500)	\$0	\$0	0%	\$(138,500)
Transfer to Reserves	\$50,000	\$0	\$50,000	100%	\$0
<b>Total Transfers</b>	<b>\$(88,500)</b>	<b>\$0</b>	<b>\$50,000</b>	<b>(56%)</b>	<b>\$(138,500)</b>
<b>NET COST (REVENUE)</b>	<b>\$1,363,500</b>	<b>\$87,598</b>	<b>\$271,394</b>	<b>20%</b>	<b>\$1,092,106</b>



**County of Wellington**  
**Human Resources**  
Statement of Operations as of  
31 Mar 2016

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Internal Recoveries	\$1,020,000	\$68,430	\$205,291	20%	\$814,709
<b>Total Revenue</b>	<b>\$1,020,000</b>	<b>\$68,430</b>	<b>\$205,291</b>	<b>20%</b>	<b>\$814,709</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$1,439,900	\$124,276	\$360,661	25%	\$1,079,239
Supplies, Material & Equipment	\$108,800	\$6,185	\$9,264	9%	\$99,536
Purchased Services	\$403,300	\$26,928	\$44,092	11%	\$359,208
Transfer Payments	\$70,000	\$10,000	\$10,000	14%	\$60,000
Insurance & Financial	\$198,100	\$0	\$198,105	100%	\$(5)
Internal Charges	\$1,800	\$76	\$385	21%	\$1,415
<b>Total Expenditures</b>	<b>\$2,221,900</b>	<b>\$167,464</b>	<b>\$622,507</b>	<b>28%</b>	<b>\$1,599,393</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$1,201,900</b>	<b>\$99,034</b>	<b>\$417,216</b>	<b>35%</b>	<b>\$784,684</b>
<b>Transfers</b>					
Transfers from Reserves	\$(413,100)	\$(234,009)	\$(234,009)	57%	\$(179,091)
<b>Total Transfers</b>	<b>\$(413,100)</b>	<b>\$(234,009)</b>	<b>\$(234,009)</b>	<b>57%</b>	<b>\$(179,091)</b>
<b>NET COST (REVENUE)</b>	<b>\$788,800</b>	<b>\$(134,975)</b>	<b>\$183,206</b>	<b>23%</b>	<b>\$605,594</b>



**County of Wellington**  
**Property Services**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Licenses, Permits and Rents	\$1,021,800	\$114,469	\$254,968	25%	\$766,832
User Fees & Charges	\$150,000	\$6,164	\$13,728	9%	\$136,272
Other Revenue	\$1,500	\$0	\$0	0%	\$1,500
Internal Recoveries	\$633,300	\$52,626	\$157,879	25%	\$475,421
<b>Total Revenue</b>	<b>\$1,806,600</b>	<b>\$173,259</b>	<b>\$426,575</b>	<b>24%</b>	<b>\$1,380,025</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$876,700	\$80,684	\$215,217	25%	\$661,483
Supplies, Material & Equipment	\$160,600	\$15,601	\$33,942	21%	\$126,658
Purchased Services	\$691,300	\$71,226	\$195,741	28%	\$495,559
Insurance & Financial	\$31,500	\$0	\$31,175	99%	\$325
Minor Capital Expenses	\$187,000	\$0	\$5,088	3%	\$181,912
Debt Charges	\$336,300	\$0	\$237,890	71%	\$98,410
<b>Total Expenditures</b>	<b>\$2,283,400</b>	<b>\$167,511</b>	<b>\$719,054</b>	<b>31%</b>	<b>\$1,564,346</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$476,800</b>	<b>\$(5,749)</b>	<b>\$292,479</b>	<b>61%</b>	<b>\$184,321</b>
<b>Transfers</b>					
Transfers from Reserves	\$(117,000)	\$(2,544)	\$(2,544)	2%	\$(114,456)
Transfer to Reserves	\$793,700	\$0	\$648,100	82%	\$145,600
<b>Total Transfers</b>	<b>\$676,700</b>	<b>\$(2,544)</b>	<b>\$645,556</b>	<b>95%</b>	<b>\$31,144</b>
<b>NET COST (REVENUE)</b>	<b>\$1,153,500</b>	<b>\$(8,293)</b>	<b>\$938,035</b>	<b>81%</b>	<b>\$215,465</b>



# County of Wellington

04-April-2016

## Property Services

### Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Solar Panel Projects	\$2,624,200	\$0	\$0	\$895,804	\$895,804	34 %	\$1,728,396
116 Woolwich St Interior	\$150,000	\$0	\$0	\$0	\$0	0 %	\$150,000
Gaol: Elevator System	\$70,000	\$0	\$0	\$0	\$0	0 %	\$70,000
Admin Centre: Furniture Rplcmt	\$100,000	\$0	\$0	\$46,799	\$46,799	47 %	\$53,201
New Maintenance Van	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Asset Managment and BCA	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
<b>Total Property Services</b>	<b>\$3,094,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$942,603</b>	<b>\$942,603</b>	<b>30 %</b>	<b>\$2,151,597</b>



**County of Wellington**  
**Grants & Contributions**  
Statement of Operations as of  
31 Mar 2016

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Expenditures</b>					
Transfer Payments	\$54,300	\$0	\$0	0%	\$54,300
<b>Total Expenditures</b>	<b>\$54,300</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$54,300</b>
NET OPERATING COST / (REVENUE)	\$54,300	\$0	\$0	0%	\$54,300
<b>Transfers</b>					
Transfer to Reserves	\$1,500,000	\$0	\$1,500,000	100%	\$0
<b>Total Transfers</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>100%</b>	<b>\$0</b>
<b>NET COST (REVENUE)</b>	<b>\$1,554,300</b>	<b>\$0</b>	<b>\$1,500,000</b>	<b>97%</b>	<b>\$54,300</b>



## County of Wellington

04-April-2016

### Hospital Funding Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Palmerston Hospital Grant	\$880,000	\$0	\$0	\$440,000	\$440,000	50 %	\$440,000
<b>Total Hospital Funding</b>	<b>\$880,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$440,000</b>	<b>\$440,000</b>	<b>50 %</b>	<b>\$440,000</b>





**County of Wellington**  
**POA Administration**  
Statement of Operations as of  
31 Mar 2016

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Municipal Recoveries	\$236,000	\$(55,867)	\$96,290	41%	\$139,710
<b>Total Revenue</b>	<b>\$236,000</b>	<b>\$(55,867)</b>	<b>\$96,290</b>	<b>41%</b>	<b>\$139,710</b>
<b>Expenditures</b>					
Debt Charges	\$257,300	\$0	\$(3,959)	(2%)	\$261,259
<b>Total Expenditures</b>	<b>\$257,300</b>	<b>\$0</b>	<b>\$(3,959)</b>	<b>(2%)</b>	<b>\$261,259</b>
NET OPERATING COST / (REVENUE)	\$21,300	\$55,867	\$(100,249)	(471%)	\$121,549
<b>Transfers</b>					
Transfer to Capital	\$13,900	\$0	\$13,900	100%	\$0
<b>Total Transfers</b>	<b>\$13,900</b>	<b>\$0</b>	<b>\$13,900</b>	<b>100%</b>	<b>\$0</b>
<b>NET COST (REVENUE)</b>	<b>\$35,200</b>	<b>\$55,867</b>	<b>\$(86,349)</b>	<b>(245%)</b>	<b>\$121,549</b>



# County of Wellington

04-April-2016

## POA Administration Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Court House Roof Repairs	\$134,000	\$29,935	\$0	\$43,679	\$43,679	33 %	\$90,321
2016 POA Replacements	\$14,000	\$0	\$0	\$0	\$0	0 %	\$14,000
<b>Total POA Administration</b>	<b>\$148,000</b>	<b>\$29,935</b>	<b>\$0</b>	<b>\$43,679</b>	<b>\$43,679</b>	<b>30 %</b>	<b>\$104,321</b>



**County of Wellington**  
**Land Ambulance**  
Statement of Operations as of  
31 Mar 2016

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Expenditures</b>					
Transfer Payments	\$3,499,700	\$494,588	\$851,775	24%	\$2,647,925
<b>Total Expenditures</b>	<b>\$3,499,700</b>	<b>\$494,588</b>	<b>\$851,775</b>	<b>24%</b>	<b>\$2,647,925</b>
NET OPERATING COST / (REVENUE)	\$3,499,700	\$494,588	\$851,775	24%	\$2,647,925
<b>Transfers</b>					
Transfer to Reserves	\$350,000	\$0	\$350,000	100%	\$0
<b>Total Transfers</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$350,000</b>	<b>100%</b>	<b>\$0</b>
<b>NET COST (REVENUE)</b>	<b>\$3,849,700</b>	<b>\$494,588</b>	<b>\$1,201,775</b>	<b>31%</b>	<b>\$2,647,925</b>



# County of Wellington

04-April-2016

## Land Ambulance

### Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
2015 Replacement Ambulances	\$221,000	\$28,521	\$0	\$179,893	\$179,893	81 %	\$41,107
Ambulance IT Implmntn 2015	\$28,000	\$2,030	\$0	\$3,765	\$3,765	13 %	\$24,235
2015 Ambulance IT Replacements	\$76,000	\$5,491	\$0	\$22,359	\$22,359	29 %	\$53,641
2015 Ambulance Equipment	\$36,000	\$0	\$0	\$1,773	\$1,773	5 %	\$34,227
2016 Replacement Ambulances	\$271,000	\$0	\$0	\$0	\$0	0 %	\$271,000
2016 Ambulance IT Replacements	\$43,000	\$0	\$0	\$0	\$0	0 %	\$43,000
Ambulance IT Implmntn 2016	\$27,000	\$0	\$0	\$0	\$0	0 %	\$27,000
2016 Ambulance Equipment	\$31,000	\$0	\$0	\$0	\$0	0 %	\$31,000
<b>Total Land Ambulance</b>	<b>\$733,000</b>	<b>\$36,041</b>	<b>\$0</b>	<b>\$207,790</b>	<b>\$207,790</b>	<b>28 %</b>	<b>\$525,210</b>



**County of Wellington**  
**Public Health Unit**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Expenditures</b>					
Transfer Payments	\$2,204,500	\$0	\$551,120	25%	\$1,653,380
Debt Charges	\$347,000	\$0	\$(10,342)	(3%)	\$357,342
<b>Total Expenditures</b>	<b>\$2,551,500</b>	<b>\$0</b>	<b>\$540,777</b>	<b>21%</b>	<b>\$2,010,723</b>
NET OPERATING COST / (REVENUE)	\$2,551,500	\$0	\$540,777	21%	\$2,010,723
<b>NET COST (REVENUE)</b>	<b>\$2,551,500</b>	<b>\$0</b>	<b>\$540,777</b>	<b>21%</b>	<b>\$2,010,723</b>



**County of Wellington**  
**Roads and Engineering**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Municipal Recoveries	\$740,000	\$207,567	\$360,218	49%	\$379,782
User Fees & Charges	\$180,000	\$9,704	\$22,454	12%	\$157,546
Sales Revenue	\$400,000	\$0	\$0	0%	\$400,000
Internal Recoveries	\$1,750,000	\$238,807	\$727,845	42%	\$1,022,155
<b>Total Revenue</b>	<b>\$3,070,000</b>	<b>\$456,078</b>	<b>\$1,110,516</b>	<b>36%</b>	<b>\$1,959,484</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$4,996,100	\$592,863	\$1,706,829	34%	\$3,289,271
Supplies, Material & Equipment	\$3,880,400	\$496,204	\$2,335,882	60%	\$1,544,518
Purchased Services	\$1,507,100	\$86,302	\$285,042	19%	\$1,222,058
Insurance & Financial	\$298,000	\$0	\$280,984	94%	\$17,016
Minor Capital Expenses	\$863,200	\$73,273	\$99,734	12%	\$763,466
Debt Charges	\$208,800	\$114,929	\$99,558	48%	\$109,242
Internal Charges	\$1,715,200	\$238,227	\$726,956	42%	\$988,244
<b>Total Expenditures</b>	<b>\$13,468,800</b>	<b>\$1,601,798</b>	<b>\$5,534,983</b>	<b>41%</b>	<b>\$7,933,817</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$10,398,800</b>	<b>\$1,145,719</b>	<b>\$4,424,467</b>	<b>43%</b>	<b>\$5,974,333</b>
<b>Transfers</b>					
Transfers from Reserves	\$(184,400)	\$0	\$0	0%	\$(184,400)
Transfer to Capital	\$9,884,200	\$0	\$9,884,200	100%	\$0
Transfer to Reserves	\$2,134,200	\$0	\$1,434,200	67%	\$700,000
<b>Total Transfers</b>	<b>\$11,834,000</b>	<b>\$0</b>	<b>\$11,318,400</b>	<b>96%</b>	<b>\$515,600</b>
<b>NET COST (REVENUE)</b>	<b>\$22,232,800</b>	<b>\$1,145,719</b>	<b>\$15,742,867</b>	<b>71%</b>	<b>\$6,489,933</b>





# County of Wellington

04-April-2016

## Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	% of	Remaining	
	Budget	Actual	Year	Years	Total	Budget	
Remaining						Budget	
Roads General							
Rebuild Drayton Shop	\$4,000,000	\$44,600	\$46,828	\$198,088	\$244,916	6 %	\$3,755,084
Roads Equipment 2016	\$2,242,000	\$85,896	\$674,769	\$0	\$674,769	30 %	\$1,567,231
Various Shop Repairs 2016	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
Rebuild/Renovate Erin Shop	\$125,000	\$0	\$0	\$20,667	\$20,667	17 %	\$104,333
Subtotal Roads General	\$6,467,000	\$130,495	\$721,597	\$218,755	\$940,352	15%	\$5,526,648
Engineering							
WR18 @ WR26 Intersection Imprv	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR18 Geddes St Elora, RtngWall	\$50,000	\$0	\$0	\$14,119	\$14,119	28 %	\$35,881
WR21, Inverhaugh, Storm Sewer	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR32 Puslinch Lake, Struct Des	\$50,000	\$5,947	\$5,947	\$2,703	\$8,650	17 %	\$41,350
WR35 N of 401, Struct Design	\$50,000	\$5,947	\$5,947	\$2,703	\$8,650	17 %	\$41,350
Asset Management	\$35,000	\$0	\$0	\$19,138	\$19,138	55 %	\$15,862
Subtotal Engineering	\$285,000	\$11,893	\$11,893	\$38,663	\$50,557	18%	\$234,443
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	\$3,900,000	\$41,081	\$41,081	\$918,798	\$959,879	25 %	\$2,940,121
WR 124, Passing Lane N of 125	\$200,000	\$0	\$0	\$34,300	\$34,300	17 %	\$165,700
WR7 PL Design Salem to Tev	\$200,000	\$2,733	\$2,733	\$59,025	\$61,758	31 %	\$138,242
WR109 @ WR5 Intersection	\$1,000,000	\$4,015	\$5,051	\$53,220	\$58,270	6 %	\$941,730
WR124 @ Whitelaw Intersection	\$50,000	\$0	\$0	\$7,410	\$7,410	15 %	\$42,590
WR124 @ Guelph Rd 1 Inter	\$50,000	\$0	\$0	\$6,283	\$6,283	13 %	\$43,717
WR 46 Maltby to WR 34 2 km	\$1,100,000	\$0	\$0	\$245,293	\$245,293	22 %	\$854,707
Subtotal Growth Related Constructi	\$6,620,000	\$47,829	\$48,864	\$1,363,265	\$1,412,129	21%	\$5,207,871



# County of Wellington

04-April-2016

## Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Roads Construction							
WR 50, 3rd Line to WR 24	\$3,175,000	\$6,160	\$17,366	\$647,718	\$665,084	21 %	\$2,509,916
WR14, Eliza & Frederick Arthur	\$2,793,300	\$3,750	\$3,750	\$2,625,431	\$2,629,181	94 %	\$164,119
WR 10, McGivern St Moorefield	\$150,000	\$0	\$0	\$67,964	\$67,964	45 %	\$82,036
WR109 AT WR7 Int Improvmnts	\$100,000	\$0	\$0	\$18,359	\$18,359	18 %	\$81,641
WR109, HWY89 S to end of curb	\$2,725,500	\$0	\$0	\$2,156,042	\$2,156,042	79 %	\$569,458
WR109 WR7 Traffic Imp Study	\$50,000	\$0	\$0	\$28,131	\$28,131	56 %	\$21,869
WR123, WR109 Traffic Imp Study	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR86, COG to WR9 Traffic Study	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR109 @ WR16 Intersection	\$50,000	\$0	\$0	\$17,450	\$17,450	35 %	\$32,550
WR51, WR7 @ Hwy 6 2.3km	\$100,000	\$13,492	\$14,775	\$24,379	\$39,155	39 %	\$60,845
WR18 Geddes St Elora, Strm Swr	\$550,000	\$2,427	\$2,427	\$19,039	\$21,466	4 %	\$528,534
WR29 @ WR22, Intersection Impr	\$250,000	\$0	\$0	\$18,250	\$18,250	7 %	\$231,750
WR8 Main St Drayton Strm Sewer	\$1,250,000	\$27,051	\$27,051	\$69,654	\$96,705	8 %	\$1,153,295
WR50, Hwy 7 to railway tracks	\$50,000	\$1,027	\$1,027	\$1,335	\$2,362	5 %	\$47,638
WR25 - WR52 to WR42 7.0km	\$850,000	\$0	\$0	\$267,122	\$267,122	31 %	\$582,878
WR21, 500m S of Inverhaugh	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
Subtotal Roads Construction	\$12,293,800	\$53,907	\$66,396	\$5,960,875	\$6,027,270	49%	\$6,266,530



# County of Wellington

04-April-2016

## Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	Approved Budget	March Actual	LIFE-TO-DATE ACTUALS				Remaining Budget
			Current	Previous	% of Budget	Total	
			Year	Years			
Bridges							
WR124, Bridge 124135	\$200,000	\$0	\$0	\$82,880	\$82,880	41 %	\$117,120
WR36, Bridge 36122	\$125,000	\$0	\$0	\$53,529	\$53,529	43 %	\$71,471
WR109, Bridge 109132	\$225,000	\$0	\$0	\$0	\$0	0 %	\$225,000
WR35, Paddock Bridge 35087	\$200,000	\$0	\$0	\$38,796	\$38,796	19 %	\$161,204
WR7, Bosworth Bridge 07028	\$150,000	\$5,797	\$6,657	\$41,833	\$48,490	32 %	\$101,510
WR8, Main St Bridge 008089	\$900,000	\$8,013	\$11,869	\$91,194	\$103,062	11 %	\$796,938
WR10, Wyandot Bridge 010024	\$1,500,000	\$1,177	\$1,510	\$873,637	\$875,147	58 %	\$624,853
WR16, Penfold Bridge 16038	\$100,000	\$3,428	\$3,428	\$32,472	\$35,901	36 %	\$64,099
WR30, Bridge 030124	\$200,000	\$0	\$0	\$19,294	\$19,294	10 %	\$180,706
WR36 Bridge36086, design and	\$75,000	\$0	\$0	\$690	\$690	1 %	\$74,310
WR86 Conestogo Bridge 86125	\$1,800,000	\$1,608	\$9,438	\$163,673	\$173,111	10 %	\$1,626,889
WR109 Mallet River Brdg 109129	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR18 Carroll Crk Brdg rehab	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR109 Maitland Brdg 109128	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR21,Badley Bridge,021057 Repl	\$325,000	\$50,417	\$60,011	\$195,937	\$255,948	79 %	\$69,052
WR22, Bridge 22107 rehab	\$150,000	\$0	\$0	\$0	\$0	0 %	\$150,000
Subtotal Bridges	\$6,100,000	\$70,441	\$92,914	\$1,593,934	\$1,686,848	28%	\$4,413,152



# County of Wellington

04-April-2016

## Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous		% of	Remaining
	Budget	Actual	Year	Years	Total	Budget	Budget
Culverts							
WR18, Culvert 18021, D & Liner	\$350,000	\$0	\$1,536	\$61,929	\$63,465	18 %	\$286,535
WR6, Culvert 06081 replace	\$675,000	\$5,145	\$5,145	\$14,048	\$19,193	3 %	\$655,807
WR11 Culvert 110900 Replace	\$375,000	\$294	\$539	\$45,000	\$45,539	12 %	\$329,461
WR11, Culvert 111020	\$1,150,000	\$3,861	\$9,894	\$80,797	\$90,690	8 %	\$1,059,310
WR12, Culvert 12086	\$25,000	\$315	\$1,367	\$20,504	\$21,870	87 %	\$3,130
WR12, Culvert 12087	\$50,000	\$0	\$0	\$7,633	\$7,633	15 %	\$42,367
WR5 Culvert 050780, Design and	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR7 Culvert 071270, design and	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR7 Mncpl Drain Clvrt, 330 m E	\$50,000	\$0	\$0	\$1,070	\$1,070	2 %	\$48,930
WR11, Clvrt 11092, design and	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR109 Clvrt 109142, design and	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR16, Culv .5km s of 2nd line	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
2016 Various Bridge and Culv	\$200,000	\$17,848	\$21,291	\$0	\$21,291	11 %	\$178,709
WR36, Conc 1, 4 CSP Replace	\$50,000	\$6,517	\$6,517	\$8,659	\$15,176	30 %	\$34,824
Subtotal Culverts	\$3,175,000	\$33,981	\$46,290	\$239,638	\$285,928	9%	\$2,889,072
County Bridges on Local Roads							
E-W Luther TL Bridge 000101	\$600,000	\$0	\$0	\$52,244	\$52,244	9 %	\$547,756
E/W Luther TL,Hays Brdg 000001	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Subtotal County Bridges on Local R	\$650,000	\$0	\$0	\$52,244	\$52,244	8%	\$597,756
Roads Resurfacing							
WR87, Hwy23 to Minto/Howick	\$1,500,000	\$0	\$0	\$13,395	\$13,395	1 %	\$1,486,605
WR124, Guelph to Reg. Waterloo	\$150,000	\$0	\$0	\$0	\$0	0 %	\$150,000
WR7 Alma to Salem 6km	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
WR5, WR109 to Rantons Bridge	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
WR109, WR5 to S End Harriston	\$325,000	\$0	\$0	\$0	\$0	0 %	\$325,000
Subtotal Roads Resurfacing	\$2,125,000	\$0	\$0	\$13,395	\$13,395	1%	\$2,111,605
Total Roads and Engineering	\$37,715,800	\$348,546	\$987,953	\$9,480,769	\$10,468,722	28 %	\$27,247,078



**County of Wellington**  
**Solid Waste Services**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$701,800	\$156,050	\$4,408	1%	\$697,392
Licenses, Permits and Rents	\$12,900	\$9,068	\$9,068	70%	\$3,832
User Fees & Charges	\$2,250,000	\$153,012	\$452,296	20%	\$1,797,705
Sales Revenue	\$765,400	\$116,013	\$116,369	15%	\$649,031
Internal Recoveries	\$405,800	\$64,998	\$65,417	16%	\$340,383
<b>Total Revenue</b>	<b>\$4,135,900</b>	<b>\$499,141</b>	<b>\$647,557</b>	<b>16%</b>	<b>\$3,488,343</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$2,365,300	\$181,752	\$523,969	22%	\$1,841,332
Supplies, Material & Equipment	\$898,200	\$28,873	\$45,732	5%	\$852,468
Purchased Services	\$4,406,100	\$334,536	\$955,548	22%	\$3,450,552
Insurance & Financial	\$137,300	\$3,816	\$89,608	65%	\$47,692
Internal Charges	\$405,400	\$64,159	\$64,286	16%	\$341,114
<b>Total Expenditures</b>	<b>\$8,212,300</b>	<b>\$613,136</b>	<b>\$1,679,143</b>	<b>20%</b>	<b>\$6,533,157</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$4,076,400</b>	<b>\$113,995</b>	<b>\$1,031,585</b>	<b>25%</b>	<b>\$3,044,815</b>
<b>Transfers</b>					
Transfers from Reserves	\$(264,200)	\$0	\$0	0%	\$(264,200)
Transfer to Capital	\$200,000	\$0	\$200,000	100%	\$0
Transfer to Reserves	\$800,000	\$0	\$800,000	100%	\$0
<b>Total Transfers</b>	<b>\$735,800</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>136%</b>	<b>\$(264,200)</b>
<b>NET COST (REVENUE)</b>	<b>\$4,812,200</b>	<b>\$113,995</b>	<b>\$2,031,585</b>	<b>42%</b>	<b>\$2,780,615</b>



## County of Wellington

04-April-2016

### Solid Waste Services Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Elora Transfer clsd Nichol LF	\$1,300,000	\$0	\$0	\$1,042,856	\$1,042,856	80 %	\$257,144
Aberfoyle Closed Site	\$200,000	\$0	\$0	\$160,897	\$160,897	80 %	\$39,103
2016 SWS Equipment	\$40,000	\$0	\$0	\$0	\$0	0 %	\$40,000
Site Impr - Rd Maint All Sites	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
Waste Management Study	\$100,000	\$7,601	\$7,601	\$0	\$7,601	8 %	\$92,399
Belwood Closed Site	\$360,000	\$0	\$0	\$6,411	\$6,411	2 %	\$353,589
<b>Total Solid Waste Services</b>	<b>\$2,100,000</b>	<b>\$7,601</b>	<b>\$7,601</b>	<b>\$1,210,164</b>	<b>\$1,217,765</b>	<b>58 %</b>	<b>\$882,235</b>



**County of Wellington**  
**Planning**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$13,000	\$0	\$(11,832)	(91%)	\$24,832
Municipal Recoveries	\$37,000	\$2,415	\$8,855	24%	\$28,145
User Fees & Charges	\$258,000	\$29,888	\$62,423	24%	\$195,578
Internal Recoveries	\$500	\$0	\$9	2%	\$491
<b>Total Revenue</b>	<b>\$308,500</b>	<b>\$32,303</b>	<b>\$59,454</b>	<b>19%</b>	<b>\$249,046</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$1,621,100	\$129,749	\$370,309	23%	\$1,250,791
Supplies, Material & Equipment	\$37,900	\$2,337	\$4,598	12%	\$33,302
Purchased Services	\$310,600	\$33,663	\$46,178	15%	\$264,422
Transfer Payments	\$745,000	\$7,171	\$7,171	1%	\$737,829
Internal Charges	\$6,100	\$507	\$1,681	28%	\$4,419
<b>Total Expenditures</b>	<b>\$2,720,700</b>	<b>\$173,427</b>	<b>\$429,937</b>	<b>16%</b>	<b>\$2,290,763</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$2,412,200</b>	<b>\$141,124</b>	<b>\$370,483</b>	<b>15%</b>	<b>\$2,041,717</b>
<b>Transfers</b>					
Transfers from Reserves	\$(170,000)	\$0	\$0	0%	\$(170,000)
<b>Total Transfers</b>	<b>\$(170,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$(170,000)</b>
<b>NET COST (REVENUE)</b>	<b>\$2,242,200</b>	<b>\$141,124</b>	<b>\$370,483</b>	<b>17%</b>	<b>\$1,871,717</b>





## County of Wellington

04-April-2016

### Planning

#### Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Trans Canada Trail	\$395,300	\$0	\$0	\$193,950	\$193,950	49 %	\$201,350
Official Plan Update	\$40,000	\$0	\$0	\$27,368	\$27,368	68 %	\$12,632
<b>Total Planning</b>	<b>\$435,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$221,318</b>	<b>\$221,318</b>	<b>51 %</b>	<b>\$213,982</b>



**County of Wellington**  
**Green Legacy**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Sales Revenue	\$500	\$0	\$0	0%	\$500
Other Revenue	\$1,500	\$0	\$0	0%	\$1,500
<b>Total Revenue</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$2,000</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$496,800	\$35,158	\$97,479	20%	\$399,321
Supplies, Material & Equipment	\$103,200	\$2,336	\$14,366	14%	\$88,834
Purchased Services	\$85,500	\$8,210	\$11,769	14%	\$73,731
Insurance & Financial	\$9,300	\$0	\$8,786	94%	\$514
Minor Capital Expenses	\$30,000	\$0	\$0	0%	\$30,000
Internal Charges	\$5,000	\$0	\$0	0%	\$5,000
<b>Total Expenditures</b>	<b>\$729,800</b>	<b>\$45,704</b>	<b>\$132,400</b>	<b>18%</b>	<b>\$597,400</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$727,800</b>	<b>\$45,704</b>	<b>\$132,400</b>	<b>18%</b>	<b>\$595,400</b>
<b>Transfers</b>					
Transfers from Reserves	\$(30,000)	\$0	\$0	0%	\$(30,000)
Transfer to Capital	\$50,000	\$0	\$50,000	100%	\$0
<b>Total Transfers</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>250%</b>	<b>\$(30,000)</b>
<b>NET COST (REVENUE)</b>	<b>\$747,800</b>	<b>\$45,704</b>	<b>\$182,400</b>	<b>24%</b>	<b>\$565,400</b>



## County of Wellington

04-April-2016

### Green Legacy

#### Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	Approved Budget	March Actual	Current Year	Previous Years	LIFE-TO-DATE ACTUALS		Remaining Budget
					Total	% of Budget	
Pick up Truck Replacement	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Sthrn Nursery Foundation Work	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
<b>Total Green Legacy</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0 %</b>	<b>\$100,000</b>



**County of Wellington**  
**Emergency Management**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$272,300	\$23,126	\$65,058	24%	\$207,242
Supplies, Material & Equipment	\$20,800	\$91	\$980	5%	\$19,820
Purchased Services	\$174,500	\$4,340	\$83,776	48%	\$90,724
Transfer Payments	\$146,000	\$37,464	\$0	0%	\$146,000
Insurance & Financial	\$2,000	\$0	\$1,896	95%	\$104
<b>Total Expenditures</b>	<b>\$615,600</b>	<b>\$65,021</b>	<b>\$151,710</b>	<b>25%</b>	<b>\$463,890</b>
NET OPERATING COST / (REVENUE)	\$615,600	\$65,021	\$151,710	25%	\$463,890
<b>NET COST (REVENUE)</b>	<b>\$615,600</b>	<b>\$65,021</b>	<b>\$151,710</b>	<b>25%</b>	<b>\$463,890</b>



## County of Wellington

04-April-2016

### Emergency Management Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved Budget	March Actual	Current Year	Previous Years	Total	% of	Remaining Budget
						Budget	
Upgrade County Fire Paging Sys	\$400,000	\$0	\$0	\$0	\$0	0 %	\$400,000
Total Emergency Management	\$400,000	\$0	\$0	\$0	\$0	0 %	\$400,000



**County of Wellington**  
**Police Services**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$107,500	\$97,961	\$110,221	103%	\$(2,721)
Licenses, Permits and Rents	\$122,800	\$13,565	\$40,815	33%	\$81,985
Fines and Penalties	\$75,000	\$3,814	\$9,961	13%	\$65,039
User Fees & Charges	\$79,000	\$6,751	\$20,198	26%	\$58,802
Other Revenue	\$1,000	\$169	\$169	17%	\$831
<b>Total Revenue</b>	<b>\$385,300</b>	<b>\$122,260</b>	<b>\$181,365</b>	<b>47%</b>	<b>\$203,935</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$143,500	\$14,980	\$39,146	27%	\$104,354
Supplies, Material & Equipment	\$52,800	\$16,787	\$21,750	41%	\$31,050
Purchased Services	\$406,700	\$55,351	\$140,765	35%	\$265,935
Transfer Payments	\$15,689,000	\$1,305,369	\$3,916,107	25%	\$11,772,893
Insurance & Financial	\$7,300	\$0	\$7,355	101%	\$(55)
Minor Capital Expenses	\$8,000	\$0	\$0	0%	\$8,000
Debt Charges	\$408,500	\$79,394	\$62,566	15%	\$345,934
Internal Charges	\$1,500	\$97	\$306	20%	\$1,194
<b>Total Expenditures</b>	<b>\$16,717,300</b>	<b>\$1,471,978</b>	<b>\$4,187,995</b>	<b>25%</b>	<b>\$12,529,305</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$16,332,000</b>	<b>\$1,349,718</b>	<b>\$4,006,630</b>	<b>25%</b>	<b>\$12,325,370</b>
<b>Transfers</b>					
Transfers from Reserves	\$(102,800)	\$0	\$0	0%	\$(102,800)
Transfer to Reserves	\$90,000	\$0	\$90,000	100%	\$0
<b>Total Transfers</b>	<b>\$(12,800)</b>	<b>\$0</b>	<b>\$90,000</b>	<b>(703%)</b>	<b>\$(102,800)</b>
<b>NET COST (REVENUE)</b>	<b>\$16,319,200</b>	<b>\$1,349,718</b>	<b>\$4,096,630</b>	<b>25%</b>	<b>\$12,222,570</b>



**County of Wellington**  
**Museum & Archives at WP**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$52,300	\$0	\$0	0%	\$52,300
Licenses, Permits and Rents	\$58,000	\$1,460	\$9,777	17%	\$48,223
User Fees & Charges	\$69,000	\$2,621	\$8,708	13%	\$60,292
Sales Revenue	\$7,200	\$320	\$1,086	15%	\$6,114
Other Revenue	\$5,000	\$0	\$85	2%	\$4,915
<b>Total Revenue</b>	<b>\$191,500</b>	<b>\$4,401</b>	<b>\$19,656</b>	<b>10%</b>	<b>\$171,844</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$1,431,400	\$127,966	\$353,473	25%	\$1,077,927
Supplies, Material & Equipment	\$143,800	\$6,894	\$17,982	13%	\$125,818
Purchased Services	\$393,500	\$30,246	\$74,552	19%	\$318,948
Transfer Payments	\$5,000	\$0	\$0	0%	\$5,000
Insurance & Financial	\$17,800	\$0	\$17,271	97%	\$529
<b>Total Expenditures</b>	<b>\$1,991,500</b>	<b>\$165,105</b>	<b>\$463,278</b>	<b>23%</b>	<b>\$1,528,222</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$1,800,000</b>	<b>\$160,704</b>	<b>\$443,621</b>	<b>25%</b>	<b>\$1,356,379</b>
<b>Transfers</b>					
Transfer to Capital	\$130,000	\$0	\$130,000	100%	\$0
<b>Total Transfers</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$130,000</b>	<b>100%</b>	<b>\$0</b>
<b>NET COST (REVENUE)</b>	<b>\$1,930,000</b>	<b>\$160,704</b>	<b>\$573,621</b>	<b>30%</b>	<b>\$1,356,379</b>





## County of Wellington

04-April-2016

### Museum & Archives at WP Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Groves Hospital Grant	\$3,882,000	\$0	\$0	\$2,441,659	\$2,441,659	63 %	\$1,440,341
WP& Artifact Storage Buildings	\$730,000	\$0	\$0	\$206,736	\$206,736	28 %	\$523,264
Commons Development	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
WP Generator & Coal Room	\$400,000	\$0	\$975	\$111,726	\$112,702	28 %	\$287,298
Rehabilitation of WP Lands	\$264,000	\$0	\$0	\$0	\$0	0 %	\$264,000
Nicholas Keith Kitchen Reno	\$30,000	\$0	\$0	\$0	\$0	0 %	\$30,000
Digitization Well Ad 69-pres	\$25,000	\$0	\$0	\$0	\$0	0 %	\$25,000
Museum Accessible Washrooms	\$100,000	\$0	\$0	\$0	\$0	0 %	\$100,000
<b>Total Museum &amp; Archives at WP</b>	<b>\$5,531,000</b>	<b>\$0</b>	<b>\$975</b>	<b>\$2,760,122</b>	<b>\$2,761,097</b>	<b>50 %</b>	<b>\$2,769,903</b>



**County of Wellington**  
**Library Services**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$157,500	\$0	\$0	0%	\$157,500
Municipal Recoveries	\$27,000	\$0	\$0	0%	\$27,000
Licenses, Permits and Rents	\$35,000	\$934	\$10,551	30%	\$24,449
User Fees & Charges	\$83,900	\$7,095	\$19,880	24%	\$64,020
Sales Revenue	\$7,900	\$905	\$2,227	28%	\$5,673
Other Revenue	\$0	\$289	\$1,456	0%	\$(1,456)
<b>Total Revenue</b>	<b>\$311,300</b>	<b>\$9,222</b>	<b>\$34,113</b>	<b>11%</b>	<b>\$277,187</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$4,011,900	\$356,379	\$978,040	24%	\$3,033,860
Supplies, Material & Equipment	\$812,500	\$71,250	\$252,238	31%	\$560,262
Purchased Services	\$908,600	\$134,935	\$309,159	34%	\$599,441
Insurance & Financial	\$24,000	\$1,734	\$25,269	105%	\$(1,269)
Minor Capital Expenses	\$83,000	\$0	\$0	0%	\$83,000
Debt Charges	\$690,200	\$133,355	\$248,924	36%	\$441,276
Internal Charges	\$800	\$890	\$1,240	155%	\$(440)
<b>Total Expenditures</b>	<b>\$6,531,000</b>	<b>\$698,543</b>	<b>\$1,814,870</b>	<b>28%</b>	<b>\$4,716,130</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$6,219,700</b>	<b>\$689,321</b>	<b>\$1,780,757</b>	<b>29%</b>	<b>\$4,438,943</b>
<b>Transfers</b>					
Transfers from Reserves	\$(269,900)	\$0	\$0	0%	\$(269,900)
Transfer to Capital	\$176,000	\$0	\$176,000	100%	\$0
Transfer to Reserves	\$1,200,000	\$0	\$1,200,000	100%	\$0
<b>Total Transfers</b>	<b>\$1,106,100</b>	<b>\$0</b>	<b>\$1,376,000</b>	<b>124%</b>	<b>\$(269,900)</b>
<b>NET COST (REVENUE)</b>	<b>\$7,325,800</b>	<b>\$689,321</b>	<b>\$3,156,757</b>	<b>43%</b>	<b>\$4,169,043</b>



# County of Wellington

04-April-2016

## Library Services

### Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	Approved Budget	March Actual	Current Year	Previous Years	LIFE-TO-DATE ACTUALS		
					Total	% of Budget	Remaining Budget
Aboyne Facility Improvements	\$820,000	\$0	\$0	\$106,166	\$106,166	13 %	\$713,834
Palmerston Branch Exp	\$3,500,000	\$75,649	\$541,601	\$2,848,562	\$3,390,162	97 %	\$109,838
Palmerston Br Coll Enhancement	\$50,000	\$10,391	\$42,385	\$8,764	\$51,149	102 %	-\$1,149
Self Check out Drayton & MtFor	\$70,000	\$2,440	\$2,440	\$30,256	\$32,697	47 %	\$37,303
New Hillsburgh Library	\$1,000,000	\$20,562	\$805,313	\$259,451	\$1,064,764	106 %	-\$64,764
Marden Branch Outdoor Sign	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Palm Branch Outdoor Sign	\$30,000	\$0	\$0	\$0	\$0	0 %	\$30,000
eBook Collection Enhancement	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Two Self Check-Out Terminals	\$31,000	\$0	\$0	\$0	\$0	0 %	\$31,000
Interactive Programme Equip	\$45,000	\$0	\$0	\$0	\$0	0 %	\$45,000
Rkwd Branch Int Lighting	\$25,000	\$0	\$0	\$0	\$0	0 %	\$25,000
<b>Total Library Services</b>	<b>\$5,671,000</b>	<b>\$109,042</b>	<b>\$1,391,739</b>	<b>\$3,253,199</b>	<b>\$4,644,938</b>	<b>82 %</b>	<b>\$1,026,062</b>



**County of Wellington**  
**Ontario Works**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$21,082,100	\$1,868,057	\$5,284,549	25%	\$15,797,551
Municipal Recoveries	\$3,387,300	\$266,865	\$810,915	24%	\$2,576,385
Other Revenue	\$49,000	\$0	\$41,593	85%	\$7,407
Internal Recoveries	\$10,100	\$250	\$5,981	59%	\$4,119
<b>Total Revenue</b>	<b>\$24,528,500</b>	<b>\$2,135,172</b>	<b>\$6,143,037</b>	<b>25%</b>	<b>\$18,385,463</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$6,281,400	\$532,146	\$1,511,489	24%	\$4,769,911
Supplies, Material & Equipment	\$185,000	\$14,186	\$22,220	12%	\$162,780
Purchased Services	\$419,800	\$31,868	\$79,513	19%	\$340,287
Social Assistance	\$17,973,000	\$1,672,699	\$4,575,032	25%	\$13,397,968
Transfer Payments	\$24,800	\$0	\$0	0%	\$24,800
Insurance & Financial	\$0	\$0	\$568	0%	\$(568)
Internal Charges	\$1,245,600	\$103,197	\$314,939	25%	\$930,661
<b>Total Expenditures</b>	<b>\$26,129,600</b>	<b>\$2,354,095</b>	<b>\$6,503,762</b>	<b>25%</b>	<b>\$19,625,838</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$1,601,100</b>	<b>\$218,923</b>	<b>\$360,724</b>	<b>23%</b>	<b>\$1,240,376</b>
<b>NET COST (REVENUE)</b>	<b>\$1,601,100</b>	<b>\$218,923</b>	<b>\$360,724</b>	<b>23%</b>	<b>\$1,240,376</b>



**County of Wellington**  
**Child Care Services**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$13,144,800	\$675,617	\$2,721,339	21%	\$10,423,461
Municipal Recoveries	\$2,882,400	\$(6,478)	\$703,029	24%	\$2,179,371
User Fees & Charges	\$278,100	\$35,606	\$107,126	39%	\$170,974
Internal Recoveries	\$354,900	\$86,176	\$86,176	24%	\$268,724
<b>Total Revenue</b>	<b>\$16,660,200</b>	<b>\$790,921</b>	<b>\$3,617,670</b>	<b>22%</b>	<b>\$13,042,530</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$4,123,100	\$348,187	\$982,526	24%	\$3,140,574
Supplies, Material & Equipment	\$226,300	\$21,786	\$34,815	15%	\$191,485
Purchased Services	\$485,000	\$36,593	\$97,988	20%	\$387,012
Social Assistance	\$11,632,900	\$303,385	\$2,494,127	21%	\$9,138,773
Insurance & Financial	\$3,200	\$0	\$1,996	62%	\$1,204
Minor Capital Expenses	\$154,800	\$0	\$0	0%	\$154,800
Internal Charges	\$985,000	\$135,422	\$233,527	24%	\$751,473
<b>Total Expenditures</b>	<b>\$17,610,300</b>	<b>\$845,373</b>	<b>\$3,844,980</b>	<b>22%</b>	<b>\$13,765,320</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$950,100</b>	<b>\$54,452</b>	<b>\$227,310</b>	<b>24%</b>	<b>\$722,790</b>
<b>NET COST (REVENUE)</b>	<b>\$950,100</b>	<b>\$54,452</b>	<b>\$227,310</b>	<b>24%</b>	<b>\$722,790</b>



**County of Wellington**  
**Social Housing**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$7,425,500	\$530,433	\$1,868,790	25%	\$5,556,710
Municipal Recoveries	\$15,249,700	\$1,050,896	\$3,414,055	22%	\$11,835,645
Licenses, Permits and Rents	\$5,200,000	\$443,201	\$1,326,221	26%	\$3,873,779
User Fees & Charges	\$49,200	\$5,349	\$12,427	25%	\$36,773
<b>Total Revenue</b>	<b>\$27,924,400</b>	<b>\$2,029,879</b>	<b>\$6,621,495</b>	<b>24%</b>	<b>\$21,302,905</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$3,658,500	\$319,930	\$901,859	25%	\$2,756,641
Supplies, Material & Equipment	\$366,400	\$42,549	\$59,459	16%	\$306,941
Purchased Services	\$7,025,800	\$456,808	\$1,552,826	22%	\$5,472,974
Social Assistance	\$17,962,000	\$1,416,232	\$4,193,798	23%	\$13,768,202
Transfer Payments	\$1,015,100	\$0	\$253,767	25%	\$761,333
Insurance & Financial	\$243,000	\$3,480	\$163,592	67%	\$79,408
Internal Charges	\$668,500	\$54,829	\$165,097	25%	\$503,403
<b>Total Expenditures</b>	<b>\$30,939,300</b>	<b>\$2,293,828</b>	<b>\$7,290,398</b>	<b>24%</b>	<b>\$23,648,902</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$3,014,900</b>	<b>\$263,950</b>	<b>\$668,903</b>	<b>22%</b>	<b>\$2,345,997</b>
<b>Transfers</b>					
Transfer to Reserves	\$1,500,000	\$0	\$0	0%	\$1,500,000
<b>Total Transfers</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$1,500,000</b>
<b>NET COST (REVENUE)</b>	<b>\$4,514,900</b>	<b>\$263,950</b>	<b>\$668,903</b>	<b>15%</b>	<b>\$3,845,997</b>



**County of Wellington**  
**County Affordable Housing**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$205,700	\$0	\$0	0%	\$205,700
Licenses, Permits and Rents	\$582,900	\$48,760	\$145,724	25%	\$437,176
User Fees & Charges	\$0	\$0	\$75	0%	\$(75)
<b>Total Revenue</b>	<b>\$788,600</b>	<b>\$48,760</b>	<b>\$145,799</b>	<b>18%</b>	<b>\$642,801</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$3,800	\$0	\$0	0%	\$3,800
Supplies, Material & Equipment	\$42,700	\$7,691	\$9,098	21%	\$33,602
Purchased Services	\$403,200	\$40,584	\$83,917	21%	\$319,283
Insurance & Financial	\$14,100	\$0	\$11,264	80%	\$2,836
Debt Charges	\$302,000	\$0	\$(8,864)	(3%)	\$310,864
<b>Total Expenditures</b>	<b>\$765,800</b>	<b>\$48,275</b>	<b>\$95,415</b>	<b>12%</b>	<b>\$670,385</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$(22,800)</b>	<b>\$(485)</b>	<b>\$(50,384)</b>	<b>221%</b>	<b>\$27,584</b>
<b>Transfers</b>					
Transfer to Reserves	\$522,800	\$0	\$0	0%	\$522,800
<b>Total Transfers</b>	<b>\$522,800</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$522,800</b>
<b>NET COST (REVENUE)</b>	<b>\$500,000</b>	<b>\$(485)</b>	<b>\$(50,384)</b>	<b>(10%)</b>	<b>\$550,384</b>





# County of Wellington

04-April-2016

## Social Services

### Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	Approved Budget	March Actual	Current Year	Previous Years	LIFE-TO-DATE ACTUALS		Remaining Budget
					Total	% of Budget	
<b>Ontario Works</b>							
129 Wyndham, Lobby Renovations	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
Fergus OW Exterior Cladding	\$30,000	\$0	\$0	\$0	\$0	0%	\$30,000
<b>Subtotal Ontario Works</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$180,000</b>
<b>Child Care Services</b>							
15 Douglas St: Int Renovation	\$75,000	\$0	\$0	\$0	\$0	0%	\$75,000
21 Douglas St Front Entrance	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
<b>Subtotal Child Care Services</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>	<b>\$125,000</b>
<b>Social Housing</b>							
261-263 Speedvale Addition/Ele	\$1,812,000	\$110,667	\$260,338	\$449,523	\$709,862	39%	\$1,102,138
51 John St Make up Air Unit	\$70,000	\$0	\$2,544	\$76,152	\$78,696	112%	-\$8,696
229 Dublin Roof	\$487,000	\$0	\$0	\$21,875	\$21,875	4%	\$465,125
212 Whites Rd Make up Air Unit	\$50,000	\$0	\$2,544	\$54,864	\$57,408	115%	-\$7,408
Fire System Upg City Locations	\$550,700	\$0	\$52,754	\$394,391	\$447,145	81%	\$103,555
Fire System Upg County Locatn	\$225,000	\$0	\$0	\$56,713	\$56,713	25%	\$168,287
229 Dublin Make Up Air Unit	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
32 Hadati Roof Design/Replace	\$363,000	\$0	\$0	\$0	\$0	0%	\$363,000
Vancouver Dr Major Upgrade	\$70,000	\$0	\$24,736	\$38,160	\$62,896	90%	\$7,104
Mt. Forest Proprrty Acquisition	\$1,300,000	\$0	\$0	\$0	\$0	0%	\$1,300,000
Delhi Marl Air Make up Unit	\$332,000	\$0	\$0	\$0	\$0	0%	\$332,000
32 Hadati Site Improvements	\$10,000	\$0	\$0	\$0	\$0	0%	\$10,000
Edinburgh Window And Siding	\$199,000	\$0	\$0	\$0	\$0	0%	\$199,000
Elizabeth St Site Improvements	\$10,000	\$0	\$0	\$0	\$0	0%	\$10,000
City Building Retrofits 2016	\$668,000	\$29,295	\$70,250	\$0	\$70,250	11%	\$597,750
County Building Retrofits 2016	\$441,000	-\$9,561	\$5,400	\$0	\$5,400	1%	\$435,600
Affd Hsng and Non Profit BCA	\$110,000	\$0	\$0	\$0	\$0	0%	\$110,000
<b>Subtotal Social Housing</b>	<b>\$6,847,700</b>	<b>\$130,402</b>	<b>\$418,566</b>	<b>\$1,091,678</b>	<b>\$1,510,244</b>	<b>22%</b>	<b>\$5,337,456</b>



# County of Wellington

04-April-2016

## Social Services

### Capital Work-in-Progress Expenditures By Departments

All Open Projects For The Period Ending March 31, 2016

	Approved Budget	March Actual	Current Year	Previous Years	LIFE-TO-DATE ACTUALS		Remaining Budget
					Total	% of Budget	
<b>Affordable Housing</b>							
Webster Place 55 Units Affd Hs	\$13,940,000	\$77,336	\$216,834	\$391,582	\$608,416	4 %	\$13,331,584
165 Gordon Generator	\$320,000	\$0	\$0	\$172,959	\$172,959	54 %	\$147,041
182 George St Capital Works	\$50,000	\$0	\$0	\$13,886	\$13,886	28 %	\$36,114
Affd Hsng Blding Retrofits 16	\$30,000	\$0	\$0	\$0	\$0	0 %	\$30,000
Webster Place Co-Generation	\$350,000	\$10,143	\$20,319	\$0	\$20,319	6 %	\$329,681
<b>Subtotal Affordable Housing</b>	<b>\$14,690,000</b>	<b>\$87,479</b>	<b>\$237,153</b>	<b>\$578,427</b>	<b>\$815,579</b>	<b>6%</b>	<b>\$13,874,421</b>
<b>Total Social Services</b>	<b>\$21,842,700</b>	<b>\$217,881</b>	<b>\$655,719</b>	<b>\$1,670,105</b>	<b>\$2,325,823</b>	<b>11 %</b>	<b>\$19,516,877</b>



**County of Wellington**  
**Homes for the Aged**  
Statement of Operations as of  
31 Mar 2016

	<b>Annual Budget</b>	<b>March Actual \$</b>	<b>YTD Actual \$</b>	<b>YTD Actual %</b>	<b>Remaining Budget</b>
<b>Revenue</b>					
Grants and Subsidies	\$8,420,200	\$707,815	\$2,224,054	26%	\$6,196,146
User Fees & Charges	\$4,326,000	\$359,851	\$1,084,427	25%	\$3,241,574
Other Revenue	\$0	\$2,047	\$3,960	0%	\$(3,960)
<b>Total Revenue</b>	<b>\$12,746,200</b>	<b>\$1,069,713</b>	<b>\$3,312,441</b>	<b>26%</b>	<b>\$9,433,759</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$14,680,200	\$1,303,230	\$3,780,628	26%	\$10,899,572
Supplies, Material & Equipment	\$1,225,600	\$105,563	\$243,514	20%	\$982,086
Purchased Services	\$1,013,200	\$14,945	\$173,529	17%	\$839,671
Insurance & Financial	\$32,000	\$0	\$30,688	96%	\$1,312
Minor Capital Expenses	\$35,000	\$0	\$0	0%	\$35,000
Debt Charges	\$1,964,000	\$0	\$611,433	31%	\$1,352,567
Internal Charges	\$1,133,000	\$77,895	\$233,685	21%	\$899,315
<b>Total Expenditures</b>	<b>\$20,083,000</b>	<b>\$1,501,633</b>	<b>\$5,073,477</b>	<b>25%</b>	<b>\$15,009,523</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$7,336,800</b>	<b>\$431,921</b>	<b>\$1,761,036</b>	<b>24%</b>	<b>\$5,575,764</b>
<b>Transfers</b>					
Transfers from Reserves	\$(35,000)	\$0	\$0	0%	\$(35,000)
Transfer to Capital	\$265,000	\$0	\$265,000	100%	\$0
Transfer to Reserves	\$250,000	\$0	\$250,000	100%	\$0
<b>Total Transfers</b>	<b>\$480,000</b>	<b>\$0</b>	<b>\$515,000</b>	<b>107%</b>	<b>\$(35,000)</b>
<b>NET COST (REVENUE)</b>	<b>\$7,816,800</b>	<b>\$431,921</b>	<b>\$2,276,036</b>	<b>29%</b>	<b>\$5,540,764</b>



# County of Wellington

04-April-2016

## Homes for the Aged Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Furniture Replacements	\$40,000	\$0	\$0	\$31,658	\$31,658	79 %	\$8,342
2016 Nursing Equip Replacement	\$60,000	\$0	\$0	\$0	\$0	0 %	\$60,000
2016 Resident Equipment Lifts	\$60,000	\$0	\$0	\$0	\$0	0 %	\$60,000
Domestic Hot Water Boiler Repl	\$120,000	\$0	\$0	\$0	\$0	0 %	\$120,000
2016 Servery Upgrades	\$25,000	\$0	\$0	\$0	\$0	0 %	\$25,000
<b>Total Homes for the Aged</b>	<b>\$305,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,658</b>	<b>\$31,658</b>	<b>10 %</b>	<b>\$273,342</b>



**County of Wellington**  
**Economic Development**  
Statement of Operations as of  
31 Mar 2016

	Annual Budget	March Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$9,000	\$9,807	\$9,807	109%	\$(807)
User Fees & Charges	\$80,000	\$3,118	\$5,641	7%	\$74,359
<b>Total Revenue</b>	<b>\$89,000</b>	<b>\$12,926</b>	<b>\$15,448</b>	<b>17%</b>	<b>\$73,552</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$352,200	\$34,795	\$93,797	27%	\$258,403
Supplies, Material & Equipment	\$20,100	\$4,106	\$6,571	33%	\$13,529
Purchased Services	\$508,400	\$8,951	\$16,479	3%	\$491,921
Transfer Payments	\$300,000	\$20,000	\$20,000	7%	\$280,000
<b>Total Expenditures</b>	<b>\$1,180,700</b>	<b>\$67,851</b>	<b>\$136,846</b>	<b>12%</b>	<b>\$1,043,854</b>
NET OPERATING COST / (REVENUE)	\$1,091,700	\$54,925	\$121,398	11%	\$970,302
<b>Transfers</b>					
Transfers from Reserves	\$(200,000)	\$0	\$0	0%	\$(200,000)
Transfer to Capital	\$130,000	\$0	\$130,000	100%	\$0
Transfer to Reserves	\$340,000	\$0	\$340,000	100%	\$0
<b>Total Transfers</b>	<b>\$270,000</b>	<b>\$0</b>	<b>\$470,000</b>	<b>174%</b>	<b>\$(200,000)</b>
<b>NET COST (REVENUE)</b>	<b>\$1,361,700</b>	<b>\$54,925</b>	<b>\$591,398</b>	<b>43%</b>	<b>\$770,302</b>



# County of Wellington

04-April-2016

## Economic Development Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending March 31, 2016

	LIFE-TO-DATE ACTUALS						
	Approved	March	Current	Previous	Total	% of	Remaining
	Budget	Actual	Year	Years		Budget	Budget
Wellington Signage Strategy	\$200,000	\$5,884	\$14,046	\$34,846	\$48,892	24 %	\$151,108
SWIFT Rural Broadband	\$50,000	\$30,000	\$30,000	\$20,000	\$50,000	100 %	\$0
Total Economic Development	\$250,000	\$35,884	\$44,046	\$54,846	\$98,892	40 %	\$151,108



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources  
**From:** Mark Bolzon, Manager Purchasing and Risk Management Services  
**Date:** Tuesday, April 19, 2016  
**Subject:** **Prequalification of General Contractors/Construction Management Firms**

### Background:

Staff recently issued Project No. CW2016-011 a proposal call for the prequalification process to select qualified General Contractors / Construction Management Firms to be included on the County of Wellington's list of pre-qualified contractors to complete work for new construction and historical/heritage building renovation projects as identified in this document for the time period of 2016-2017. This process is similar to one staff recently completed for the prequalification of bridge contractors for the Roads Department. The RFP process allows staff to approve and remove contractors at any time within the two year time frame indicated in the RFP documents.

The intent of the prequalification call is to establish a list of prequalified contractors to complete works (New Construction, Heritage/Historical Renovations) on County owned buildings. A tiered list of contractors will be generated from the prequalification process.

The tiered levels were set as follows –

New Construction – Contractors must show that they have successfully completed new construction projects. The pre-qualified list will be broken further by dollar values as follows:

New Construction	Up to \$500,000
New Construction	\$500,000 – 1,500,000
New Construction	\$1,500,000 +

Renovations to Heritage/Historical buildings – Contractors must show that they have successfully completed historical renovations projects. The pre-qualified list will be broken further by dollar values as follows:

Renovations to Heritage/Historical Buildings	Up to \$500,000
Renovations to Heritage/Historical Buildings	\$500,000 – 1,500,000
Renovations to Heritage/Historical Buildings	\$1,500,000 +

On Tuesday, February 9, 2016 forty (40) submissions were received for the General Contractor/ Construction Management Prequalification, fifteen (15) submissions were received for the Electrical Contractor Prequalification and thirteen (13) submissions were received for the Mechanical Contractor Prequalification.

The Prequalification of Electrical Contractors and Mechanical Contractors will be finalized by staff and the County's consultants/architects and those firms will be included as part of the tender specifications as each tender is issued.

Staff and the County consultants/architects have reviewed the submissions and based on the criteria set out in the prequalification documents and the County's/consultants/architects past experience with some of the companies, the following firms are being recommended to be listed as the pre-qualified General Contractors/Construction Management firms authorized to bid on County building construction projects.



## Recommendation:

That the following firms/contractors be approved as pre-qualified firms authorized to bid on County of Wellington Construction and Renovation Projects – 2016-2017 as per the criteria set out in County of Wellington Project No. CW2016-011 –

NEW CONSTRUCTION	HERITAGE / HISTORICAL BUILDINGS
<b>Up to \$500,000</b>	<b>Up to \$500,000</b>
Ball Construction Ltd., Kitchener	Ball Construction Ltd., Kitchener
CRD Construction Ltd., Guelph	CRD Construction Ltd., Guelph
Collaborative Structures Ltd., Cambridge	Collaborative Structures Ltd., Cambridge
Dakon Construction Ltd., Waterloo	Dakon Construction Ltd., Waterloo
STM Construction Ltd., Brantford	STM Construction Ltd., Brantford
TRP Construction G.C., Burlington	TRP Construction G.C., Burlington
<b>\$500,000.00 - \$1,500,000.00</b>	<b>\$500,000.00 - \$1,500,000.00</b>
Ball Construction Ltd., Kitchener	Ball Construction Ltd., Kitchener
CRD Construction Ltd., Guelph	CRD Construction Ltd., Guelph
Collaborative Structures Ltd., Cambridge	Collaborative Structures Ltd., Cambridge
Dakon Construction Ltd., Waterloo	Dakon Construction Ltd., Waterloo
STM Construction Ltd., Brantford	STM Construction Ltd., Brantford
TRP Construction G.C., Burlington	TRP Construction G.C., Burlington
<b>\$1,500,000.00 +</b>	<b>\$1,500,000.00 +</b>
Ball Construction Ltd., Kitchener	Ball Construction Ltd., Kitchener
CRD Construction Ltd., Guelph	CRD Construction Ltd., Guelph
Collaborative Structures Ltd., Cambridge	Collaborative Structures Ltd., Cambridge
M.J. Dixon Construction Ltd., Mississauga	M.J. Dixon Construction Ltd., Mississauga
Merit Contractors, St. Catharines	Merit Contractors, St. Catharines
TRP Construction G.C., Burlington	TRP Construction G.C., Burlington

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 Administration, Finance and Human Resources Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, April 19, 2016  
**Subject:** **Federal Gas Tax Fund Report as of December 31, 2015**

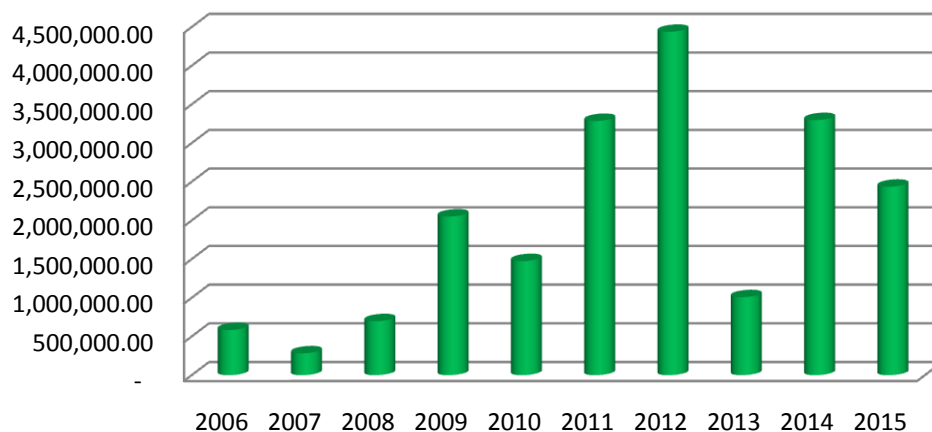
### Background:

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 2014 the County entered into a new agreement with the Association of Municipalities of Ontario (AMO) for the Transfer of Federal Gas Tax Funds. The new agreement expands on the eligible categories and requires municipalities to clearly demonstrate that projects funded with gas tax dollars are prioritized based on an asset management framework.

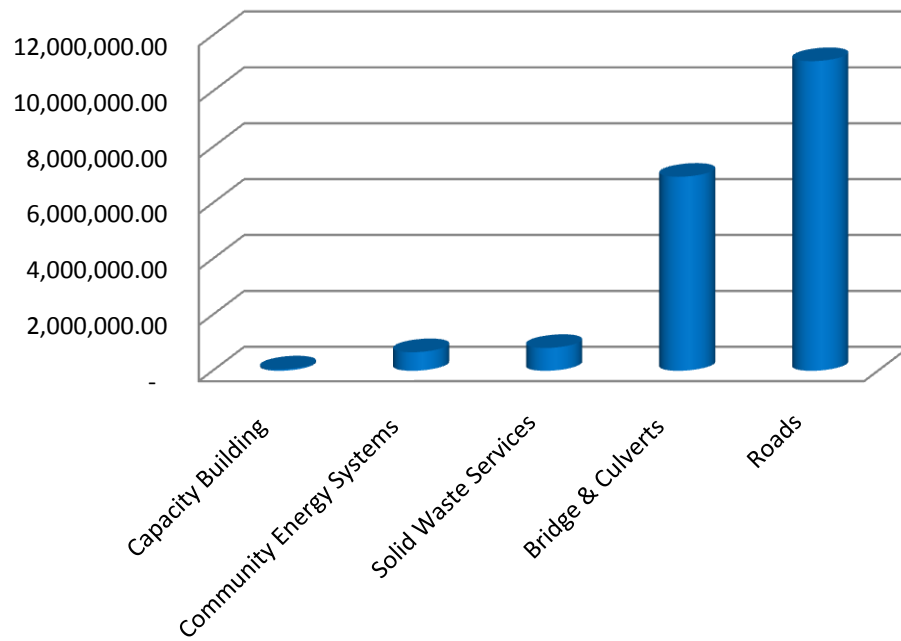
Since its inception in 2005 the County has received \$22,178,231 in Federal Gas Tax funding and invested \$19,559,192 in local infrastructure, solid waste services, capacity building and community energy systems. An additional \$14.5 million investment in roads, bridges and culverts is forecasted over 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 in Schedule A.

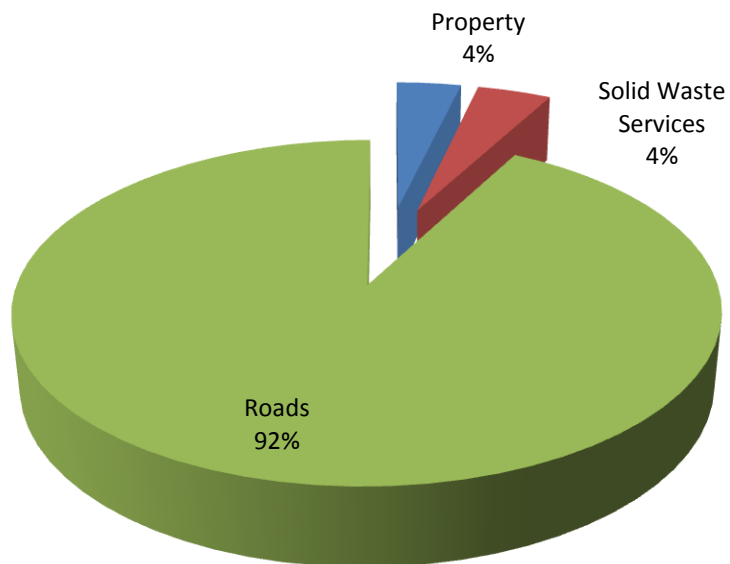
### Gas Tax Investment by Year



## Gas Tax Investment by Project Type



## Gas Tax Investment by Department



**Schedule A**  
**County of Wellington Gas Tax Summary**

<b>Funds Received to December 31, 2015</b>		<b>\$ 22,178,231</b>		
Projects funded to December 31, 2015	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	600,000	1,594,900
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	3,103	3,103		3,103
WR19 Fergus to second line Part C	1,132,269	979,660	152,608	1,132,269
WR12, Culvert # 120070 & 120240	392,565	319,264	73,301	392,565
WR86, Culvert# 86170 & 86180, design and liner	457,908	446,751	11,157	457,908
WR 11, Culvert 11005, design and liner	338,993	332,361	6,633	338,993
WR 10 Moorefield Bridge, 010023, design and rehab	394,071	262,500	131,571	394,071
WR 10 Wyandot Bridge, 010024, design and rehab	873,637	431,250	143,700	574,950
WR 16 Penfold Bridge #16038, design and rehab	32,472	32,472	10,000	42,472
WR 5 Culvert, 9km south of 7th line design and widen	117,620	97,620	20,000	117,620
WR 12, Culvert 12086, design and rehab	20,504	20,504	2,500	23,004
WR 12, Culvert 12087, design and rehab	7,633	7,633	5,000	12,633
WR 10, WR 86 to Conc 4, 5.4km	1,256,089	1,136,089	120,000	1,256,089
WR 16, WR 15 to hwy 89	764,377	612,077	152,300	764,377
WR 39 WR 30 to WR 51 3.1km	452,141	326,641	125,500	452,141
WR46, Maltby to WR34	8,407	4,876	3,531	8,407
WR 87, Maitland O'flow Bridge b87137	552,171	447,171	105,000	552,171
WR87, Maitland River Bridge B87138	1,664,437	1,000,000	664,437	1,664,437
WR 21, Badley Bridge 021057 Sidewalk	173,779	101,779	72,000	173,779
WR 86 Conestogo Bridge 86125	163,673	154,957	72,233	227,190
Grand Totals:	25,122,093	19,559,192	5,345,231	24,904,423

**Recommendation:**

That the Federal Gas Tax Fund report for the period ending December 31, 2015 be received for information.

Respectfully submitted,

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

Ken DeHart, CPA, CGA  
County Treasurer



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, April 19, 2016  
**Subject:** **2015 Year-End Accounting Report**

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### Background:

The County of Wellington's 2015 year-end position is set out in the attached Schedule 'A.' The final year end position for the County is a surplus of \$1,219,300; which works out to be 1.4% of the 2015 tax levy or 0.7% of budgeted operating expenditures.

A description of the more significant 2015 operating variances is set out below.

- **Roads:** the roads operating expenditure have exceeded the budgeted amount by \$1.8 million in 2015. There are a number of factors that have led to the over expenditure and they are outlined below.
  - **Winter Weather**
    - During Jan-Mar 2015 the County fleet ran the equivalent of two years of winter usage over the period. This led to additional fleet maintenance costs for servicing the vehicles, including parts, brakes and repairs (\$319,000).
    - Staffing was brought in early in the fall of 2015 in order to get a head start on winter based on past years' experience. While the County experienced a mild winter, staff were reallocated in the field doing maintenance work including tree cutting, ditching, shoulder work and patching. This resulted in costs being allocated to other roads service areas. This lowered overall costs for winter control in 2015 below the budgeted amount resulting in a savings of (\$527,000), which was transferred to the Winter Control Reserve as per County policy.
    - In addition other staffing that was budgeted to be allocated through roads capital was reallocated to other areas as a result of the nature of the capital work being done not requiring County staff.
    - The milder winter weather conditions in 2015 resulted in savings in winter control costs, all of which was transferred to the Winter Control Reserve. However the savings weren't fully realized as County staff, equipment and materials were reallocated to other roads activities.

- **Additional unanticipated roads expenditures**
  - (\$150,000) can be attributed to emergency work done at the Aberfoyle shop as well as an agreement to assist the Town of Erin with a joint intersection with CR 22.
  - Shoulder and roadside maintenance in anticipation of the 2016 plowing match was unbudgeted for and accounts for an additional (\$30,000)
  - Drainage relates to work required on municipal drains crossing County roads. This work is unplanned for as it is difficult to know when it will be required. In addition, major catch basin and manhole repairs within our urban centres were required due to failures in 2015. This accounts for an overage of (\$200,000).
  - Roads garages implemented a new snow plow GPS tracking system ahead of schedule (\$60,000), additional maintenance requirements on the County's works garages (\$60,000) and additional operating supplies (\$40,000)
  - Roads minor capital includes overages in hot mix patches due to additional areas needing work as a result of the harsh winter (\$130,000) and additional engineering work for unexpected bridge repairs (\$100,000). There were several locations where guide rail had become deficient and required to be brought up to current industry standards to avoid potential liability issues (\$75,000).
- **Child Care:** provincial funds were made available to offset the administration of the Wage Enhancement grant, reducing overall administration costs. User fees at the Mount Forest and Palmerston child care centres were also higher than expected and savings were realized in the fee subsidy area.
- **Ontario Works:** demand for discretionary benefits (both municipally funded and provincially cost-shared) decreased in 2015 despite the increase in caseload. The majority of clients utilized income support programmes, which is subject to the provincial cost-share agreement. Staff vacancies and turnover has also resulted in savings.
- **Police:** savings of \$120,000 as a result of a 2015 billing adjustment from the OPP.
- **Solid Waste:** higher than anticipated tipping fees revenue and curbside user fees totaling \$240,000. Staffing changes and vacancies resulted in savings throughout the year (\$190,000). Additional savings in blue box and garbage collection (\$175,000) as well as lower than expected monitoring, consulting and other various operating costs (\$200,000) make up the majority of the remaining variance.
- **Planning:** higher than projected subdivision and condominium application fees as well as savings from lower than anticipated legal fees , software licenses, telecommunications and consulting fees.
- **Land Ambulance:** savings as a result of provincial funding for ambulance exceeding the budgeted amount. The County's portion of this funding resulted in a positive variance of \$160,000. Additional contingencies in place from past years experiences with staffing costs resulted in savings as these costs stabilized in 2015.



- **Wellington Terrace:** the County's Case Mix Index (CMI) increased from 97.11 to 101.42 as of April 1, 2015. The resulting impact to the County was an additional \$193,000 in funding for 2015.
- **Provincial offences administration** revenues are well under budget for 2015 as a result of lower than anticipated fines. The negative impact on the budget totaled \$246,000 in 2015.
- **General Government:** savings of over \$400,000 in administrative departments due to staff vacancies and gapping, legal fees, hardware, network equipment and software licensing fees.
- **General Revenues, Expenditures and Taxes:** A number of general expenditures including legal fees and debt issuance expense came in lower than budgeted; this was offset by additional tax write-off requirements for assessment at risk and gravel pit appeals (\$765,000). Total tax write-offs for 2015 exceeded the \$850,000 budget by \$520,000. A positive variance of approximately \$730,000 has also been realized based on greater than anticipated supplementary and omitted assessment revenue and payments-in-lieu of taxation.

#### **Summary and Discussion:**

Overall the County is looking at an annual surplus of just over \$1.2 million in 2015. Savings were generated amongst a number of County departments and services including: Solid Waste, Ambulance, General Government, Wellington Terrace revenues and supplementary and omitted taxes. This was partially offset by a large negative variance in Roads and lower than anticipated Provincial Offences Act revenues.

The surplus is recommended to be transferred the County Property Reserve to be used to fund capital projects in the five-year plan including the new Hillsburgh Library.

#### **Recommendation:**

That the 2015 operating statement as set out on Schedule 'A' to this report be approved, subject to completion of the year-end audit; and

That the 2015 operating budget surplus be transferred to the County Property Reserve.

Respectfully submitted,



Ken DeHart, CPA, CGA  
County Treasurer

**COUNTY OF WELLINGTON**  
**2015 OPERATING BUDGET VARIANCE ANALYSIS AS OF DECEMBER 31, 2015**

	2015 Budget	May 31/15 net actual	Sept 30/15 net actual	Dec 31/15 net actual	Dec 31/15 actual as a % of budget	Actual variance to Dec. 31/15	
						\$	%
<b><u>Programmes and Services</u></b>							
Ontario Works	1,729.8	595.1	1,150.3	1,592.4	92%	137.4	8%
Social Housing	4,259.3	2,732.4	3,580.5	4,164.4	98%	94.9	2%
Affordable Housing	500.0	274.1	426.3	492.4	98%	7.6	2%
Roads and Bridges	20,680.6	15,665.4	19,571.6	22,530.4	109%	(1,849.8)	-9%
Police Services	17,023.6	6,918.7	12,627.3	16,902.7	99%	120.9	1%
Wellington Terrace	7,588.1	2,800.3	5,493.3	7,297.5	96%	290.6	4%
Child Care Services	981.6	427.4	699.7	781.2	80%	200.4	20%
Solid Waste Services	4,439.8	2,176.4	3,254.2	3,591.0	81%	848.8	19%
County Library System	7,960.4	4,745.9	6,977.3	7,997.1	100%	(36.7)	0%
Land Ambulance	3,963.1	1,576.5	2,666.4	3,537.3	89%	425.8	11%
Planning and Development	2,335.5	849.1	1,431.5	2,192.4	94%	143.1	6%
Public Health	2,497.4	1,065.9	1,881.2	2,497.2	100%	0.2	0%
County Museum and Archives	1,940.2	889.9	1,441.3	1,878.9	97%	61.3	3%
Emergency Management	605.7	260.8	462.8	621.0	103%	(15.3)	-3%
Green Legacy	666.0	275.9	494.3	634.7	95%	31.3	5%
Grants	1,252.9	1,247.5	1,252.6	1,252.6	100%	0.3	0%
Economic Development	1,040.5	574.7	879.6	1,048.0	101%	(7.5)	-1%
Provincial Offences	(124.1)	(6.0)	97.8	122.1	-98%	(246.2)	-198%
Subtotal	79,340.4	43,070.1	64,387.8	79,133.3	100%	207.1	0%
<b><u>General Government</u></b>							
Treasury	1,249.1	460.0	867.9	1,227.3	98%	21.8	2%
County Property	1,125.1	890.1	898.2	1,131.7	101%	(6.6)	-1%
Human Resources	792.7	231.5	468.6	743.7	94%	49.0	6%
County Council	980.1	379.0	692.6	963.2	98%	16.9	2%
Office of the CAO and Clerk	2,894.6	1,349.0	2,038.0	2,572.7	89%	321.9	11%
Subtotal	7,041.6	3,309.6	4,965.2	6,638.7	94%	402.9	6%
<b><u>Non-Programme Expenditures and Revenues</u></b>							
General Expenses/Revenues	(327.5)	(606.6)	(2,049.0)	(206.3)	63%	(121.3)	-37%
Tax Levy Requirement	(84,523.5)	(42,267.1)	(63,395.3)	(84,523.5)	100%	0.0	0%
PILs and Supplementary Taxes	(1,531.0)	(446.8)	(606.9)	(2,261.4)	148%	730.4	48%
Subtotal	(86,382.0)	(43,320.5)	(66,051.1)	(86,991.2)	101%	609.2	1%
Net Total	0.0	3,059.2	3,301.8	(1,219.3)		1,219.3	



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, April 19, 2016  
**Subject:** 2016 Education Tax Rates

### Background:

Since 1998 the Province has regulated a common education tax rate for the residential, farm and multi residential property classes across the province, and has set education tax rates for other property classes by upper or single tier municipality.

### Residential/Multi Residential/Farm Education Tax Rates

The Province resets residential, multi residential and farm education tax rates annually to offset phased-in assessment increases. This ensures that, on average across the province, owners of such properties will not see an increase in the education portion of their property taxes relative to the provincial average assessment increases. The 2016 residential education tax rate has been reduced to 0.00188 from 0.00195 in 2015.

### 2016 Education Tax Rates

The Ministry of Finance is setting education tax rates in Wellington County as shown in the following table (Ontario Regulation pending as of the time of writing).

Property Class	2013	2014	2015	2016
Residential/ Multi residential	.00212000	.00203000	.00195000	.00188000
Commercial	.01075161	.01050375	.01026644	.01026644
New Commercial	.01075161	.01050375	.01026644	.01026644
Industrial	.01590000	.01560000	.01530000	.01500000
New Industrial	.01260000	.01220000	.01190000	.01180000
Pipelines	.01590000	.01560000	.01530000	.01500000
Farmland/Managed Forests	.00053000	.00050750	.00048750	.00047000

## Property Tax Impact

The table below shows estimated education tax impacts for typical assessments in each of the property classes.

### COUNTY OF WELLINGTON 2016 EDUCATION TAX SHIFTS

	Multi						
	Residential	Residential	Commerical	Industrial	Farmland	Farmhouse	Total Farm
<b>Assessments</b>							
2015 typical assessment	\$372,956	\$1,222,701	\$474,850	\$726,488	\$531,457	\$159,800	\$691,257
2016 typical assessment	\$387,117	\$1,337,273	\$488,577	\$768,751	\$579,500	\$163,100	\$742,600
% change	3.8%	9.4%	2.9%	5.8%	9.0%	2.1%	7.4%
<b>Education tax rates</b>							
2015 education tax rate	0.00195000	0.00195000	0.01026644	0.01530000	0.00048750	0.00195000	n/a
2016 education tax rate	0.00188000	0.00188000	0.01026644	0.01500000	0.00047000	0.00188000	n/a
% change in tax rate	-3.6%	-3.6%	0.0%	-2.0%	-3.6%	-3.6%	n/a
<b>Education taxes</b>							
2015 education taxes	\$727	\$2,384	\$4,875	\$11,115	\$259	\$312	\$571
2016 education taxes	\$728	\$2,514	\$5,016	\$11,531	\$272	\$307	\$579
\$ change 2016 phase in CVA	1	130	141	416	13	-5	8
% change	0.1%	5.4%	2.9%	3.7%	5.1%	-1.6%	1.5%

## Business Education Tax Rates

The 2007 Ontario Budget announced that Business Education Tax (BET) rates will be reduced for those property classes exceeding the target maximum to a ceiling rate of 1.60% over a seven-year period. This target maximum is adjusted each year in order to offset the impacts of the reassessment and phase-in programme. In 2016 the target maximum BET rate was reset to 1.18% from 1.19% in 2015 for new construction properties. Existing industrial and pipeline BET rates have been reset in 2016 to the new ceiling rate of 1.50% from 1.53% for those property classes. Since the County's commercial BET rate is already below the target maximum; new and existing commercial properties share the same rate. However, since the existing industrial properties are at the industrial ceiling, but above the target maximum, new industrial construction properties get the new target maximum rate.

## Recommendation:

That the 2016 Education Tax Rates report be received for information.

Respectfully submitted,



Ken DeHart, CPA, CGA  
County Treasurer



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Administration, Finance and Human Resources Committee  
**From:** Ken DeHart, County Treasurer  
**Date:** Tuesday, April 19, 2016  
**Subject:** 2016 County-Wide Property Tax Policies

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### 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 2016 taxation year, including recommendations for:

- adopting revenue neutral transition ratios
- establishing 2016 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
- adopting the enhanced capping flexibility options for 2016 (pending regulation)

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.

Three separate by-laws will be prepared for the April 28, 2016 Council meeting covering tax ratios and discounts, and tax rates.

### Recommendation:

That the 2016 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, CPA, CGA  
County Treasurer

## SCHEDULE "A"

### 2016 COUNTY-WIDE PROPERTY TAX POLICIES

POLICY	STAFF RECOMMENDATION
Transition Ratios, Tax Ratios, Class Discounts and Tax Rates	<p><b>THAT</b> the 2016 County-wide transition ratios be adopted as set out in Table 3; and</p> <p><b>THAT</b> the 2016 County-wide tax ratios, class discounts and tax rates be approved as set out in Table 1; and</p> <p><b>THAT</b> staff be directed to prepare the necessary revenue neutral transition ratio, tax ratio and tax rating by-laws.</p>
Mandatory Capping	<p><b>WHEREAS</b>, the Province of Ontario has announced revised capping parameters for 2016 intended to eventually phase out capping expeditiously over time and move properties to full CVA tax,</p> <p><b>AND WHEREAS</b>, the Ontario legislative changes to implement the revised capping parameters have not been approved at this time</p> <p><b>AND WHEREAS</b>, the County's tax capping by-law normally approved in April of the capping year cannot incorporate the new parameters until they are prescribed by Ontario</p> <p><b>NOW THEREFORE</b>, be it resolved that the tax capping by-law of The Corporation of the County of Wellington including the Provincially announced parameters be deferred pending the prescription of the Provincially announced capping parameters with the intent:</p> <p><b>THAT</b> the following parameters be established for the purposes of calculating the 2016 capping clawback rates in accordance with section 329.1 of the <i>Municipal Act</i>:</p> <ol style="list-style-type: none"> <li>1. Cap limit of 10% of 2015 annualized taxes</li> <li>2. Minimum tax increase of 10% of 2015 CVA taxes</li> <li>3. Move capped properties to CVA tax responsibility if the capped taxes are within a maximum of \$500 of CVA taxes, without creating a class shortfall</li> <li>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 \$500 of CVA taxes, without creating a class shortfall</li> <li>5. Set a tax level of 100% CVA tax responsibility for new construction and new to class business properties (multi residential, commercial and industrial)</li> <li>6. Remove properties that reached full CVA tax in 2015 from the capping regime and remain at full CVA tax level; and</li> </ol> <p><b>THAT</b> staff be directed to prepare the necessary capping parameters by-law.</p>
Tax relief for low income seniors and persons with disabilities	<p><b>THAT</b> the current tax relief programme for low income seniors and low income persons with disabilities be continued for the 2016 taxation year.</p>
Tax relief for charities and other similar organizations	<p><b>THAT</b> the current tax relief programme for charities and other similar organizations be continued for the 2016 taxation year.</p>
Tax relief for Legions	<p><b>THAT</b> all eligible Legion properties continue to be exempted from the payment of taxes for upper tier purposes for the taxation year 2016; and</p> <p><b>THAT</b> staff be directed to prepare the necessary by-law.</p>

## TAX RATIOS, CLASS DISCOUNTS and TAX RATES

### STAFF RECOMMENDATION:

**THAT** the 2016 County-wide transition ratios be adopted as set out in Table 3; and  
**THAT** the 2016 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
- 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 all of the tax classes or 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. However, if any of the transition ratios are lower than the existing ratio, the lower one becomes the ceiling and cannot be increased in the current or possibly future 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 2016
- 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:

**WHEREAS**, the Province of Ontario has announced revised capping parameters for 2016 intended to eventually phase out capping expeditiously over time and move properties to full CVA tax,  
**AND WHEREAS**, the Ontario legislative changes to implement the revised capping parameters have not been approved at this time

**AND WHEREAS**, the County's tax capping by-law normally approved in April of the capping year cannot incorporate the new parameters until they are prescribed by Ontario

**NOW THEREFORE**, be it resolved that the tax capping by-law of The Corporation of the County of Wellington including the Provincially announced parameters be deferred pending the prescription of the Provincially announced capping parameters with the intent:

**THAT** the following parameters be established for the purposes of calculating the 2016 capping clawback rates in accordance with section 329.1 of the *Municipal Act*:

1. Cap limit of 10% of 2015 annualized taxes
2. Minimum tax increase of 10% of 2015 CVA taxes
3. Move capped properties to CVA tax responsibility if the capped taxes are within a maximum of \$500 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 \$500 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 2015 from the capping regime and remain at full CVA tax level for 2016; 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 2016
- Shortfalls cannot be shared with school boards
- The Province provided increased flexibility for municipalities commencing in 2016, with the following options available:
  - maintaining the 5% mandatory cap
  - increasing the cap between 5% and 10%, or selecting 10% of CVA tax (whichever is higher)
  - if an increasing property is within \$500 of CVA taxation, then it may be billed the full amount
  - if a decreasing property is within \$500 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

## OVERVIEW

- 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 2015 and to remain at full CVA tax level for 2016. 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 2016 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”.
- Relief can be in the form of a deferral or cancellation of tax increases
- The tax cancellation, for the purpose of this policy, means the difference between this year’s taxes, minus last year’s tax as adjusted in accordance with the legislation.
- 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 the start of the programme, however, with phased-in CVA assessment, significant annual tax increases and applications have been declining.
- In 2015, 66 applications were received including 5 for disability

The following table details the 2015 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 2015 TAXATION YEAR

	Number							Average
	Approved	Seniors	Disabled	Local	County	School	Total	Refund
Puslinch	6	6	0	\$ 174.40	\$ 668.03	\$ 200.72	\$ 1,043.15	\$ 173.86
Guelph-Eramosa	9	9	0	\$ 434.54	\$ 1,020.05	\$ 306.50	\$ 1,761.09	\$ 195.68
Erin	12	9	3	\$ 375.45	\$ 814.61	\$ 244.76	\$ 1,434.82	\$ 119.57
Centre Wellington	18	17	1	\$ 455.28	\$ 927.59	\$ 278.71	\$ 1,661.58	\$ 92.31
Mapleton	2	2	0	\$ 186.08	\$ 291.08	\$ 87.46	\$ 564.62	\$ 282.31
Minto	10	9	1	\$ 474.65	\$ 521.77	\$ 156.77	\$ 1,153.19	\$ 115.32
Wellington North	9	9	0	\$ 207.29	\$ 243.38	\$ 73.13	\$ 523.80	\$ 58.20
COUNTY	66	61	5	\$ 2,307.69	\$ 4,486.51	\$ 1,348.05	\$ 8,142.25	\$ 148.18

## TAX RELIEF PROVISIONS FOR LOW INCOME SENIORS AND LOW INCOME PERSONS WITH DISABILITIES

### GENERAL PARAMETERS

1. Taxes for 2016 will be in comparison to the 2015 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 are 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 2016 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
- The following table details the 2015 sharing of charitable rebates and the types of organizations benefiting from the programme in each municipality

**Summary of Charitable Tax Rebates in 2015**

	County	Local	School	Total	
Guelph/Eramosa	\$ 1,314	\$ 563	\$ 1,424	\$ 3,301	Ontario 4-H Council
Guelph/Eramosa	\$ 3,941	\$ 1,688	\$ 4,270	\$ 9,900	EW Family Health Team
Guelph/Eramosa	\$ 63	\$ 27	\$ 68	\$ 158	Songbirds Only Avian Rehabilitation
Erin	\$ 4,335	\$ 1,920	\$ 4,697	\$ 10,951	EW Family Health Team
Erin	\$ 1,099	\$ 487	\$ 1,191	\$ 2,777	EWAG
Erin	\$ 765	\$ 366	\$ 829	\$ 1,959	Hillsburgh Medical Centre
Erin	\$ 913	\$ 404	\$ 990	\$ 2,308	Humane Society
Ctr Wellington	\$ 3,267	\$ 1,617	\$ 3,540	\$ 8,424	Groves Hospital Volunteer Ass'n
Ctr Wellington	\$ 4,190	\$ 2,074	\$ 4,540	\$ 10,804	BFM (Bibles for Missions)
Ctr Wellington	\$ 965	\$ 477	\$ 1,045	\$ 2,487	C W Food Bank
Ctr Wellington	\$ 982	\$ 486	\$ 1,064	\$ 2,531	C W Food Bank
Ctr Wellington	\$ 1,530	\$ 757	\$ 1,658	\$ 3,946	Chamber of Commerce
Ctr Wellington	\$ 88	\$ 43	\$ 95	\$ 225	Fergus Elora St John Ambulance
Ctr Wellington	\$ 1,311	\$ 645	\$ 1,421	\$ 3,378	Ontario Potato Board
Mapleton	\$ 1,002	\$ 683	\$ 1,086	\$ 2,771	Christian Aid Ministries
Minto	\$ 172	\$ 157	\$ 187	\$ 516	Canadian Diabetes
Well North	\$ 140	\$ 121	\$ 152	\$ 414	New Growth Family Centre
Well North	\$ 663	\$ 573	\$ 719	\$ 1,955	Chamber of Commerce
Well North	\$ 726	\$ 627	\$ 786	\$ 2,139	Trellis Mental Health
Well North	\$ 550	\$ 475	\$ 595	\$ 1,620	Habitat for Humanity
Well North	\$ 720	\$ 622	\$ 780	\$ 2,122	New Growth Family Centre/School
	\$ 28,737	\$ 14,812	\$ 31,137	\$ 74,686	

<b>Average (Mean) Rebate</b>	<b>\$ 3,556</b>
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<b>Median Rebate</b>	<b>\$ 2,487</b>
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## 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 2016;  
And

**THAT** staff be directed to prepare the necessary by-law.

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

#### 2015 Local and County taxes for Legion properties

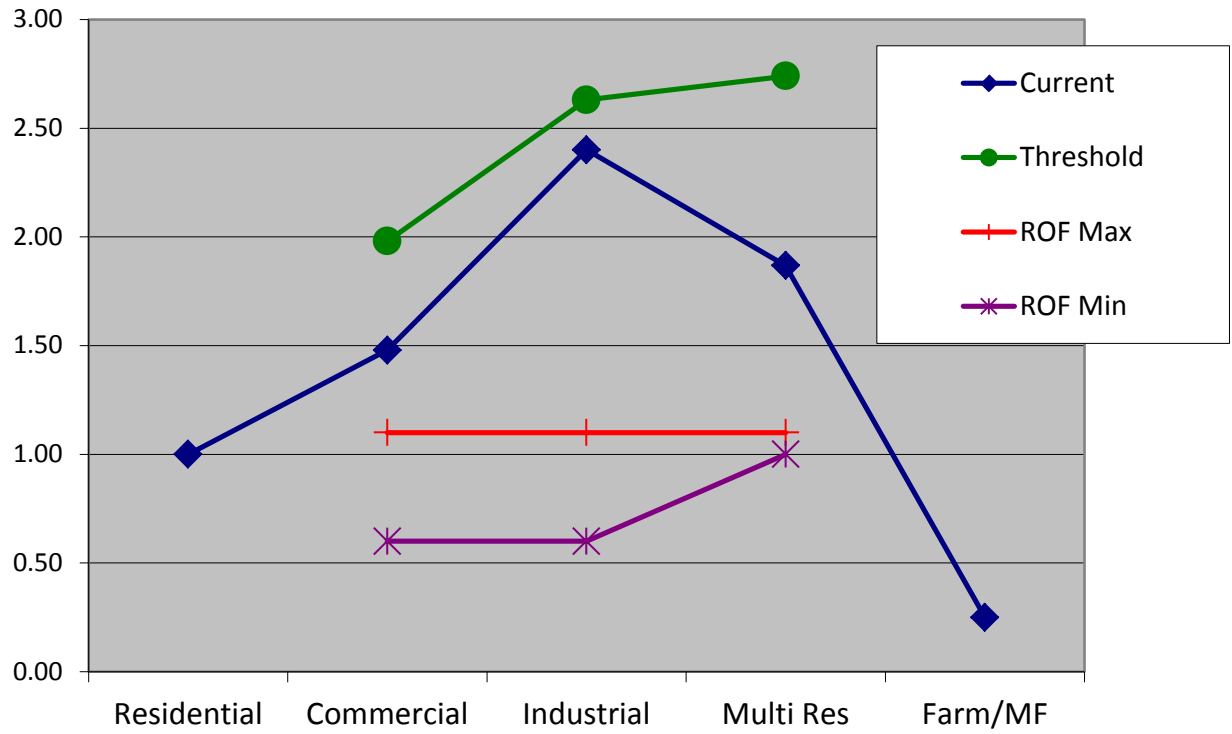
Municipality	2015 Local tax	2015 County tax
Erin Town	\$ 1,571	\$ 3,688
Centre Well - Fergus	\$ 1,767	\$ 3,873
Centre Well - Elora	\$ 2,141	\$ 4,694
Mapleton - Drayton	\$ 701	\$ 1,097
Minto - Harriston	\$ 2,564	\$ 3,008
Minto - Palmerston	\$ 1,870	\$ 2,194
Well North - Mt Forest	\$ 1,945	\$ 2,383
Well North - Arthur	\$ 1,693	\$ 2,075
	<u>\$ 14,252</u>	<u>\$ 23,012</u>

- By-law #5426-15 has been prepared for County Council in April to provide such an exemption for the duration of the term of Council

**TABLE ONE**  
**2016 COUNTY OF WELLINGTON TAX RATIOS, DISCOUNTS AND RATES**

Property Class/Subclass	Provincial Range of Fairness	Provincial Threshold ratio	Revenue Neutral ratio	2016 County Tax ratio	2016 Discounts	2016 County Tax Rates
<b>Class</b>						
residential/farm (RT)	1.0 to 1.0			1.000000		0.00642780
multi-residential (MT)	1.0 to 1.1	2.7400	1.8683	1.868000		0.01200714
farmland (FT)	0.01 to 0.25			0.250000		0.00160695
commercial (CT)	0.6 to 1.1	1.9800	1.4791	1.479000		0.00950672
industrial (IT)	0.6 to 1.1	2.6300	2.4448	2.400000		0.01542673
large industrial (LT)	0.6 to 1.1	2.6300	2.4448	2.400000		0.01542673
pipeline (PT)	0.6 to 0.7		2.2443	2.240000		0.01439828
shopping centre (ST)	0.6 to 1.1	1.9800	1.4791	1.479000		0.00950672
managed forests (TT)	0.25 to 0.25			0.250000		0.00160695
parking lot (GT)	0.6 to 1.1	1.9800	1.4791	1.479000		0.00950672
new construction industrial (JT)	0.6 to 1.1	2.6300	2.4448	2.400000		0.01542673
new construction large industrial (KT)	0.6 to 1.1	2.6300	2.4448	2.400000		0.01542673
new construction commercial (XT)	0.6 to 1.1	1.9800	1.4791	1.479000		0.00950672
new construction office building (YT)	0.6 to 1.1	1.9800	1.4791	1.479000		0.00950672
new construction shopping centre (ZT)	0.6 to 1.1	1.9800	1.4791	1.479000		0.00950672
<b>Subclass</b>						
res/farm farmland class I (R1)	1.0 to 1.0			1.000000	25%	0.00482085
residential taxable shared (RH)	1.0 to 1.0			1.000000	0%	0.00642780
commercial excess land (CU)	0.6 to 1.1	1.9800	1.4791	1.479000	30%	0.00665471
commercial vacant land (CX)	0.6 to 1.1	1.9800	1.4791	1.479000	30%	0.00665471
commercial farmland class I (C1)	0.6 to 1.1	1.9800	1.0000	1.000000	25%	0.00482085
commercial taxable shared (CH)	0.6 to 1.1	1.9800	1.4791	1.479000	0%	0.00950672
comm vacant land taxable shared (CJ)	0.6 to 1.1	1.9800	1.4791	1.479000	30%	0.00665471
industrial taxable shared (IH)	0.6 to 1.1	2.6300	2.4448	2.400000	0%	0.01542673
industrial excess land shared (IJ)	0.6 to 1.1	2.6300	2.4448	2.400000	35%	0.01002737
industrial excess land (IU)	0.6 to 1.1	2.6300	2.4448	2.400000	35%	0.01002737
large ind excess land (LU)	0.6 to 1.1	2.6300	2.4448	2.400000	35%	0.01002737
new constr industrial excess land (JU)	0.6 to 1.1	2.6300	2.4448	2.400000	35%	0.01002737
new constr large indust excess land (KU)	0.6 to 1.1	2.6300	2.4448	2.400000	35%	0.01002737
industrial vacant land (IX)	0.6 to 1.1	2.6300	2.4448	2.400000	35%	0.01002737
industrial farmland class I (I1)	0.6 to 1.1	2.6300	1.0000	1.000000	25%	0.00482085
industrial farmland class II (I4)	0.6 to 1.1	2.6300	2.4448	2.400000	0%	0.01542673
shopping centre excess land (SU)	0.6 to 1.1	1.9800	1.4791	1.479000	30%	0.00665471
new constr comm excess land (XU)	0.6 to 1.1	1.9800	1.4791	1.479000	30%	0.00665471
new constr office bldg excess land (YU)	0.6 to 1.1	1.9800	1.4791	1.479000	30%	0.00665471
new constr shopping ctr excess land (ZU)	0.6 to 1.1	1.9800	1.4791	1.479000	30%	0.00665471

**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 PROPOSED 2016 TAX RATIOS USING 2015 TAX LEVY**

		Upper-Tier Tax Redistribution					
Property class	Revised 2015 Upper tier taxes	Current Tax Ratios	Reassessment Tax Impact	Revenue Neutral Transition Ratios	Revenue Neutral Ratio Tax Impact	Proposed Tax Ratios: Increased Comm Decreased Multi-Res	Reassessment & Proposed Ratio Tax Impact
Residential	\$67,896,977	1.000000	(\$121,469)	1.000000	(\$256,166)	1.000000	(\$181,237)
Multi Residential	\$1,336,335	1.890000	\$18,203	1.868315	\$0	1.868000	\$1,256
Commercial	\$6,566,879	1.460000	(\$71,969)	1.479119	\$0	1.479000	\$6,754
Industrial	\$5,096,937	2.400000	(\$83,353)	2.444767	\$0	2.400000	(\$87,750)
Farmland	\$4,396,438	0.250000	\$263,406	0.250000	\$254,145	0.250000	\$259,298
Pipeline	\$524,118	2.210000	(\$6,977)	2.244278	\$0	2.240000	(\$419)
Managed Forest	\$67,189	0.250000	\$2,159	0.250000	\$2,021	0.250000	\$2,098
** total **	\$85,884,873		\$0		\$0		\$0

\*\* total levy is based on revenue neutral 2015 levy at year end and excludes P-I-L-T \*\*

**ESTIMATED REDISTRIBUTION OF UPPER TIER TAXES - 2016 LEVY AND PHASED IN CVA**

		Upper-Tier Tax Redistribution					
Property class	2016 Upper tier taxes	Current Tax Ratios	Reassmt & Budget Tax Impact	Revenue Neutral Transition Ratios	Revenue Neutral Ratio Tax Impact	Proposed Tax Ratios: Increased Comm Decreased Multi-Res	Proposed Ratio Impact
Residential	\$69,330,435	1.000000	\$1,433,459	1.000000	\$1,295,666	1.000000	\$1,372,343
Multi Residential	\$1,385,615	1.890000	\$49,280	1.868315	\$30,660	1.868000	\$31,944
Commercial	\$6,643,922	1.460000	\$77,042	1.479119	\$150,666	1.479000	\$157,571
Industrial	\$5,128,632	2.400000	\$31,695	2.444767	\$116,962	2.400000	\$27,174
Farmland	\$4,766,754	0.250000	\$370,315	0.250000	\$360,841	0.250000	\$366,113
Pipeline	\$529,005	2.210000	\$4,888	2.244278	\$12,025	2.240000	\$11,596
Managed Forest	\$70,939	0.250000	\$3,750	0.250000	\$3,609	0.250000	\$3,688
** total **	\$87,855,302		\$1,970,429		\$1,970,429		\$1,970,429

TABLE FOUR

**2015 TAX RATIO COMPARISON**  
**Wellington County and Neighbouring Municipalities**

<b>Municipality</b>	<b>Multi-Res</b>	<b>Commercial</b>	<b>Industrial</b>	<b>Farmland</b>
Dufferin County (Grand Valley/East Luther/Orangeville)	2.6802	1.2200	2.1984	0.2500
Grey County (Normandy Township/Southgate)	1.4412	1.3069	1.8582	0.2500
Town of Caledon (Peel)	1.6843	1.3124	1.5805	0.1802
Halton Region (Milton/Halton Hills)	2.2619	1.4565	2.3599	0.2000
City of Guelph	2.0399	1.8400	2.3111	0.2500
Flamborough (Hamilton)	2.7400	1.9800	3.1223	0.1857
Waterloo Region (Cambridge/Woolwich/Wellesley)	1.9500	1.9500	1.9500	0.2500
Perth East & North Perth Twps (Perth)	2.1505	1.2469	1.9692	0.2500
Howick Township (Huron)	1.1000	1.1000	1.1000	0.2500
<b>Neighbouring Average</b>	<b>2.0053</b>	<b>1.4903</b>	<b>2.0500</b>	<b>0.2295</b>
<b>County of Wellington 2015 Ratio</b>	<b>1.8900</b>	<b>1.4600</b>	<b>2.4000</b>	<b>0.2500</b>
<b>Average incl Wellington Co</b>	<b>1.9938</b>	<b>1.4873</b>	<b>2.0850</b>	<b>0.2316</b>
<b>2016 Wellington County Proposed Ratios</b>	<b>1.8680</b>	<b>1.4790</b>	<b>2.4000</b>	<b>0.2500</b>

**2015 TAX RATIO COMPARISON**  
**Wellington County and Southwest Regions/Countries**

<b>Municipality</b>	<b>Multi-Res</b>	<b>Commercial</b>	<b>Industrial</b>	<b>Farmland</b>
Bruce County	1.0000	1.2331	1.7477	0.2500
Brant County	1.7000	1.9150	2.5710	0.2500
Dufferin County	2.6802	1.2200	2.1984	0.2500
Grey County	1.4412	1.3069	1.8582	0.2500
City of Guelph	2.0399	1.8400	2.3111	0.2500
Halton	2.2619	1.4565	2.3599	0.2000
Hamilton (Flamborough)	2.7400	1.9800	3.1223	0.1807
Huron County	1.1000	1.1000	1.1000	0.2500
Oxford County	2.7400	1.9018	2.6300	0.2500
Peel Region (Caledon)	1.6843	1.3124	1.5805	0.1802
Peel Region (Brampton)	1.7050	1.2971	1.4700	0.2500
Perth County	2.1505	1.2469	1.9692	0.2500
Waterloo Region	1.9500	1.9500	1.9500	0.2500
<b>Regional Average</b>	<b>1.9379</b>	<b>1.5200</b>	<b>2.0668</b>	<b>0.2355</b>
<b>Wellington County 2015</b>	<b>1.8900</b>	<b>1.4600</b>	<b>2.4000</b>	<b>0.2500</b>
<b>Average incl Wellington Co 2015</b>	<b>1.9345</b>	<b>1.5157</b>	<b>2.0906</b>	<b>0.2365</b>
<b>2016 Wellington County Proposed Ratios</b>	<b>1.8680</b>	<b>1.4790</b>	<b>2.4000</b>	<b>0.2500</b>



## Resolution regarding FCM

**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 FCM Annual Conference and Trade Show will take place June 2 to June 5, 2016, 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 George Bridge to stand for election on The FCM Board of Directors and/or to serve as a Committee Member for 2016-2017; and

**BE IT FURTHER RESOLVED** that Council assume all costs associated with Councillor George Bridge attending FCM Board of Directors, and/or Committee meetings.