



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

Thursday, March 26, 2015

10:00 am

County Administration Centre
Council Chambers

Pages

1. **O Canada**
2. **Warden's Remarks**
3. **Roll Call**
4. **Declaration of Pecuniary Interest**
5. **Confirmation of Council Minutes - Councillor Linton**
 - 5.1 February 26, 2015 3 - 11
6. **Resolution to Permit Delegations - Councillor Driscoll**
 - 6.1 GIS Mapping Demonstration (Linking Data to Maps)
Mr. Paul Pengelly, GIS Analyst
7. **Resolution First and Second Reading of By-Laws - Councillor Chris White**

5424-15 A By-law to adopt Official Plan Amendment No. 94 (Mount Forest) to the Wellington County Official Plan.

5425-15 A By-law to confirm the proceedings of the Council of the Corporation of the County of Wellington at its meeting held March 26, 2015.
8. **Resolution Moving Council into Committee of the Whole - Councillor Davidson**
9. **Closed Meeting - Councillor Williamson**

(Agenda emailed under separate cover)
10. **Rise and Report - Councillor Watters**
11. **Report from Closed Meeting - Warden Bridge**
12. **Committee Minutes and By-Laws For Action**

12.1	Roads Committee	12 - 24
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12.5	Planning Committee	233 - 273
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13.	Proposed By-Laws Resolution to Refer to Council - Councillor Breen	
14.	Reports from Staff	
15.	Correspondence for Council's Information	
16.	Resolution that the Committee of the Whole Rise and Report - Councillor Alls	
17.	Resolution to Adopt Action of Council in Committee of the Whole - Councillor Brianceau	
18.	Resolution for Third Reading of By-Laws - Councillor McKay	
19.	Notice of Motion	
20.	Cultural Moment	
21.	Adjournment	



The Corporation of the County of Wellington County Council Minutes

February 26, 2015
County Administration Centre
Council Chambers

1. O Canada

Councillor Watters led Council in the singing of O Canada.

2. Warden's Remarks

Warden Bridge welcomed everyone to the Chambers. He congratulated Councillor Chris White on his re-election to the Board of Directors for Zone 2 to the Rural Ontario Municipal Association.

3. Roll Call

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

Absent: Councillors Rob Black and Lynda White

4. Declaration of Pecuniary Interest

Councillor Shawn Watters declared a pecuniary interest with respect to Items 6.2 and 6.4 of the Information, Heritage and Seniors Committee Minutes, regarding the Fergus Library due to previous work conducted with the BIA on the trail system, and abstained from voting.

5. Confirmation of Council Minutes

1/3/15

Moved by: Councillor Alls

Seconded by: Councillor Watters

That the minutes of the Council Meetings in Committee of the Whole and Council Session held on January 29, 2015 be confirmed as recorded and distributed.

Carried

6. Resolution to Permit Delegations

2/3/15

Moved by: Councillor Anderson

Seconded by: Councillor Davidson

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

Carried

6.1. Leadership Programme Certificates

Warden George Bridge and Ms. Andrea Lawson, Director of Human Resources presented Certifications in Leadership from the University of Waterloo to the following County Employees:

Melissa Campbell, Bobbie-Jo Gramigna, Laura Holtom, Cathy Stewart-Leahey, Joyce Tenhage, Patty Ridgeway and Paul Barnhill.

Bep Vandenberg, Carol Woods, Linda Dickson, Peg Muhlbauer and Libby Walker also received the certificate, however were unable to attend the meeting.

6.2. Mr. Steve McCabe and Mr. Wayne Baker, Residents of Wellington North delegated regarding the Proposed Frederick Street Project in Wellington North

3/3/15

Moved by: Councillor Williamson

Seconded by: Councillor Driscoll

That the delegation regarding the Proposed Frederick Street Project in Wellington North be received for information.

Carried

6.3. Wellington Sector Investment Profiles Study

Ms. Kelly O'Brien and Mr. John Tennant, Global Investment Attraction Group presented the Wellington Sector Investment Profiles Study.

7. Resolution First and Second Reading of By-Laws

4/3/15

Moved by: Councillor Linton

Seconded by: Councillor McKay

That By-Laws numbered 5422-15 and 5423-15 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

5/3/15

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

6/3/15

Moved by: Councillor Driscoll

Seconded by: Councillor Davidson

That Council move into a closed meeting for the purposes of considering personal matters about an identifiable individual, acquisition or disposition of land by the municipality, labour relations or employee negotiations, litigation or potential litigation, advice that is subject to solicitor-client privilege, and authority under another act.

Carried

10. Rise and Report

7/3/15

Moved by: Councillor Watters

Seconded by: Councillor Alls

That Council rise and report from the closed meeting.

Carried

11. Report from Closed Meeting

Warden Bridge advised there was nothing to report from the closed meeting.

12. Committee Minutes and By-Laws For Action

12.1. Roads Committee

8/3/15

Moved by: Councillor Williamson

Seconded by: Councillor Driscoll

That the February 10, 2015 Minutes of the Roads Committee be received and referred to Council for adoption.

Carried

12.2. Solid Waste Services Committee

9/3/15

Moved by: Councillor McKay

Seconded by: Councillor Davidson

That the February 10, 2015 Minutes of the Solid Waste Services Committee be received and referred to Council for adoption.

Carried

12.3. Police Services Board

10/3/15

Moved by: Warden Bridge

Seconded by: Councillor Williamson

That the February 11, 2015 Minutes of the Police Services Board be received and referred to Council for adoption.

Carried

12.4. Information, Heritage and Seniors Committee

Councillor Watters presented the Committee report.

11/3/15

Moved by: Councillor Anderson

Seconded by: Councillor Alls

That the February 11, 2015 Minutes of the Information, Heritage and Seniors Committee be received and referred to Council for adoption.

Carried

12.5. Planning Committee

12/3/15

Moved by: Councillor Lennox
Seconded by: Councillor Lever

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

Carried

12.6. Economic Development Committee

13/3/15

Moved by: Councillor White
Seconded by: Councillor Breen

That the February 17, 2015 Minutes of the Economic Development Committee be received and referred to Council for adoption.

Carried

12.7. Administration, Finance and Personnel

14/3/15

Moved by: Councillor Lever
Seconded by: Councillor Driscoll

That the February 17, 2015 Minutes of the Administration, Finance and Personnel Committee be received and referred to Council for adoption.

Carried

13. Proposed By-Laws Resolution to Refer to Council

15/3/15

Moved by: Councillor White
Seconded by: Councillor Williamson

That By-laws numbered 5422-15 and 5423-15 be considered and referred to Council for third reading.

Carried

14. Reports from Staff

14.1. Wage Enhancement / Home Care Enhancement Grant Report

16/3/15

Moved by: Councillor White

Seconded by: Councillor Lever

That Council accept report CC-15-01 regarding Wage Enhancement/Home Child Care Enhancement Grant for information.

Carried

14.2. Investment in Affordable Housing (IAH) Allocation Report

17/3/15

Moved by: Councillor Davidson

Seconded by: Councillor Williamson

That report "AD-15-03 Investment in Affordable Housing for Ontario (IAH) (2014 Extension) Years 2 to 6 Plan Programme Delivery and Fiscal Plan" be approved; and

That the Administrator be authorized to reallocate capital and operating dollars within the funding streams on an annual basis as needed; and

That the Programme Delivery and Fiscal Plan allocating \$8,834,600 in Federal and Provincial funding under the Investment in Affordable Housing for Ontario Programme Years 2 to 6 be approved; and

That the CAO be authorized to execute any agreements and ancillary documents required to fully commit Wellington's Investment in Affordable Housing (IAH) Extension funding from the Province in a form satisfactory to the County's legal counsel.

Carried

15. Correspondence for Council's Information

There was no correspondence for Council's information.

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

18/3/15

Moved by: Councillor Davidson

Seconded by: Councillor Watters

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

Carried

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

19/3/15

Moved by: Councillor Williamson

Seconded by: Councillor Watters

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

Carried

18. Resolution for Third Reading of By-Laws

20/3/15

Moved by: Councillor McKay

Seconded by: Councillor Linton

That By-Laws numbered 5422-15 and 5423-15 be taken as read a third time and passed.

Carried

19. Notice of Motion

There were no notices of motion.

20. Cultural Moment

Ms. Janice Hindley, Wellington Place Administrator advised that the Township of Mapleton had a new flag to present to the County. A crest had been designed in 1998 when amalgamation occurred in Wellington County.

Councillor Neil Driscoll presented the new Mapleton flag to County Council. Following a branding exercise the community identified the values of strong agricultural roots, community-minded, supportive residents and prosperous and innovative business. The result is the logo on the new flag and the motto "Rooted in Tradition. Growing for the Future." The flag will be displayed in the Council Chambers.

21. Adjournment

At 12:21 pm, the Warden adjourned the meeting until March 26, 2015 or at the call of the Chair.

George Bridge - Warden

Donna Bryce - County Clerk



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

March 10, 2015
County Administration Centre
Keith Room

Present: Warden George Bridge
Councillor Gary Williamson (Chair)
Councillor Doug Breen
Councillor Neil Driscoll
Councillor Kelly Linton

Staff: Mark Bolzon, Manager, Purchasing and Risk Management
Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Paul Johnson, Operations Manager
Gord Ough, County Engineer
Scott Wilson, CAO

Also Present: Councillor Pierre Brianceau
Councillor Don McKay
Ken Roth, Councillor, Township of Puslinch

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. Roads Financial Statements as of February 28, 2015

1/3/15

Moved by: Warden Bridge

Seconded by: Councillor Breen

That the Roads and Engineering Financial Statements as of February 28, 2015 be approved.

Carried

4. Elementary Schools on County Roads Report

2/3/15

Moved by: Warden Bridge

Seconded by: Councillor Linton

That County staff set up a meeting with Upper Grand District School Board staff to discuss the safety concerns presented by residents regarding drop-off and pick-up at Brisbane Elementary School; and

That the resident delegation that appeared before the County Roads Committee be requested to make the same presentation to the Upper Grand District School Board.

Carried

5. Tender Award – Replacement of Retaining Wall, Moorefield Bridge No. B010023

3/3/15

Moved by: Councillor Driscoll

Seconded by: Councillor Linton

That County of Wellington Project No CW2015-008, a tender for the replacement of the retaining wall at Moorefield Bridge, Structure No. B010023 on Wellington Road 10, be awarded to Xterra Construction Inc., of Kitchener, at the tendered amount of \$293,066.20, exclusive of HST @ 13%; and

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

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

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

Carried

6. Tender Award - Rehabilitation of Maitland River Bridges

4/3/15

Moved by: Councillor Linton

Seconded by: Councillor Breen

That County of Wellington Project CW2015-017, a tender for the rehabilitation of Maitland River Overflow Bridge and Maitland River Bridge, Structure No B087137 and B087138 on Wellington Road 87, be awarded to McLean Taylor Construction Ltd., of St. Mary's, at the tendered amount of \$1,811,280.10, exclusive of HST @ 13%.

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

That the County Treasurer be authorized to provide the additional funding for the project from the Roads Capital Reserve.

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

Carried

7. Safety Videos

Mr. Paul Johnson, Operations Manager presented the following safety videos prepared by the County of Wellington and the OPP to the Committee.

- Snow plow operation
- Driving – distracted, aggressive, impaired
- Mennonite Safety

8. Road Conditions / Road Closure Section of the County Website - Verbal

Mr. Paul Johnson displayed the new Road Conditions/Road Closures page of the County Website for the Committee's reference.

9. Upcoming Road Tours

Mr. Gord Ough, County Engineer confirmed the dates for the Spring Roads Tour as April 22 and 23. A detailed itinerary would be provided closer to the event.

10. Adjournment

At 10:00 am, the Chair adjourned the meeting until April 14, 2015 or at the call of the Chair.

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, March 10, 2015
Subject: Tender Award – Replacement of Retaining Wall, Moorefield Bridge No. B010023

Background:

Staff recently issued Project No. CW2015-008, a tender for the replacement of the retaining wall at Moorefield Bridge, Structure No. B010023 on Wellington Road 10.

On Thursday February 19, 2015, five (5) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	BID AMOUNT (excluding HST)
Xterra Construction Inc., Kitchener	\$293,066.20
Drexler Construction Ltd., Rockwood	\$303,150.00
W.G. Kelly Construction, Mitchell	\$314,540.00
MacLean Taylor Construction Ltd., St. Mary's	\$376,991.15
Owen Kind Limited, Walkerton	\$459,923.35

The submissions were all in order and staff are recommending awarding the contract to Xterra Construction Inc., of Kitchener, at the tendered amount of \$293,066.20, exclusive of HST @ 13%.

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

The main reason for the project going over budget are the higher than expected costs for the roadway protection. The roadway protection is unavoidable due to a gas main through the construction area.

Recommendation:

That County of Wellington Project No CW2015-008, a tender for the replacement of the retaining wall at Moorefield Bridge, Structure No. B010023 on Wellington Road 10, be awarded to Xterra Construction Inc., of Kitchener, at the tendered amount of \$293,066.20, exclusive of HST @ 13%.

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

That the County Treasurer be authorized to provide the additional funding for this project from the Roads Capital Reserve.

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

Respectfully submitted,

Mark Bolzon
Manager, Purchasing and Risk Management Services

FUNDING SUMMARY

Project name: WR10, Moorefield Bridge 010023 Retaining Wall
 Project number : 21140171

PROJECT COSTS

	Total
Tendered Construction Cost*	\$298,200
Previously Incurred Professional Fees	\$43,705
Professional Fees	\$36,295
County Labour & Materials	\$10,000
Contingency	\$36,800
Project total	\$425,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Tax Levy	Federal Gas Tax	Road Capital Reserve
2014 Capital Budget	\$ 50,000	\$ 12,500	\$ 37,500	
2015 Capital Budget	\$ 300,000	\$ 75,000	\$ 225,000	
	\$ 350,000	\$ 87,500	\$ 262,500	
Funding adjustment	\$ 75,000			\$ 75,000
Revised cost and sources of financing	\$ 425,000	\$ 87,500	\$ 262,500	\$ 75,000



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Roads Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Tuesday, March 10, 2015
Subject: **Tender Award – Rehabilitation of Maitland River Bridges No. B087137 and B087138, Wellington Road 87**

Background:

Staff recently issued Project No. CW2015-017, a tender for the rehabilitation of Maitland River Overflow Bridge and Maitland River Bridge, Structure No B087137 and B087138 on Wellington Road 87.

The scope of work on the two bridges includes the following:

The structure rehabilitation of Maitland River Overflow Bridge includes the removal of the asphalt and waterproofing system, removal of concrete curb and railing, removal of top of wingwalls, scarification of the concrete deck, removal of deteriorated concrete on the deck, concrete overlay, reconstruction of the tops of wingwalls, parapet wall with railing, bridge deck waterproofing and asphalt paving. Repair of the substructure and soffit includes sawcut and removal of problem areas and patching using a form and pump method.

The structure rehabilitation of Maitland River Bridge includes the removal of the asphalt and waterproofing system, removal of the concrete curb and railings, removal of the concrete deck, top of concrete wingwalls, and top of concrete girder ends, removal of shear lugs from the steel plate girders, coating the girders, installation of shear studs to the tops of the steel plate girders, reconstruction of tops of wingwall and top of girder ends, construction of the bridge deck and parapet walls with railing, bridge deck waterproofing and asphalt paving. Repair of the substructure includes sawcut and removal of problem areas and patching using a form and pump method. Work also includes roadway protection, earth excavation, and granular backfill behind the abutments.

On Friday, March 6, 2016, four (4) submissions were received as follows, with pricing shown exclusive of HST @13% -

COMPANY	BID AMOUNT (excluding HST)
McLean Taylor Construction Ltd., St. Mary's	\$1,811,280.10
Carlington Construction, Stoney Creek	\$1,908,699.00
Maloney Pepping Construction Ltd., Stratford	\$2,042,189.00
Finnbilt General Construction Ltd., Stratford	\$2,111,830.88

The submissions were all in order and staff are recommending awarding the contract to McLean Taylor Construction Ltd., of St. Mary's, at the tendered amount of \$1,811,280.10, exclusive of HST @ 13%.

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

Engineering fees are estimated at \$115,000.00.

The additional costs associated with this project are related to the addition of asphalt pulverizing and paving of the road which was not included in original budget but makes more sense to pave now than to do small patch work next year when the rest of County Road 87 is completed.

Recommendation:

That County of Wellington Project CW2015-017, a tender for the rehabilitation of Maitland River Overflow Bridge and Maitland River Bridge, Structure No B087137 and B087138 on Wellington Road 87, be awarded to McLean Taylor Construction Ltd., of St. Mary's, at the tendered amount of \$1,811,280.10, exclusive of HST @ 13%.

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

That the County Treasurer be authorized to provide the additional funding for this project from the Roads Capital Reserve.

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

Respectfully submitted,



Mark Bolzon
Manager, Purchasing and Risk Management Services

FUNDING SUMMARY

Project name: WR87, Maitland Bridges 87137 & 87138
 Project number : 21100311 & 21100321

PROJECT COSTS

	Total
Tendered Construction Cost*	\$1,843,200
Previously Incurred Professional Fees	\$117,000
Professional Fees	\$115,000
County Labour & Materials	\$20,000
Contingency	\$200,000
Project total	\$2,295,200

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Tax Levy	Federal Gas Tax	Road Capital Reserve
2014 Capital Budget	\$ 125,000	\$ 125,000		
2015 Capital Budget	\$ 1,800,000	\$ 260,000	\$ 1,540,000	
	\$ 1,925,000	\$ 385,000	\$ 1,540,000	
Funding adjustment	\$ 370,200			\$ 370,200
Revised cost and sources of financing	\$ 2,295,200	\$ 385,000	\$ 1,540,000	\$ 370,200



COUNTY OF WELLINGTON

COMMITTEE REPORT

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

Background:

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

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

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

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

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

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

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

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

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

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

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

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

Recommendation:

That this report be received for information.

Respectfully submitted,

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

Gord Ough,
County Engineer



**UPPER GRAND
DISTRICT SCHOOL
BOARD**

Mark Bailey

Trustee, City of Guelph (Wards 1 & 5), Upper Grand District School Board

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: mark.bailey@ugdsb.on.ca

Tel: 519-822-4420 ext. 735 or **Toll Free:** 1-800-321-4025

December 17, 2014

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

Dear Mr. Bridge:

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

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

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

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

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

Yours very truly,

Mark Bailey
Chair

Upper Grand District School Board

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

BRISBANE PUBLIC SCHOOL PARENT COUNCIL



February 6, 2015

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

Dear Sirs:

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

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

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

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

Sincerely,

Rachel Ingram
Chair – BPS Parent Council



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

March 11, 2015
County Administration Centre
Guthrie Room

Present: Warden George Bridge
Russ Spicer (Vice-Chair)
Jeremy Vink

Regrets: Councillor Lynda White
Kent Smith

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

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

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Minutes for Approval

1/4/15

Moved by: Jeremy Vink

Seconded by: Warden Bridge

That the minutes of the February 11, 2015 meeting of the Wellington County Police Services Board be adopted.

Carried

4. Financial Statements as of February 28, 2015

2/4/15

Moved by: Jeremy Vink

Seconded by: Warden Bridge

That the Financial Statements as of February 28, 2015 be approved.

Carried

5. Detachment Commander's Reports

3/4/15

Moved by: Warden Bridge

Seconded by: Jeremy Vink

That the Detachment Commander's Reports for January and February 2015 be received for information.

Carried

6. Wellington County OPP 2014 Year in Review Report

This item was deferred to a future Police Services Board meeting.

7. 2015 OAPSB Conference and Annual General Meeting

This item was received for information.

8. OPP West Region Police Services Board Conference - Verbal

Inspector Scott Lawson, Detachment Commander advised the Board that the OPP West Region Conference would be held on April 1, 2015 at the Elmhurst Inn Conference Centre in Ingersoll. Details on the event will be forwarded to members.

Inspector Lawson also updated the Board on the March 10, 2015 OASPB Meeting that was hosted by Wellington County. The event was well attended and he thanked Kelly- Ann Wingate, Parking, Licensing and Alarm Coordinator for her work organizing the day.

9. February 2015 Parking Ticket Report

4/4/15

Moved by: Jeremy Vink

Seconded by: Warden Bridge

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

Carried

10. March 2015 False Alarm Revenue Report

5/4/15

Moved by: Warden Bridge

Seconded by: Jeremy Vink

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

Carried

11. Closed Meeting

6/4/15

Moved by: Jeremy Vink

Seconded by: Warden Bridge

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

12. Rise and Report

7/4/15

Moved by: Jeremy Vink

Seconded by: Warden Bridge

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

Carried

13. Adjournment

At 10:04 am, the Chair adjourned the meeting until April 8, 2015 or at the call of the Chair.

Russ Spicer
Vice-Chair
Police Services Board



**Ontario Provincial Police
County of Wellington Detachment**

Inspector Scott Lawson

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

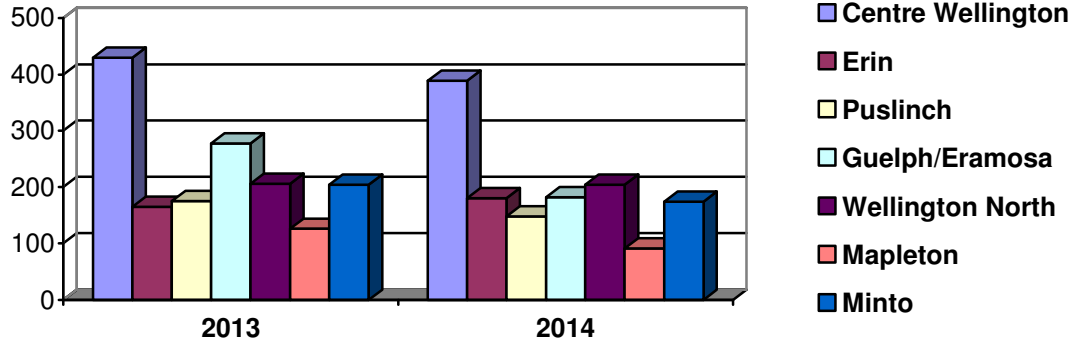
February 2015

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



Calls for Service

Calls for Service January 2014 vs January 2015



Calls For Service

Municipality	2009	2010	2011	2012	2013	2014	2015
Centre Wellington	6,240	6,214	5,996	6,449	5,961	5,917	389
Town of Erin	2,110	2,152	2,156	2,322	2,167	2,129	180
Puslinch Township	1,900	1,836	2,157	2,404	2,178	2,128	148
Guelph/Eramosa	3,214	3,224	3,615	3,272	3,397	3,462	182
Wellington North	3,295	3,172	3,169	3,136	3,337	2,905	204
Township of Mapleton	1,209	1,252	1,320	1,322	1,349	1,418	91
Town of Minto	2,352	2,322	2,384	2,725	2,524	2,438	174
Provincial	1,997	2,378	2,392	2,694	3,214	3,051	217
Totals	22,317	22,550	23,189	24,324	24,127	23,448	1,585

Victim Services Wellington

2015 YTD Calls for Assistance County of Wellington OPP	Previous Year Totals	
8	2012	122
	2013	100
	2014	91

911 Calls

2015 YTD	2014
129	2,104
	2,520
	2,683

Ontario Sex Offender Registry

2015 YTD OSOR Registrations	Previous Year Totals	
6	2012	69
	2013	70
	2014	75

False Alarms

2015 YTD	2014
53	881
	961
	911

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



Crime

Crimes Against Persons	2014	2015 YTD
Homicide	0	0
Sexual Assault	5	3
Robbery	1	1
Assault	6	18

Crimes Against Property	2014	2015 YTD
Break & Enter	16	14
Auto Theft	6	5
Theft	44	43
Mischief	12	14

Other Crime	2014	2015 YTD
Fraud Investigations	21	16
Drug Investigations	25	25

Other Investigations	2014	2015 YTD
Domestic Disputes	24	36
Missing Persons	1	1

Crime Breakdown January 2015	North Wellington	Centre Wellington	South Wellington
Homicide	0	0	0
Sexual Assault	0	1	2
Robbery	0	0	1
Assault	9	3	6
Break & Enter	8	1	5
Auto Theft	2	1	2
Theft	17	8	16
Mischief	7	3	3
Fraud Investigations	6	6	4
Drug Investigations	8	6	8
Domestic Disputes	6	20	10
Missing Persons	1	0	0



Traffic

Enforcement

Traffic	2015 YTD
Speeding	428
Seatbelt Offences	14
Careless Driving	31
Drive Under Suspended	7
Distracted Driver Offences	25
Other Moving Violations	26
Equipment and Other HTA	245
No Insurance - CAIA	11
Other Provincial Acts	2015 YTD
Liquor Licence Act	29
Trespass to Property Act	11
Other CAIA	11
Other Provincial Acts	7
By-Law Offences	2015 YTD
By-Law Offences (General)	322
Taxi By-Law	0
County of Wellington OPP Year To Date Total	1,132
West Region Traffic Unit Year To Date Total	35
YTD Total Traffic	787
YTD Total Other Provincial	58
YTD Total By-Law	322
2014 Year to Date POA Charges	1,167
2013 Year to Date POA Charges	1,946

Drinking and Driving

Impaired Driving	2014	2015 YTD
R.I.D.E. Vehicle Stops	3,914	2,892
Roadside Alcotests	134	63
Warn Suspensions	26	15
ADLS Suspensions	24	15
Persons Charged	14	15

Racing

2015 YTD HTA Sec. 172 Impoundments	Previous Year Totals	
5	2012	82
	2013	93
	2014	108

Parking Enforcement

Municipality	2014	2015 YTD
Centre Wellington	72	123
Erin	4	22
Puslinch	6	2
Guelph / Eramosa	34	55
Wellington North	5	7
Mapleton	3	0
Minto	1	17
County / Other	0	0
Parking Totals	125	226



Traffic

Suspect Apprehension Pursuits

2015 YTD Pursuits / Fail to Stop for Police	Previous Year Totals	
2	2012	17
	2013	8
	2014	9

Traffic Initiatives

R.I.D.E

The Wellington County Traffic Management Unit conducted a total of 38 R.I.D.E initiatives across the County checking 2,892 vehicles, performing 63 roadside tests; resulting in 19 suspensions and 17 drinking and driving charges. The Unit also laid 3 CDSA charges in December.

Automated Licence Plate Reader (ALPR cruiser)

The strategic deployment of this new technology continues to detect offences in addition to "licence plates in poor standing". During the month of January Wellington County Detachment conducted 92 operating hours in the Automated Licence Plate Reader (ALPR cruiser). Officers laid a total of 38 charges under various Provincial Offence Acts, along with one Over 80 charge, one Impaired Driving charge, five Warn Range driver's licence suspensions and 42 additional roadside breath tests on drivers who had consumed alcohol.

Motorized Snow Vehicle Patrol

Wellington County OFSC trails were closed most of the month of January due to poor snow conditions however the Wellington County Traffic Management Unit completed 49 hours of Motorized Snow Vehicle Patrol toward the end of the month.



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	28	1	27	171	1	17	153	1	157	13	15	92
FEB												
MAR												
APR												
MAY												
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
TOTAL	28	1	27	171	1	17	153	1	157	13	15	92

Yearly Collision Summary

Collision Type / Characteristic	2009	2010	2011	2012	2013	2014	2015
Total Reportable MVC	1,918	1,813	1,976	1,875	2,095	1,959	171
Property Damage MVC	1,694	1,525	1,649	1,565	1,761	1,758	153
Personal Injury MVC	213	282	320	302	326	195	17
Fatal MVC	11	6	7	8	8	6	1
Persons Killed	11	6	7	9	9	6	1
Persons Injured	314	425	463	442	481	330	27
Alcohol Involved	76	42	57	63	37	40	1
Total MVC	1,918	1,813	1,976	1,875	2,095	1,959	171

Car vs Deer Collisions

Municipality	2014	2015 YTD
Centre Wellington	4	7
Erin	1	3
Puslinch	3	4
Guelph / Eramosa	2	2
Wellington North	1	2
Mapleton	3	2
Minto	1	5
City of Guelph	0	0
Provincial Highways	0	0



Total Collisions	15	25
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Youth Crime

Secondary School Resource Officer Program

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

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

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Assault	3	2	4	13	22
Mischief	1	0	5	3	9
Threats/Intimidation(Bullying)	9	0	5	12	26
Other Criminal/Cyber	9	4	3	12	28
Theft	1	4	1	6	12
Drugs	3	3	2	11	19
Sep 2014 – Jan 2015 (CFS)	26	13	20	57	116
Diversions	5	12	17	17	51
Warnings	0	0	0	0	0
Charges	0	0	0	0	0
Sep 2013 – Jun 2014 (CFS)	43	46	73	78	240

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

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Highway Traffic Act	5	4	7	8	24
Liquor Licence Act	0	0	3	5	8
Trespass to Property	3	6	3	5	17
MHA/Counselling	2	4	0	22	28
Sep 2014 – Jan 2015	10	14	13	40	77
Diversions	0	0	0	0	0
Warnings	0	0	0	0	0
Charges	0	0	0	1	1
Sep 2013 – Jun 2014(CFS)	15	6	26	24	71

Meetings / Presentations

Centre Wellington DHS

- PC SMITH participated in two days of mock criminal trials with the grade 11 law class

Erin DHS

- PC MACDONALD had a meeting with a student currently going through family problems. The SRO is providing ongoing mentoring and helping the student seek the assistance of social services for support

Norwell DSS

- On January 26, 2015 PC SMITH returned to platoon and PC MULLAN took over his role as the School Resource Officer for Norwell DSS



- PC MULLAN attended his first staff meeting at Norwell DSS regarding priorities, focus groups and school initiatives. PC MULLAN also spoke briefly about his role and how he hopes to get involved

Wellington Heights SS

- PC WATT held two presentations during the month of January; one on distracted/impaired driving and the other on a career in policing

Notable School Related Incidents and Events

Centre Wellington DHS

- Ongoing complaints and concerns about erratic and improper driving in the school parking lot, situation to be monitored
- Continued harassment online via social media/ School and Child Youth worker preparing information/education for grade nine students. OPP SRO to assist.

Erin DHS

- PC MACDONALD assisted the Wellington County Crime Unit with an investigation relating to a student
- PC MACDONALD also assisted with a report of a suspicious package being left outside of a residence near the school. Investigation ongoing to determine if any students were involved
- While engaged in SRO duties officer was approached regarding a case of child abuse. Further investigation resulted in the child being removed from the home and charges being laid. No linkage to Erin DHS.

Norwell DSS

- PC MULLAN investigated two Trespass to Property Act (TPA) incidents involving two students from Norwell DSS. One student was charged under the TPA.
- PC MULLAN met with the Principal and the head of Physical Education at Norwell DSS to discuss the implementation of intramural sports during the lunch hour. Staff was excited about the idea and plans are in motion to start badminton games in the coming weeks

Wellington Heights SS

- PC WATT reviewed several files concerning students requiring mentoring and extra assistance



Canine Unit

2015 YTD Calls for Service and Hours

Occurrence Type	Initial (Calls)	Initial (Hours)	Assist (Calls)	Assist (Hours)	2014 (Calls)	2014 (Hours)
Occurrence Totals (OPP)	4	26.00	0	0.00	4	26.00
Occurrence Totals (Other)	0	0.00	0	0.00	0	0.00
Occurrence Totals (Combined)	4	26.00	0	0.00	4	26.00

Canine Handler: Provincial Constable Barry REID

Notable Incidents and Events

Date: January 8, 2015

Location: Wellington County

Wellington County officer investigated a suspicious vehicle found in an industrial area. The driver was arrested when officers located marihuana in the vehicle. Canine Unit was requested to search the vehicle and located a second stash of marihuana inside the vehicle

Date: January 9, 2015

Location: Wellington County

In response to high value load thefts several vehicles were checked, nothing notable was located

Wellington County Traffic Management Unit officers initiated a police pursuit after a vehicle fled from R.I.D.E. check. The Canine Unit responded to the area. The vehicle was located on a residential street in Cambridge; the driver had fled the scene. As the Canine Unit arrived, officers located and arrested the suspect attempting to flee in a taxi

Date: January 13, 2015

Location: Wellington County

Focused patrols of Belwood Lake cottage areas

Date: January 14, 2015

Location: Wellington County

The Canine Unit took part in a training session regarding drug searches

Date: January 15, 2015

Location: Wellington County

Wellington County officers requested Canine Unit assistance with locating a female missing from Portage Youth Facility. The subject was despondent and was not dressed appropriately for winter weather. It was believed that she had walked into a nearby field/forest area. Prior to commencing the search, it was learned that the girl had taken a taxi to Waterloo

Date: January 22, 2015

Location: Minto Township

Wellington County Street Crime Unit executed a warrant to recover stolen property from a residence. Upon entry, officers discovered drug evidence and obtained a CDSA warrant and continued their search the following morning. A hand search by officers located a quantity of marihuana. Canine searched the house prior to exit and located a wooded box containing drugs and drug paraphernalia and a box in the basement containing drugs as well.



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

Coordinator: Provincial Constable Kelly KR PAN

Meetings / Presentations

- OPP KIDS Program is off to another fresh start at several schools. Participating schools are as follows; J.D. Hogarth Public School in Fergus, Salem Public School in Elora, Rockwood Public School in Rockwood, Eramosa Public School in Rockwood, Ponsonby Public School in Elora, St. Mary Catholic School in Elora and Arthur Public School in Arthur.
- On Wednesday January 14th, 2015 PC Kelly Krpan and PC Gary Barnhardt presented to approximately 15 young students between the ages of 4 and 11 who belong to a homeschooled group in North Wellington area. The topics covered were about stranger danger, police officer duties and overall safety of the public with regard to on-line safety and street safety.
- On Friday January 16th, 2015, St. Joseph's Catholic School in Fergus conducted a lock down drill.
- On Tuesday January 20th, 2015, Rockwood Public School conducted a lockdown drill with a few problems that arose. PC Krpan spoke to teachers and all students about how to fix these issues so that lockdown drills are safe and effective.
- On Wednesday January 21st, 2015 PC Kelly Krpan and PC Gary Barnhardt did a second presentation to approximately 10 more young students between the ages of 4 and 11 who belong to the same homeschooled group in North Wellington area. The topics covered were about stranger danger, police officer duties and overall safety of the public with regard to on-line safety and street safety.

OPP School Initiatives

- Continued support will be sought after for schools to conduct Lockdown drills with police officers present.
- Lockdown drills can be of concern, as it has been noted by police that some schools are preparing too much prior to the lockdown, so teachers and students are not taking it seriously enough. Police are encouraging the Principals to refrain from telling everyone ahead of time so the school body reacts realistically. This way the concerns of safety will come out realistically and police can help advise the school on those concerns.
- Further programming specifically for older grades will be initiated by PC Krpan. The teachers can decide on what presentations will be effective for their classrooms as per possible issues going on. This will include grades 7 and 8.
- PC Krpan will also be initiating contact with the primary grades (J-K to grade 4) and offer presentations about stranger danger, personal safety on the way to school and on-line safety.
- THINK Program (Internet safety-texting safety) will be presented again to senior students at Minto-Clifford Public School in February. Dates to be determined.



Auxiliary Unit

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

Notable Incidents and Events

Auxiliary Staff Sergeant MCGIMSIE reported that January was a slow month for the unit. There was only one request for Auxiliary Unit members.

Below is a list of events the unit attended during the month of January,

- Presentation to the Puslinch Committee
- Monthly auxiliary meeting and training
- Patrol ride-a-longs
- Administrative duties

Media

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

Notable Incidents and Events

- During the month of January the Media Unit issued 46 media releases



Administration

Revenue

Year	County	Provincial	Total
2010	\$87,122.04	\$7,899.10	\$95,012.14
2011	\$81,274.66	\$9,233.56	\$90,508.22
2012	\$75,836.60	\$5,043.55	\$80,880.15
2013	\$70,202.29	\$5,373.66	\$75,575.95
2014	\$84,301.22	\$6,590.25	\$90,891.47
2015	\$6,716.50	\$507.00	\$7,223.50

Paid Duties

Year	Paid Duties	Officers	Hours	Admin Fees
2011	207	446	2,455.25	\$5,325.00
2012	165	312	1,890.75	\$2,775.00
2013	227	469	3300.00	\$1,575.00
2014	239	433	3076.00	\$2,625.00
2015	13	21	138.00	\$0.00

Personnel

Complaints

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

No	Complaint Type	Status	No	Complaint Type	Status
1	Public	Closed			

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
08Jan15	Cst. BIONDI All Wellington County Officers	<p>In January, Wellington County OPP received a thank you letter from a family that resides within the County. The letter is in regards to the handling off their daughter who suffers from PTSD.</p> <p><i>We are writing to say thank you to the officers of Wellington County OPP who have responded to our calls when we have urgently needed help in dealing with our adult daughter. Our daughter is diagnosed with PTSD, as well as Borderline and Generalized Anxiety disorders, originally caused by assaults received in school. About six years ago, while living in Elora, she also suffered a prolonged manic episode resulting in hospitalization.</i></p> <p><i>Recent media reports of police dealing with people with mental health issues paint a distressing picture of violent overreaction stemming from ignorance, intolerance and arrogance. This, unfortunately, occurs too often throughout the country and urgently needs addressing.</i></p> <p><i>However, we wanted to let you know that, in our experience, your officers have handled each situation with which they have been presented with professionalism, understanding, and actions appropriate to each occurrence.</i></p> <p><i>In particular, we wish to commend Cst. Chris Biondi, who has responded to a number of incidents involving our daughter over the years. A few years ago, our daughter had been drinking heavily and was aggressive and unstable. When Cst. Biondi arrived, she had climbed onto the top railing of the balcony of her apartment and was in the act of jumping off. It was only his quick, decisive action in grabbing hold of her and pulling her back that saved her from death or serious injury.</i></p> <p><i>Since then, Cst. Biondi has responded to numerous calls involving our daughter. Somehow, he was able to develop a rapport with her which she respected despite him being "the law." This was partly because he recognized that she is an intelligent person, and he spoke to her accordingly, appealing to her sense of reason and fairness and receiving cooperation in return.</i></p>



County of Wellington OPP Report for the Police Services Board

In fact, last summer, when our daughter had been doing very well for several months, she told us that she had seen Cst. Biondi in Zehrs, getting groceries with his son, and she had gone up to him to shake his hand and say "Thank you" and to let him know that she was doing ok.

Since then, Cst. Biondi has had to respond to our home several times to deal with our daughter. On each occasion, he has dealt with her, and with us, with consummate negotiation skills, utmost diplomacy, and an impressive leadership that has led to the best possible outcome given the circumstances.

Although Cst. Biondi is not the only one on your team to whom we owe thanks, we have seen him in action now on several occasions and we believe that this man is an exemplary police officer who deserves recognition for his humanity, intelligence, decisiveness, sensitivity and leadership skills.

Notable Events

Noteworthy Information and Events

New Recruits

In January 2015 two new recruits joined the Wellington County OPP. Provincial Constable B. ERNIKOGLU & Provincial Constable M. WRIGHT arrived at Detachment for their first duty shift on January 12th.

PC ERNIKOGLU reported to A Platoon out of North Wellington Operations Centre. His direct supervisor is Sgt. JONES and his coach officer is PC Nikki STEWART.

PC WRIGHT reported to A Platoon out of Centre Wellington Operations Centre. His direct supervisor is Sgt. PACHECO and his coach officer is PC Darryl PORTERFIELD.

Both recruits are on probationary status for one year starting from the day they graduated. During this time period their coach officer will ride with them, mentor them and evaluate their progress. When the coach officer feels comfortable the recruit will be allowed to drive solo without constant supervision.

Inspector LAWSON and the Command Team also spent time with the new recruits on their first day to welcome them to the Wellington County OPP family. Leadership, safety, roles, responsibilities and expectations were also discussed.



**Ontario Provincial Police
County of Wellington Detachment**

Inspector Scott Lawson

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

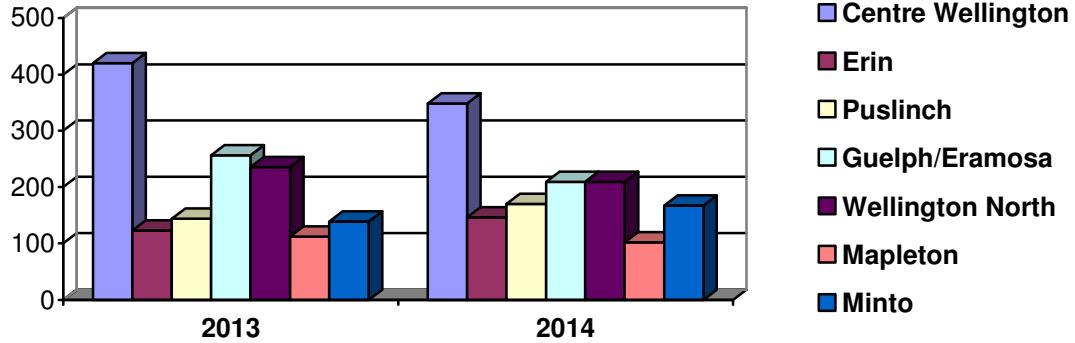
March 2015

This report covers the period from February 1st, 2015 to February 28th, 2015



Calls for Service

Calls for Service February 2014 vs February 2015



Calls For Service

Municipality	2009	2010	2011	2012	2013	2014	2015
Centre Wellington	6,240	6,214	5,996	6,449	5,961	5,917	741
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Puslinch Township	1,900	1,836	2,157	2,404	2,178	2,128	317
Guelph/Eramosa	3,214	3,224	3,615	3,272	3,397	3,462	410
Wellington North	3,295	3,172	3,169	3,136	3,337	2,905	415
Township of Mapleton	1,209	1,252	1,320	1,322	1,349	1,418	193
Town of Minto	2,352	2,322	2,384	2,725	2,524	2,438	340
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Totals	22,317	22,550	23,189	24,324	24,127	23,448	3,115

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	2014	91

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	2,520
	2,683

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2015 YTD OSOR Registrations	Previous Year Totals	
13	2012	69
	2013	70
	2014	75

False Alarms

2015 YTD	2014
133	881
	961
	911

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



Crime

Crimes Against Persons	2014	2015 YTD
Homicide	0	0
Sexual Assault	8	6
Robbery	2	2
Assault	26	29

Crimes Against Property	2014	2015 YTD
Break & Enter	25	32
Auto Theft	14	9
Theft	93	86
Mischief	37	26

Other Crime	2014	2015 YTD
Fraud Investigations	36	35
Drug Investigations	53	45

Other Investigations	2014	2015 YTD
Domestic Disputes	52	57
Missing Persons	11	4

Crime Breakdown 2015 YTD	North Wellington	Centre Wellington	South Wellington
Homicide	0	0	0
Sexual Assault	1	1	3
Robbery	1	0	1
Assault	16	4	9
Break & Enter	17	6	9
Auto Theft	3	1	5
Theft	36	19	26
Mischief	10	6	8
Fraud Investigations	13	12	10
Drug Investigations	17	11	12
Domestic Disputes	13	28	16
Missing Persons	3	0	1



Traffic

Enforcement

Traffic	2015 YTD
Speeding	903
Seatbelt Offences	23
Careless Driving	70
Drive Under Suspended	17
Distracted Driver Offences	59
Other Moving Violations	72
Equipment and Other HTA	482
No Insurance - CAIA	18
Other Provincial Acts	2015 YTD
Liquor Licence Act	47
Trespass to Property Act	29
Other CAIA	17
Other Provincial Acts	7
By-Law Offences	2015 YTD
By-Law Offences (General)	865
Taxi By-Law	0
County of Wellington OPP Year To Date Total	2,565
West Region Traffic Unit Year To Date Total	43
YTD Total Traffic	1,644
YTD Total Other Provincial	99
YTD Total By-Law	865
2014 Year to Date POA Charges	2,608
2013 Year to Date POA Charges	2,972

Drinking and Driving

Impaired Driving	2014	2015 YTD
R.I.D.E. Vehicle Stops	5,100	3,820
Roadside Alcotests	154	77
Warn Suspensions	35	20
ADLS Suspensions	31	23
Persons Charged	21	23

Racing

2015 YTD HTA Sec. 172 Impoundments	Previous Year Totals	
7	2012	82
	2013	93
	2014	108

Parking Enforcement

Municipality	2014	2015 YTD
Centre Wellington	196	209
Erin	7	34
Puslinch	46	5
Guelph / Eramosa	76	134
Wellington North	10	11
Mapleton	4	7
Minto	9	21
County / Other	0	0
Parking Totals	348	421



Traffic

Suspect Apprehension Pursuits

2015 YTD Pursuits / Fail to Stop for Police	Previous Year Totals	
2	2012	17
	2013	8
	2014	9

Traffic Initiatives

R.I.D.E

The Wellington County Traffic Unit conducted a total of 13 R.I.D.E initiatives across the County checking 928 vehicles, performing 14 roadside tests; resulting in 4 suspensions and 8 drinking and driving charges. The unit also laid one CDSA charge in February.

Automated Licence Plate Reader (ALPR cruiser)

Due to a software update the ALPR cruiser was not in service for most of the month of February. Operations will commence again during the month of March 2015.

Motorized Snow Vehicle Patrol

The Wellington County Traffic Unit performed 199 hours of Motorized Snow Vehicle Patrol during the month of February 2015 resulting in 1,033 snow vehicles being checked. 12 charges were laid under the Motorized Snow Vehicle Act with an additional 25 warnings issued.



Traffic

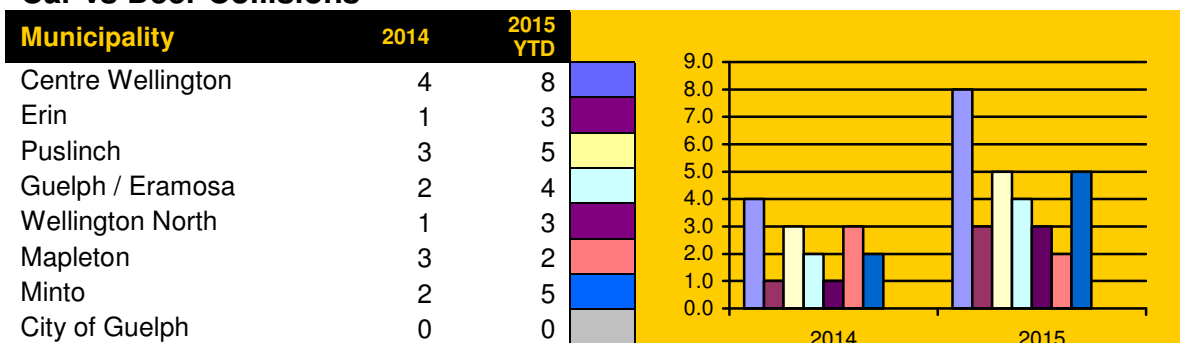
Motor Vehicle Collisions

Month	Victims			Collisions								
	Total Victims	Persons Killed	Persons Injured	Total MVC	Fatal	PI	PD	Alcohol Involved			CMV	SMV
								Yes	No	Unk		
JAN	28	1	28	176	1	18	157	1	162	13	16	95
FEB	23	0	23	105	0	16	89	0	99	6	21	46
MAR												
APR												
MAY												
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
TOTAL	51	1	51	281	1	34	246	1	261	19	37	141

Yearly Collision Summary

Collision Type / Characteristic	2009	2010	2011	2012	2013	2014	2015
Total Reportable MVC	1,918	1,813	1,976	1,875	2,095	1,959	281
Property Damage MVC	1,694	1,525	1,649	1,565	1,761	1,758	246
Personal Injury MVC	213	282	320	302	326	195	34
Fatal MVC	11	6	7	8	8	6	1
Persons Killed	11	6	7	9	9	6	1
Persons Injured	314	425	463	442	481	330	51
Alcohol Involved	76	42	57	63	37	40	1
Total MVC	1,918	1,813	1,976	1,875	2,095	1,959	281

Car vs Deer Collisions





Provincial Highways	0	0	
Total Collisions	16	30	

Youth Crime

Secondary School Resource Officer Program

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

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

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Assault	3	2	4	13	22
Mischief	1	0	5	6	12
Threats/Intimidation(Bullying)	10	0	5	12	27
Other Criminal/Cyber	10	4	4	13	31
Theft	1	6	1	7	15
Drugs	4	3	4	13	24
Sep 2014 – Jan 2015 (CFS)	29	15	23	64	131
Diversions	5	12	20	21	58
Warnings	0	3	4	0	7
Charges	0	1	3	0	4
Sep 2013 – Jun 2014 (CFS)	43	46	73	78	240

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

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Highway Traffic Act	11	4	8	8	31
Liquor Licence Act	0	0	3	5	8
Trespass to Property	3	6	3	6	18
MHA/Counselling	2	4	0	31	37
Sep 2014 – Jan 2015	16	14	14	50	94
Diversions	0	0	0	0	0
Warnings	3	0	2	0	5
Charges	0	0	0	1	1
Sep 2013 – Jun 2014(CFS)	15	6	26	24	71

Meetings / Presentations

Centre Wellington DHS

- PC SMITH held a presentation for a Law class concerning The Charter of Rights and Freedoms and Search & Seizure

Erin DHS

- PC MACDONALD conducted a presentation for the Auto Shop class regarding Highway Traffic Act regulations involving vehicle modifications and insurance information
- PC MACDONALD also attended a Youth Worker conference in Niagara Falls regarding safe school environments and assessing risk

Norwell DSS



- PC MULLAN held a presentation with the assistance of PC KR PAN regarding Youth and the Law
- PC MULLAN met with the new Vice-Principal (VP) ARBUCKLE and bid farewell on behalf of the OPP to retiring Vice-Principal (VP) HARRISON

Wellington Heights SS

- PC WATT held a presentation for a Family Studies class about impaired & distracted driving. She also held a presentation for a Civics class regarding search & seizure
- PC WATT met with teachers concerning a possible field trip to Orillia and she talked with teachers concerning timetables for guest speakers for law classes

Notable School Related Incidents and Events

Centre Wellington DHS

- PC SMITH and the Traffic Management Unit responded to complaints by the Fergus Elora Snowmobile Club regarding students riding on trails without permits and a damaging winter crops.
- The Wellington County Crime Unit assisted PC SMITH with a harassment investigation that took place via social media.

Erin DHS

- PC MACDONALD assisted with planning the charity hockey game, Students vs OPP, being held on March 6th, 2015
- A student was charged for activating a fire alarm system on an extremely cold day causing the evacuation of nearly 700 people for approximately 25 minutes

Norwell DSS

- PC MULLAN attended Camp Wyoka with Community Environmental Leadership Program (CELP) students. He provided an overview of his experience in Outdoor Recreation through to policing. PC MULLAN also assisted with rope work/knot presentations and he facilitated with high rope experience.
- PC MULLAN helped to start a new cigarette butt container initiative. Thanks to the Bramhill Truck Centre for supplying new containers and thank you to Mrs. HUBAND's Art class for decorating them. Meetings were held with the Principal, Vice-Principals & smokers regarding new smoking policies; police took the opportunity to hand out information to smokers on health concerns and information on how to quit
- A female student was charged under the YCJA and diverted to the John Howard Society after it was discovered she was sending inappropriate pictures to male students.
- Two students were arrested and diverted in collaboration with school officials for smoking marijuana inside the school

Wellington Heights SS

- PC WATT dealt with eight separate "panic attacks" during the month of February. Reasons for the attacks varied from pushing themselves too hard to dealing with the anniversary death of a peer
- Three males were identified after video surveillance video was reviewed. All three males had left inappropriate drawings and words on lockers throughout the school. The students were formally cautioned and punishment included cleaning up the cafeteria after lunch, parents were also notified



- A student was formally warned and diverted after reports of animal cruelty were substantiated. The student took part in three mandatory counselling sessions

Canine Unit

2015 YTD Calls for Service and Hours

Occurrence Type	Initial (Calls)	Initial (Hours)	Assist (Calls)	Assist (Hours)	2014 (Calls)	2014 (Hours)
Occurrence Totals (OPP)	9	46.00	0	0.00	9	46.00
Occurrence Totals (Other)	0	0.00	0	0.00	0	0.00
Occurrence Totals (Combined)	9	46.00	0	0.00	9	46.00

Canine Handler: Provincial Constable Barry REID

Notable Incidents and Events

Date: February 12, 2015

Location: Arthur

The Canine Unit was requested to assist with execution of CDSA search warrant at residence in Arthur. Canine covered perimeter of residence during entry by ERT, one suspect was arrested inside the residence. A hand search of the residence located a quantity of marihuana in the living room. Jag was used to search the residence prior to departure and no further items were located

Date: February 19, 2015

Location: Elora

The Canine Unit was requested to assist with execution of CDSA search warrant. Canine covered perimeter of residence during execution, two suspects were arrested inside. A hand search of the residence located only a small amount of marihuana. Jag was used to search the apartment prior to exit, nothing else was located

Date: February 19, 2015

Location: Southgate Township

Canine Unit was requested to assist with execution of a Criminal Code search warrant for a stolen ATV. The suspects were known to police and had a history of running from officers. ERT executed the warrant, ATV was located and no one was at the residence at the time

Date: February 20, 2015

Location: Wellington County

The Canine Unit assisted Wellington County Detachment units with calls for service. Canine unit patrolled Centre Wellington Township

Date: February 22, 2015

Location: Centre Wellington

Attend Fergus Detachment to give Canine Unit training presentation to "C" Platoon



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

Coordinator: Provincial Constable Kelly KR PAN

Meetings / Presentations

- OPP KIDS Program is progressing well with the winter schools. The program is in its' 7th week for those schools.
- PC Krpan has been communicating and meeting with service club members from the Lion's Club and the Optimist Club during the month of February. This is gearing up for the graduation ceremonies for the students at Eramosa Public School and Rockwood Public School.
- On February 17th, 2015 at 6:30pm, PC Krpan presented a stranger danger and on-line safety presentation to the Girl Guides Club of Rockwood. The girls and their parents were present. The girls earned their "Law Awareness" badge.
- On February 20th, 2015 PC Krpan presented the T.H.I.N.K Program to Minto Clifford Public School. They received the THINK cell phone band as well. The grade 7 and 8 classes participated. The presentation was well received by the student's generating excellent conversation surrounding real life situations that have occurred with students within those classes.
- On February 23rd, 2015 PC Krpan and PC Mullen were scheduled to present "Youth and The Law" to a grade nine class at Norwell District High School in Palmerston, however the school was closed that day due to inclement weather. It has since been re-scheduled to March 2, 2015 at 9:00am.
- On February 27th, 2015 at 9:00am PC Krpan and PC Mullen presented "Youth and The Law" to another grade nine class at Norwell District High School in Palmerston.
- PC Krpan has been selected to participate in a questionnaire about the OPP KIDS Program. This is being conducted through Orillia, Youth Issues Provincial Coordinator. The Georgian College Research Analyst Program has been given permission to conduct an anonymous interview with PC Krpan

OPP School Initiatives

- PC Krpan initiated contact with the elementary schools presently participating in OPP KIDS Program to generate interest towards the primary grades (kindergarten to grade 4) with regard to "stranger danger and pedestrian safety" presentations. There will be upcoming presentations for Eramosa Public School. This will include a police story book read by PC Krpan, provided by the OPP. The story talks about safety and trust.
- PC Krpan has recognized an increase of "sexting" and inappropriate texting among the younger generation, specifically grade 7 and 8. There have been concerned students speaking out about this wanting to know more. The THINK Program has helped tremendously in answering those questions.



- PC Krpan will continue to reach out to teachers and students in the Wellington County School board to enhance and make aware the knowledge and legal realities of sexting and Child Pornography among young people.

Auxiliary Unit

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

Notable Incidents and Events

Auxiliary Staff Sergeant MCGIMSIE reported that extreme weather conditions in February once again resulted in slow month for the unit.

Staff Sergeant Krista MILLER attended the February Auxiliary Unit meeting to update and clarify issues surrounding Auxiliary member security concerns. All reports show that the meeting went well and Auxiliary members understood the new guidelines that have been put in place for their safety.

Below is a list of events the unit attended during the month of January,

- Monthly auxiliary meeting and training
- Patrol ride-a-long
- Administrative duties

Media

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

Notable Incidents and Events

- During the month of February the Media Unit issued 39 media releases for a year to date total of 85 media releases
- On February 18th PC ROCKEFELLER and PC MACDONALD attended the library in Rockwood and held a presentation on fraud for a senior's group.



Administration

Revenue

Year	County	Provincial	Total
2010	\$87,122.04	\$7,899.10	\$95,012.14
2011	\$81,274.66	\$9,233.56	\$90,508.22
2012	\$75,836.60	\$5,043.55	\$80,880.15
2013	\$70,202.29	\$5,373.66	\$75,575.95
2014	\$84,301.22	\$6,590.25	\$90,891.47
2015	\$12,052.00	\$845.00	\$12,897.00

Paid Duties

Year	Paid Duties	Officers	Hours	Admin Fees
2011	207	446	2,455.25	\$5,325.00
2012	165	312	1,890.75	\$2,775.00
2013	227	469	3300.00	\$1,575.00
2014	239	433	3076.00	\$2,625.00
2015	33	71	607.50	\$150.00

Personnel

Complaints

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

No	Complaint Type	Status	No	Complaint Type	Status
1	Public	Closed			

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
20Feb15	S/Sgt. J. HUNJAN S/Sgt. V.DAWSON	<p>On February 20, 2015 Essex County Inspector Glenn Miller sent an email to Inspector Scott Lawson concerning the notebook audit conducted at Essex County Detachment.</p> <p><i>"I just wanted to commend Staff Sergeant's Hunjan & Dawson for undertaking the Note Book review in Essex County this week. I know they're both kept very busy back in Wellington County and I'm sure work has been piling up on their desk since they've been away.</i></p> <p><i>Both Victoria and Jack are always pleasant and professional to deal with and it was our pleasure having them in Essex County this week.</i></p> <p><i>Please convey my appreciation to Victoria & Jack, Wellington County is very fortunate to have them as is the OPP"</i></p>

Notable Events

Noteworthy Information and Events

Four Corners Special Olympics Ontario – Provincial School Championship

On February 12th, 2015 the Four Corners Special Olympics Ontario – Provincial School Championship was held at the Royal Distributing Athletic Performance Centre (MARDEN).

Below is an article published by The Wellington Advertiser covering the event and a link to the article by Jaime MYSLIK.

<http://www.wellingtonadvertiser.com/comments/index.cfm?articleID=25076>

The Royal Distributing Athletic Performance Centre was full of enthusiastic high school students on Feb. 12 who were ready to compete in this year's Four Corners soccer provincial qualifier – a program run by Special Olympics Ontario.

This is the first year the soccer competition has been held in Marden and the 15 teams from eight schools in Guelph, Waterloo and Orangeville had a full day of soccer.

"Students that have special needs, are in special education classrooms, they don't get the opportunity to compete on behalf of their school for their school team like all of their mainstream peers do," said Kirsten Bobbie, program developer for secondary schools and competitions for Special Olympics Ontario.

"So (with) competitions like this, they get to throw on their school jersey, feel a part of the team and then, as well, reap all of the benefits of team sports that mainstream students have the opportunity to do all the time."



County of Wellington OPP Report for the Police Services Board

There are 15 regions throughout Ontario that participate in the program and one team from each region is guaranteed a spot in the Special Olympics Four Corners Provincial Championship in Oshawa in May, Bobbie said.

“The way it works at Special Olympics is we division all of our teams prior to competition so teachers have to fill out a ranking test and system before they come,” she explained. “They only play against teams of similar ability levels and similar ranks so all of the games would be nice and close and all the students would still have a great time no matter their ability level.”

There is a points-based system to decide the regional winner rather than a championship game. The team that wins for the region may not be the highest skilled group of players but it will have the most wins against teams of a similar skill level.

“We allow each school to bring up to three teams just so that no one’s left behind in the classroom and then what most teachers do is they group their students based on their ability level ...” Bobbie said.

With 15 regions but 20 spots available in the provincial championship, there are five wildcard teams chosen based on their performance during regionals, Bobbie said.

Wellington OPP officers greeted students as they entered the Marden facility and gave high-fives to anyone who wanted one at the conclusion of the opening ceremony. Special Olympics Ontario is the charity of choice for all police in Ontario.



Inspector Lawson and Wellington County Detective Constables greet and applaud the Athletes as they arrived at the Marden facility.





**Wellington County Ontario Provincial Police
2014 Year in Review**

Police Service Board Presentation 11 Mar 15





Public Expectations and Confidence

- 
- 
- Starts with Leadership; team environment, communication
 - Need to be effective and efficient: rising policing costs, public expectations
 - Transparent /accountable to maintain the public's trust in our service
 - Focus on our core policing function: starts with front line service delivery, CFS
 - Ensure the most effective, professional and accountable leadership in a large deployed structure: “one detachment” concept
 - Positioned to address the growing demands placed on our members and our service: operations, administration, public/internal scrutiny, courts, SIU, victims, officer safety
 - Processes are aligned with expectations and that “form fits function”, OPS Ctr consistency
 - Future: Sustainable, professional, strategic, forward-thinking, effective yet efficient

What did we learn from our 2013 Review

- **Unclear expectations: “always done it this way”, no priority setting, mission creep, internal silos, structural silos, redundancy of process**
- **Morale: communication challenges, fairness, internal transparency, member’s development, lack of inclusion in shaping/taking ownership of detachment**
- **Front line leadership challenges in a deployed setting: “separate and distinct detachments”**
- **Shift away from front line core policing functions**
- **Operational and administrative process gaps: staff to the minimum**
- **Financial inefficiencies: OT, meals, training, flight expenditures, court off days**
- **Reduced public awareness of our public safety business: external communications, more a part of the community, more involvement by Command**
- **Need to reinvigorate some relationships**

What did we do? Structural Changes for Leadership

- Need to address and increase leadership and accountability
- Focus on span of control with increased Detachment resources and deployed structure: 2013 reinvestment of all Sergeants to frontline core function
- Increased internal and external scrutiny (SIU, Courts, Public, Police Board): need to make sound operational and administrative decisions
- Changing environment: increased workload/accountability/expectations thus increased supervision to deliver effective service
- Support of Police Board: business case presented to Commissioner Jan 2014 for Patrol Staff Sergeant
 - Significant structural change: enhanced on-road patrol leadership and operational accountability, create a “ranked” response capacity within the Detachment
 - First of its kind in any OPP Detachment: mirror large deployed police services

Structural Changes: Increased Leadership/Accountability



2014 Achievements

- **Opening: State-of-the-Art Operation Centre in North Wellington**
- **Overtime reductions exceeding 3/4 million dollars in last 2.5 years through increased accountability measures, leadership/decision-making, oversight, process, no major catastrophes**
- **OPP and County negotiated/signed one-year Amending Agreement: reinvest uniform to frontline Crime Stoppers, Case Management**
- **Ongoing leadership, accountability, teamwork: three Sergeants per platoon/shift; one NCO starting at each operation centre**
- **Continued focus on “the people”: more opportunities, increased collaboration among teams/units, consistency among operation centres, increased lateral-vertical communication, healthy workplace/environment, mandatory CISR protocols-Occupational Stress Injuries**
- **2IC Workshop: inaugural, agenda driven by membership, leadership/expectations, “lead by example” in terms of developing our people**



2014 Achievements

- **Detachment Efficiencies Committee: “bottom-up” input, address scheduling, resources vs workload**
- **Branding of Detachment: continued messaging, stationary to reflect “one detachment” concept with three Operations Centres, signage updates, reduce silos**
- **Patrol Staff Sergeant for Wellington: increase leadership, accountability, developed structure together-MIP**
- **Continue to formalize roles of Operational and Administrative Support Team: RAA**
- **Solidify Rotational Assignments in specialized areas: Traffic, Street Crime, Schools, Vaults, Media**
- **Continuous review of accommodated member assignments in support of front line: court/admin processes, rotate with shift, support to courts, Crime Stoppers, Admin processes, DRU**

The logo for the Ontario Provincial Police (OPP) is visible in the top left corner. It features a crown at the top, followed by the letters 'O.P.P.' in a large, stylized font. Below the letters is a shield with a red cross on a white background, and a blue field with three gold maple leaves. The shield is set against a blue background with a gold border.

2014 Achievements

- **Finalize Aboyne as Ops/Administration Centre; geographic center of County**
- **Street Crime: invest additional officer, realign and refocus team on local Wellington drug and property crime: warrant a month, solving many B&E's, thefts, large drug seizures**
- **Detachment Analytical role; strategic, intelligence-led, weekly "Community Safety Reports", report generation, trends, predictive, focused patrol results,**
- **Fluid review of police vehicle deployment/equipment: effectively serve detachment requirements, paid duty pressures**
- **CEW deployment: available to all officers working**
- **P-time officer program: support of front line, continued review to ensure efficiency**
- **Court: e-subpoena program developed locally with MAG/Courts, made in Wellington efficient/paperless solution, expanding across OPP**

2014 Achievements

- **TMU/Festive RIDE Team: invest additional officer, 2014 led the entire province (3 years running) with detection, apprehension and charges; increased focus on post-stop investigation; drugs/wanted**
- **Review/Re-establishment Detachment Bicycle Patrol Program: 24 members trained**
- **Increased media/messaging and community service efforts, over 635 media releases in 2014, TV and Radio programming, more accessible, relationships**
- **Partnership: Snow Plow Safety and Patch for Patch video , Annual Report**
- **Speed Spy technology: analysis tool to effectively deploy resources**
- **Crime Stoppers Program: review, support, commitment, tip management, follow-up**

Policing in Challenging Times: Emerging Trends

- **Mental Health and Addiction:** rooted in many crimes, public safety, increased public awareness now
- **Cyber-crime:** social media, electronic scams, they drive police investigations, viral, increases work, indefensible; evidentiary/fair trial impacts
- **Load Thefts:** tractor trailer thefts for trailer commodity
- **Domestic terrorism:** copy-cat, complacency, fueled by social media, “the world is changing”
- **Occupational Stress Injuries;** CISR, tracking, staffing pressure
- **Drug Impaired Driving, Fatigue driving**
- **Aging population:** frauds, dementia, driving/collisions, police response/training

Policing in Challenging Times: Emerging Trends

- **Courts: increased workload due to evidentiary requirements, case law, overwhelmed , technology implications (cell phone, CCTV), search warrants**
- **Increased Public Scrutiny: SIU, costs of policing, victims of crime**
- **Risk Adverse-Risk Management: concerns about liability, impacts on police decisions**
- **Future of Policing: civilianization, rising costs, core function of police vs non-core**
- **Technology: policing need to keep up, cost to combat and implement**
- **Schools: microcosm of community, safety, social media**

How will we Tackle the Trends in Wellington?

LEADERSHIP!

- **Community Mobilization and Engagement strategies: well positioned, continued focus (Community Policing concept but “Operationalized”)**
- **Police Service Board: positive relationships, communication, accountability, transparency, governance, Community Safety Planning role**
- **Community Safety Planning; vision to build on work of Safe Communities Wellington County with OPP leadership, renewed energy, focus, direction, PSB oversight**
- **Youth: School Officer increased roles, cyber-crime, social media, build on school board relations, SPEAR Program, focus on youth (OPP K.I.D.S)**
- **Detachment Media: increase presentations/speaking engagements, public appearances**
- **Major event review/planning: community events, working in collaboration**

How will we Tackle the Trends in Wellington?

- **Officer Safety:** domestic and international terrorism events focusing on those in “uniform”, Auxiliary, two-officer patrols, increased vigilance, building safety
- **Focused Patrol through analysis:** direct resources to identified concerns
- **Succession Planning:** develop talent, position Wellington for the future, legacy
- **Community Mobilization:** continued commitment to work, building relationships with all public safety partners both internally and externally
- **Focused Traffic Team and RIDE Team /Criminal interdiction, bicycle and community foot patrols**
- **High Performing Street Crime:** local street level drugs and property crimes, intelligence, informant program, crime abatement, Crime Stoppers
- **Major Crime Unit collaboration, proactive, intel gathering/sharing, highly trained, leaders/mentors in Detachment**

How will we Tackle the Trends in Wellington?

- Understand trends and hotspots through continued analysis: load thefts, illicit drugs, collisions, break-in's, mischief; tied to new OPP Billing Model to reduce calls-for-service
- Leverage Technology: LIVESCAN, e-collision, MWS/MPS, ALPR, NETVIEWER,
- Mental Health/Addictions: Mobile Crisis Unit, metrix, internal training, public education, proactive in the community, critical incident support to our volunteers
- Domestic Violence/Victims of Crime, Human Trafficking: partnerships, training, municipalities
- Civilian Data Entry: keep officers on the road: electronic dictation from cruiser
- Formalize participation at Parochial Schools/Mennonite Safety Committee involvement

What about the Future?

- **Borderless Policing**
- **GPS Tracking, closest to the call**
- **Electronic collision reporting**
- **Body cameras, UAV/Drone capabilities**
- **Citizen Self-Reporting: online reporting option for certain crimes**
- **2015 PanAm Games**
- **2016 Wellington County International Plowing Match**

End on a Positive: Community Satisfaction Survey

- The research company R.A. Malatest & Associates Ltd. conducted a telephone survey between January 14, 2014 and March 31, 2014.
- Randomly selected telephone numbers were used to sample respondents who were at least 16 years old, where no member of the household was employed by the OPP.
- 381 surveys were completed.
- The Community Satisfaction Survey is completed every three years
- 98.9 % of respondents felt very safe or safe in Wellington County. Overall, 95.2% of respondents were 'very satisfied' or 'satisfied' with the quality of police service provided by the OPP.



The End

Questions?



ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS

2015 SPRING CONFERENCE & ANNUAL GENERAL MEETING

Preliminary Program Feb. 12, 2015

Good Policing through Good Governance

Mapping a Future for Policing in Ontario

May 27th – 30th, 2015

**Toronto Marriott Downtown Eaton Centre Hotel
525 Bay St., Toronto, Ontario**

OAPSB Tel. 905-458-1488 1-800-831-7727 Fax 905-458-2260
E-Mail: kathy.wallace@oapsb.ca Website: www.oapsb.ca



Wednesday, May 27th
“Pre-Conference Activities”

12:00 – 5:00 pm	Conference Registration and Information Desk
9:00 am – 12:00 pm <i>Dundas Room</i>	OAPSB Board of Directors Meeting
1:00 – 2:30 pm <i>Grand Ballroom</i>	Board Training – Police Governance – Providing Value to Your Community Fred Kaustinen, OAPSB
2:30 - 2:45 pm <i>Conference Foyer</i>	Refreshment and Stretch Break
2:45 - 4:15 pm <i>Grand Ballroom</i>	Board Training - Code of Conduct – Avoiding the Landmines Cathy Boxer-Byrd, OCPC
5:30 – 6:30 pm <i>Conference Foyer</i>	Welcome Reception (Delegates & Registered Companions)
	Free time & Toronto Dine Around www.seetorontonow.com . Restaurant information & discounts in your Delegate Kit. Reservations are encouraged.

Thursday, May 28th
“Contemporary Realities of Policing”

7:30 am - 5:00 pm	Conference Registration and Information Desk	
7:30 – 8:30 am <i>Trinity Ballroom</i>	Hot Buffet Breakfast (Delegates & Registered Companions) & Zone Meetings (as required)	
8:30 – 8:45 am <i>Grand Ballroom</i>	OPENING CEREMONY OAPSB President Ken East, Conference Chair Sam Purdy, Executive Director Fred Kaustinen	
8:45 – 10:00 am <i>Grand Ballroom</i>	The Future of Policing & Police Governance in Ontario Keynote Speaker: The Honourable Yasir Naqvi, Ministry of Community Safety & Correctional Services	
10:00 - 10:30 am <i>Conference Foyer</i>	Refreshment and Stretch Break	
	<i>Grand Ballroom</i>	<i>Trinity Ballroom</i>
10:30 am - 11:15 am	OPP Hub Initiative Orillia Sgt Rob Baskey, OPP, Joshua Barath, Georgian College	Ontario Crime Prevention Strategy Oscar Mosquera, MCSCS
11:15 am - 12:15 pm	Guns and Gangs York Police Service	Mental Health Safety Initiatives Pat Capponi Canadian author and an advocate for mental health in Canada



Thursday, May 28th
“Contemporary Realities of Policing”

12:15 – 1:30 pm <i>Grand Ballroom</i>	BUFFET LUNCH (Delegates Only) Guest Speaker: OPP Commissioner Vince Hawkes “Policing in Ontario – The Big Picture”	
1:30 – 2:15 pm <i>Grand Ballroom</i>	S10 Elections <u>Restricted</u> to Section 10 delegates	The Rise of Social Media in Policing Chief Bryan Larkin, Waterloo Police Service
2:15 – 3:15 pm <i>Grand Ballroom</i>	Terrorism – a Global Phenomenon of Local Significance JP Bernais, CSIS	
3:15 – 3:30 pm	Refreshment and Stretch Break	
3:30 – 4:00 pm <i>Grand Ballroom</i>	Civilian Community Safety Officers Sudbury Police Service	
4:00 – 4:30 pm <i>Grand Ballroom</i>	The Government’s Views on the Future of Local Police Governance Matt Torigian, Deputy Minister, MCSCS	
6:00 – 8:00 pm <i>Grand Ballroom</i>	BUFFET DINNER (Business Attire) Invited Guest Speaker: Premier Kathleen Wynne	

Friday, May 29th
“Future of Police Governance”

7:30 am – 4:00 pm	Conference Registration and Information Desk
7:30 – 8:30 am <i>Grand Ballroom</i>	Hot Buffet Breakfast - (Delegates & Registered Companions)
8:30 – 9:15 am <i>Grand Ballroom</i>	OAPSB’s President’s Address President Ken East
9:15 – 10:15 am <i>Grand Ballroom</i>	The Morden Report – Implications for Local Governance Invited: Ryan Teschner, Associate, Gowlings
10:15 - 10:30 am <i>Conference Foyer</i>	Refreshment and Stretch Break
10:30 – 11:15 am <i>Grand Ballroom</i>	Police Governance – The Ombudsman’s Perspective André Marin, Ombudsman
11:15 am – 12:15 pm <i>Grand Ballroom</i>	Police Governance – Stakeholder Perspectives Gary MacNamara, AMO President, & Chief Paul Cook, North Bay/OACP



Friday, May 29th
“Future of Police Governance”

12:15 – 1:00 pm <i>Grand Ballroom</i>	BUFFET LUNCH (Delegates Only)
1:00 – 2:30 pm <i>Grand Ballroom</i>	<p>Police Governance Case Studies [ponder the speakers’ comments while discussing case studies in smaller groups re: what is a ‘safe’ community, mental health concerns, G20, race relations (carding), board member conduct (recent OCPC decisions)]</p> <p>Facilitator: Prof. Andrew Graham, Queens University</p>
2:30 – 2:45 pm <i>Conference Foyer</i>	Refreshment and Stretch Break
2:45 - 4:15 pm <i>Grand Ballroom</i>	<p>OAPSB ANNUAL GENERAL MEETING Revisions to by-laws, resolutions, confirmation of the Board of Directors, and receipt of the 2014 Financial Statement and Auditor’s Report. This session is <u>restricted</u> to voting delegates (PSB members) & their Board staff</p>
4:15 – 4:30 pm <i>Grand Ballroom</i>	OAPSB Board of Director’s Meeting Selection of Executive Committee
5:30 – 6:30 pm <i>Conference Foyer</i>	Pre-Banquet Cocktail Reception Cash Bar
6:30 – 9:00 pm <i>Grand Ballroom</i>	OAPSB PRESIDENT’S GALA BANQUET

Saturday, May 30th
“Future of Police Governance”

7:30 – 8:30 am <i>Trinity Ballroom</i>	Hot Buffet Breakfast (Delegates & Registered Companions)
8:30 – 11:30 am <i>Grand Ballroom</i>	<p>Developing the Framework for New Police Governance Legislation Facilitators: TBA</p>
11:30 am <i>Grand Ballroom</i>	<p>Closing Remarks Conference Chair Sam Purdy</p>



Good Policing through Good Governance

DELEGATE REGISTRATION FORM

OAPSB 2015 Spring Conference and Annual General Meeting
May 27th to May 30th, 2015
The Marriott Downtown Eaton Centre Hotel, Toronto, ON

PLEASE NOTE: You are encouraged to register online at: www.oapsb.ca

<input type="checkbox"/> Register me for the Conference:	PLEASE PRINT OR TYPE
Name: _____	Title: _____
Board/Organization: _____	Zone: _____ Section: _____
Address: _____	
Telephone: (____) _____	Fax: (____) _____ Email: _____
<input type="checkbox"/> Register my companion _____ for the Companion Program <i>(includes a ticket for a Toronto City Sightseeing hop-on hop-off bus tour and Toronto Harbour and Islands boat tour which is good for 3 consecutive days; 3 breakfasts, 2 dinners (incl. Welcome Reception/Buffer Dinner & President's Gala Banquet) and 1 drink ticket.</i>	

CONFERENCE SESSION ATTENDANCE

To provide the organizers with every opportunity to maximize your time and opportunities at the Spring Conference & Annual General Meeting, **please indicate which of the following proposed sessions/ events you plan to attend.**

Please select only one box in each section where there are Concurrent Sessions. This will allow the organizers and presenters to better prepare an outstanding event for you. For details on proposed concurrent and plenary sessions, please see the **Preliminary Conference Program on our website at www.oapsb.ca**

SPECIAL DIETARY or ACCESSIBILITY NEEDS (Please specify):



WEDNESDAY, MAY 27th – BOARD TRAINING

1:00 – 2:30 pm
Board Training: Police Governance – Providing Value to Your Community
 I will be attending
 I will not be attending

2:45 – 4:15 pm
Board Training: Code of Conduct – Avoiding the Landmines
 I will be attending
 I will not be attending

5:30 – 6:30 pm
Welcome Reception - Marriott Downtown Eaton Centre
 I will be attending
 I will not be attending
**** Free time & Toronto Dine Around (Restaurant information & discounts in your Delegate Kit)**

THURSDAY, MAY 28th – CONTEMPORARY REALITIES OF POLICING

7:30 – 8:30 am
Hot Buffet Breakfast
 I will be attending
 I will not be attending

8:30 – 8:45 am
Opening Ceremonies
 I will be attending
 I will not be attending

8:45 – 10:00 am
Keynote Speaker – The Future of Policing & Police Governance in Ontario
 I will be attending
 I will not be attending

CONCURRENT SESSIONS

10:30 – 11:15 am
OPP Hub Initiative Orillia
 I will be attending
 I will not be attending

10:30 – 11:15 am
Ontario Crime Prevention Strategy
 I will be attending
 I will not be attending

11:15 am – 12:15 pm
Guns and Gangs
 I will be attending
 I will not be attending

11:15 am – 12:15 pm
Mental Health Safety Initiatives
 I will be attending
 I will not be attending

12:15 – 1:30 pm
Buffet Lunch (Delegates Only)
 I will be attending
 I will not be attending

1:30 – 2:15 pm
Section 10 Elections
 I will be attending
 I will not be attending

1:30 – 2:15 pm
The Rise of Social Media in Policing
 I will be attending
 I will not be attending

2:15 – 3:15 pm
Terrorism – A Global Phenomenon of Local Significance
 I will be attending
 I will not be attending

3:30 – 4:00 pm
Civilian Community Safety Officers
 I will be attending
 I will not be attending

4:00 – 4:30 pm
The Government’s Views on the Future of Local Police Governance
 I will be attending
 I will not be attending

6:00 – 8:00 pm
Buffet Dinner (Business Attire)
 I will be attending
 I will not be attending



FRIDAY, MAY 29th – FUTURE OF POLICE GOVERNANCE	
7:30– 8:30 am Hot Buffet Breakfast <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending	
PLENARY SESSIONS	
8:30 – 9:15 am OAPSB President’s Address <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending	9:15 – 10:15 am The Morden Report – Implications for Local Governance <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending
10:30 – 11:15 am Police Governance – The Ombudsman’s Perspective <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending	11:15 am – 12:15 pm Police Governance – Stakeholder Perspectives <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending
12:15 – 1:00 pm Buffet Lunch (Delegates Only) <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending	
1:00 – 2:30 pm Police Governance Case Studies <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending	2:45 – 4:15 pm OAPSB Annual General Meeting <small>(Restricted: Voting Delegates (PSB members & their Board Staff))</small> <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending
5:30 – 6:30 pm Pre-Banquet Cocktail Reception (Cash Bar) <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending	OAPSB President’s Gala Banquet <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending
SATURDAY, MAY 24th	
7:30– 8:30 am Hot Buffet Breakfast <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending	8:30 – 11:30 am Developing the Framework for New Police Governance Legislation <input type="checkbox"/> I will be attending <input type="checkbox"/> I will not be attending



We prefer that all registrations be done on-line, however if you are unable to, please complete this form and mail or fax back to the OAPSB as outlined below.

Payment must be received by May 7th, 2015 and can be made by either credit card or cheque. Cheques should be made payable to the Ontario Association of Police Services Boards.

REGISTRATION FEE	Early Bird - On or before April 1st	Regular - After April 1st
1) Full Conference Delegate – OAPSB Member Rate	\$555. + \$72.15 (HST) = \$627.15	\$580. + \$75.40 (HST) = \$655.40
2) Full Conference Delegate – Non-Member Rate	\$610. + \$79.30 (HST) = \$689.30	\$635. + \$82.55 (HST) = \$717.55
3) Day Pass: <u>Any single day or half day pass</u> Member & Non-Member	\$335. + \$43.55 (HST) = \$378.55	\$350. + \$45.50 (HST) = \$395.50
4) President's Gala (Friday.) (available to everyone)		\$95. + \$12.35 (HST) = \$107.35
5) Companion Program (includes a ticket for a Toronto City Sightseeing hop-on hop-off bus tour and boat tour which is good for 3 consecutive days, 3 breakfasts, 2 dinner and 2 drink tickets.	325. + \$42.24 (HST) = \$367.25	\$335. + \$43.55 (HST) = \$378.55

Conference Registration Fee(s)

1) Delegate \$ _____

2) Companion \$ _____

TOTAL \$ _____

(HST R107753618)

Payment Enclosed

Payment Will Follow In Mail

Payment By Credit Card (see below)

RETURN TO:

Ontario Association of Police Services Boards
 10 Peel Centre Drive, Suite A, 1st Floor,
 Brampton, ON L6T 4B9
 Tel. 905- 458-1488 1-800-831-7727 Fax 905-458-2260

Cardholder Name (as it appears on card):

Cardholder Billing Address:

Credit Card Number/Expiry Date/Security No.

Credit Card Type:

Visa

Mastercard

Cancellation & Substitution Policy:

Cancellations must be received in writing. Cancellations received by April 27th, 2015 will be eligible for a full refund, less \$25 administration fee. Cancellations received between April 27th and May 1st, 2015 will be entitled to a one third refund. No refunds will be granted after May 1st, 2015. In all cases noted above, delegate substitution is permitted with written notice to OAPSB.

Companion Program

Date	Time and Location	Activity
Wed., May 27 th	5:30 – 6:30 pm <i>Conference Foyer</i>	<p style="text-align: center;">Welcome Reception Cash Bar</p> <p style="text-align: center;">Free time and Toronto Dine Around</p> <p>Visit some of Toronto’s delightful nearby restaurants, theatre and attractions. Look for restaurant information & attraction discounts in your Companion Kit or visit www.seetorontonow.com for more ideas. Reservations are encouraged.</p>
Thurs., May 28 th	7:30 am – 8:30 am <i>Grand Ballroom</i>	Hot Buffet Breakfast
Thurs., May 28 th	9:00 am – 5:00 pm This is a hop-on, hop-off bus tour and tickets are valid up to 3 consecutive days. <i>Tour buses leave every 20 – 30 minutes from the corner of Yonge St., and Dundas St., a 5 minute walk from the Marriott (map enclosed).</i>	<p style="text-align: center;">Toronto Double-Decker City Sightseeing Tour</p> <p>Enjoy the fun and informative commentary of live tour guides and take in the city’s sights as you relax aboard the antique British double-decker buses. There are 21 official stops for you to choose from and your bus ticket is valid for up to 3 consecutive days, allowing you to explore Toronto at your own pace.</p> <p>A free 45 minute boat cruise is included with every ticket which features a live tour guide delivering entertaining and informative commentary as the boat winds its way through the Inner Harbour and the Toronto Islands.</p> <p>Visit the website at www.citysightseeingtoronto.com or call 416-410-0536 for details on times and location.</p>
Thurs., May 28 th	6:00 – 8:00 pm <i>Grand Ballroom</i>	Buffet Dinner
Fri., May 29 th	7:30 am – 8:30 am <i>Grand Ballroom</i>	Hot Buffet Breakfast
Fri. May 29 th	5:30 – 6:30 pm <i>Conference Foyer</i>	Pre-Banquet Cocktail Reception Cash Bar
Fri., May 29 th	6:30 – 9:00 pm <i>Grand Ballroom (Business Attire)</i>	OAPSB PRESIDENT’S GALA BANQUET <i>Entertainment</i>
Sat., May 30 th	7:30 – 8:30 am <i>Grand Ballroom</i>	Hot Buffet Breakfast



COMPANION PROGRAM REGISTRATION FORM
May 27th – May 30th, 2015

NOTE: You can also register online at: www.oapsb.ca

Register me for the Companion Program

PLEASE PRINT

Name: _____ Attending with: _____

Address: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

Please specify any special dietary requests: _____

COMPANION MEALS & EVENTS

WEDNESDAY, May 27th

- Welcome Reception
(delegates & registered companions)

THURSDAY, May 28th

- Hot Buffet Breakfast
(delegates & registered companions)
- Buffet Dinner
(delegates & registered companions)

THURSDAY, May 28th to SATURDAY, May 30th

- Toronto Double-Decker City Hop-on, Hop off Sightseeing bus tour ticket - valid for 3 consecutive days. Also includes boat tour of Toronto Harbour and Islands.

FRIDAY, May 23rd

- Hot Buffet Breakfast
(delegates & registered companions)
- President's Reception & Gala
(delegates & registered companions)

SATURDAY, May 24th

- Hot Buffet Breakfast
(delegates & registered companions)

Please fax completed form to 905-458-2260, or mail to the OAPSB office:

Ontario Association of Police Services Boards
10 Peel Centre Drive, Suite A, 1st Floor
Brampton, ON L6T 4B9

REGISTRATION FEE 2015 SPRING CONFERENCE	<i>Early Bird - On or before April 1st</i>	<i>Regular - After April 1st</i>
1) Full Conference Delegate – OAPSB Member Rate	\$555. + \$72.15 (HST) = \$627.15	\$580. + \$75.40 (HST) = \$655.40
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5) Companion Program (includes a ticket for a Toronto City Sightseeing hop-on hop-off bus tour and boat tour which is good for 3 consecutive days, 3 breakfasts, 2 dinner and 2 drink tickets.	\$325.00 + \$42.25 (HST) = \$367.25	\$335. + \$43.55 (HST) = \$378.55

OPP West Region- Police Services Board Conference

Agenda

- | | |
|---------------------------|--|
| 1) Welcome | Inspector Pat Morrissey |
| 2) Community Mobilization | Dr. Hugh Russell |
| 3) Focused Patrols | Shelley Hunter |
| 4) PSB Template | TBA |
| 5) Crime Management | Inspector Dwight Peer- Regional Crime Manager |
| 6) New Billing Model | Supt. Rick Philbin- Municipal Policing Bureau Commander |
| 7) OPP West Region | Chief Supt. John Cain- Regional Commander |
| 8) Regional Command Q&A | Chief Supt John Cain
Supt. Greg Skinner- Regional Operations
Supt. Rick Philbin- Municipal Policing Bureau Commander |

Processing Activity Report

Data Type: Parking

Creation Date/Time: 02/03/2015 8:07:18 AM

Transaction dates of 01/02/2015 through 28/02/2015

The County of Wellington

Agency: All

Ticket Activity	Number	Value
Tickets - Entered		
AutoCite Ticket	0	\$0.00
Manually Entered Ticket	238	\$4,760.00
Skeletal Ticket	0	\$0.00
Subtotal Tickets Entered	238	\$4,760.00
Tickets - Reactivations		
Voids - Reinstated	1	\$30.00
Dismissals - Reversed	0	\$0.00
Waived - Reversed	0	\$0.00
Subtotal Ticket Reactivated	1	\$30.00
Tickets - Removed		
Voided	4	\$120.00
Dismissed	17	\$340.00
Waived	0	\$0.00
Skeletal Ticket Matches	0	\$0.00
Subtotal Ticket Removed	21	\$460.00
Total Ticket Activity	218	\$4,330.00
Fines and Fees Added		
Fines Added	0	\$0.00
Late Fees Added	116	\$1,160.00
NSF Fees Added	0	\$0.00
Other Fees Added	19	\$304.00
Total Fines and Fees Added	135	\$1,464.00
Fines and Fees Removed		
Fines Removed	0	\$0.00
Late Fees Removed	1	\$10.00
NSF Fees Removed	0	\$0.00
Other Fees Removed	0	\$0.00
Total Fines and Fees Removed	1	\$10.00
Total Change from Ticket Activity and Added Fees		\$5,784.00

Payment Activity	Number	Fine	Late Fee	NSF Fee	Service Fee	Total \$
Ticket - Payments						
Fully Paid	158	\$3,160.00	\$540.00	\$0.00	\$144.00	\$3,844.00
Partially Paid	17	\$510.00	\$0.00	\$0.00	\$272.00	\$782.00
Over Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Payments	175	\$3,670.00	\$540.00	\$0.00	\$416.00	\$4,626.00
Outside Payments	175	\$3,670.00	\$540.00	\$0.00	\$416.00	\$4,626.00
Ticket Payments Rescinded						
Payment Reversals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NSF Reversals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Rescinded Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Refunded Overpayments	0	\$0.00				\$0.00
Payments	175	\$3,670.00	\$540.00	\$0.00	\$416.00	\$4,626.00
Total Fees Paid				0		\$0.00
Gross Revenue(Total Payments - Total Fees Paid)						\$4,626.00
Adjustments				0		\$0.00
Net Database Change(Total Change from Activity and Added Fees - Total Payments - Adjustments)						\$1,158.00



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Police Services Board
From: Kelly-Ann Wingate, Parking, Licensing and Alarm Coordinator
Date: Wednesday, March 11, 2015
Subject: False Alarm Revenue Report

False Alarm revenue collected for 2015.

Month	False Alarms sent to the County for invoicing	Amount invoiced to customers	Amount collected to date
January	53	\$2,450	\$5,500
February	39	\$3,600	\$1,750
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
2015 YTD	92	\$6,050	\$7,250
2014 Totals	514	\$34,700	\$34,650

Recommendation:

That the March 2015 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**

March 11, 2015
County Administration Centre
Guthrie Room

Present: Warden George Bridge
Councillor Rob Black (Acting Chair)
Councillor Gregg Davidson

Regrets: Councillor David Anderson
Councillor Lynda White

Staff: Eddie Alton, Social Services Administrator
Luisa Artuso, Director of Child Care Services
Susan Aram, Manager of Financial Services
Stuart Beumer, Director of Ontario Works
Mark Bolzon, Manager, Purchasing and Risk Management
Donna Bryce, County Clerk
Shauna Calder, Senior Financial Analyst
Ken DeHart, County Treasurer
Scott Wilson, CAO

Also Present: Barb Powell, City of Guelph

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Social Services Financial Statements as of February 2015

1/3/15

Moved by: Councillor Davidson

Seconded by: Warden Bridge

That the Social Services Financial Statements as of February 28, 2015 be approved.

Carried

4. Child Care

4.1. Student Policy for Fee Subsidy Report

2/3/15

Moved by: Warden Bridge

Seconded by: Councillor Davidson

That Committee and Council approve the Child Care Fee Subsidy Student Policy attached to report CC-15-17 as of April 1, 2015.

Carried

4.2. Wage Enhancement / Home Child Care Enhancement Grant - Verbal

Ms. Luisa Artuso, Director of Child Care updated the Committee on the logistics of the roll out of the Provincial Wage Enhancement Grant. The enhancement is "up to \$1.00" based on payroll from a previous year. Also, should there be an increase in staffing, there would be an impact on the amount of the enhancement.

4.3. County Child Care Director as AMO Representative on Provincial Municipal Working Group - Verbal

Mr. Eddie Alton, Social Services Administrator advised that Ms. Artuso would be representing the County on a regulatory working group - AMO – Memorandum of Understanding – TOCCA (Toronto-Ontario Cooperation and Consultation Agreements).

5. Housing

5.1. Prequalification of General Contractors – Social Housing Elevator and Expansion Project

3/3/15

Moved by: Councillor Davidson

Seconded by: Warden Bridge

That the following firms/contractors are approved as pre-qualified firms authorized to bid on the County of Wellington Social Housing Construction Project located at 261 & 263 Speedvale Avenue East in Guelph, Ontario:

- CRD Construction Ltd., Guelph
- Dakon Construction Ltd., Waterloo
- Collaborative Structures Limited, Cambridge
- TRP Construction, Burlington
- Devlan Construction Ltd., Guelph
- Reid & Deleye Contractors Ltd., Courtland
- Merit Contractors Niagara, St. Catharine's

Carried

5.2. Housing Statistics

4/3/15

Moved by: Warden Bridge

Seconded by: Councillor Davidson

That the Housing Statistics Report for 2014 be received for information.

Carried

6. Ontario Works

6.1. Municipal Discretionary Benefits Report

5/3/15

Moved by: Councillor Davidson

Seconded by: Warden Bridge

That report OW-15-03 and the Discretionary Benefits Report to Individuals and Families 2014 Annual Report be received for information.

Carried

6.2. Ontario Works Statistics

6/3/15

Moved by: Councillor Davidson

Seconded by: Warden Bridge

That the January 2015 Ontario Works Statistics be received for information.

Carried

7. Adjournment

At 1:30 pm, the Chair adjourned the meeting until April 8, 2015 or at the call of the Chair.

Rob Black
Acting Chair
Social Services Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee

From: Luisa Artuso, Director of Child Care Services

CC-15-02

Date: March 11, 2015

Subject: **Child Care Fee Subsidies – Student Policy**

Background:

Fee subsidy is available for eligible families to assist with the cost of child care which is an essential support for many parents to balance demands of a career and family while playing a key role in helping to promote healthy child development and helping children reach their full potential.

As per the Ontario Child Care Service Management and Funding Guideline 2015, in addition to child care fee subsidies for Ontario Works recipients, parents may be eligible for fee subsidies based on an income test and need for care. Under these provisions, parents may receive fee subsidies for:

- children under 10 years of age (or up to 12 years of age where there are special circumstances) while participating in the workforce or pursuing education or training
- children with special needs under the age of 18 years

Overall, fee subsidy for eligible families is subject to the availability of subsidy funds within the annual child care budget and the number of available and accessible child care spaces in the service delivery area. Fee subsidies are issued on behalf of the families to licensed child care programmes and recreational services that have a Purchase of Service Agreement for Fee Subsidy with the County of Wellington

Update:

During a policy review process, staff recommend the approval of the attached Child Care Fee Subsidy Student Policy which combines the policies and procedures of various fee subsidy policies into one document specific for parents who may eligible under the income test and pursuing education or training.

The policy also introduces the requirement of a Student Plan in order to establish, support and monitor the parents' progress while creating a reasonable time frame for the completion of educational goals and use of fee subsidy funds.

Attachments: Child Care Fee Subsidy Student Policy with Study Plans

Recommendation:

That Committee and Council approve the Child Care Fee Subsidy Student Policy attached to report CC-15-17 as of April 1, 2015.

Respectfully submitted,

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

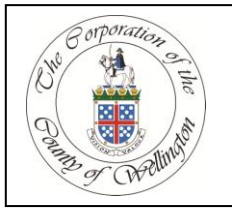
Luisa Artuso
Director of Child Care Services



County of Wellington, Child Care Services
Student Study Plan
High School or Equivalency, Continuing Education, Academic Upgrading
Private College Programme

This information is gathered to help us understand your plans and goals as a student and to help us determine how Child Care Subsidy can help you reach your goal. If your study plan changes in anyway, contact your Child Care Subsidy Worker immediately as it may change what child care is approved for your child.
 We will also need confirmation of registration from the school you are attending. Your attendance is also monitored.

Student's Name:	
School Programme: (eg. High school, continuing education, upgrading)	
Attending School:	
Start date:	
Expected finish date:	
Days & Hours will you attend	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday Hours: _____ to _____
Are you taking correspondence or distance education courses?	<input type="checkbox"/> No <input type="checkbox"/> Yes How many & when? _____
What is your goal in attending this programme and how will this help you get there? (eg. employment, further studies) Please give details	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
What income are you receiving? (check all that apply)	
<input type="checkbox"/> OW <input type="checkbox"/> ODSP <input type="checkbox"/> Employment Income <input type="checkbox"/> Family/Spouse income <input type="checkbox"/> OSAP <input type="checkbox"/> Second Career/EI <input type="checkbox"/> Bursary <input type="checkbox"/> Other (describe all) _____	
What other school programmes have you already taken?	
List all educational programmes, diplomas, certificates you have been enrolled in and/or completed).	
• _____	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
• _____	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
• _____	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
• _____	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
I agree that this study plan is accurate and reflects my current student goals. I agree to contact my Child Care Subsidy Worker if there are any changes in where I attend school, the course(s) I take, or the hours I attend.	
_____	_____
Student Signature	Date



**County of Wellington, Child Care Services
Student Study Plan
College/University**

This information is gathered to help us understand your plans and goals as a student and to help us determine how Child Care Subsidy can help you reach your goal. If your study plan changes in anyway, contact your Child Care Subsidy Worker immediately as it may change what child care is approved for your child.
We will also need confirmation of registration from the school you are attending. Your attendance is also monitored.

Student's Name: _____

Name of Programme: _____

Attending School: _____

Regular length of programme.
(ie. 2 years, 4 semesters)

Start date: _____

Expected finish date: _____

How many credits per semester are considered full-time? _____

How many credits will you be taking each semester?
 full-time (100% course load each semester)
 full-time but reduced number of courses (____ courses/semester).
 part-time (____ courses/semester)

Do you plan to attend: continuous – 3 semesters/year 2 semesters/year Correspondence Co-op
 Other (describe) _____

What funding are you receiving as a student? (check all that apply)
 OSAP Scholarship/Bursary Second Career/Employment Insurance TAship Family/Spouse Support
 Other (describe all) _____

What other school programmes have you already taken?
 List all educational programmes, diplomas, certificates you have been enrolled in since completing high school (or equivalent).

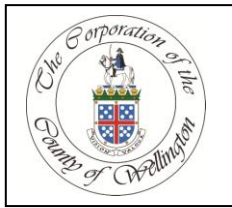
- _____ Completed? Yes No
- _____ Completed? Yes No
- _____ Completed? Yes No
- _____ Completed? Yes No

What is your goal in completing this programme? (ie. employment, additional programmes, graduate studies)
 Please give details

I agree that this study plan is accurate and reflects my current student goals.
 I agree to contact my Child Care Subsidy Worker if there are any changes in where I attend school, the course(s) I take, or the hours I attend.

_____ Date _____

Student Signature _____ Date _____



County of Wellington, Child Care Services
Study Plan
Internationally Trained Professional – Working Towards
Canadian Certification

This information is gathered to help us understand your plans and goals as a student and to help us determine how Child Care Subsidy can help you reach your goal. If your study plan changes in anyway, contact your Child Care Subsidy Worker immediately as it may change what child care is approved for your child.

Name of Applicant:	
What profession are you seeking Canadian certification for?	
Who is the governing body or College overseeing the Canadian certification	
What country did you receive your original professional training in?	

Please provide a summary of the process and requirements to gain Canadian certification. The summary should be from the governing body's website or written info you have received.

Describe your plan to achieve certification:

Activity: _____
 Start Date: _____ End Date: _____
 Child care needed to attend course study for certification exam Work experience (Paid Unpaid)
 If for Certification Exam, which exam? _____ Date of Exam: _____

Activity: _____
 Start Date: _____ End Date: _____
 Child care needed to attend course study for certification exam Work experience (Paid Unpaid)
 If for Certification Exam, which exam? _____ Date of Exam: _____

Activity: _____
 Start Date: _____ End Date: _____
 Child care needed to attend course study for certification exam Work experience (Paid Unpaid)
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Activity: _____
 Start Date: _____ End Date: _____
 Child care needed to attend course study for certification exam Work experience (Paid Unpaid)
 If for Certification Exam, which exam? _____ Date of Exam: _____

Activity: _____
 Start Date: _____ End Date: _____
 Child care needed to attend course study for certification exam Work experience (Paid Unpaid)
 If for Certification Exam, which exam? _____ Date of Exam: _____

What income do you receive? (check all that apply)

OSAP Scholarship/Bursary Second Career/Employment Insurance Family/Spouse Support

Other (describe all) _____

What steps have you already taken towards certification?

- _____ Completed? Yes No
- _____ Completed? Yes No
- _____ Completed? Yes No
- _____ Completed? Yes No

I agree that this study plan is accurate and reflects my current student goals.
 I agree to contact my Child Care Subsidy Worker if there are any changes in where I attend school, the course(s) I take, or the hours I attend.

 Student Signature _____
Date

COUNTY OF WELLINGTON POLICY & PROCEDURE MANUAL



DEPARTMENT	SOCIAL SERVICES CHILD CARE SERVICES	POLICY NUMBER	FS 010
SECTION	INTAKE AND ELIGIBILITY	EFFECTIVE DATE	April 1, 2015
SUBJECT	FEE SUBSIDY – STUDENT POLICY	REVISION DATE:	
AUTHORITY	CHILD CARE SERVICES		

Purpose:

Child care plays a key role in helping promote healthy child development and helping children reach their full potential. It is an essential support for many parents, helping them to balance the demands of career and family while participating in the workforce of pursuing education and training towards employability. Fee subsidies for eligible families is subject to the availability of subsidy funds based on the annual child care budget as well the availability and accessibility of child care spaces in the service delivery area.

This policy is in accordance with the Ministry of Education’s Ontario Child Care Service Management and Funding Guidelines (2015) for parents to access fee subsidies based on an income test and pursuing education or training.

Policy:

DEFINITION OF STUDENT:

Students are considered to be applicants currently attaining:

- High school/GED certification or Equivalent
(e.g. attending high school, Continuing Education, Academic Upgrading)
- English as a Second Language
(e.g. St. George’s School)
- Specialized Employment/Education certificate
(e.g. Focus for Change, Ways to Work)
- Private College certificate/diploma programmes
(e.g. Trios College, Medix College, Marvel Beauty School)
- Apprenticeship Programme (must be registered in a formal programme)
- College Diploma (2 or 3 year diploma, degree with university affiliate)
- University – undergrad (bachelor degree)
- University – graduate (Masters, PhD)
- Internationally trained professional working towards Canadian credentials

Note: Distance Education is a method of attaining one of the above educational activities and is subject to additional considerations.

Procedure:

ELIGIBILITY CRITERIA:

- be attending a recognized, registered school (registered with Ministry of Training, Colleges and Universities, OSAP eligible, or if outside Ontario – registered in the province/state it operates and OSAP eligible)
- be enrolled in a specific educational programme working towards a certification, diploma or degree. This does not include general interest courses or individual course credits. Individual courses taken to gain entry into a specific school programme are only considered in exceptional circumstances. Consideration includes: academic goals, previous enrollment in educational programmes, attendance and progression in previous programmes.
- be financial eligible based on an income test
- be in receipt of an approved Study Plan deemed by the Manager of Intake and Eligibility

ONGOING REQUIREMENTS:

- Maintain regular attendance
- Maintain enrollment at same level child care was approved for
- Report any changes in enrollment as they occur
- Maintain/submit subsidy file review appointments/documentation

Note: Overpayments may be issued should the student not meet these requirements

APPROVAL OF CHILD CARE:

Consideration is given for students to attend class as well as study time. Approval is generally up to 8 hours/day. Registration may include courses offered daytime, evenings or on-line.

For the purposes of this policy:

- *preschool age* refers to children 0 up to 3.8 years of age;
- *school age* refers to children 3.8 up to 12 of age.

A: HIGH SCHOOL, COLLEGE (INCLUDES PRIVATE), UNIVERSITY:

FULL TIME: registered full time based on school's registration definition

- Care approved for preschool age children
 - Centre based = 5 full days (based on 8hours/day)
Private Home Child Care = 5 A-codes (based on 8 hours/day) – provider & parent negotiate daily schedule not to exceed 40 hours weekly
- Care approved for school-age children
 - Approved for before **or** after school
Exception: proof provided that in-class schedule requires both
 - Non-instructional days - care approved up to 8 hours/day
Exception: if parent's school is closed
- Length of Study Approved:
 - College (typically 4 semesters) – maximum of 5 semesters of full time enrollment
 - College (typically 6 semesters) – maximum of 7 semesters of full time enrollment
 - Undergrad (typically 8 semesters) – maximum of 10 semesters of full time enrollment
 - Private College – based on completion date identified at registration
 - High School – with full time enrollment completion within maximum 5 years from beginning grade 9

PART TIME: registered part time based on school's registration definition

- Minimum enrollment is 2 courses per semester
- Care approved based on actual hours in class.
- Approval for College or University courses:
 - Preschool age child: 1 full day of child care per course that is taken as part of diploma/degree programme
 - School-age child: care approved only if needed for applicant to physically attend class - up to a maximum of 1 day for each course (typically sufficient time is available for applicant to complete studies while child is at school.)
- Length of Study Approved: based on actual length needed to complete required courses

DISABILITY ACCOMODATION: Disability accommodations granted by the school (full time registration for part-time studies) will be honored.

B: ACADEMIC UPGRADING, APPRENTICESHIP PROGRAMMES, CONTINUING EDUCATION, ENGLISH AS A SECOND LANGUAGE, SPECIALIZED EMPLOYMENT PROGRAMMES:

- Care approved based on actual hours in class
- Length of Study Approved: based on reasonable timeline identified by school in order for applicant to achieve academic/training goals.

C: GRADUATE STUDIES – FULL TIME MASTERS, DOCTORATE, MASTERS/DOCTORATE COMBINED:

Subsidy can support child care for an individual to attain up to one Masters and/or Doctorate

FULL TIME: registered full time based on school's registration definition

- Care approved for preschool age children
 - Centre based = 5 full days (based on 8 hours/day)
 - PHDC = 5 A-codes (based on 8 hours/day) – provider & parent negotiate daily schedule not to exceed 40 hours weekly
- Care approved for school-age children
 - Approved for before **or** after school
Exception: proof provided that class or lab schedule/field work requires both
 - Non-instructional days - care approved up to 8 hours/day
Exception: if parent's school is also closed/holidays care is not approved
- Length of Study Approved:
 - Masters – based on letter from the Faculty Advisor outlining the estimated timeline for completion. Typically approval will be up to a maximum of 2 years.
 - Doctorate (PhD) - based on letter from the Faculty Advisor outlining the estimated timeline for completion. Typically approval will be up to a maximum of 4 years.
 - Masters/PhD combined - based on letter from the Faculty Advisor outlining the estimated timeline for completion. Typically approval will be up to a maximum of 6 years.
 - In exceptional circumstances; a short period of additional time to complete graduate studies could be approved. A clear plan for completion must be provided by applicant & supported by Faculty Advisor. Other considerations include why delay has occurred, level of care already provided and age of children.
 - As applicant approaches time for Defense, the Defense date plus 2 weeks to complete revisions will be used to determine last day of student status.

PART TIME: registered part time based on school's registration definition

- approved for up to 2 days/week for preschool age children only.
- approved for school age care only if needed for applicant to physically attend class or if confirmed that lab work cannot be interrupted for a day.

Note: Applicants involved in Post-Doctorate work are considered as employed and fall under employment related policy.

ADDITIONS:

SECOND CAREER AND OTHER SPONSORED PROGRAMMES:

- Applicants must access any funds available for child care (ie Dependent Care Allowance) – remaining costs can be covered by subsidy
- Dependent Care Allowance (DCA) is directly applied as part of parent fee – parent's share of cost is DCA or Parent Fee, whichever is more
- If other reasonable expenses (books, transportation) are covered through Second Career & this results in lesser DCA amount, this will be acceptable but must be outlined in contract that all available funds accessed before Subsidy with provide any child care support

ATTACHMENTS:

Subsidy Student Plan – Canadian Certification

Subsidy Student Plan – Colleges/Universities

Subsidy Student Plan – Graduate Studies

Subsidy Student Plan – High School/Continuing Education

Distance Education

- Same school & programme requirements must be met as someone attending school in person.
- Courses taken must have specified start and finish dates and grades assigned.
- Preschool age children – same requirements as other in-person education programmes.
- School-Age children – no care approved for part-time enrollment as sufficient time is available for applicant to complete studies while child is at school.

Internationally Trained Professionals Working Towards Canadian Credentials

- Each profession's certification process and requirements are vastly different therefore each request will need to be fully reviewed and approved by the manager.
- If care is required to study for certification exam, care for preschool age child may be approved for up to 3 days per week, for a maximum of 3 months during the time immediately before the exam. No care for school age children would be approved.

ATTENDANCE:

- Attendance is monitored for several of the programmes on an ongoing basis or as needed to confirm need for child care (e.g. ESL, Continuing Education, Academic Upgrading, private colleges).
- If an applicant is not attending regularly, as outlined on Fee letter, the CCSW will contact the applicant to discuss whether current level of child care is required for applicant to continue current student activity. If applicant wishes it to continue, a letter will be sent outlining Subsidy expectations for attendance, and attendance will continue to be monitored.
- If applicant's attendance does not improve and remain as expected, notice on the child care will be issued and an overpayment created.
- If an applicant reduced their course load or hours in class and does not report this, an overpayment will be created.

SEMESTER BREAKS:

- In order to maintain the child care space, Subsidy will cover care while student applicant is between semesters (only if enrolled for the following semester).
- Additional care will not be approved (ie full time care for school break)
- If child does not attend during this time absent days will be paid to programme (up to maximum of 30 absent days per year). The parent will be responsible to pay for any additional absent days.
- If parent is increasing to full-time care in the following semester, full-time care will be approved as of the first day of the new semester.
- If parent is reducing to part-time enrollment in the following semester, part time care begins at the end of the current semester.

NON-CONTINUOUS PROGRAMMES (ie summer off)

- If the applicant is registered to return to school in September but does not require child care during the summer, the applicant can be placed on a Break in Service during this time.
- The applicant must return to school and the children to child care at the beginning of the semester. If either does not return, file will be closed.
- If the applicant wishes to seek employment during the extended school break, they can request time to job search. Approval is granted up to 2 weeks for a 2 month break and 4 weeks for a 4 month break. If employment is not found, a Break in Service will be issued.

DELAYED COMPLETION OF PROGRAMME DUE TO FAILED COURSES

- The hours of care approved by Subsidy allows sufficient time for the student to attend class, plus additional study time. For this reason, Subsidy will not cover the cost of child care in order for an applicant to re-take courses they have not successfully completed.
- If exceptional circumstances resulted in the applicant not being able to successfully complete a programme on time, the student can write a letter of appeal to the Manager for consideration. The letter must include description of what exceptional circumstances were, how many courses applicant needs to take in order to complete programme, and a detailed plan for completing programme. If approved, the extension would be short term.

UPON COMPLETION OF SCHOOL PROGRAMME:

- Job Search can be granted as per job search policy
- Requests for Subsidy in order for an applicant to attend additional educational programmes would only be considered if:
 - reasonable time has passed, and efforts have been made but applicant has not successfully retained employment in related field
 - during previously supported educational programme, applicant had regular attendance and showed successful progression through the programme
 - applicant has explored options and has a clear plan regarding further education and employment options
 - educational programme applicant wishes to enroll in is not at a lower educational level than what they already attained (ie. continuing education after attaining college diploma)
- Applicants will not be approved to attend English as a Second Language if they have completed other educational programmes in English

Source: *Ontario Child Care Service Management and Funding Guidelines*
County of Wellington, Child Care Services Policies



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Wednesday, March 11, 2015
Subject: Prequalification of General Contractors – Social Housing Elevator and Expansion Project at 261 & 263 Speedvale Avenue East, Guelph

Background:

Staff issued a Request For Proposal (RFP) Project No. CW2015-007 for the prequalification process to select qualified General Contractors to complete the elevator installation and expansion to the Speedvale Avenue Social Housing complex.

The intent of the work is to provide an addition joining the two existing buildings at this site. The new addition will include an elevator and all necessary incidentals to provide a fully functioning elevator, elevator hoist way, machine room, and related lobbies; new entrance vestibule to meet accessibility requirements; new scooter storage area, new common room, and two new barrier free accessible dwelling units, complete with all electrical, mechanical, etc. equipment related to these new elements at 261 & 263 Speedvale Avenue East in Guelph, Ontario. Work will commence over the summer of 2015 and be completed early 2016.

Staff received twenty six (26) submissions for this project. The submissions were reviewed by staff, the project engineer (Brown and Beattie Building Science Engineering), and the project architect (Grinham Architects).

The following firms are recommended to be pre-qualified to submit bids on the project –

- CRD Construction Ltd., Guelph
- Dakon Construction Ltd., Waterloo
- Collaborative Structures Limited, Cambridge
- TRP Construction, Burlington
- Devlan Construction Ltd., Guelph
- Reid & Deleye Contractors Ltd., Courtland
- Merit Contractors Niagara, St. Catherine's

Recommendation:

That the following firms/contractors are approved as pre-qualified firms authorized to bid on County of Wellington Social Housing Construction Project located at 261 & 263 Speedvale Avenue East in Guelph, Ontario

- CRD Construction Ltd., Guelph
- Dakon Construction Ltd., Waterloo
- Collaborative Structures Limited, Cambridge
- TRP Construction, Burlington
- Devlan Construction Ltd., Guelph
- Reid & Deleye Contractors Ltd., Courtland
- Merit Contractors Niagara, St. Catharine's

Respectfully submitted,



Mark Bolzon

Manager Purchasing and Risk Management Services

Applicant Services								
CWL Composition (These figures represent the Centralized Waiting List composition on the last day of the corresponding quarter)								
Total 2014 Q4 Applications on CWL: 1242			Total 2014 Q4 Household Members: 2357			Average members per application: 1.90		
Total 2014 Q3 Applications on CWL: 1291			Total 2014 Q3 Household Members: 2408			Average members per application: 1.87		
CWL Activity (Total Centralized Waiting List actions between Oct 1, 2014 & Dec 31, 2014)						Housed By Priority (transfers not included)		
	Total	RGI	Housing Allowance	Affordable	Transfers	Chronological	62.5%	
Housed	90	53	16	3	18	Special Priority	36.1%	
%	100%	58.9%	17.8%	3.3%	20.0%	Local Priority	1.4%	
Wait Times (These figures represent the average CWL wait times for those housed between January 1, 2014 & December 31, 2014)								
CMSM* Chronological	All Units Types		Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Wait Times (years)	2.2 Years		1.1 Years	2.8 Years	1.4 Years	2.0 Years	N/A**	N/A**
*(CMSM - Consolidated Municipal Service Manager, encompassing the geographic region of the County of Wellington, including the City of Guelph)								
**(N/A - Not Applicable, as no units of this size were housed chronologically during the time period specified)								
Housing Help Centre (these figures show the number of supports provided from October 1, 2014 & December 31, 2014)								
Housing Help Centre supports provided:				186	Rent Bank supports provided:			152
Properties and Unit Composition								
CWHS Unit Breakdown (as of December 31, 2014)					Housing Provider Breakdown (Service Level Standard)			
CWHS* Owned Properties	31				Housing Providers	21		
CWHS* RGI Units	1189				Total Number of Properties	31		
Rent Support Units	232				Rent-gear-to-income Units	1089		
Housing Allowance Units	99				Market Rent Units	476		
Total Units with Rental Support	1520				Total Number of Housing Provider Units	1565		
*(CWHS) County of Wellington Housing Services					*100% of federal units are under "market rent units"			
Housing Operations								
CWHS Maintenance Activity (between October 1, 2014 & December 31, 2014)								
Work Orders Scheduled			752	Move Outs			28	
Work Orders Closed			707	Move ins			20	
Affordable Housing								
Affordable Housing New Rental					Affordable Housing Units In Development			
Affordable Housing Projects Built since 2005					6			
Number of Affordable Housing Units					229			
Affordable Units Directly Owned by CWHS					65			
					Affordable Housing In Development			
					1			
					Number of Affordable Housing Units			
					8			
					Occupancy Date			
					June 2015			



To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, March 11, 2015
Subject: **Discretionary Benefits to Individuals and Families – 2014 Annual Report**

Background:

This report provides the Committee with an overview of the 100% municipally funded assistance that the Ontario Works office has delivered to individual clients throughout 2014. These are benefits that are delivered to low income individuals and families who are not eligible for provincial social assistance or, in exceptional circumstances, to provide benefits to social assistance recipients that are not eligible to be cost-shared with the Province. These investments primarily support the immediate medical and emergency needs of low income individuals in our community and are a vital component of our local social assistance system.

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

The attached report provides a brief overview of the categories of benefits that we provide and details the expenditures that are being made in each category. The Report also indicates both the total number of clients served as well as a unique client count by category.

In 2014 municipally funded discretionary benefits provided assistance to 933 unique individuals or families a total of 3302 times. Total discretionary benefits expenditures in 2014 were \$344,516; representing a decrease of 5.5% over 2013.

Attachment: “Discretionary Benefits to Individuals and Families – 2014 Annual Report” prepared by Ryan Pettipiere, Manager of Special Services.

Recommendation:

That report OW-15-03 and the attached Discretionary Benefits Report to Individuals and Families 2014 Annual Report be received for information.

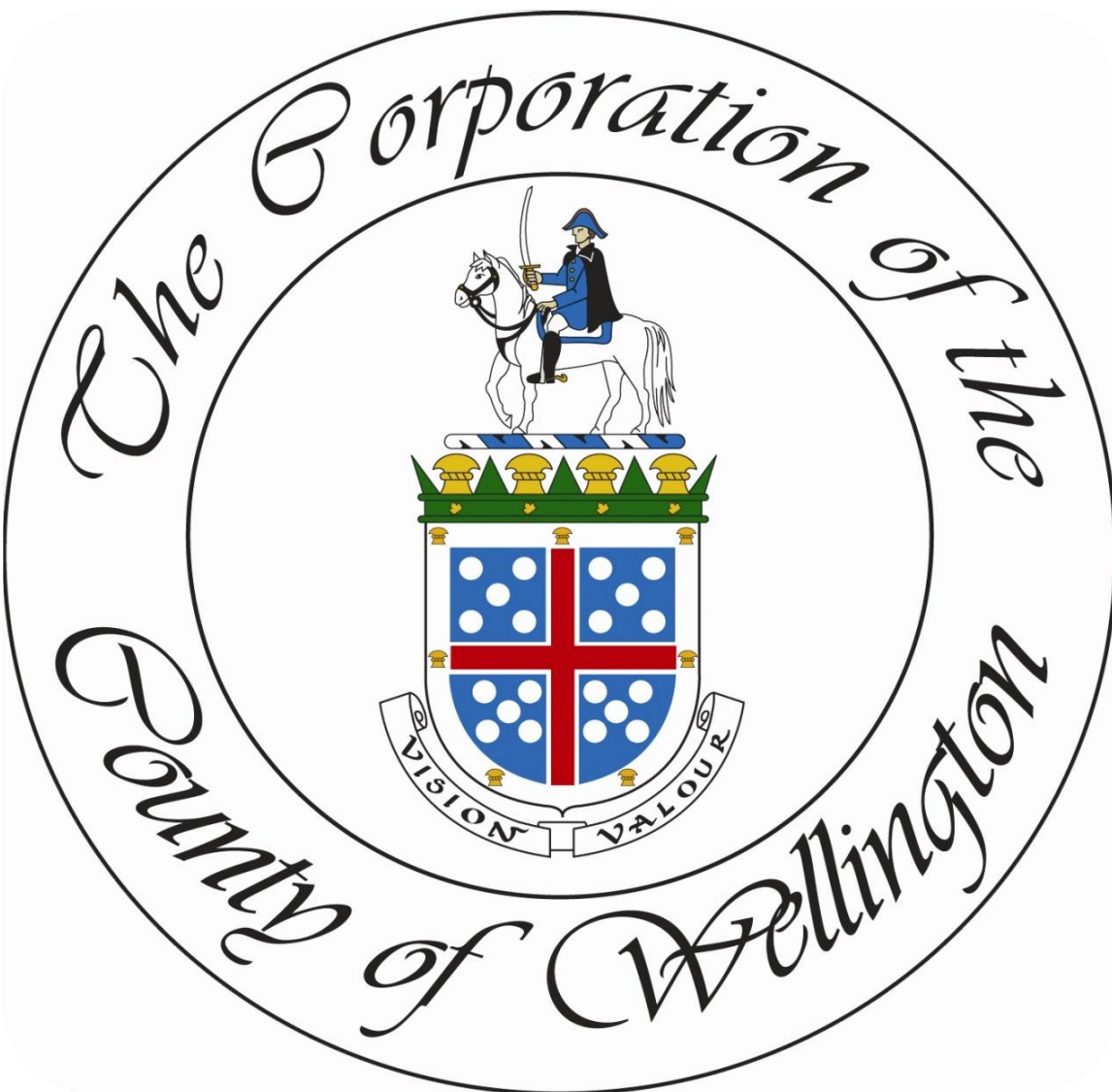
Respectfully submitted,

Stuart Beumer
Director of Ontario Works

Discretionary Benefits to Individuals and Families – 2014 Annual Report

100% Municipal Expenditure

February 2015



Special Services Unit
County of Wellington

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1.1 BACKGROUND

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

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

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

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

1.2 DESCRIPTIONS

The following section lists each category of Discretionary Benefits and provides a brief description of benefits that may be issued. It also includes a breakdown of approximately how many individual clients accessed the benefit throughout the year as well as how much was spent in comparison to previous years. In this report a unique client count has been included in addition to the total client count. This provides the difference between how often a benefit was accessed compared to how

many individuals accessed it. For example a client may access the benefit more than once in a calendar year increasing the total client count but still only being counted once in the unique client count.

DENTAL

Discretionary Benefits provides emergency dental care for adults as well as dental care that supports employability or quality of life.

Services for cosmetic or preventative reasons are not provided.

The Ontario Works dental fee schedule is used to determine appropriate fees.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$40,068.69	67	\$24,143.89	52	\$64,212.58	119	62
2012	\$29,178.23	69	\$8,551.06	14	\$37,729.29	83	58
2013	\$48,563.41	94	\$16,584.54	34	\$65,147.95	128	76
2014	\$28,761.04	54	\$10,684.30	15	\$39,445.34	69	53

DIABETIC SUPPLIES

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$2,340.39	14	\$1 512.05	15	\$3,852.44	29	26
2012	\$2,556.72	17	\$1,440.29	6	\$3,997.01	23	15
2013	\$12,023.10	51	\$3,097.67	15	\$15,120.77	66	20
2014	\$1,742.76	21	\$380.95	13	\$2,123.71	34	14

FUNERALS

Funerals and burials are approved at prescribed rates for eligible applicants. (See Appendix C for the 2014 Funeral rate fee schedule)

The Special Services Unit pursues all possible reimbursements to contribute to the cost of funerals and burials. The costs listed below include reimbursements received to date (total expenditures net of reimbursements). Further reimbursements may be received in the future as the time period to settle estates is often lengthy. In the 2013 year we achieved above average reimbursements many of which pertained to funerals completed in 2012. The overall effect of this significantly reduced the net cost of funerals for 2013 while 2014 sees a return to more typical costs in this category.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients
2011	\$4,799.54	5	\$7 080.52	8	\$11,880.06	13
2012	\$46,853.76	17	\$29,793.43	10	\$76,647.19	27

2013	\$2,345.74	14	\$15,614.10	14	\$17,959.84	28
2014	\$52,987.67	14	\$21,878.72	15	\$74,866.39	29

HEARING AIDS

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$2,450.00	2	\$300.00	1	\$2,750.00	3	3
2012	\$4,980.00	3	\$2,665.00	1	\$7,645.00	4	4
2013	\$5,160.00	3	\$2,505.00	1	\$7,665.00	4	4
2014	\$3,050.00	12	\$2,132.00	3	\$5,182.00	15	10

MEDICAL TRAVEL AND TRANSPORTATION

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$5,507.66	82	\$1,422.14	25	\$6,929.80	107	52
2012	\$4,380.50	61	\$1,619.38	23	\$5,999.88	84	61
2013	\$6,167.70	56	\$1,073.40	28	\$7,241.10	84	53
2014	\$5,760.65	75	\$1,114.41	26	\$6,875.06	101	76

PRESCRIPTION MEDICATION

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$11,093.52	103	\$8,034.96	82	\$19,128.48	185	59
2012	\$13,525.78	123	\$5,894.96	64	\$19,420.74	187	99
2013	\$30,730.63	251	\$4,633.46	74	\$35,364.09	325	75
2014	\$21,915.13	229	\$3,976.80	80	\$25,891.93	309	93

PROSTHESIS

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$2,216.00	5	\$900.00	2	\$3,116.00	7	7
2012	\$2,525.94	6	\$1,544.10	4	\$4,070.04	10	10
2013	\$1,228.00	3	\$1,300.19	4	\$2,528.19	7	7
2014	\$1,245.00	3	\$900.00	2	\$2,145.00	5	5

SURGICAL SUPPLIES

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$22,722.51	173	\$10,557.27	81	\$33,279.78	254	120
2012	\$20,030.79	180	\$12,721.79	63	\$32,752.58	243	170
2013	\$21,129.77	191	\$6,725.59	47	\$27,855.36	238	112
2014	\$20,310.60	172	\$6,019.20	45	\$26,329.80	217	136

VISION

Adult vision care includes eyeglasses, lenses and frames, repairs or replacements. These requests are approved based on a cost estimate once in a 4 year period or with significant prescription change.

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$3,254.90	15	\$2,069.00	7	\$5,323.90	22	22
2012	\$4,577.35	24	\$1,362.00	6	\$5,939.35	30	30
2013	\$4,729.20	23	\$1,700.00	7	\$6,429.20	30	30
2014	\$2,695.30	13	\$684.00	4	\$3,379.30	17	16

RURAL TRANSPORTATION PROGRAMME

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

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$0	0	\$163,094.60	2414	\$163,094.60	2414	411
2012	\$0	0	\$146,833.87	2460	\$146,833.87	2460	374
2013	\$0	0	\$154,686.46	2173	\$154,686.46	2173	229
2014	\$0	0	\$139,705.03	2158	\$139,705.03	2158	226

OTHER BENEFITS

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

Year	City \$	City Clients	County \$	County Clients	Total \$	Total Clients	Unique Clients
2011	\$30,395.95	170	\$9,998.24	112	\$40,394.19	282	197
2012	\$21,558.10	189	\$5,285.96	139	\$26,844.06	328	259
2013	\$15,313.73	179	\$9,246.43	103	\$24,560.16	282	208
2014	\$14,743.93	276	\$3,828.80	72	\$18,572.73	348	275

SECTION 2 - BREAKDOWN

2.1 OVERALL EXPENDITURES CHART

The Following chart provides a summary of overall expenditures for 2014.

Benefit	City 2014 (\$)	County 2014 (\$)	Total 2014 (\$)
Dental	28,761.04	10,684.30	39,445.34
Diabetic Supplies	1,742.76	380.95	2,123.71
Funerals	52,987.67	21,878.72	74,866.39
Hearing Aids	3,050.00	2,132.00	5,182.00
Med T&T	5,760.65	1,114.41	6,875.06
Prescription Meds	21,915.13	3,976.80	25,891.93
Prosthesis	1,245.00	900.00	2,145.00
Surgical Supplies	20,310.60	6,019.20	26,329.80
Vision	2,695.30	684.00	3,379.30
Rural Transportation Programme	0	139,705.03	139,705.03
Other	14,743.93	3,828.80	18,572.73
Total	\$ 153,212.08	\$ 191,304.21	\$ 344,516.29

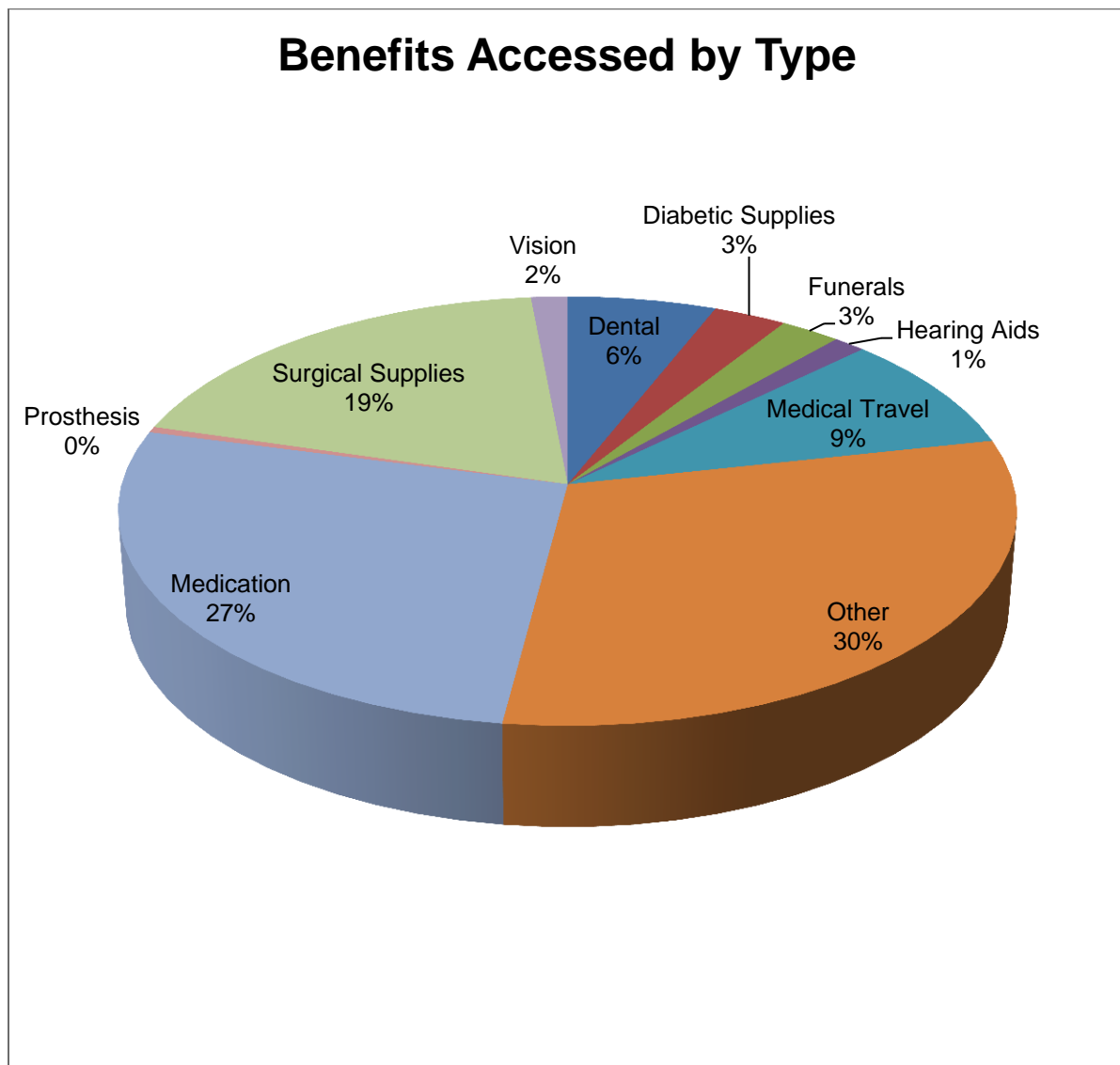
Total Expenditures in 2014 for the City represent an increase of \$5,820.80 from 2013 where expenditures were \$147,391.28.

Total Expenditures in 2014 for the County represent a decrease of \$25,862.63 from 2013 where expenditures were \$217,166.84.

The overall decrease in expenditures from 2013 to 2014 was \$20,041.83.

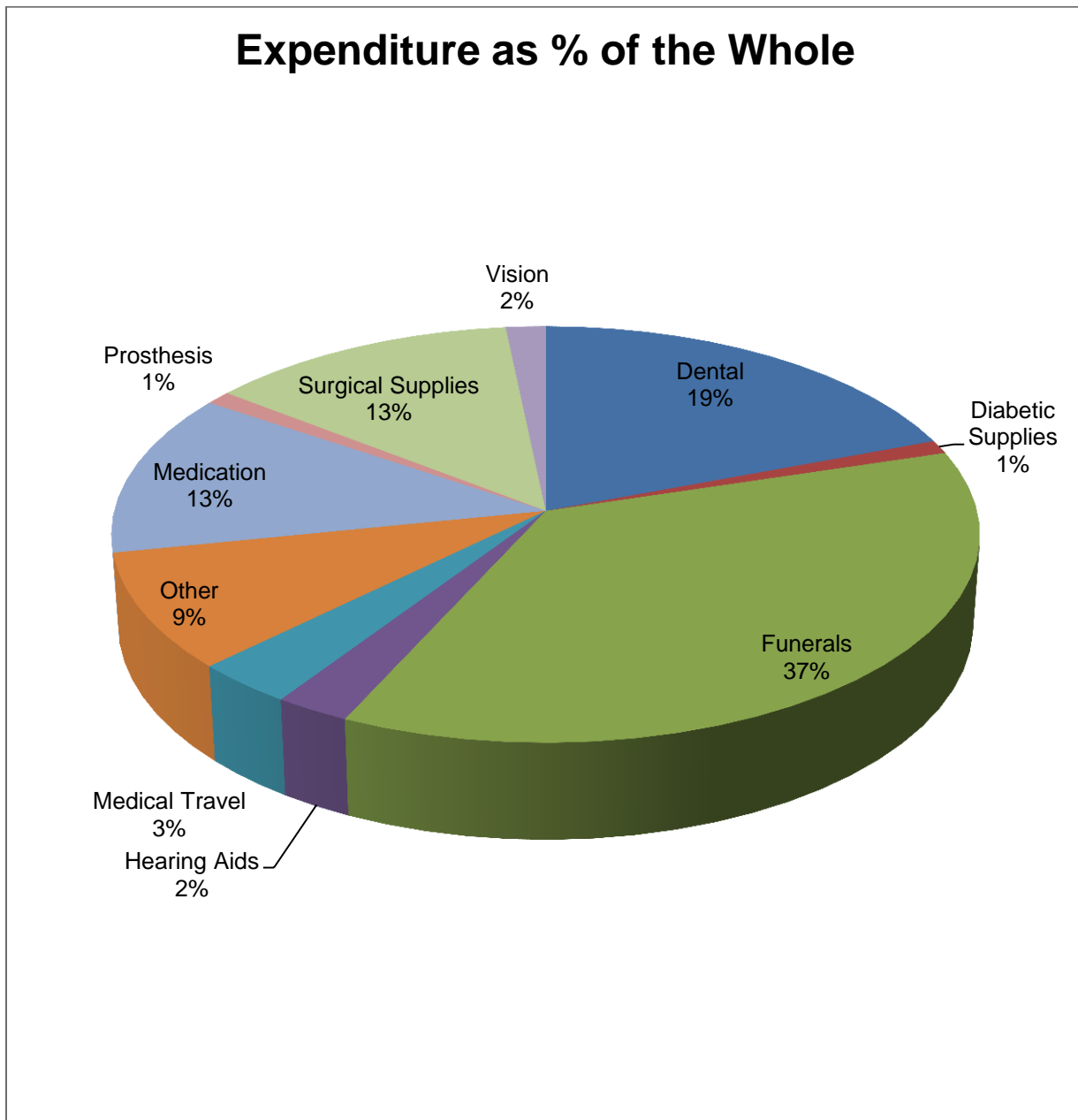
2.2 BENEFITS MOST ACCESSED BY CLIENTS

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



2.3 BENEFITS BY EXPENDITURE

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



Appendix A.

3.1 BENEFIT CATEGORY SUMMARY CHART

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

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

Appendix B.

3.2 NEEDS TEST

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

Section 4 - Other Allowances

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

Prepared By:

Approved By:

Date:

Appendix C.

3.3 FUNERAL RATES

WELLINGTON COUNTY SOCIAL SERVICES DEPARTMENT

RATES EFFECTIVE JANUARY 01, 2014

AN EXPLANATION OF THE BASIC RATE FOR INDIGENT FUNERAL SERVICE FOR COUNTY OF WELLINGTON AND A SUMMARY OF CASH ADVANCES WHERE NECESSARY

Container

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

Professional and Staff Services

Arrangements and Required Services	674.00
Removal – 16km radius – over 16km x 0.52	100.00
Basic preparation and care of remains	110.00
Embalming	220.00
Visitation	231.00
Conducting of Services	492.00
Documentation – registering, record vital stats, secure legal docs, obtain certificates & permits, clerical & office staff	343.00

Facility Charges

Basic Required	320.00
Funeral Home Facilities for service(s) or from other place of worship	538.00

Visitation – two hour visitation	314.00
Register Book & Acknowledgement Cards	88.00

Vehicles

Funeral Coach – 16 km radius – over km x 0.52	306.00
Car for Clergy – 16 km radius – over km x 0.52	180.00
Service Vehicle (all transfers) – 16 km radius – over km x 0.52	142.00

Maximum: \$4861.00 (casket) plus HST

Cash Advances Over Which We Have No Control

Cremation Cost	Hermetically Sealed Liners
Lowering Device & Grass (if not supplied)	Sealed Pouches
Winter Storage – if burial to be in Spring	Coroner's Certificate – If cremation occurs
All Outer Containers – if required	Death registration
Oversize Casket	

Indigent Funeral Services for Children

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

Over 4 x 6" casket and Services (adult rate)	4861.00
2 x 6" to 4 x 6" casket and Services	3680.00
Newborn to one year of age	2886.00
Stillborn – funeral service at graveside or funeral home – no visitation or local newspaper notice	310.00

Cemetery Costs

Includes plot, opening/closing, all other fees	Maximum 1300.00 plus HST
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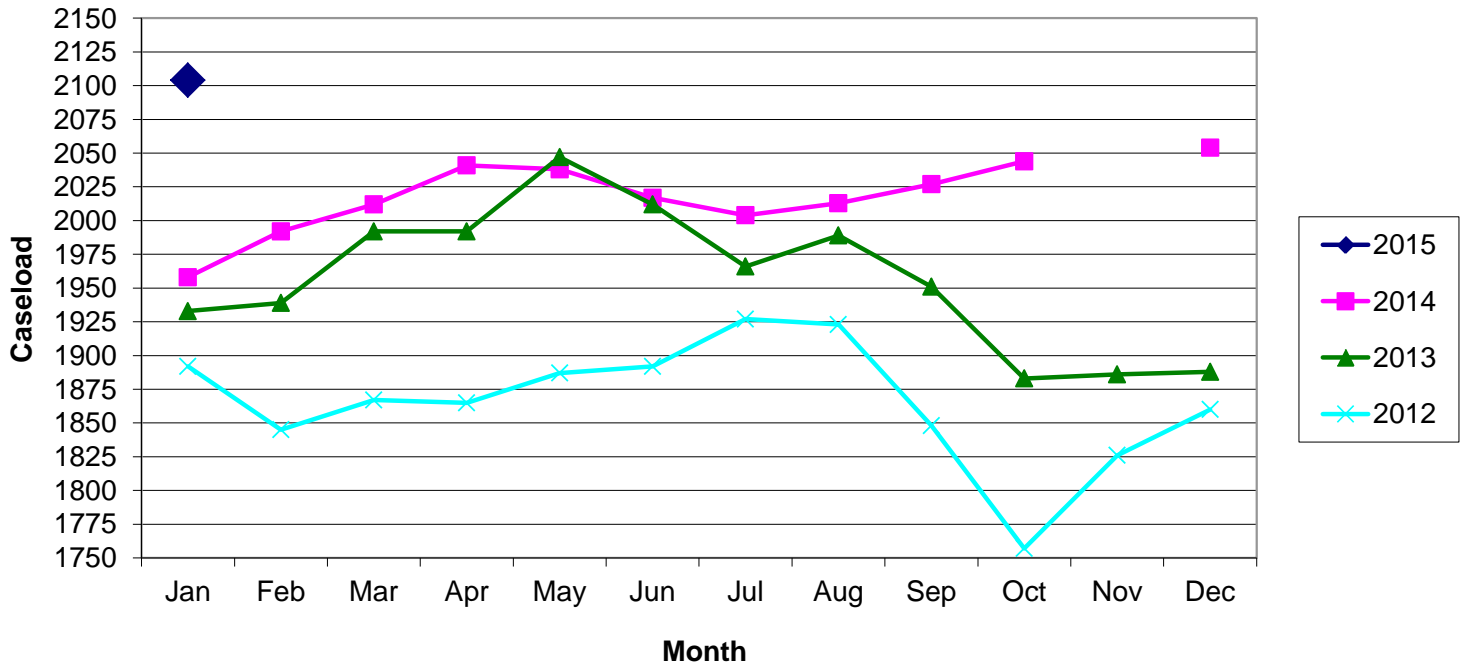
County of Wellington - Ontario Works



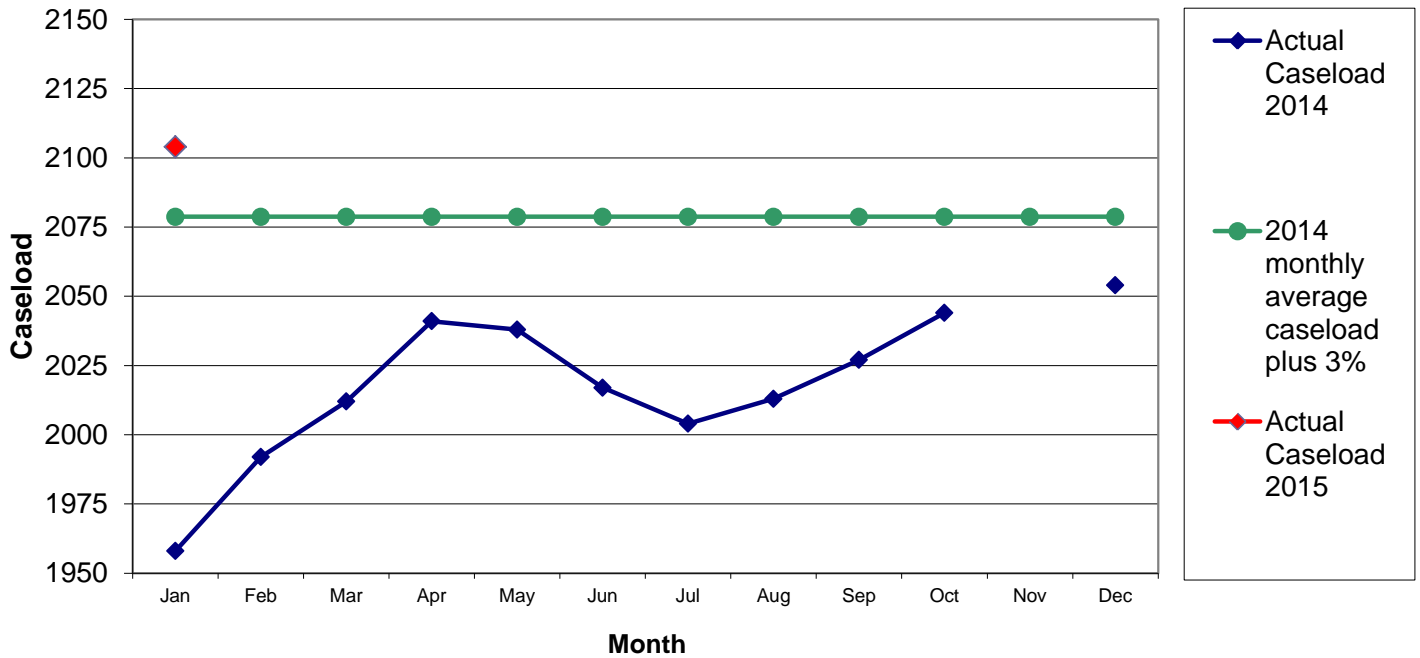
2012-15 County / City Caseload

Total caseload	2012	2013	2014	2015	Change From		Change From	
					Cases	%	Cases	%
January	1,892	1,933	1,958	2,104	50	2.4%	146	7.5%
February	1,884	1,997	1,992					
March	1,867	1,992	2,012					
April	1,865	1,992	2,041					
May	1,887	2,047	2,038					
June	1,892	2,012	2,017					
July	1,927	1,966	2,004					
August	1,923	1,989	2,013					
September	1,848	1,951	2,027					
October	1,757	1,883	2,044					
November	1,826	1,886	N/A					
December	1,860	1,888	2,054					
Total	22,428	23,536	22,200	2,104				
Average	1,869	1,961	2,018	2,104			86	4.3%

Total County and City Ontario Works Caseload - January 2012 to January 2015



Total County and City Ontario Works Caseload Budget/Actual Comparison





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

March 11, 2015
Terrace Boardroom
4:30 pm Museum and Seniors
6:00 pm Library

Present:

Warden George Bridge
Councillor Rob Black
Councillor David Anderson
Councillor Neil Driscoll
Councillor Shawn Watters
Lucia Costanzo
Jennifer Dixon
Janice Sheppard
Walter Trachsel

Staff:

Mark Bolzon, Manager, Purchasing and Risk Management
Donna Bryce, County Clerk
Rick Clark, Environmental Services Manager
Colleen Cudney, Life Enrichment Manager
Ken DeHart, County Treasurer
Laura Holtom, Administrator, Wellington Terrace
Murray McCabe, Chief Librarian
Kevin Mulholland, Property and Construction Manager
Scott Wilson, CAO

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Seniors

3.1. Terrace Financial Statements as of February 28, 2015

1/3/15

Moved by: Councillor Watters

Seconded by: Councillor Driscoll

That the Financial Statements as of February 28, 2015 for the Wellington Terrace be received for information.

Carried

3.2. Life Enrichment and Environmental Services Orientation

Ms. Colleen Cudney, Life Enrichment Manager provided an overview of the four areas of programming delivered by her group at Wellington Terrace: Recreation, Social Services, Volunteers and Restorative Care.

Mr. Rick Clark, Environmental Services Manager also provided an overview of the services which include Maintenance, Housekeeping and Laundry, as well as overseeing regular safety fire drills.

Staff was directed to set up a tour of Wellington Terrace for the Committee on April 8, 2015 at 3:30 pm. All County Councillors would be invited to attend.

3.3. Professional Health Care Committee Annual Meeting Report

2/3/15

Moved by: Warden Bridge

Seconded by: Councillor Watters

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

Carried

3.4. February 2015 Quality Report

3/3/15

Moved by: Councillor Driscoll

Seconded by: Warden Bridge

That the February 2015 Quality Report for the Wellington Terrace be received for information.

Carried

3.5. Public Reporting of LHIN Long Term Care Homes Award

4/3/15

Moved by: Councillor Watters

Seconded by: Councillor Driscoll

That the Public Reporting of the Local Health Integration Network Long Term Care Homes be received for information.

Carried

3.6. Case Mix Index Increase Report

5/3/15

Moved by: Warden Bridge

Seconded by: Councillor Driscoll

That the Case Mix Index Increase Report 2015-2016 be received for information.

Carried

3.7. Innovation and Excellence Awards - Flexible Dining Programme

6/3/15

Moved by: Councillor Watters

Seconded by: Councillor Driscoll

That the correspondence from OAHNSS regarding the 2015 Innovation and Excellence Award provided to the Wellington Terrace be received for information.

Carried

Ms. Laura Holton, Wellington Terrace Administrator advised that Mr. Peter Barnes, recently retired former Wellington Terrace Administrator has been named by OAHNSS as the Achievement Award recipient for 2015. The Awards Ceremony would be held on April 15, 2015 at the OAHNSS Annual Meeting and Convention.

4. Recess

At 5:21 pm, the Committee recessed until 6:00 pm.

5. Library

5.1. Declaration of Pecuniary Interest

Councillor Watters declared a pecuniary interest on Items 5.4 and 5.6 regarding the Fergus Library due to previous work conducted with the BIA on the trail system, and abstained from voting.

5.2. Request to Rename Wellington County Library - Puslinch Branch

Ms. Lise Burcher and Ms. Sandra Solomon appeared before the Board to request the re-naming of the Puslinch Library to the Bradford Whitcombe Library.

7/3/15

Moved by: Warden Bridge

Seconded by: Councillor Driscoll

That staff be requested to prepare a policy for the naming of county owned assets for consideration at the Administration, Finance and Personnel Committee.

Carried

8/3/15

Moved by: Walter Trachsel

Seconded by: Councillor Anderson

That the Board defer the request to re-name the Puslinch Library to the Bradford Whitcombe Library until a County-owned Asset Naming Policy has been recommended by Administration, Finance and Personnel Committee and approved by County Council.

Carried

5.3. Library Financial Statements as of February 2015

9/3/15

Moved by: Councillor Watters

Seconded by: Councillor Driscoll

That the Financial Statements as of February 28, 2015 for the County Library System be approved.

Carried

5.4. Fergus Library Renovations Report No. 14

10/3/15

Moved by: Jennifer Dixon

Seconded by: Janice Sheppard

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

Carried

5.5. Tender Award - Palmerston Library Construction and Renovation

11/3/15

Moved by: Walter Trachsel

Seconded by: Jennifer Dixon

That the construction contract for the renovations to the Palmerston Carnegie Library be awarded to Collaborative Structures Limited (CSL) of Cambridge, at their tendered amount of 2,582,571.00, along with construction management fees of \$361,220.00, excluding HST @ 13%.

That the budget as outlined in the attached Financial Summary be approved.

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

Carried

5.6. Summary of Library Activities

12/3/15

Moved by: Councillor Anderson

Seconded by: Lucia Costanzo

That the Chief Librarian's report regarding Summary of Library Activities for February, 2015 be received for information.

Carried

Staff was directed to prepare a letter to Michael Chong, MP and signed by the Warden, expressing the Board's displeasure of Service Canada's reduction of service hours at the satellite office operating out of the Aboyne Library.

5.7. Library Use Statistics

13/3/15

Moved by: Councillor Driscoll

Seconded by: Walter Trachsel

That the Library Use Statistics February, 2015 be received for information.

Carried

5.8. Ontario Library Boards' Association (OLBA) Learn HQ Correspondence

The correspondence was received for information.

5.9. Items for Information

5.9.1. In Praise of Libraries Article, www.therotarianmagazine.com

5.9.2. The Next Chapter, March 2015 Edition of the Library Newsletter

6. Adjournment

At 6:53 pm, the Chair adjourned the meeting until April 8, 2015 or at the call of the Chair.

Rob Black
Chair
Information, Heritage and Seniors Committee



March 2, 2015

Dear Staff of Wellington Terrace;

The Professional Health Care Committee meets several times a year to problem solve, report on quality initiatives, and evaluate the clinical work delivered at Wellington Terrace. Every February, we hold our annual Quality Forum to report on the results of the goals set the previous year and forecast new goals for the upcoming year. Attached is a copy of the report presented on Monday February 9th, 2015.

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 them 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. I will share this report with members of our Committee of Council to demonstrate your efforts this past year.

Thank you very much for your sincere dedication and hard work in achieving your goals.

Yours truly,

Laura Holtom

Laura Holtom

Administrator

Wellington Terrace Long Term Care Home
474 Wellington Road 18 Fergus ON N1M 0A1
T 519.846.5359 www.wellington.ca

WELLINGTON TERRACE

Professional Health Care Committee and Infection Control Committee

Joint Annual General Meeting

Monday, February 10, 2014 @ 10:00 Wellington Terrace

Team Members

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
Cheri French, Human Resources Manager	Wellington Terrace
Marilyn Clayton, RN, Pain & Palliative	Wellington Terrace
Carol Woods, RN, ICP, Team Leader	Wellington Terrace
Mary Lou Bolen, RN, BSO, Team Leader	Wellington Terrace
Kate Brubacher, RN, RAI MDS Coordinator	Wellington Terrace
Judy Goodall RN, Skin & Wound, Continenence	Wellington Terrace
Beth Kaufman, 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
Linda Vines, Physiotherapist	Red Cross Care Partners

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4. Environmental Services
5. Human Resources
6. Staff Development and Wellness

CLINICAL TEAM - ANNUAL QUALITY REPORTS

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

MONITORING COMMITTEE

11. Falls Prevention Management
12. Skin and Wound Care Management
13. Pain and Symptom Management
14. Palliative Care
15. Continence Care & Bowel Management
16. Specialized Dementia Care
17. Infection Control
18. MDS RAI Update

1. NURSING DEPARTMENT REPORT

Peg Muhlbauer, Director of Care

The nursing department continues to evolve to meet the changing needs of the older adults in our home. Our home provides care to some of the most vulnerable older adults in our community whose care needs require a safe and highly supportive care environment.

We are continually working towards the homes mission statement of providing compassionate care honouring the unique needs of each resident.

Last year 70 (40%) residents in our home passed away. Each death is experienced as a loss for our staff as these residents certainly make a profound impact on us. We are caring for a generation of people with an amazing history of rich experiences that we have the privilege to get to be a part of.

At the same time, there are the 70 new residents entering our home all with their own unique set of care needs. Our relationship with these residents begins before they even set foot in the door. Often our first encounter is with the resident's families as they come to tour our home. We conduct over 150 tours a year for prospective residents and their families. This provides a good opportunity to educate, inform and support those trying to navigate the system and advocate for their loved ones .A phone call is made prior to the resident moving into the home to glean information that is required and share information with the family on what can be expected on admission day. There is an increased focus on customer service and trust building which often sets residents and families minds at ease and aids in the transition to the home. In addition, the behaviour supports PSW visits new residents every day for the first two weeks that they are here in the home to assist them with the transition.

Although the average age of a resident living in our home is 85, we are seeing a trend of younger people coming to live here as well. There are 11 individuals between the ages of 40-65. This unique group presents with more complex physical and cognitive challenges. We continue to seek opportunities to enhance the skill set of our staff to meet their needs.

The length of stay for the residents in our home has changed considerably over the last few years. At present, 36% of our residents live less than a year after entering long term care. This is compared to 15% in 2008. In large part this change is a result of programs in the community to keep residents at home longer. As a result people are entering long term care frailer with increased care needs and closer to end of life.

The Walnut Grove neighborhood is an example of the evolution that we are seeing in long term care. Just three years ago this neighborhood was considered a lighter care neighborhood for residents with less care needs. Today it has transformed into a dementia supported neighborhood with residents requiring maximum support in order to get through their day. As such, we have evaluated the staffing for the entire nursing department and found efficiencies and new strategies to release hours to create a fulltime monitoring PSW role. This now brings Walnuts staffing in line with the other dementia supported neighborhoods.

In 2014 we were excited to embark on a new committee in the home called Clinical Practice Team. This team, led by Dr Stickney, meets regularly to review the clinical needs of the residents in our home. Projects we have undertaken include osteoporosis and atrial fibrillation management, subcutaneous hydration and diabetes control. This group also reviews all transfers to the emergency department and makes recommendations for strategies to assist us in avoiding transfer whenever possible. We continue to be recognized as one of the lowest transfer rates to the emergency department in the LHIN.

Wellington Terrace enjoys a partnership with St Louis school Personal Support Program. This has been enriching for the staff and residents of the Terrace as we have the opportunity to share our philosophy of care and provide opportunities for learning that is essential to the growth of the students.

In 2014 we hosted 32 PSWs in their clinical placement from St Louis and Georgian College.

Hosting student placements has served as an excellent recruitment opportunity. Students are exposed to long term care and intrigued by what it has to offer them as a career choice. Clinical placements on our neighborhoods assist the students to be familiar with the philosophy of care that is unique to Wellington Terrace as well as the collaborative nature of our team. Of the 43 current PSWs hired in the last 3 years 17 (40%) had placement here.

In 2014 we were delighted that County council approved the funding for more ceiling lifts. We were able to add 13 new permanent motors as well as put lifts in 4 spa rooms. These lifts allow greater ease and comfort for the residents as they are transferred from bed to their wheelchair. We are happy to report that we will be able to install more lifts in 2015.

In 2014 we implemented the third and final phase of the point click care software called Point of Care. This consists of flat screen kiosks placed strategically through the neighborhoods in which the Personal Support Workers document critical health information regarding the resident. We have already begun to see the benefits of Point of Care: more accuracy in charting and greater efficiency in so many ways and we are very excited to be moving forward with a streamlined Kardex that will quickly provide staff with the pertinent information they require to care for each residents' needs.

In 2014 Wellington Terrace experienced our first Resident Quality inspection since the implementation of the Long Term Care Homes Act. This was a positive experience for the home and the inspectors were quite gracious with their comments on the quality of our care and services. One of the areas where action was required as a result of the inspection was the need to implement a comprehensive program to prevent the risk of resident bed entrapment. The nursing and maintenance team were able to collaborate and respond swiftly to this and ensure that we are meeting all of the guidelines on this regulation.

We continue to look for ways to help staff to have a positive work/life balance. In 2014 we underwent a comprehensive review of the staffing complements within the nursing department. We proposed creating 7 new fulltime positions utilizing existing hours and we were delighted when County Council approved these position. In 2015 we will be rolling out a new master schedule. This is a repeating master so that there will be more predictability in the schedule and staff will have a greater ability to know what they will be working in the future. In addition, we have incorporated unlimited switches and giveaways into our policy to allow staff greater opportunity to manage their own schedule.

These changes will allow us to further improve on our philosophy of consistent staffing as well as improve in the retention of all staff.

We continue to see great success in the retention of Registered Practical Nurses. Looking back, in 2012 we had 16 RPNs resign, in 2013 6, and this year only 3. This dynamic and engaged group of individuals are a key to the success of the nursing department. We are always seeking ways for the RNs and RPNs to grow further in their role and take on more leadership within the programs in our home. In 2015 we will be hosting a three part leadership program through the RNAO on Leadership for Nurses. We are very excited to continue to this path of growing these leaders within our home.

In 2015 all long term care homes in the province are mandated to submit a quality improvement plan to Health Quality Ontario. I am pleased to report that the RN leaders of our interdisciplinary monitoring teams are prepared to move forward with this continuous quality improvement journey. It is wonderful to observe the energy and passion that each RN has for their area of expertise. We value their contributions greatly.

Once again, I am grateful to be part of the Wellington Terrace team and truly thankful for the opportunity to serve our residents.



2. LIFE ENRICHMENT DEPARTMENT

Manager: Colleen Cudney

Wellington Terrace recognizes that the residents moving to the home have an increased cognitive and physical decline. The resident may not be able to describe their leisure and social needs to our team. Providing compassionate care, honouring the unique needs of each resident requires that we have an in-depth understanding of each resident who comes to live at Wellington Terrace. Within the interdisciplinary team the Recreation, Social Work, Volunteer and Restorative Care services of the Life Enrichment Department strives to enhance the resident experience through a holistic approach. This goal responds to their physical, social, emotional, cognitive and spiritual needs.

The department team includes a `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 efforts have been in evaluating and altering how we can best respond to the residents' needs.

Our successes this past year have included:

- Providing focused appointments with individual residents who are new to the home for 8 week intervals, providing intensive support as they gain confidence and ability to participate with less assistance or independently.
- Evoking memories and thinking with programmes such as; creative storytelling, tea n'tales, current events, Can You Picture This, euchre, sit and dance, and bingo as well as creating educational poster board displays, picture monitors on the neighbourhoods, and the WT-TV channel in the 1st floor lobby and broad cast on TV channel 19 to inform residents and families with topics about our garden spaces, Monarch butterflies and Remembrance Day.
- Eliciting smiles, laughter and enjoyment from residents and their families by providing over 400 music, concerts and entertainment opportunities like the Puppet Show, the Grande Squares, the Elora Dance Academy and numerous individual and group singers and musicians, 47 outings in our Wheel chair accessible bus, 159 bike rides, 29 golf cart excursions, special events that cover seasonal, traditional, and cultural events throughout the year, and evening and weekend programs like our camp fires, bon appetite dining program, coffee house and ice cream parlour.

- We provide iPod, skype, iPad and access to computers as well as support with these technologies for resident leisure.
- We acquired a baby grand piano, which adds a stunning piece of furniture to the Home and provides countless hours of enjoyment for players and listeners alike.
- Stimulating the senses through programs like; 40 Snoezelen sessions. Snoezelen is our sensory room and that has residents responding to lights, colour, sounds, aromas, and textures. Special events focused on the senses such as the Herb Fare, the Corn/Potato/Tomato festival and the monthly morning markets in the Grand Garden of the Home. The markets feature live entertainment and feature samples of seasonal fruits and vegetables from our own gardens or locally sourced items displayed and offered for residents and their families to enjoy. Bouquets of flowers are cut fresh from our garden beds and potted plants are displayed and available to brighten resident rooms. Many of our small and individual programs also stimulate the senses and responses from residents including our 51 summer and winter garden groups, sensory music programs, baking, flower arranging, 49 meal programs, therapeutic touch and outings to local farms and the butterfly conservatory.
- We have created opportunities for spiritual care by arranging, scheduling and supporting Sunday services, weekly hymn sing, Catholic mass, communion, prayer group, devotional programs and the Social Services coordination of Memorial Services on a quarterly basis where we invite families back to the home following the death of a loved one.
- encouraging participation and movement by residents in exercise classes that are provided 2 – 3 times a week in each neighbourhood for a total of 318 sessions from July through December 2014, seated tia chi, accompanied walks, strolls and dancing programs
- We assist and support the Annual resident art exhibit and Resident craft sale hosted for and by our residents show casing their many talents and handiwork.
- We assist residents to develop relationships and share time with one another as they enjoy coming together for activities like Java Music – a mutual support group, Read To Me and Friendships Road Program, Karaoke sing along, men’s groups and music and dance programs.
- We partner with Aboyne Library so that our residents are able to borrow books and movies and have direct access to a librarian,
- A programmer from Wellington County Museum comes into the home several times a month to show off antiques and artifacts that residents identify and share stories

over. They enjoy special events with the museum staff such as making gingerbread and Christmas crackers.

- We partnered with nutrition services to provide themed dinners, special breakfasts, and country lunches and dinners as well as providing summer barbeques and picnics and enhancing all of the special events with fantastic food selections.
- Along with nutrition and environmental services we have revised and improved resident and family use of rooms for family celebrations and gatherings by providing quick turnaround with event bookings, catering supplies, and cleaning.
- We continue to work with the Behavioural Support (BSO) and neighbourhood teams in providing resources, and programme support.
- The resident library was relocated to the Memorial Lounge on 2nd floor to make it more accessible for the residents who most frequent the library.
- We work along with environmental services to engage residents in the gardens, outdoors and in decorating hall ways and neighbourhoods.

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

- Biking Buddies Role Review
- Communication with Residents with a Dementia
- Role That Volunteers Play with Residents at End of Life
- Understanding 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 have loaned 128 pieces of equipment for residents to support their mobility and seating needs
- We re-established cleaning practises for the mobility equipment and provided staff with a decision tree to support these practises.
- With environmental services we established seasonal and detail cleaning schedule for the resident bus and van.
- We trained several families on the resident van to enable them to use this vehicle for resident transportation to appointments and family events

- We completed the second phase of the back yard garden with the installment of a landscape surface, raised accessible wedge planters, addition of a clothes line for resident programming and had repairs completed to the tractor. These additions and improvements are providing a usable, meaningful and safe outdoor space for residents with dementia.
- We redefined our flu season protocols by not bringing residents together for programmes across the Home to further reduce the risk of spreading illness.
- We contracted Physio Therapy assistant time through Red Cross Care Partners to provide resident exercise programs funded by the Ministry of Health.
- Our staff provide mentoring and supervision to many placement students. This year we hosted six 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.
- Recreation staff rotated to a different neighbourhood to develop and broaden their skills and experience.
- We encouraged home wide participation through events like the scarecrow contest, Christmas decorating the characters of Christmas, the heart and stroke challenge and by submitting pictures and content for WT-TV slides
- We are conducting lunch and learn sessions for our Life Enrichment staff to share innovative and successful resident programs which to date have included Resident Life Lessons and a take on Jeopardy
- 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 better inform and train new Life Enrichment staff and students.
- We have introduced a staggered start time for our team with earlier shift start times to better respond to resident need.
- We are involved in facilitating debriefing gatherings for residents following the death of a fellow resident; as well as for staff grieving the loss of a resident they cared for.
- We have acquired adjustable dining tables in activity areas to respond to resident seating needs.
- Ongoing evaluation and improvement in our documentation technology assists us to meet Ministry requirements and job responsibilities.

- We have started to incorporate Terrace branding on service brochures.
- We have added an event listing to our web page to keep families aware of activities at the Terrace.
- We have made efforts to simplify our communication including 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.
- The LED team have attended workshops and training days including; Activity and Aging Restorative Care, Crisis and Trauma, Suicide Intervention, Ethics in Social Work, Therapeutic Recreation Ontario Conference, education day for the Ontario College of Social Workers and Social Service Workers.

Goals for 2015:

Our efforts in 2015 will be to increase our focus on the quality of our services for residents at end of life. We will work collaboratively with our neighbourhood teams to determine how to best support this.

Monitoring Group/Dept.: Recreation Service of the Life Enrichment Department

Lead/ Members of Monitoring team: Colleen Cudney Dept. Manager, Recreation Staff; Katrina Lawr, Laurie Godreau, Carrie Perkins, Karn Denkers, Lindsay Wideman, Amanda von Holstein, Meghan West, Kaitlin Baker, Jasmine Nijjar

Focus of Service/Background: Wellington Terrace recognizes the importance in providing Therapeutic Recreation and Leisure activities/programmes to all residents in maximizing their engagement, function and quality of life. In addition Recreation and Leisure opportunities need to address individual resident's past and present interests while offering variety and choice. Programmes and activities are provided in collaboration with the multidisciplinary team, volunteers, and family and community partners.

Aim Statement: Recreation Services will engage 100% of the residents.

Successes of 2014:

We identified criteria for the management of resident engagement through individual resident appointments.

Recreation staff recorded 100,408 therapy minutes on Point Click Care in 2014

We researched software that will track, monitor, evaluate and report on resident engagement, and then purchased the Activity Pro software. This has resulted in having more time to spend with residents and a system that can provide evidence of this. We recorded 334,588 therapy minutes on Activity Pro from July through Dec 2014

July through December Activity Pro showed total resident contacts at 15,685, with 5,495 activity offerings, 257 unique activities and 665,450 contact minutes. We identified an administrative work group for the software, and training lead. All recreation staff were trained on Activity Pro. We increased opportunities for engagement by offering on average 4.3 entertainment programs per week up from the 2013 average of 1.4 per week. We revised the Life Enrichment Department orientation document, making it accessible for all department staff and identifying individual staff as being responsible to inform and train on different orientation topics. We created a Programme description for Recreation Services.

What have we learned along the way?

We learned that daily reports, on Activity Pro, allow us to identify residents at risk of not being engaged. We also learnt that Activity Pro will show changes in leisure pursuits and we are able to then quickly respond to these changes. We have learnt to utilize the data generated from our documentation software to engage residents and respond to their individual needs more efficiently.

With 1/3 of the resident population turning over in 2014 and the increase needs and complexity of the resident we have learnt to be flexible in providing meaningful activities and timely response.

Goals for 2015:

Our goal for 2015 is to increase the number of Therapeutic Recreation individual contacts with residents who are palliative.

2a VOLUNTEER SERVICES

Mary Black Gallagher, Coordinator of Volunteers

Volunteer Services, of the Life Enrichment Department

Focus of Service for 2014: Musical entertainment for our residents is well received by the majority of our residents. There is tremendous therapeutic value to providing music as a means to improve quality of life. Our Quality Improvement initiative for 2014 was to increase support to the resident theme, special events and music programmes by increasing volunteer entertainment scheduled throughout the year. We proposed that we would see an increase in the total amount of events in which live music is provided by volunteer entertainers by 20%, from 159 scheduled in 2013 to 191 to be scheduled by December 31st, 2014.

Success in 2014:

We were successful in increasing the number of events in which live music is provided by volunteer entertainers by 16% to 181 events.

We recruited 3 new volunteer musical entertainers in 2014.

There is a cost savings when volunteers provide entertainment to the home.

What We Learned Along The Way in 2014:

We were fortunate to engage a weekly volunteer musical entertainer in our Birch Dale neighbourhood for several years; this volunteer resigned in September of 2014. We have realized that replacing a volunteer who wishes to commit to a regular weekly assignment can prove challenging.

Quality Improvement Initiative for 2015

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

2b MOBILITY AND SEATING PROGRAM

Focus of Service/Background: To provide an affordable option for the use of mobility and seating equipment to residents.

Aim Statement:

The mobility and Seating program goals for 2014 are;

To revise the program description and policies that instructs and guides the services being offered through this program,

To further define assessment responsibilities regarding seating assessments to guide practise,

Successes of 2014:

We revised of the programme description and policy regarding assessment, and the policy regarding referral.

Developed a decision tree to respond to equipment repairs

Established direct service for Occupation Therapy through a Service Agreement with Red Cross Care Partners

We provided equipment in response to 128 requests

Our purchases included; Roho cushion with 2 covers, 1 set of elevating footrest, a contour foam cushion, low profile Roho cushion, 3 sets of arm rest pads, front wheelchair caster, back strap for a walker.

Received donations of 46 pieces of equipment

Donated 52 items to the community and developing countries

What have we learned along the way?

During 2014 we have seen an increase of resident's coming to live at Wellington Terrace with equipment that is not appropriate or safe for the resident to use. This is primarily due to the fact that residents are not being seen and assessed by an OT before being admitted to the Home.

We have learnt that continual assessment, maintenance and management of the equipment inventory are essential in providing safe quality equipment for the residents.

Goals for 2015: Our goal for 2015 is to complete a programme evaluation to meet the changing needs of the residents moving into Wellington Terrace.

2c RESTORATIVE CARE

Focus of Service: The committee guides and directs the delivery of restorative care with an interdisciplinary approach. This enables residents to reach and maintain an optimal level of function in any of 9 restorative modalities; range of motion, bed mobility, transfer, walking, dressing and grooming, eating and swallowing, communication, amputation and prosthesis care.

Aim Statement: Our goal is to increase the number of residents in the special rehab category from 0 residents in the 2012/2013 CMI to 9 residents in the 2013/2014 report.

Our goal is to transition the documentation of the nursing rehabilitation care planning and evaluation to the registered staff on the RAI team by June 2015.

Successes of 2014: We increased the number of residents in the special rehab category of RUG from 0 residents in 2012/2013 to as many as 14 residents and an average of 7.2 residents in 2013/2014.

We are now compliant with the Ministry of Health reporting requirements.

The Director of Resident Care and the Life Enrichment Manager attended the OANHSS Conference workshop on Restorative Care to learn the Ministry of Health expectations for this service.

The Registered Staff of the RAI team commenced the documentation of the nursing rehabilitation care planning and evaluation.

We revised the interface (nursing and intensive restorative care and physio therapy) spread sheet to accurately record resident engagement in all modalities and across disciplines.

We introduced a weekly huddle for the RAI Coordinator, Restorative Care Worker- Personal Support Worker (RC-PSW), and Physio Therapist to meet, review and update interface activity.

We improved coding and documentation with the implementation of point of care.

The Team Leaders are evaluating and reporting on Nursing Restorative Care monthly at the committee meeting.

We have improved the communication and capacity of the team members to monitor report and evaluate the many aspects of the program.

What have we learned along the way?

Responding to the Ministry requirements of having registered staff document and review the restorative care plans we have learnt the importance of appropriate and accurate documentation to inform staff and direct care on a consistent basis.

In creating and refining a spread sheet to assist in collecting and tracking interdisciplinary rehab and restorative activity we have learned the absolute value of accurate collection of data and the tools that support this work.

Goals for 2015: Our goal for 2015 is to maintain the RUG Rehab status of between 7% - 15% of the resident population, and to evaluate the Restorative Care program utilizing the Ministry's Inspection Protocol.

2d SOCIAL SERVICES

Focus of Service/Background: Wellington Terrace recognizes the importance of Social Work interventions to support residents during times of individual change, transition and crisis. The length of stay for the residents in our home has changed considerably over

the last few years. At present, 36% of our residents live less than a year after entering long term care. This is compared to 15% in 2008.

It is important to begin social service support to individual residents and their families earlier in their stay.

Aim Statement: Social Services will increase the number of residents receiving Social Work intervention by 10% from 96 individuals in 2013 to 106 individuals in 2014.

Successes of 2014:

135 residents received regular social work interventions during 2014. In addition 33 single social work visits were provided during this same period.

Promoted Social Work in the month of March through a poster presentation

Hosted a full time Social Service Work student placement from Sheridan College from Jan – April 2015

Reduced number of individual support visits, for residents adjusting well to living at the Home, from 12 weeks to 8 weeks allowing more residents to be seen over the year

We developed a section for Social Service in the new staff orientation information presented by the Life Enrichment Department.

What have we learned along the way?

There are an increased numbers of individuals with dementia, and complex conditions. The Home's admission rates continue to fluctuate with pockets of several admissions occurring in a short period of time. There are groups of residents with high needs such as those individuals who are younger, those with developmental delay, addictions, complex mental health conditions and acquired brain injury. Ongoing education is key to better serve our residents.

Goals for 2015:

Social Services Worker will continue to be responsive to the psychosocial needs of the residents, supporting transitions to the home, and providing group and individual support.

Our goal for 2015 will be to provide social work visits and social work initiated ministerial support when needed for residents who are palliative.



3. NUTRITION SERVICES DEPARTMENT

Manager: Patty Ridgeway

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 2014:

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

100% of permanent direct care nutrition services staff have attained or are enrolled in the Certification program for Food Service Worker.

Control of food costs in 2014 despite changes in the commodity and supply market

Re-organization of our main kitchen, manager office and storage spaces to improve efficiency and create space for our Full Time Registered Dietitian

Creation of standardized recipes that support our menu.

Nutrition services supported a significant number of special events for residents and staff

Successful Ministry of Health compliance inspection, summer of 2014. No findings of unmet regulations during resident interviews and meal observations.

Mentored a Diet Technician student in the fall of 2014.

Addition and enhancement of many customer service initiatives (see Quality Report)

Challenges

Nutritional care for our residents is very 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.

Department leadership (Manager and Supervisor) was challenged with unexpected illness and leaves of absence.

Goals for 2015:

Continue to make advancement in our customer service initiatives

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

Purchase some new equipment and dishware to serve the needs of our changing residents: noise reduction carts, china, multipurpose processors

Complete a contingency plan for necessary Managerial and nutrition Clinical duties

Nutrition Services – Quality Improvement – Improving Customer Service

Lead: Patty Ridgeway Nutrition Services Manager

Focus of Service/Background:

Nutrition Services defines customer service as taking care of the resident's nutritional needs by providing and delivering professional, high quality service.

In 2013, the Nutrition Services department recognized that the provision of quality customer service to our residents was directly related to our skill, process and communication.

Aim:

In 2014, the staff of the Nutrition Service department will improve customer service; that is, enhance the quality and quantity of their interactions with residents of Wellington Terrace during meal time and snack service.

Successes of 2014:

- Provided education to Nutrition Services staff on the revised Dining Programme and the adaptations for residents with advanced dementia.
- Less handling of supplement and less custom labelling of items on the nourishment cart has increased interaction time with residents in the dining room

and during snack service (Med pass system for supplement distribution being used across the home)

- Improved food quality (temperature) and increased resident independence and satisfaction because food may now be delivered to a resident already cut up.
- Menus have been customized in our advanced dementia areas to meet the specific resident needs (e.g. matching use of utensils throughout the meal)
- Departmental re-organization to ensure there is a roster of full time staff working in all serveries
- Quarterly Nutrition Services serveries meetings encourage brainstorming and problem solving for their specific residents and processes.
- Improved Nutrition Services attendance and participation at RHA team meetings
- Dining service and nutritional care to the residents of Walnut Grove has been greatly enhanced by using an interdisciplinary approach. Staff partners met over several weeks/months to discuss challenges and strategies for transitioning to our newly created dementia specialty home area.
- The purchase of several new adaptive dining tables has significantly improved the resident dining experience, allowing many more residents to maintain their independence or be assisted with comfort and dignity.
- Nutrition Services department has made a strong commitment to consistent staffing. Staff were regularly scheduled and working in the same areas. When Nutrition Services employees were called in to work unexpectedly, decisions were made to adjust assignments to ensure the best possible service could be provided to our residents.
- Nutrition Services staff with collaboration of interdisciplinary team planned many special dining events.
- REGISTERED DIETITIAN is now attending RHA team meetings to address and seek resolution for resident specific nutrition or service related challenges.
- Nutrition Services Manager and REGISTERED DIETITIAN now attend resident care conferences for new admissions and high nutritional risk residents.
- Elimination of the use of disposable wares for resident related activities.
- Nutrition Services staff welcomed many guests and family for meals; some spouses dining daily with their resident.
- NS team provided hospitality to family and visitors of our end of life residents.

What have we learned along the way?

- Improving customer service requires regular monitoring and evaluation as our resident population changes.
- Auditing of process is necessary to establish benchmarks and be aware of successes or need to change direction.
- Collection of specific resident intake data at meal time can detract from the customer service experience. Careful and thoughtful process is required to balance this.
- It is difficult to measure success.

Goals for 2015:

- Continue to educate the interdisciplinary teams to develop a strong customer service orientation at meal time and snack service.
- Complete a comprehensive review of the snack delivery process.
- Nutrition Services Manager or Supervisor will attend new admission care conferences to establish a relationship with resident or family
- Revision of the Nutrition Services Care Conference reporting tool to ensure more relevant communication and follow through.
- Nutrition Services team members will participate in daily RHA change of shift reporting.

4. ENVIRONMENTAL SERVICES REPORT

Rick Clark, Manager

Focus of Team: To provide a clean and safe environment for the residents, staff and visitors of Wellington Terrace. Assure all building, grounds, electrical and mechanical equipment are maintained to their original state for a safe environment for the residents, staff and families at Wellington Terrace.

Approximately 30 Direct Care Staff

Successes this year:

- In 2014 we cross trained a variety of positions within the department to be more effective in the variety of roles we serve.
- We increased the number of Environmental Services who provide meal assistance during resident noon hour meals. This brings a total of 11 staff Monday to Friday and 8 staff on weekend.
- The new Terrace roof construction concluded last summer and I am happy to report we haven't had any roof leaks.
- We added an additional maintenance worker last April and in May we began scheduling maintenance on weekends from 7:00 am – 3:00 pm; this scheduling enhancement has been very positive reducing after hour call backs and well received by residents and staff.
- We had a Ministry Inspection last June and Environmental Services overall had a great review. I had a personal visit from one of the compliance inspectors for approximately 45 minutes; she reviewed our departmental policies asked a lot of

questions about our overall department (cleaning chemicals, infection control, pest control and odour control).

- New Quality Improvement initiative was put in place in 2014 to improve our ability to return lost articles to the resident. Beginning in April a new and improved process for our resident lost and found clothing cart was introduced. The Laundry Team place a cart with unclaimed items in each RHA clean utility room for a time period of 24 hours from 12 noon until 12 noon the next day, then it will move on to the next RHA. We believe this will allow staff on all 3 shifts, family members and residents to have the opportunity to reclaim missing resident clothing that is unmarked. *The results have been very successful.* In 2013 there was a 48.6% return during this time period. In 2014 there has been a 70.3% return during this time period.
- The back entrance road behind the Terrace has been under construction this past summer and fall with the remaining work to be completed in the spring of 2015; they are constructing new services, roadways, curbs and sidewalks to allow access to the site of our new community hospital to be built sometime in the near future.
- In 2014 all maintenance request were tracked and audited with the goal to analyze the service delivery of maintenance request departmentally. Results were: Nursing – 1410, Dietary - 70, LED – 134 and other – 65 A total of 1670 requests were made in 2014. By providing prompt and efficient service, this allowed the direct care staff to serve our residents effectively.
- New ceiling lifts were installed in the following RHA's tub rooms Cedar Gorge, Walnut Grove, Birch Dale and Oak Glen.
- A new bed entrapment prevention policy and procedure was developed to comply with Ministry of Health regulations. 30 new mattresses were purchased to replace some of the older ones. All bed and bed rails have been inspected comply with ministry requirements.
- 24 wall mounted monitor screens were installed for the nursing department in all 6 RHA's (4 in each). They were up and operating in early October ready for staff training.
- 2 new heating boilers with titanium stainless steel heat exchangers have been installed to replace our boilers that had cracked heat exchangers.

- Maintenance staff is nearing completion of replacing the ceiling tiles in all 3 kitchen serveries to ensure cleanliness.
- A painter was hired in early August to repaint all hallways in the 6 Resident Home Area's; this work was completed in November.
- Environmental Services seasonal gardener completed her 2nd full season in 2014. The enabling gardens behind Cedar Gorge and Maple Ridge were enhanced with 3 new planters and the A-Frames were placed on 2 new circular landscape cloth pads. The tractor tires were replaced along with the planting of flowers and vegetables, a hardy and successful season.
- A fire scenario evacuation during the lowest staffing level complement has been developed and approved by our fire safety officer in Centre Wellington. This exercise will take place sometime in early spring as required by Ministry of Health and Long Term Care.
- "ENVIRONMENTAL SERVICES WEEK" was celebrated the week of June 16-20. Information display board featuring strategies to prevent bed entrapment, door prizes, staff lunch and build your own sundaes. Well participated by all!

Ongoing strategies:

- Continue to evaluate and monitor staff routines, daily workloads and best practices.
- To continue to build and enhance on our residents lost and found procedures.
- Work with the Management Team in making good sound decisions regarding future additional gardens and assuring that they are maintainable and meet the needs and use for our residents here at Wellington Terrace.
- Set a date to carry out our approved fire scenario evacuation during the lowest staffing level complement in accordance with Ministry of LTC, Ontario Fire Marshall and our local fire safety officer.

Goals for 2015:

- This year we will be installing 14 sets of ceiling lift tracks in the RHA's, additional electrical work will be required to accommodate this project.
- Working with Peg and her team in standardizing and improving storage in all 6 RHA's tub and shower rooms.

- Enhancing and improving our TV stations offered to residents at Wellington Terrace.
- Replace the ceiling tiles in the main kitchen.
- Reorganize housekeeping storage rooms located in the resident home areas to be more efficient.
- Review and approve Environmental Services policies and procedures.

Quality Improvement – Improving the return of Lost and Found Articles

AIM STATEMENT: To implement a new process to improve the accessibility of the residents lost and found cart on each neighborhood.

On occasion unmarked clothes are sent to the laundry resulting in unclaimed clothing. Our goal is to reduce the number of resident unclaimed clothing by 50% from 114 items unclaimed in 2013 to 57 items unclaimed by Dec. 31st/2014.

The Laundry Team placed the Lost and Found cart in each RHA clean utility room for a time period of 24 hours from 12 noon until 12 noon the next day, then it moved on to the next RHA. We believed this would allow staff on all 3 shifts, family members and residents to have the opportunity to reclaim missing resident clothing that is unmarked.

The results have been very successful.

In 2013 there was a 48.6% return during this time period.

In 2014 there has been a 70.3% return during this time period.

Note - There was an outbreak in April 2014 that lasted for approximately 2 weeks; the lost and found cart was not allowed to transfer to the RHA's.

Efforts are made to remind residents and families to bring clothing to staff to be marked prior to wearing. This is achieved through newsletters, posters, and handbook and personal reminders by environmental services team.

5. HUMAN RESOURCES

Lead: Cheri French

Focus of Service: To provide quality human resources services to the management and employees of Wellington Terrace while ensuring efficiencies are identified and implemented.

Successes in 2014:

Workplace Injuries and Employee Incident Reporting

In 2014, the internal workflow process related to employee incidents and resulting follow-up was reviewed to identify areas for improvement. As an outcome of the review, specific efficiencies were identified and implemented with the intention of narrowing the time between when an employee incident occurs and when the employee is offered suitable and meaningful modified work.

The Workplace Safety and Insurance Board (WSIB) provides the following definition for a lost time claim on their website.

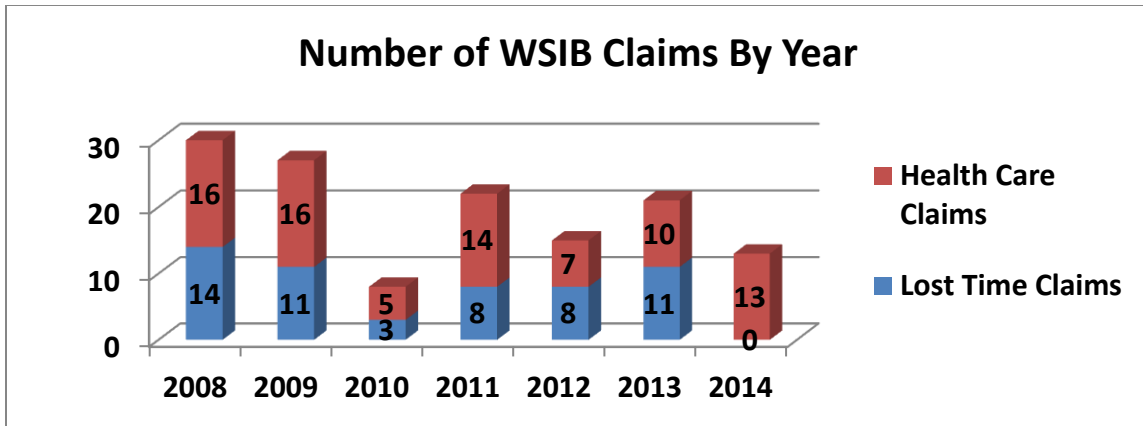
“A "lost time" claim is created when a worker suffers a work-related injury/disease which results in

- being off work past the day of accident
- loss of wages/earnings, or
- a permanent disability/impairment.”

WSIB also provides the following definition for no lost time claims or those we reference at Wellington Terrace as health care claims.

“A "no lost time" claim results from a work-related injury where no time is lost from work, other than on the day of accident, but where health care is required. The health care costs resulting from the injury are paid by the WSIB.”

As a result of these efforts, the contributions of our Joint Health and Safety Committee, and the combined commitment to safety by the management team and our employees, Wellington Terrace saw its first year with **no** allowed lost time claims.



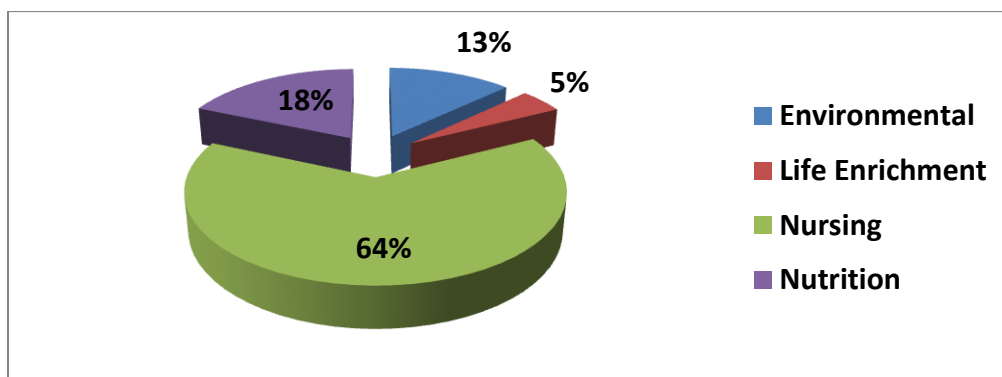
Training and Development

The Human Resources department ensures that County-wide mandatory training focusing on Human Resources requirements are provided to all employees at Wellington Terrace. In 2014, new mandatory Occupational Health and Safety training was provided to each worker and supervisor as required by legislation. This training was completed in addition to the annual WHMIS refresher and those mandatory training sessions provided in general orientation to new hires.

From a tracking perspective, the education and training module of our Human Resources Information System (HRIS), InfoHR, was further developed. The module allows for quick and easy reporting of education, both completed and outstanding, for County employees, and will assist managers in the performance appraisal process. With the success of the initial implementation at Wellington Terrace, the module has been identified for roll out to other departments across the County in 2015.

Recruitment and Selection

In 2014, Wellington Terrace was in receipt of 792 resumes, conducted 138 interviews and filled 105 positions. As demonstrated in the graph below, the nursing department made up the majority of our recruitment efforts.



To continue with our marketing efforts to potential candidates, Human Resources participated in career fairs and information events with the Career Education Council, St. Louis Adult Education, Upper Grand District School Board, Georgian College, and the Centre Wellington Home Show.

Wellington Terrace typically has an open job posting for Personal Support Workers, which makes up for the largest part of our recruitment efforts. It is important to note that 2014 was the first year we were able to remove this open posting from the County website as all positions were filled.

Employee Retention

In 2014, the employee turnover rate was reduced by 37% from the previous year. It can be assumed that this reduction is a direct reflection of new scheduling along with various leadership initiatives implemented in response to the staff satisfaction survey conducted in 2011. This was further supported by the positive responses received both in exit surveys and the staff satisfaction survey conducted in 2014.

Other Project Work

The Human Resources department at Wellington Terrace works collaboratively with the interdisciplinary team in various projects throughout the year. In 2014, we worked together with nursing to review the current staffing complement and design a new staffing model with the goal of providing increased satisfaction and work life balance to our employees while maintaining consistency of staffing for our residents.

To enhance teambuilding initiatives in environmental services, human resources provided several training sessions with the goal of building employee resiliency and empathy, while establishing clear expectations and commitment around positive and respectful communication within the team.

Goals for 2015:

1. Policy Review
 - a. Review current Wellington Terrace policies in conjunction with County-wide Human Resources policies to further identify and eliminate duplication.
2. Procedures
 - a. Review and update all documented procedures related to Wellington Terrace human resources practices to ensure new technology is captured.
3. Recruitment and On-boarding
 - a. Increase qualified candidate pool by participating in Community, College and University career events and strengthening our partnerships.

- b. Continue to measure the effectiveness of recruitment practices to ensure positions are filled in a timely manner to ensure adequate staffing levels are achieved.
4. Employee Retention
 - a. Evaluate the data gathered from the exit interviews conducted.
 - b. Complete a trend analysis and make recommendations to management.
5. Training
 - a. Work with County departments to establish department training requirements.
 - b. Further develop the Education module of InfoHR to meet and implement these requirements.
 - c. Develop and provide training on how to access reporting and maintain departmental education records.

6. STAFF DEVELOPMENT AND WELLNESS PROGRAMME REPORT

Laura Holtom, Assistant Administrator

Focus of Service:

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

Successes in 2014:

- Acknowledged 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 incorporated informal teaching in the education plan recognizing that learning in the moment is more relatable to adult learners. This is achieved at team meetings.
- Over 20 conferences/workshops attended by employees of Wellington Terrace
- Approximately 90 topics covered at in-house education.
- Over the past 6 years, a priority has been placed on increasing the knowledge of all staff when dealing with someone diagnosed with a dementia. The Gentle Care Approaches (GPA) programme is recognized as most effective and practical. To date 254 staff has completed this at Wellington Terrace – that is 92%. We promote the importance of this course by asking that staff wear their GPA pin on their name tag.

- Several staff received a grant from the County of Wellington to pursue education goals independently.
- A video was produced to promote the 'behaviour support' work that is done at the Terrace. This information was shared at the annual OANHSS convention.
- We will continue to apply to conferences to present materials where the Terrace have acquired excellent knowledge and skills.
- A presentation of work done at Wellington Terrace to support residents with a dementia was presented to Collaboration Day with the BSO (Behaviour Supports Ontario) team in the Waterloo Wellington LHIN (Local Health Integration Network)
- During our Staff Appreciation Week, we offered some Wellness strategies for our staff. Many staff received treatment in massage, yoga, wax hand therapy and some learned about the therapeutic benefits of chocolate.
- We provided 2 General Orientation sessions for new employees. We continue to review teaching methods to keep the groups attention.
- Improved tracking of attendance so it becomes part of the employment record. This enables us to pull reports more efficiently.
- We revised our Employee Handbook. Used revised Wellington Terrace presentation format for General Orientation
- We subscribe to 2 journals where we circulate appropriate articles specific to staff's work.

Lessons learned along the way:

- We need to ensure we are presenting mandatory Ministry of Health education in the most effective way.

Goals for 2015:

- Continue to provide opportunities for staff to attend Gentle Persuasion Approaches course or refresher.
- Provide education on Dementia to our families and volunteers
- Introduce new technology in the resident home areas to display the Quality Improvement activities.



Clinicians Annual Reports

6. REGISTERED DIETITIAN

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.

Successes of 2014:

- The transition from paper records to electronic documentation of intake of foods and fluids via PointClickCare's (PCC) Point of Care (POC) was completed this year; documentation of all nutritional intake, including special snacks and nutritional supplements, is now completed within POC
- Compliance with MOHLTC Regulations under the Long-Term Care Homes Act, 2007, with respect to a resident's 24-hour care plan and ensuring it includes "diet orders, including food texture, fluid consistencies and food restrictions"
- Attendance at 20 care conferences/family meetings for residents at high nutritional risk starting August 2014
- Implementation of the med-pass nutritional supplement administration program, first on a trial basis in two neighbourhoods in August, expanding to the entire home September/October
 - There are currently 21 residents on the med-pass program, or 39% of those who receive commercial nutritional supplements
 - At least 2 residents have shown improvements in weight status that were not achieved with traditional supplement regimes
- Residents for whom dehydration is a concern or potential concern now have a new focus (dehydration/fluid maintenance) within their care plan to ensure this information is not lost within the nutritional status focus and to underline its importance; RD has attended team meetings to involve the entire team in care planning when there is particular concern about a resident's hydration
- Audits:
 - The fourth annual calcium intake audit was completed in February of 2014, focusing on usual daily calcium intake from major dietary sources. Results were shared with the Consultant Pharmacist and were used to help individualize supplement recommendations made during Quarterly Medication Reviews.
 - A diet order audit was completed in the spring to ensure consistency between dietary software, resident care plans and physician orders

What have we learned along the way?

- The resident population continues to become increasingly complex and, often, nutritionally compromised. Residents at “high” nutritional risk have increased from 35% of the population in January of 2014 to 42% by the end of December
- Chewing and swallowing problems together remain the most common reason for RD referral and follow-up, but change (decrease) in appetite is gaining ground, averaging 15.75/month in 2014 vs. 11.67/month in 2013
- The average number of RD referrals and follow-ups continues to increase year over year, now up to 121/month from 116/month in 2013
- It remains necessary and challenging at times to prioritize activities in order to meet RAI-MDS deadlines while referrals and new admissions also require attention
- Menu review and development: close collaboration with the Nutritional Services Manager and other staff members made this a relatively easy task for the RD despite some differences in professional opinion and interpretation of the requirements with respect to meal service

Goals for 2015:

- RD (or delegate, as necessary) attendance at all admission and annual care conferences for residents at high nutritional risk
- Revise or create a new nutrition assessment for new admissions within PCC to streamline the process and minimize duplication of documentation that may be found within the admission RAI
- Staff education: disease processes with nutrition implications; pleasurable dining / meal assist refresher / feeding strategies for residents with poor intake.



8. PHARMACY SERVICES



Beth Kaufman, 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 2014:

- 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 the GOAL Study
 - Vitamin D, Calcium and Bisphosphonate use (best practice to prevent fractures) above LHIN average and increased from 2013
- Participation in the Atrial Fibrillation Project
 - Increase in anticoagulation for residents with atrial fibrillation

0% 20% 40% 60% Residents with Atrial Fibrillation at baseline Residents with Atrial Fibrillation at 6 months 25%58%58% 42% 17% 0% Wellington Terrace Anticoagulant ASA Neither

- Completion of ISMP's Medication Safety Self-Assessment** to help evaluate the safety and risks of medication management in the long-term care setting
- Med-e-INR medical directive developed, implemented
- Antipsychotic use consistent with 2013, slightly above LHIN average; appropriate use continues to be reviewed quarterly
- Narcotic use consistent with 2013, slightly above LHIN average; appropriate use continues to be reviewed quarterly

Goals for 2015:

- Complete GOAL study; continue with osteoporosis assessment on admission to determine fracture risk and appropriate therapy
- Complete Atrial

9. MEDICAL DIRECTOR'S REPORT

Dr. John Stickney, Medical Director

It is always a positive experience to reflect on the care that has been given and received at the Wellington Terrace over the past year and this year of 2014 is no exception. It has been my privilege to continue to act as the Medical Director with such a caring and effective team of health care professionals.

The year of 2014 has been a new beginning for many residents with us and for an equal number the end of their life. I suppose that on a continuum they are one in the same. I share a special interest with many others in the end of life care that we provide and we continue to receive accolades from family and loved ones for this. It is my hope that we may continue to support our residents so that their death may be both comfortable and dignified.

I always wish to mention the role that all of us at the Wellington Terrace play in educating the future health care professionals that will some day care for us. Nursing, Pharmacy & Medical students and residents probably approach their rotations at the

Terrace as just another rotation but I believe, leave with not only a greater sense of purpose and an appreciation for the care we provide for our seniors but also a smile on their face and even at times a tear in their eye.

The year 2015 will be similar yet different than 2014 in many ways, providing us with challenges that I'm sure as a team, we will conquer and enjoy.

10. PHYSIOTHERAPY DEPARTMENT

Lead: Linda Vines (RPT), John Brice (RPT)

Members of Team: Anna Kingma (PTA), Jocelyn Lodder (PTA), Julie Manderson (CarePartners Director, Rehabilitation Services)

Focus of Service:

- 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 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-based Physiotherapy services
- To improve, develop or restore physical function, to promote mobility and to prevent a decline in functional status for residents

Successes of 2014:

- Enhanced understanding and awareness of Restorative Care program and Resource Utilization Group (RUG) funding by:
 - Participation in weekly inter-disciplinary huddle with the RAI Coordinator, Restorative Care - Personal Support Worker (RC-PSW) to meet, review and update interface activity.
 - Utilization of restorative spreadsheet to effectively monitor Physiotherapy resident interventions, to support RUG process

- Partnered with Conestoga College, to provide two (2) clinical placements for Occupational Therapist/Physiotherapist Assistant students
- Enhanced Wellington Terrace staff safety and well-being by providing formal and informal education sessions, including Effective Back Care, Proper Lifting Techniques, Ergonomic Strategies Utilizing Point of Care
- Implementation of Activity Pro Software for tracking of group exercise class data
- Effective monitoring and trending of resident falls, to guide Falls Prevention program
- Utilization of standardized Berg Balance Test outcomes to guide and support recommendations for mobility aids for resident function and safety
- Participation in numerous inter-disciplinary committees and initiatives, such as Falls Prevention, Osteoporosis, Professional Healthcare Committee, Restorative Care

What have we learned along the way?

- Adapting to a changing resident population - increasingly fragile and complex
- Scheduling around an increased number of residents who require 2 person assistance for physio interventions

Goals for 2015:

- On-going collaboration with Restorative Care program to maximize resident referrals, by fully participating in informal/formal meetings, utilization of data collection tools
- To enhance communication and collaboration with Restorative Care Worker to effectively meet resident needs
- Resident safety: Falls Prevention

11. FALLS PREVENTION MANAGEMENT

Monitoring Group: Falls Prevention

Lead: Tricia Burrough

Members of Monitoring Team:

Anna Kingma, PT Assistant
 Annette Baker, RPN
 Joanne Badder, BSO PSW
 Kristen Sharer, RCPSW

Cindy O'Sullivan, NSW
 Colleen DeBoer, Admin/Recorder
 Kelley Krieger, PRN
 Tricia Burrough, Resident Care Manager

Resident Home Area Champions:

Jacqueline Camp, PSW
Michelle Harriott, PSW
Tammy Lindsay, 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 2014:

Our goal is to maintain or reduce the average number of falls per month to 58 or less by December 31, 2014.

Our goal is to reduce the number of injuries associated with falls by 3.5% from 28% in 2013 to 27% by December 31, 2014.

Our goal is to maintain or reduce the incidence of serious injuries requiring follow-up care in an acute care facility as a result of a fall to 2% by December 31, 2014.

Successes of 2014:

- The number of serious injuries requiring follow-up care in an acute care facility was maintained at 1%.
- Although we did not reduce the number of injuries associated with falls we were able to maintain the number of incidences at 28%.
- Began participation in the GOAL study (Gaining Optimal Osteoporosis Assessment in Long Term Care) in collaboration with Medical Pharmacies. The program has been integrated into the admission process to ensure optimal participation with the aim of improving fall and fracture prevention.
- Falls prevention policy was reviewed and revised.
- Brochure was developed and is being circulated to residents and their families to increase knowledge in falls prevention.
- Posey Fall Alarm refresher training presented by Posey Representative to the Monitoring Committee and Champions.
- Posey alarm use implemented on Walnut Grove and Birch Dale (total of four neighbourhoods); accompanying education provided by the Falls Committee Champions.
- Shower curtain hooks installed on bed frames for holding fall alarm cords in order to reduce the trip hazard.

- A simplified instruction sheet was created and attached to fall alarms for ease of use.
- Ongoing Falls Prevention education at all General Orientation sessions.
- Initiated the development of falls education modules to be presented monthly at RHA team meetings.
- Falls Risk Assessment (FRA) and Post Fall Assessment training provided to Registered Staff to support documentation.
- Monthly discussion at RHA team meetings to review and analyse falls data and contributing factors and implement interventions to prevent future falls.

What have we learned along the way?

- The analysis of previous falls at the RHA team meetings held little value as much of the discussion had occurred at the time of the fall and interventions had been implemented.
- Updating the bulletin board monthly requires a great deal of creativity.
- Fall alarms are fragile pieces of equipment and the corded version leads to greater wear and tear.
- It is not possible to prevent all falls.

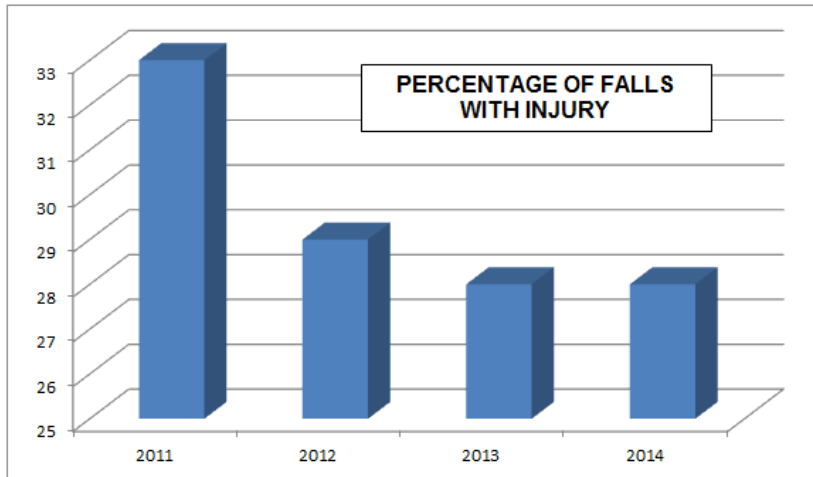
Goals for 2015:

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.

Maintain or reduce the number of falls with injury to 25% - 28% by December 31, 2015.

Change ideas:

- Continue to develop falls education modules for monthly presentation at the RHA team meetings. Review fall stats and fall trends monthly on each neighbourhood and develop appropriate interventions.
- Enhance the work of the committee through participation in the RNAO Best Practice Guideline on falls prevention.
- Trial the use of a new cordless version of a fall alarm.
- Update the bulletin board monthly to coincide with the education module being presented on each RHA.
- Review the effectiveness of the post fall assessment and auditing process.
- Review the Falls Inspection Protocol for compliance and program enhancements.
- Develop annual fall education and present to all staff.
- Trial fall mats to reduce the impact of falls for those at high risk for injury.



12. SKIN AND WOUND CARE MANAGEMENT

Team: Leads Judy Goodall R.N., Elise Seitz R.N.,

Team Members: Kendra Kirton R.P.N., Marzena Szymanski R.P.N., Megan Palubiski R.P.N., Brenda Prince NSW, Joeleen Diljee PSW, Laura Marshall ESW, Erin Senn RD, Peg Muhlbauer R.N DOC.

Katrina Lawr Recreation/ Equipment Specialist Representative.

Sub Committees: Minimal Lift Team, Physiotherapy/OT, and Continance and Bowel Management Team, Pain and Symptom Management Team, Pharmacy, Physician

Focus of Service:

1. Collect accurate information to track data for all residents with skin tears, arterial and or venous stasis ulcers, complex wounds and pressure ulcers.
2. Evaluate and monitor data collected using the appropriate assessments, reassessments, interventions and ensure resident's responses to interventions are documented.
3. Provide recommendations to teams that may include; strategies to transfer and position residents to reduce and prevent skin breakdown; reduce and relieve pressure, including use of equipment, supplies, devices, and positioning aides based on the residents condition.
4. Assist to review and revise policies and procedures at least yearly in accordance with evidence-based practises and if there are none, with prevailing practices.
5. Monthly skin and wound care rounds at Team Meetings, and response to referral requests will be completed.

6. Focus is on prevention, promotion of good skin care, providing resident comfort and dignity with regards to skin and wound care, health teaching, and to promote healing of wounds.
7. To provide ongoing education to all staff with a focus on prevention of skin and wound concerns recognizing the need to strictly follow current individualized care plan interventions.

Why do residents develop pressure ulcers?

- Incontinence
- Immobility
- Nutritional Deficits
- Hydration
- Dementia
- Age (fragile skin)
- Chronic diseases (CHF, diabetes,ect)

Successes in 2014:

1. Education was a strong focus
 - Education on skin and wound care was given for all new employees during orientation sessions. The skin education has been beneficial in promoting good skin care while stressing the importance of good assessment practice while having prevention being a goal.
 - Feb/14 Guest speaker Mary Engel RN CETN(C) provided education for the registered staff on etiology of wound care and treatment selection.
 - May/14 Elise Seitz R.N. presented a Skills Training in service on viscopaste dressings, and other special dressings
 - July/14 The new medical directive policy for care of stage 1+2 pressure ulcers and skin tears was completed and presented at a registered staff meeting
 - There has been increased communication with the Dietitian on skin concerns to ensure early intervention
 - Sept /14 Judy Goodall R.N. and Elise Seitz R.N. presented a detailed Skin and Wound in service for all PSWs. The main focus was to prevent pressure ulcers. The education included care and use of Roho cushions, basic skin care, recognition of stage 1 pressure ulcers and the importance of reporting skin concerns. The importance of repositioning and instruction was given as per the repositioning routines that are used in the Home.

- Fall/14 and in 2015 2 R.N.s, and 1 R.P.N and DOC are participating in the RNAO Best Practice Guidelines Implementation Program to help our monitoring group reach their goals for pressure ulcer prevention.
2. Product Evaluation was part of our ‘Kick off plan” to improve skin care.
 - A trial was completed in 3 resident home areas to determine and evaluate which of several skin products had the most benefit for prevention of skin concerns and for healing. The Tena 3 in one wash cream over all was the most effective.
 3. Improved Tracking Tool for gathering information was added.
 - The Tracking Tool to collect data about skin tears and pressure ulcers has been modified to collect the number of pressure ulcers occurring in each home area. This will assist in guiding the focus for preventative care where it is most needed.
 4. Monthly skin rounds and referrals were completed by the R.N.s.
 - These referrals have successfully prompted the nurses to send referrals to the other disciplines which enhances an interdisciplinary approach for best wound care.
 - Registered Staff Point Click Care referral visits: 51 total residents since July 2014
 - Wound Care Nurse visits: 25 total residents since April 2014
 5. Audits were completed.
 - An audit was completed to determine where education is needed with regards to repositioning routines.
 - An audit was completed to determine if roho cushions were inflated adequately, placed appropriately, and if more education was needed to show staff how to use this equipment.
 6. Accurate records and use of supplies available to prevent wounds and heal pressure ulcers are being kept. Elise Seitz R.N. is responsible for ordering and supply usage. She serves as a Resource Nurse for the resident home area team weekly visits, and completes skin care rounds with the Wound Care Nurse when she visits.
 7. A master list of special mattresses in use in the home has been created. These surfaces are given to residents that would benefit from a therapeutic length of time.
 8. The Medical Directives for skin tears, stage 1 and 2 pressure ulcers was implemented in point click care.
 9. The Resource 2.0 drink during medication pass was initiated to increase compliance with residents taking supplement and ultimately supports health and pressure ulcer prevention.

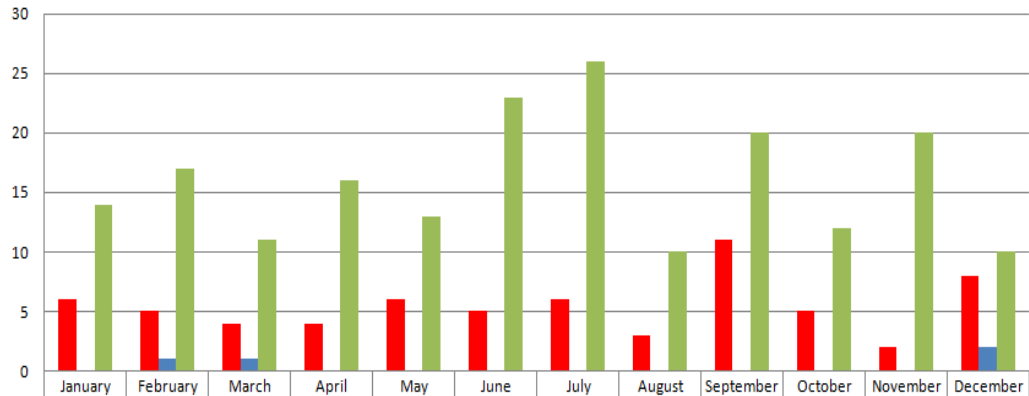
Aim Statement for 2015

1. Our AIM is to reduce by 50% the number of residents who have new pressure ulcers from 5 per month to 2.5 per month by Dec 2015.
2. Our AIM is to reduce the worsened stage 2-4 pressure ulcer our LTC Home average from 3.9% in Q2 2014 to 3.3% (provincial average) in Q4 2014.

Goals for 2015:

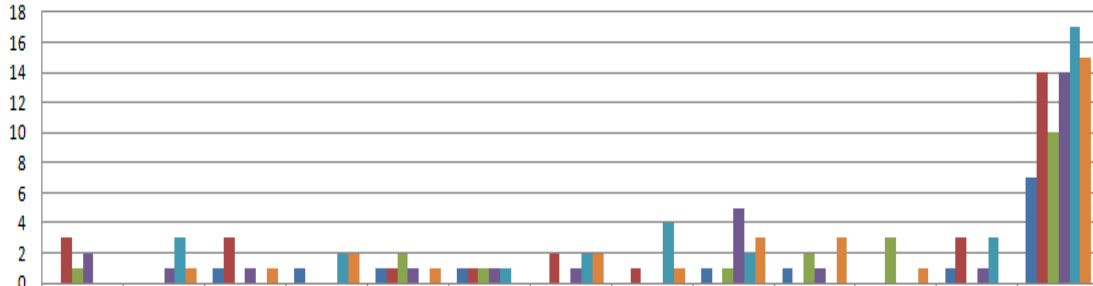
1. Our goal will be to improve on skin and wound documentation and to ensure that interventions for any skin concerns are promptly added to the care plan.
2. Our goal will be to identify what residents are at high risk and implement interventions to prevent skin break down before there is evidence of a pressure ulcer. Immediate interventions will be implemented for any stage 1 pressure ulcer.
3. An R.N. and 2 R.P.N.s will be attending the Fundamental Stream of the Registered Nurses Association Ontario (RNAO) Wound Care Institute.
4. There will be implementation of the Tena 3 in one wash cream use Home wide.
5. A one time funding application for preventative therapeutic surfaces (special mattresses) was submitted to the LHIN.
6. Explore creative education with self learning packages for the registered staff on Assessment and Management of Pressure Ulcers. Consider using the "BP Blogger" as an education medium for all staff. Provide education on venous stasis ulcers and how to prevent. Provide new learning for managing foot ulcers and taking care of legs for residents who have diabetes.
7. Provide more information on a resident's skin with care needs when they are admitted, or to be used when they are transferred to another facility by using the "My Skin Health Passport" pamphlet.
8. Review of the repositioning audit results to determine where education is needed to improve, and implement this learning.
9. To engage families in risk assessments and prevention of wounds.
10. To monitor outcomes from the data collection, analyze and present findings to the Teams. Celebrate successes at prevention of pressure ulcers, especially for residents that are at high risk. Celebrate if ulcers have not worsened, especially those at a stage 1, and celebrate ulcers that have healed.

2014 Statistics



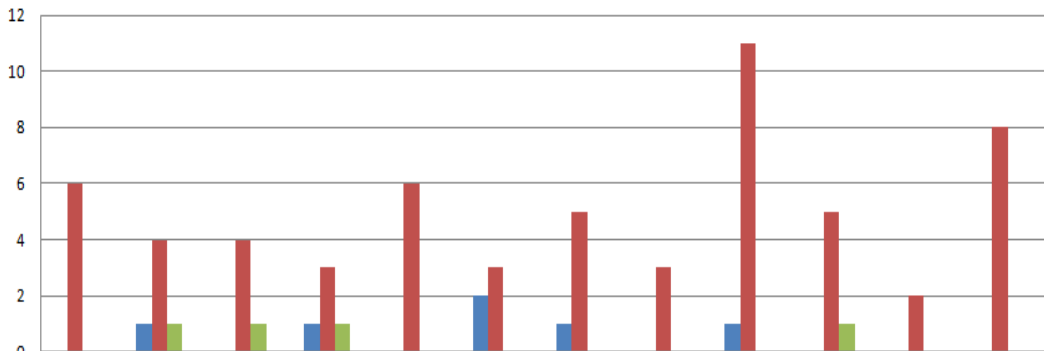
■ New Pressure Ulcer	6	5	4	4	6	5	6	3	11	5	2	8
■ New Venous Stasis Ulcer	0	1	1	0	0	0	0	0	0	0	0	2
■ New Skin Tear	14	17	11	16	13	23	26	10	20	12	20	10

Pressure Ulcers by Neighbourhood 2014



	January	February	March	April	May	June	July	August	September	October	November	December	Total
■ AV			1	1	1	1			1	1		1	7
■ WG	3		3		1	1	2	1				3	14
■ MR	1				2	1			1	2	3		10
■ CG	2	1	1		1	1	1		5	1		1	14
■ BD		3		2		1	2	4	2			3	17
■ OG		1	1	2	1		2	1	3	3	1		15

TOTAL OF EACH PRESSURE ULCER STAGE



	January	February	March	April	May	June	July	August	September	October	November	December
■ PU Stage X	0	1	0	1	0	2	1	0	1	0	0	0
■ PU Stage 2	6	4	4	3	6	3	5	3	11	5	2	8
■ PU Stage 3	0	1	1	1	0	0	0	0	0	1	0	0
■ PU Stage 4	0	0	0	0	0	0	0	0	0	0	0	0

13. PAIN AND SYMPTOM MANAGEMENT MONITORING COMMITTEE

Lead/Members of the Team:

Marilyn Clayton – Lead
Virginia Muir – RPN
Tracey Henderson – Dietary
Michelle Giddy – Environmental Services
Cynthia Scarrow – PSW
Linda Vines – Physiotherapy
Chris Bigelow – Palliative Pain and Symptom Management Consultant

Focus of Service:

Continuous development of our interdisciplinary team to benefit our residents by ensuring their comfort is maintained, thereby improving their quality of life. The Pain and Symptom Management Program includes methods to reduce risk and monitor outcomes, including protocols for the referral of residents to specialized resources when required.

Successes in 2014:

- Development, in collaboration with the RPN staff, of the 7 Day Pain Assessment, which allows clear and thorough charting of pain following a change in medication in response to increased pain; initiation of a new medication for pain management, and/or following a change in behaviour or condition, where pain is thought to be a component.
- The Pain Certificate Program that is being hosted at Wellington Terrace has been very well attended and is also available on the Nursing drive, as well as on the WELL. The Registered staff have been able to attend in person, work on this in their spare moments at work, or complete it from home. 33 nurses are in the process of completion. The final live session will be held on March 24, 2015. Participants must complete all 6 modules to receive their certificate. The WELL access will allow new staff to complete the program as well.
- The new procedure for Pain Rounds has allowed us to review residents experiencing difficult to manage pain in a more timely way. 33 residents were reviewed in 2014.
- Marilyn participated in Quarterly reviews of medications with a focus on Pain and Symptom Management for 340 residents.

- GAP Analysis, available through the RNAO Best Practices Toolkit, completed with input from the Registered Nurses.
- Marilyn successfully completed the Advanced Pain Assessment course on-line by DeSouza Institute.

What we learned along the way:

- Ensuring procedures are maintained while new software is implemented.
- Exploring the many options for improvement of the program available through Point Click Care, with the focus of releasing time to care.

AIM Statement for 2015:

Our focus in pain management will be to improve communication with resident's family members with regards to their pain management plan by 25% in the next quarter by:

- Auditing the Pain Rounds Referrals from January – question re: Are family aware of referral? to establish a baseline.
- Based on results develop a process going forward to assure communication with family, and conduct education with Registered Staff to ensure communication gaps are addressed.

-

Goals for 2015:

1. Explore options for having Pain Infusion Therapy available on an as needed basis.
2. Pain as a Vital Sign - option available with PCC that allows a broad range of techniques for monitoring, assessing and documenting pain. Allows us to graph pain. Would require changing from the Abbey scale to the PAIN AD for rating pain in those with Dementia.
3. Education Focus on symptoms other than pain.
4. Two additional education certificate programs focusing on symptoms other than pain. This will also have modules available on the WELL.
 - Registered Staff component - 6 part certificate program
 - Unregulated Staff component – 6 part certificate program.
5. Revision to the Pain Policy and Procedures based on changes related to tools available on Point Click Care.
6. Reformat our bulletin board presentations and include a short quiz and prize to track that the content is being reviewed.

14. PALLIATIVE COMMITTEE

Lead/Members of Team: Marilyn Clayton, R.N., CHPCN(C)

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

Successes in 2014:

Volunteer visiting hours for No One Dies Alone for the year are 87.5 hours. There was no usage in February, October and November as families preferred to sit with residents themselves. Some volunteers may forget to sign in so all time may not be accurately captured. One staff volunteer did 27 of those hours. A letter of recognition/appreciation will be drafted for our top 3 volunteers.

8 debriefing sessions were held with between 9 and 13 staff attending each time. An evaluation was sent out to all staff re: satisfaction with, and suggestions for upcoming sessions. Only 9 surveys were returned. 4 of the staff completing the survey had attended and rated the sessions as “Very Helpful” One staff indicated that this was her only form of self-care with respect to her work. The discussions at the sessions have been quite robust.

We have completed “Call for Abstracts” for 2 conferences in order to share our Palliative Care/End of Life Programs.

Several staff attended education in palliative care, including, the Central West Palliative Care Conference; Honouring Cultural Perspectives; and Compassion Fatigue Session 2.

Marilyn attended the Hospice Palliative Care Ontario Annual Conference, as well as those already mentioned and completed 2 on-line courses in Managing Grief and Loss and Advanced Pain Assessment and Management through the DeSouza Institute.

We have developed through discussion at the Clinical Practice Meetings, a new policy for Subcutaneous Fluid Hydration – Hypodermoclysis. This will hopefully mean less transfer to hospital for people at/hearing end of life.

3 Personal Support Worker staff have volunteered to take care of restocking of the Palliative Care Kits which include toiletry and convenience items for families. They are relocated to the Clean Utility Rooms on each Neighbourhood. New roses were purchased to place at a resident’s place in the dining room to indicate that a resident passed away and the kits were generally refreshed and reorganized.

The Registered Nurses and Registered Practical Nurses participated in a session on Compassion Fatigue.

What we learned along the way:

Decrease in family reporting that they were informed how medications worked and what it was for.

Keeping No One Dies Alone volunteers engaged through long gaps between calls.

Keeping the Palliative Care Kits stocked, and accessible to staff for residents / families at end of life. The PSWs who are overseeing these are kept busy ensuring items are returned to the kits and the contents used appropriately. They have gone out to the Team Meetings to explain the process.

Dove's Debriefing clipboard with surveys for staff to complete who aren't wanting or can't attend the debriefing has not been well utilized, is difficult to coordinate in a timely manner and therefore has been discontinued.

AIM Statement for 2015

Develop the role of No One Dies Alone Volunteer Visitors so there are regular opportunities for visiting. Consider visiting with residents at a PPS of 50% or less, with resident/family consent, in order to get to know them before that final time.

All of our 30+ volunteers will be surveyed and asked to recommit to be available for visiting. Recruitment of new volunteers during Palliative Care Week.

Goals for 2015:

Changes to No One Dies Alone program:

Develop a referral on Point Click Care for Dove's Debriefing session needed for particular resident death.

Introduce Mindfulness Training for staff.

Reformat our bulletin board displays to be more eye-catching. A quick quiz with small prize to ensure content is being read.

Marilyn will be completing her renewal application for her CHPCN(C) (Hospice Palliative Care Nursing specialty through the Canadian Nursing Association.

Add to our Diabetes Management Policy by introducing an algorithm for care of Diabetics at End of Life.

PALLIATIVE CARE SERVICES EVALUATION

Question	2014	2013	2012	2011	2010
1. Did you find the staff compassionate and caring?	100%	100%	100%	100%	100%
2. Did you feel that the atmosphere was “comfortable and welcoming?”	95%	100%	97%	100%	94%
3. Did staff explain the use of equipment, if used?	100%	100%	100%	100%	92%
4. Were the services of Hospice and Wellington Terrace “No One Dies Alone” offered and explained to you?	86%	78%	95%	72%	82%
5. Were the spiritual needs met for you and your loved one?	100%	88%	95%	100%	94%
6. Were family members given the opportunity to rest in our Family Suite – Cherry Blossom Rm.?	90%	80%	78%	77%	66%
7. Were your cultural/spiritual practices recognized and honoured?	100%	95%	100%	95%	88%
8. Were staff available to answer question?	100%	100%	100%	100%	100%
9. Were staff flexible in providing care to your loved one?	100%	100%	100%	100%	94%
10. Were you given privacy and time alone with your loved one?	100%	100%	97%	100%	100%
11. Were concerns addressed in a timely manner?	100%	98%	100%	100%	94%
12. Did the Registered Staff answer questions regarding your loved ones health in a way that you understood?	100%	100%	97%	95%	86%
13. Were you informed how the medications worked?	90%	98%	95%	95%	93%
14. When staff administered medications to your loved one, were you and the resident informed what it was for?	90%	98%	100%	100%	100%
15. Did you find the staff knowledgeable?	100%	95%	100%	100%	94%
16. Were you given adequate notification of changes in your loved ones condition?	95%	98%	97%	95%	100%
17. Did you feel that your loved one’s comfort level was well maintained?	95%	95%	100%	100%	95%
18. Overall, did you feel supported?	100%	98%	100%	100%	75%
19. Did you feel rushed following the death of your loved one? (% is of people who said N)	100%	90%	82%	n/a	n/a
Average for the year	92%	95%	97%	96%	92%

THE REALLY GOOD NEWS

We scored 100% in 12 questions as opposed to 7 in 2013.

100% of respondents in 2014 said they did not feel rushed as opposed to 90% in 2013.

We improved by 8% in offering the services of Hospice and No One Dies Alone.

With the exception of this area all of our results were above 90% which was a goal from last year.

The evaluations that have gone out in the latter half of 2013 and all of 2014 have been identified by the year and so we will have stats available re: percentage of evaluations returned for the year, going forward.

From the Guest Book in the Cherry Blossom Room:

“If you are reading this, someone you love is likely passing.

I’m sure they’ve told you what to expect, & you’ve read the little booklet.

Based on our experience, here’s what they don’t tell you – “the rest of the story”

Staff will care for your loved one like he/she is their own Mom or Dad – wiping brows, holding hands, talking, and singing, anything you suggest.

You will also be cared for – more food than you can ever eat smiles, gentle pats and even hugs.

And residents will find their own unique way to make you smile and remind you this is just another step in life’s wonderful journey.

All the best”

Anonymous

From a resident satisfaction survey:

What was the most positive aspect of your experience with the Neighbourhood Team?

Answer: Coming one evening to find a staff member sitting on Dad’s bed and holding his hand. We knew he was dying “at home”

15. CONTINENCE CARE AND BOWEL MANAGEMENT

Lead: Elise Seitz RN

Focus of Service:

Wellington Terrace is committed to providing continence care and bowel management interventions to promote comfort, dignity and independence, to prevent and treat skin impairment, to decrease falls and to promote continence. Our monitoring committee serves as leaders to; provide strategies home wide to promote resident comfort and dignity, promote the prevention of skin breakdown and infection, develop policies, procedure and protocols as well as serve as a resource for all teams. The monitoring committee is guided by the Wellington Terrace policies and procedures and the Mission, Vision and Values.

Successes in 2014:

- We presented a third continence display (of a three part series begun in 2013) for staff on recognizing skin breakdown from incorrectly applied incontinence products and the use of treatment creams.
- All neighbourhoods continue with their individualized toileting and changing routines. All of our incontinent residents had either a toileting or changing routine in place. Many of our residents have a combination of a toileting routine during the day and a changing routine through the night. We continue to have an 85% incontinence rate.
- Ongoing education for the Tena Team was provided during our quarterly meetings. This enabled the Tena Team to better assess our residents for the correct incontinent product and size and to help establish individualized toileting routines for our residents and to identify those residents requiring changes to their continence care.
- In collaboration with the Skin and Wound Care Team, we trialed three new skin care products for perineal care on Cedar Gorge and Birch Dale. At the end of the trial Tena Cleansing Cream was determined as the product that would best meet our needs going forward. In 2015 Tena Cleansing Cream will be introduced to all six neighbourhoods for ongoing use for perineal care for incontinent residents.
- A continence audit was completed by a Tena representative on all six units. Several issues including correct fit and sizing of briefs and the overuse of zinc were identified. Each of these topics were presented at team meetings on each neighbourhood and via memos posted on all neighbourhoods. Zinc was removed from the units. A skin referral is now sent for each resident that may require zinc

and higher quality sudocrem is recommended by the Skin and Wound Care Team as required.

AIM statement for 2015: Our AIM is to maintain our worsened bladder incontinence level at 10.2% which is below the provincial average of 19.2%.

Goals for 2015:

- A mandatory continence and skin in-service for all personal support workers and terrace aides will be presented in February and March. This will tie together excellent continence care and improved skin condition and the combined goals of both monitoring groups.
- Further education will be provided throughout the year for the Tena Team and for all direct care staff through quarterly meetings and team meetings.
- Maintain our high rate of toileting routines.

16. SPECIALIZED DEMENTIA CARE

Behaviour Supports Program Report

Lead: Mary Lou Bolen

Team Members:

Julie Coulson-BSO Registered Practical Nurse
Joanne Badder –BSO Personal Support Worker
Krista Cudney-Nutrition Services
Liana Woods-Environmental Services
Lori Wilson –Personal Support Worker
Lindsey Wideman – Recreation Therapist

Focus of Service:

- Recommend and promote best practice implementation for responsive behaviours throughout the 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 support our Behavioural 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 trials related to cognitive impairment and responsive behaviors throughout the Home
- To continue to build capacity within the interdisciplinary team for dealing with residents with cognitive impairment that results in responsive behaviors.
- Review and revise program description ,policies, procedures and protocols in accordance with evidence based practices annually and as needed

Successes in 2014:

- 3% reduction in antipsychotic medication usage in residents without a psychotic diagnosis has occurred as the result of the ongoing evaluation being done by the pharmacist, physician, and team leaders
- 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 additional support. This is under the services of Community Mental Health (C.M.H) and Dr Karen Clements with 74 visits occurring last year which was 14 more visits than previous year .
- Specialized Mental Health Unit – from Freeport continued to support our team on outpatient basis to help a resident who had been for a 90 day admission for assessment of unpredictable responsive behaviours
- Through Freeport team we are now connected for consults to Dr Roa a Duo-Diagnosis Specialist, to try to improve the quality of life for a cognitively impaired ,developmental delayed resident with responsive behaviours
- 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
- Education continued in Gentle Persuasive Approach (GPA)with another 70 staff and volunteers being trained with now our total number to date 254 people
- Our 2 GPA in house trainers were asked in September 2014 to participate in the Pilot Project in Hamilton for the 3rd edition being implemented for GPA
- 115 education sessions at team meetings, Behavioural Support bulletin board or other forums including one to one staff in the moment discussions. Topics ranged from recognizing pain with dementia, acute onset behaviour's, treating all residents with different needs thereby needing individual interventions tailored to their specific needs, working with developmentally delayed residents with responsive behaviours, using cue cards as a communication tool along with many more
- New referrals to BSO caseload for year was approximately 113 residents with active residents on caseload at any given time approx. 25

- All 6 Neighborhoods 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
- Toolbox behavioural interventions successfully inputted 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
- 3 Members of the Behavioural Support team attended a workshop with Teepa Snowe on Aging and Dementia in the Developmental Delayed resident
- 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 sharing was given to other homes in our LHIN re our “flexible breakfast” program
- Support and mentoring was given to some other Homes in our LHIN around how and why our Behavioural Supports Ontario program is successful here at Wellington Terrace
- Information sharing and gathering occurred with other homes at the Collaboration Days in Guelph in regards to the BSO program
- Successful launch of laminated cue cards to all the neighborhoods to use as a communication tool when spoken word is not effective for cognitively impaired resident
- Recommendations from the Noise Study have been followed up on 1) a monthly maintenance program has been put in place for the walkies and pagers to ensure they are working at best capacity to noise level at minimum 2) pill crushes on Med carts have been replaced with ones not as noisy and also education provided to Registered staff with regards to how to use in a quiet manner so as to be less disruptive 3) new wheels will be replaced on some of the carts throughout building that have caused excess noise
- Staff are now coming 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 behaviours.
- BSO personal support worker is now working 1 evening shift a week to support residents and staff with the challenging behaviours that can occur in the early evening hours with sun downing

Goals for 2015:

- To reduce the antipsychotic medication usage without a psychotic diagnosis to provincial average by December 2015
- 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 incorporating other practices like towel bathing
- To revisit the Monitoring position on the 3 dementia resident home areas looking at the philosophy, direction we would like to move in ,purpose and resources, that will further enhance our residents quality of life and ensure staff are feeling supported
- To continue with ongoing education in all areas of dementia care

17. INFECTION CONTROL

Lead: Carol Woods R.N.

Members of Monitoring Team:

Nhu-Thanh Nguyen, RPN

Cathy Creary, NFS

Mary Black Gallagher, LED/Volunteer Services Co-ordinator

Focus of Service:

Continue to focus on strategies at Wellington Terrace to protect residents, staff and others from exposures to infection. This includes surveillance of infections, review of policies and procedures, education, training, outbreak management and communication.

Aim Statement for 2014:

Our goal is to maintain over 90% compliance for Influenza vaccination for staff and residents at Wellington Terrace by December 15, 2014.

Our goal is to track the number of outbreak days for the calendar year ending December 31, 2014 (in comparison with the last 3 years) to review and evaluate for continuous improvements of our outbreak policy and procedure.

Our goal is to continue to improve hand hygiene compliance and maintain over 80 % success rate of audited opportunities.

Successes in 2014:

At our 2014 annual Influenza vaccine campaign, the resident influenza immunization rate was 95.3%, the staff rate was 99.2 % and the volunteer rate was 70.2%.

Our number of outbreak days over the past 3 years has been between 39 and 56 days. The total number of outbreak days for 2014 was 57 days. The average length of outbreak has been between 13 and 23 days in duration.

Hand hygiene compliance rate this year is 85%. We had a total of 411 opportunities to audit with on-the-spot coaching to train at the point-of-care.

What have we learned along the way?

We continued this year to provide annual influenza vaccine for staff, residents and volunteers in a compressed week where residents in each home area received their vaccine in the morning and staff and volunteer clinics were held in the afternoon. Infection Control Week ran concurrently and gave opportunity for additional education and celebration.

Our immunization program this year included the successful vaccination of those residents requiring tetanus and diphtheria immunization now and in the future.

Goals for 2015:

Maintain over 90 % influenza rate for staff and residents by the December 2015 reporting date to the Ministry of Health and Long Term Care.

Maintain over 80 % compliance with hand hygiene and strive to improve in each area of the 4 moments of hand hygiene to include review of placement of hand hygiene stations by December 31, 2015.

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

18. MDS RAI

Lead: Kate Brubacher, RN, RAI Coordinator, Kelley Krieger, RPN, Documentation Support Nurse

Focus of Service:

Resident Assessment Instrument (RAI-MDS) is a process adopted by the Ministry to streamline all resident assessments for all long term care homes in North America. The

funding model for long term care is based on resident acuity. 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 the resident's in this manner on admission, quarterly or when a change occurs in their level of functioning.

AIM Statement:

Our AIM is to meet all Ministry requirements as they are prescribed in the Long Term Care Homes Act (LTCH Act) We AIM to improve resident outcomes through our ongoing assessments and referral processes. These outcomes may include:

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

Successes in 2014:

- Final Point Click Care (documentation software) transition to Point of Care (POC) documentation.

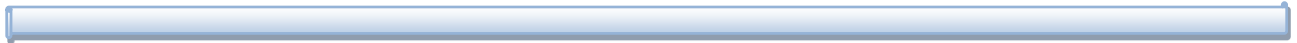


- 3 day RAI Credentialing course for Kate and Kelley. Topics included: how to accurately capture the level of resident care and how that represents an increase in the CMI (Case Mix Index) values. Strategies to implement these improvements and how to evaluate the effectiveness of the information when it comes to quality and CMI.
- Ongoing staff education on accuracy of documentation – progress notes and assessments
- Increase in CMI (Case Mix Index) as a result of accurately capturing each aspect of the resident's care

- Assessment and Intelligence System (AIS) testing which is mandatory competency testing for all staff working within the RAI umbrella completed for 2014. This testing ensures that everyone working within the RAI team is able to provide accurate and high quality information into the RAI system
- Streamlining the admission process. The RAI team initiates the admission process by discussing details about the new resident with family (power of attorney) prior to their arrival to the home. Risks are discussed and a detailed care plan outlined. This provides all staff with information to help ensure safety of the resident. We have had great responses from new resident families with comments like: “it is so refreshing to know that your home cares enough to ensure safety and comfort even prior to mom’s arrival”.

Goals for 2015:

- Ongoing staff education to ensure accuracy and quality of all documentation
- Working with the Monitoring groups for improvement in Quality Indicators by providing detailed information within these statistics. Advising of clinical interventions as a result of findings and educating staff on best practices.



2015 Quality Report – Wellington Terrace LTCH

	Total Previous Year	January	February	March	April	May	June	July	August	September	October	November	December	Total for 2015
Human Resources														
New hires	45	0												
Exiting Employees	33	0												
# calls to Ministry of Labour	1	0	0											
Lost hours due to workplace injury	0	0												
Hours worked by employees in modified role (WSIB)	899.5	45 (1 employee)												
Excellence in Care														
% of residents who have had a fall in the last 30 days		21.3%* (Province 13.8%)	n/a											
% of residents who were physically restrained		7.3%* (Province 8.1%)	n/a											
% of residents who had a pressure ulcer that recently got worse		3.9%* (Province 3.3%)	n/a											
# of Emergency Room visits experiencing illness listed on page 3		3	0											

% of residents on antipsychotics without a diagnosis of psychosis		31%* (Province 29%)	n/a											
% of residents with worsening bladder control		10.2%* (19.2%)	n/a											
# of outbreak days		20	0											
Census/ Compliance														
# of deaths	70	9	2											
Inspection: # areas in non compliance	8 (annual RQI)	0	0											
Risk Prevention														
Review of Fire Plan through Fire Drills completed	12/12	yes	yes											
Reporting to Ministry of Health														
# of Formal Complaints made by family or resident	2	0	0											
# of Critical Incidents	13	2 1 Outbreak 1 abuse allegation *retracted	0											

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

*data is from q 2 2014 (July-Sept 2014)

Supporting Data for Report

Definitions:

Human Resources:

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

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

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

Skin and Wound Management at Wellington Terrace

Wellington Terrace has a formal skin and wound care program lead by two RNs with a special interest in wound care. Recently, we have conducted education for all RNs and RPNs on the staging and treatment of wounds. We have the expertise of an advanced wound care therapist who will do advanced treatment plans on the request of the home. We have medical directives in place for treatments with a quality dressing.

Emergency Department Visits:

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

What makes residents in LTC more susceptible to skin and wound issues?

- Increased aging of the skin `thin skin`
- Nutritional status compromised related to medical diagnosis
- Cognitive impairment- more bumping into and accidents
- Impaired mobility- not repositioning selves regularly.
- Dehydration
- Steroid use

Current processes to mitigate responsive behaviours:

- The home follows a Gentle Persuasion Approach Philosophy. There are 3 education sessions held per year. Focus of this program is respectful, non violent, self protective strategies for staff to use when dealing with a resident with responsive behaviour.
- Responsive behaviour program. Focus is on reporting responsive behaviours so all team members are aware of potential resident action. These incidents are recorded in the resident progress notes and read q shift at report.
- The Behaviour Support Team reviews all responsive behaviour progress notes and follows up when required. Determines if resident requires increased assessment or if the change can be attributed to a clinical reason. The BSO along with the team develops individualized toolboxes for all staff to review. These tool boxes contain information on resident triggers for responsive behaviours as well as interventions to mitigate responsive behaviours.
- Weekly team meetings are held to discuss resident specific case studies and problem solve. Specific techniques for preventing or responding to responsive behaviour are shared.
- Care plans are updated as required to include specific approaches recommended when doing residents care (complete care with two PSWs, for example)
- All direct care staff carry walkie talkies so they are able to quickly deploy assistance if required.
- Wellington Terrace is supported by external expertise – Psychogeriatric Resource Consultant (PRC). We hold monthly Psych clinics under the direction of a Geriatric Psychiatrist

Long-Term Care HQO Indicators

February 26, 2015 – LTC Network

HQO Indicator - Percentage of residents who had a pressure ulcer that recently worsened

Pressure Ulcers

What does this indicator show?

This indicator shows the percentage of long-term care residents in Ontario who developed a more severe pressure ulcer over any given 90-day period.

2013/14 provincial average: **3.0%**

LTC Home	2012 Q3	2012 Q4	2013 Q1	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2
Cambridge Country Mnr	1.7%	1.5%	2.6%	3.6%	3.0%	3.7%	3.0%	2.8%
Fairview Men Hm	1.2%	2.6%	3.0%	3.9%	3.4%	2.3%	1.6%	1.1%
Golden Years NH (Cambridge) Inc	4.4%	5.0%	5.4%	6.5%	5.2%	5.5%	4.9%	4.5%
Hilltop Mnr Cambridge	4.3%	4.6%	4.5%	3.9%	4.6%	4.7%	6.3%	7.0%
Riverbend Place Ret Com	0.3%	0.3%	0.3%	0.8%	1.9%	1.9%	3.0%	2.8%
St Luke's Place	1.5%	0.9%	1.1%	0.7%	1.2%	1.1%	1.4%	2.4%
St Andrew's Terrace	3.2%	3.7%	3.4%	3.9%	4.0%	3.7%	4.2%	3.1%
Stirling Heights	0.8%	0.7%	1.3%	1.5%	2.1%	2.7%	3.3%	2.9%
Eden Hse NH	5.4%	5.3%	5.3%	3.6%	6.1%	4.1%	5.1%	5.2%
The Elliott Com	6.6%	7.9%	6.5%	4.6%	3.5%	2.6%	2.8%	3.1%
LaPointe-Fisher NH	6.9%	5.1%	8.9%	8.4%	7.8%	6.2%	4.7%	4.9%
Morrison Park	3.9%	6.0%	5.9%	6.1%	5.5%	3.2%	3.3%	5.9%
The Village of Riverside Glen	2.2%	1.5%	1.7%	1.4%	0.8%	1.7%	1.6%	2.1%
St Joseph's HCtr Guelph (51950)	3.9%	3.8%	4.0%	3.7%	3.8%	2.7%	2.7%	2.8%
Salvation Army A.R. Goudie Eventide	2.6%	1.9%	3.0%	2.4%	2.3%	2.4%	2.2%	3.0%
Chateau Gardens Elmira	3.7%	3.7%	3.1%	4.2%	4.0%	4.1%	5.9%	4.1%
Columbia Forest LTCC	3.2%	2.0%	1.6%	1.5%	2.3%	3.2%	4.0%	4.3%
Derbecker's Heritage Hse	4.1%	4.6%	5.1%	3.6%	2.9%	1.1%	2.4%	3.1%
Forest Heights LTCC	3.7%	3.3%	2.7%	2.3%	2.0%	2.2%	2.7%	2.8%
Lanark Heights LTC	4.4%	5.1%	5.3%	4.4%	4.0%	3.7%	3.5%	3.3%
Leisureworld Elmira	0.6%	1.2%	1.7%	3.3%	3.7%	4.4%	5.3%	5.3%
Nithview Com	3.1%	4.3%	3.8%	2.6%	4.6%	4.9%	4.5%	5.7%
Parkwood Men Hm	3.3%	3.5%	4.6%	7.0%	5.1%	5.4%	5.2%	2.7%
Pinehaven NH	5.4%	4.9%	2.6%	2.8%	2.1%	2.9%	3.1%	2.6%
Sunnyside Hm	2.6%	3.5%	3.5%	3.0%	2.9%	3.1%	3.1%	3.4%
Trinity Village CCtr	3.5%	3.3%	3.9%	3.6%	4.1%	5.3%	4.9%	5.4%
Twin Oaks of Maryhill	9.7%	9.5%	9.4%	9.5%	10.8%	10.1%	16.2%	15.6%
The Village of Winston Park	2.3%	2.7%	2.9%	3.5%	3.3%	3.4%	3.9%	4.0%
The Westmount	3.1%	4.2%	4.2%	4.0%	4.1%	3.6%	3.8%	3.4%
Arthur NH	4.3%	4.6%	8.1%	9.4%	8.3%	9.1%	5.5%	4.9%
Fergus NH	0.3%	1.0%	2.2%	2.2%	4.1%	4.4%	4.1%	4.1%
Caressant Nrs Ret Hm Ltd. Harriston	6.1%	5.8%	6.8%	5.5%	6.8%	6.0%	4.3%	4.6%
Royal Terrace	3.0%	3.9%	3.7%	3.7%	5.0%	3.8%	4.7%	5.5%
Saugeen Valley Nursing Ctr	6.6%	5.3%	5.1%	4.1%	3.4%	4.6%	3.4%	4.1%
Wellington Terrace LTCH	4.0%	4.3%	4.2%	4.8%	4.8%	4.6%	3.9%	3.2%
WWLHIN Average	3.6%	3.8%	4.0%	4.0%	4.1%	4.0%	4.1%	4.2%

HQO Indicator - Percentage of residents who were physically restrained

Restraints

What does this indicator show?

This indicator shows the percentage of long-term care residents in Ontario who were physically restrained on a daily basis over any given 90-day period.

2013/14 provincial average: **8.9%**

LTC Home	2012 Q3	2012 Q4	2013 Q1	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2
Cambridge Country Mnr	0.2%	0.2%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
Fairview Men Hm	26.0%	29.2%	32.8%	34.9%	37.4%	39.8%	39.1%	36.8%
Golden Years NH (Cambridge) Inc	21.7%	20.2%	21.5%	21.6%	20.9%	19.0%	14.5%	11.5%
Hilltop Mnr Cambridge	1.8%	1.6%	0.9%	3.5%	6.0%	6.5%	4.1%	2.6%
Riverbend Place Ret Com	0.8%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
St Luke's Place	5.7%	7.5%	7.8%	8.4%	9.3%	9.6%	10.1%	10.1%
St Andrew's Terrace	10.1%	10.9%	12.7%	12.6%	9.6%	7.2%	5.0%	3.9%
Stirling Heights	2.4%	2.5%	2.7%	2.7%	3.0%	3.9%	4.9%	5.7%
Eden Hse NH	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.7%
The Elliott Com	5.2%	4.3%	4.3%	3.4%	2.5%	2.2%	3.0%	4.0%
LaPointe-Fisher NH	31.8%	32.1%	30.8%	28.0%	23.5%	18.6%	14.9%	10.7%
Morrison Park	9.9%	9.4%	10.4%	11.1%	10.8%	10.1%	12.2%	15.2%
The Village of Riverside Glen	11.3%	11.0%	10.2%	9.3%	7.9%	8.0%	7.8%	7.4%
St Joseph's HCtr Guelph (51950)	25.9%	26.5%	25.5%	24.7%	23.9%	19.5%	14.1%	8.6%
Salvation Army A.R. Goudie Eventide	14.9%	17.1%	19.4%	20.8%	20.9%	20.1%	21.6%	16.8%
Chateau Gardens Elmira	4.6%	1.4%	0.0%	0.0%	0.5%	1.0%	0.9%	0.9%
Columbia Forest LTCC	13.2%	10.7%	9.5%	7.6%	6.5%	6.0%	5.2%	4.9%
Derbecker's Heritage Hse	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Forest Heights LTCC	3.9%	3.4%	3.5%	3.7%	3.8%	4.0%	3.4%	3.4%
Lanark Heights LTC	18.4%	20.0%	20.2%	17.7%	15.0%	13.8%	12.8%	11.4%
Leisureworld Elmira	1.0%	1.1%	1.6%	1.8%	2.1%	2.3%	1.7%	1.7%
Nithview Com	21.2%	20.1%	18.2%	17.3%	16.3%	15.4%	16.7%	16.6%
Parkwood Men Hm	26.1%	26.3%	26.8%	26.8%	23.0%	19.5%	14.4%	10.5%
Pinehaven NH	0.6%	0.6%	0.8%	0.6%	0.6%	0.4%	0.4%	0.6%
Sunnyside Hm	21.7%	20.0%	17.3%	16.5%	16.3%	13.5%	12.5%	10.6%
Trinity Village CCtr	25.3%	25.4%	26.2%	27.6%	29.3%	32.1%	31.6%	30.3%
Twin Oaks of Maryhill	23.8%	24.5%	24.4%	22.1%	21.7%	21.2%	20.8%	18.5%
The Village of Winston Park	15.5%	15.8%	16.7%	17.1%	17.8%	14.2%	10.7%	7.8%
The Westmount	23.8%	24.7%	25.1%	25.1%	22.9%	19.9%	17.2%	14.1%
Arthur NH	11.0%	11.6%	8.1%	9.1%	11.8%	13.4%	5.9%	6.8%
Fergus NH	2.2%	0.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Caessant Nrs Ret Hm Ltd. Harriston	0.0%	0.3%	0.3%	0.3%	0.2%	0.0%	0.0%	0.0%
Royal Terrace	22.2%	14.8%	9.2%	0.7%	0.3%	0.5%	0.3%	0.5%
Saugeen Valley Nursing Ctr	18.0%	16.5%	15.1%	14.3%	14.7%	14.8%	12.6%	10.9%
Wellington Terrace LTCH	17.9%	19.3%	19.0%	19.9%	20.1%	17.1%	13.7%	8.6%
WWLHIN Average	12.5%	12.3%	12.0%	11.7%	11.4%	10.7%	9.5%	8.3%

HQO Indicator - Percentage of residents who had a recent fall

Falls

What does this indicator show?

This indicator shows the percentage of long-term care residents in Ontario who fell in any given 30-day period.

2013/14 provincial average: **14.2%**

LTC Home	2012 Q3	2012 Q4	2013 Q1	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2
Cambridge Country Mnr	8.1%	8.9%	11.7%	14.3%	15.5%	15.3%	16.4%	17.5%
Fairview Men Hm	10.9%	10.0%	9.6%	12.9%	14.2%	16.0%	18.1%	18.4%
Golden Years NH (Cambridge) Inc	14.7%	15.0%	15.8%	14.6%	15.2%	16.7%	16.1%	16.3%
Hilltop Mnr Cambridge	18.6%	15.9%	14.1%	16.4%	16.4%	18.2%	20.4%	19.3%
Riverbend Place Ret Com	6.9%	6.2%	6.8%	9.7%	14.1%	16.3%	17.6%	20.2%
St Luke's Place	15.5%	15.8%	16.3%	17.6%	17.7%	17.8%	19.0%	18.3%
St Andrew's Terrace	16.9%	18.6%	17.9%	17.4%	18.5%	19.3%	19.9%	21.6%
Stirling Heights	22.9%	22.3%	22.4%	21.1%	19.2%	17.4%	15.1%	15.1%
Eden Hse NH	11.7%	10.0%	12.2%	9.7%	10.0%	9.6%	9.9%	14.8%
The Elliott Com	15.8%	14.6%	14.7%	18.0%	18.7%	17.4%	16.9%	15.0%
LaPointe-Fisher NH	14.0%	15.5%	16.7%	18.1%	17.9%	19.7%	23.5%	23.7%
Morrison Park	14.9%	12.3%	14.5%	18.5%	20.4%	29.0%	20.3%	18.2%
The Village of Riverside Glen	15.4%	14.7%	14.6%	15.2%	15.2%	16.5%	18.7%	19.1%
St Joseph's HCtr Guelph (51950)	14.3%	16.0%	15.4%	15.0%	16.0%	14.9%	16.0%	18.3%
Salvation Army A.R. Goudie Eventide	19.1%	18.6%	19.7%	16.4%	14.4%	12.8%	12.4%	12.5%
Chateau Gardens Elmira	21.7%	21.4%	23.0%	24.4%	24.8%	24.8%	22.9%	21.4%
Columbia Forest LTCC	10.4%	9.8%	9.0%	9.3%	8.8%	8.3%	10.8%	9.9%
Derbecker's Heritage Hse	16.3%	15.9%	17.4%	16.9%	15.5%	13.5%	11.0%	9.4%
Forest Heights LTCC	20.7%	19.9%	19.3%	17.6%	16.0%	16.0%	14.9%	15.3%
Lanark Heights LTC	15.3%	14.0%	15.0%	12.6%	12.5%	14.0%	12.7%	13.7%
Leisureworld Elmira	15.0%	14.7%	13.8%	13.1%	13.5%	12.6%	13.1%	14.6%
Nithview Com	15.4%	16.1%	15.3%	18.6%	17.1%	16.2%	16.5%	14.9%
Parkwood Men Hm	22.1%	23.7%	22.2%	24.1%	19.7%	16.3%	15.8%	11.9%
Pinehaven NH	12.3%	13.0%	13.7%	15.2%	16.0%	16.0%	15.1%	11.9%
Sunnyside Hm	18.8%	19.6%	19.5%	20.0%	21.6%	22.2%	24.5%	24.8%
Trinity Village Cctr	11.6%	11.2%	10.0%	8.4%	8.8%	8.1%	8.6%	8.9%
Twin Oaks of Maryhill	19.5%	17.0%	20.8%	23.0%	24.8%	26.3%	22.1%	20.2%
The Village of Winston Park	17.0%	18.5%	19.8%	20.5%	22.6%	24.2%	22.6%	20.9%
The Westmount	18.1%	18.2%	17.8%	16.4%	15.7%	15.8%	16.3%	15.7%
Arthur NH	12.2%	10.3%	9.0%	10.2%	11.7%	11.2%	11.5%	13.1%
Fergus NH	7.1%	7.5%	8.6%	10.2%	13.7%	15.6%	16.0%	14.7%
Caressant Nrs Ret Hm Ltd. Harriston	15.4%	16.3%	16.4%	15.6%	15.4%	13.1%	14.0%	13.6%
Royal Terrace	12.0%	11.1%	10.0%	12.7%	13.4%	12.6%	11.3%	10.9%
Saugeen Valley Nursing Ctr	10.4%	11.9%	11.9%	10.1%	10.0%	8.3%	8.3%	10.3%
Wellington Terrace LTCH	17.4%	17.9%	18.5%	19.8%	19.9%	19.9%	20.6%	19.3%
WWHLIN	15.1%	14.9%	15.2%	15.8%	16.1%	16.3%	16.3%	16.1%

HQO Indicator - Percentage of residents with worsening bladder control

Incontinence

What does this indicator show?

This indicator shows the percentage of long-term care residents in Ontario who experienced worsening urinary incontinence over any given 90-day period.

2013/14 provincial average: **19.5%**

LTC Home	2012 Q3	2012 Q4	2013 Q1	2013 Q2	2013 Q3	2013 Q4	2014 Q1	2014 Q2
Cambridge Country Mnr	24.7%	26.5%	24.2%	26.7%	21.7%	17.4%	19.6%	15.1%
Fairview Men Hm	25.5%	28.3%	22.0%	24.3%	22.6%	26.7%	26.7%	24.9%
Golden Years NH (Cambridge) Inc	20.6%	20.9%	21.3%	22.9%	23.0%	24.3%	25.2%	25.4%
Hilltop Mnr Cambridge	22.7%	25.3%	26.2%	24.0%	21.6%	24.0%	26.8%	33.7%
Riverbend Place Ret Com	10.9%	9.6%	8.6%	10.4%	7.8%	8.4%	8.1%	9.1%
St Luke's Place	16.9%	16.8%	13.4%	11.5%	12.8%	12.0%	11.6%	7.5%
St Andrew's Terrace	24.5%	25.4%	27.1%	25.0%	27.1%	28.2%	27.6%	23.8%
Stirling Heights	17.0%	19.6%	16.8%	15.6%	14.3%	10.5%	11.2%	9.4%
Eden Hse NH	22.2%	14.2%	17.1%	15.6%	19.8%	22.3%	24.1%	25.9%
The Elliott Com	37.9%	38.9%	34.9%	35.3%	31.5%	33.3%	34.2%	30.5%
LaPointe-Fisher NH	23.0%	21.3%	21.6%	21.3%	23.7%	26.0%	25.6%	24.5%
Morrison Park	27.8%	26.2%	15.7%	17.5%	14.2%	16.4%	17.1%	17.9%
The Village of Riverside Glen	29.2%	25.1%	22.4%	20.6%	18.9%	20.8%	26.1%	26.4%
St Joseph's HCtr Guelph (51950)	23.8%	21.7%	19.3%	24.0%	25.9%	26.5%	25.7%	22.8%
Salvation Army A.R. Goudie Eventide	18.9%	17.8%	23.5%	26.7%	26.2%	27.8%	25.7%	25.6%
Chateau Gardens Elmira	14.1%	15.0%	13.5%	15.7%	22.4%	22.1%	22.8%	26.4%
Columbia Forest LTCC	21.6%	16.4%	14.4%	14.4%	13.0%	11.8%	10.9%	9.9%
Derbecker's Heritage Hse	23.8%	21.8%	25.0%	24.5%	19.3%	16.3%	11.2%	8.8%
Forest Heights LTCC	12.6%	12.7%	13.7%	14.3%	12.1%	11.7%	12.6%	11.1%
Lanark Heights LTC	14.8%	15.7%	15.3%	17.4%	13.1%	14.5%	18.7%	22.2%
Leisureworld Elmira	20.8%	19.9%	20.4%	23.2%	24.9%	29.3%	32.3%	30.7%
Nithview Com	22.9%	23.6%	19.5%	17.9%	20.1%	22.0%	20.3%	22.1%
Parkwood Men Hm	16.8%	17.3%	19.9%	23.1%	25.6%	22.6%	20.8%	17.2%
Pinehaven NH	21.2%	16.3%	14.7%	13.2%	8.7%	8.5%	9.0%	8.9%
Sunnyside Hm	28.0%	28.4%	30.2%	31.3%	35.0%	43.6%	44.8%	47.3%
Trinity Village CCtr	29.2%	30.8%	30.6%	28.3%	29.3%	25.9%	24.3%	25.1%
Twin Oaks of Maryhill	27.4%	30.2%	27.4%	25.7%	35.0%	31.3%	31.2%	32.0%
The Village of Winston Park	16.7%	17.4%	13.2%	12.1%	12.2%	8.8%	14.1%	17.0%
The Westmount	12.8%	20.4%	22.2%	31.1%	35.1%	29.4%	28.4%	27.0%
Arthur NH	30.3%	33.8%	32.6%	34.2%	41.2%	39.8%	39.4%	50.1%
Fergus NH	14.5%	19.6%	26.3%	33.4%	35.3%	30.5%	32.7%	29.0%
Caressant Nrs Ret Hm Ltd. Harriston	34.4%	29.4%	31.6%	30.1%	28.9%	26.1%	25.4%	25.8%
Royal Terrace	41.3%	29.6%	39.0%	41.0%	37.9%	35.6%	25.0%	25.8%
Saugeen Valley Nursing Ctr	12.2%	12.4%	14.9%	17.7%	26.4%	31.6%	31.7%	32.9%
Wellington Terrace LTCH	8.5%	8.1%	8.2%	8.9%	8.2%	8.0%	10.1%	10.4%
WWLHIN	22.0%	21.6%	21.3%	22.3%	22.7%	22.7%	22.9%	22.9%

2015-16 Calculation of Funded CMI and Estimated Financial Impact

Home Name : **Wellington Terrace**

Facility Code : **54641**

Calculation of Funded CMI

	Reference	
Special Rehabilitation (SR) Limited Case Mix Index (CMI)	C	1.0425
Re-Indexing Factor*	D	0.9729
Funded CMI	E = C x D	1.0142

Estimated Funding Impact

	2014-15 Fiscal Year	Reference	2015-16 Fiscal Year
Estimated Annual NPC Funding Increment for Fiscal Years 2014-2015 **		F	1.00%
Nursing and Personal Care Base Per Diem	90.71	G	91.62
Funded CMI	0.9711	H	1.0142
Number of Classified Beds	176	I	176
Calendar Days***	365	J	366
Estimated Approved Nursing and Personal Care Expenditures:	5,658,724	G x H x I x J	5,985,498
% Change from Prior Year			5.77%
\$ Change from Prior Year			326,774
\$ per diem Change from Prior Year			5.07

Notes:

* The Re-indexing Factor = sum of previous weighted patient days divided by sum of current weighted patients days for all Ontario long-term care homes with classified beds. This factor is applied to all homes to ensure fiscal neutrality.

** 1% is a hypothetical number used for modeling purposes. Actual funding increments are subject to Ministry budget processes.

*** 2016 is a leap year, total calendar days for fiscal year 2015-16 is 366

Disclaimer:

The estimated funding impact only considers the effect of CMI on the Nursing and Personal Care envelope for homes with classified beds. This funding estimator does not provide a complete picture for homes that have changed classified bed numbers from 2014-15.

Innovation and Excellence Award

Two awards recognizing innovative programs and techniques in workplace quality and the provision of care/services for seniors.

Sponsored by



and



Koster Consulting & Associates

Innovation and Excellence consists of two award categories: Supporting Seniors and Workplace Quality. The winning organization for each of these awards will be presented with a plaque and a \$1,000.00 cash award at the 2015 Annual Meeting & Convention at the Sheraton Centre in Toronto.

Categories

1. Supporting Seniors - Sponsored by Centric Health

Recognizing an innovative program and technique in the provision of care and/or services for seniors

2. Workplace Quality - Sponsored by Koster Consulting & Associates

Recognizing a practical and creative program and/or strategy for fostering workplace excellence (e.g., health and safety programs, environmental conservation, staff development/education, staff recruitment and retention, etc.)

Criteria

All submissions **must clearly identify** the following:

- **Innovative** – how the program or technique is innovative, creative and original (must have been in operation for at least three months).
- **Inspiring positive change** – how the program or technique demonstrates and encourages innovative ways to raise the quality of care and service in the sector.
- **Positive outcomes** – how the program or technique leads to improved outcomes and how this is measured.
- **Replicability** – potential to apply aspects of the program or technique to other settings.
- **Identifiable benefits** – for residents, tenants and/or staff.

Note: Greater weight may be given to innovativeness over replicability.

Eligibility

To be eligible for the Innovation and Excellence Awards, the submission must be from an OANHSS full member organization.

Notes:

- Award shall not be given consecutively to the same organization.
- All entries become the property of OANHSS and will not be returned without a specific request from the entrant.
- OANHSS reserves the right to copy and distribute entries.

- Self nominations are permitted.
- Programs nominated last year that did not receive the award may be re-nominated using the current submission form.
- Presentation of these awards is contingent upon receipt of qualified submissions.

Submission Process

All full members of OANHSS are invited to submit a completed entry form by **Friday, February 13, 2015**. Members may submit as many entries as they wish.

Selection Process

A subcommittee appointed by the OANHSS Board of Directors will select the winning entries.

Notification and Presentation

Winners will be notified in March. The presentation of the awards will take place at the 2015 OANHSS Annual Meeting & Convention, April 13-15, at the Sheraton Centre, Toronto.

Please indicate which category of the Innovation and Excellence Awards you are making a submission for. If you are applying for both awards, please submit a completed submission form for *each* award.

Supporting Seniors

Sponsored by



Workplace Quality

Sponsored by



Koster Consulting & Associates

PART A

Organization:	Wellington Terrace LTC Home
Administrator:	Laura Holtom
Address:	474 Wellington Road 18, Fergus, Ontario
Phone/Fax:	519 846 5359
Email:	laurah@wellington.ca
Name of person who would accept the award:	Patty Ridgeway, Manager of Nutrition Services and members of the Flexible Breakfast Programme Team
Name of program/service:	Flexible Breakfast Programme
Time the program/technique has been in operation (min. of 3 months):	2.5 years

PART B

Clearly summarize the innovative program/technique and its practical application, including the role of staff/volunteers, other community partners, etc. (*Point form is accepted. Attach additional pages if more space is required.*)

Wellington Terrace has pioneered a programme that is designed to meet the unique meal time needs of our residents with advanced dementia.

For years, we understood that ensuring there was established meal times and routines meant we were complying with the Ministry of Health expectations.

This journey began over five years ago when a 'gentle care/continental breakfast' format was offered to those residents confused about their awake and sleep routines. A few years into that format, staff proposed an enhancement; a "flexible breakfast" model that would better address the resident's unique advanced dementia needs and reduce the responsive behaviours around the traditional meal time.

Over the course of this two hour flexible breakfast (7:30 – 9:30 a.m.), residents come to the dining room when they are ready. Instead of waiting until every resident showed up to serve the dining room – we now serve individual residents when they arrive. Some come in a housecoat, some come following their bath, and others have slept in because they had a restless night. Reversely, some residents that are awake from the early morning hours can have a full breakfast before settling in for a long morning nap. Many residents bring themselves to the dining room drawn by the smell the coffee brewing, toast or muffins baking or hear the sounds of familiar voices. Our Residents with advanced dementia often find comfort and security with a group.

A member of the interdisciplinary team is responsible to host the meal, welcoming and serving the resident offering one item. Tables are not set, instead residents select their table or are directed to an appropriate one and food is brought to them starting with a hot beverage and then moving through the options on the menu. Staff state, "There is more time for me to give one to one quality attention". That is, many residents are very slow eating their meals, requiring encouragement, redirection or setting their own pace.

We rolled out the programme in two home areas (neighbourhoods) supporting residents with advanced dementia. Our plan is to proceed to other neighbourhoods where the level of dementia is not as advanced.

PART C

Clearly identify the following:

I. What makes this program/technique innovative, original and creative.

The indicator of success weighs solely on the team's willingness to work as a team. It required staff to step outside the usual routines, accepting duties and responsibilities that in a traditional model would belong to someone else. This is freeing, changing from a structured routine to our present format. Comments like, "I always felt like I was letting down the team because I wasn't able to make it (get the residents) to the dining room for 8:00 a.m. sharp. Resident's needs vary from day to day and those residents with a dementia need us to slow down and show patience".

In this environment we place a lot of value on outcomes (e.g. weight maintenance, adequate hydration, promoting independence) being creative and innovative in how we achieve them. We can address individual needs instead of a one fits all approach. The staff were supported and empowered to be creative in their approach. An employee stated, "we are able to make decisions in the moment that best suits that resident, rather than check with the team leader". Each department enhanced their scope of practice to respond to the ever changing needs of the residents through encouragement and support. The team has learned that "each day is a new day" when working with a resident with dementia. Collectively, the team supports the residents in maintaining a calm and predictable day.

II. How the program/technique demonstrates and encourages innovative ways to improve workplace quality or the quality of care and services in the sector.

As the new approach was being rolled out, the entire team would meet daily to discuss what went well and how they needed to change it up for the next day. This process proved to be very effective as the team problem solved collectively. Ideas flowed freely as everyone approached it as "I can" instead of "we can't" do that. The benefits of this approach were evident, the team's commitment to the process strengthened through every debriefing. All staff participates in meal assistance training (feeding) as part of their general orientation. Staff members don't see themselves as singular groups of nursing, nutrition services, environmental services, and recreation but rather members of the flexible breakfast team. "Everyone takes part in welcoming the resident, offering them a seat, assisting with their apron, offering beverages and food; assistance with feeding, collecting dishes and marking the food and fluid intake book". Staff report, "what used to take five staff to serve and assist with the meal, now only takes two",

leaving the other three staff to assist with other resident care needs. Another remark, “If we are relaxed, they are relaxed”.

III. How the program/technique leads to improved outcomes and how this is measured.

As a result of our team implementing this programme:

- The key difference is that when residents have a good start to their day, it sets the tone for the next 12 hours. The team was astonished at how calm the day progressed when residents were approached and served using this model.
- The team eliminated the act of ‘redirecting’ residents as part of the routine. By permitting residents to come and go as they wished, it reduced the number of responsive behaviours caused by frustration and agitation. This approach lined up with the Responsive Behaviour care plans established for residents.
- This change in our approach allows residents with dementia increased choice and control, thereby increasing their sense of dignity and worth.
- The Recreation Therapist observed that the energy of residents extends through the day because residents don’t have to start their day as early as they have in the past.
- The individual contacts with Recreation Therapist were increased by incorporating walks while transitioning to or from the meal.
- Resident’s hydration has increased. Prior to the flexible model, it was observed that residents are overwhelmed with the amount of fluids sitting in front of them. Now, one beverage at a time is placed in front of the resident over the course of their meal. As they finish, another is served. In addition, with extending the time, residents are still lingering and can be offered their mid morning beverage. This saved the team this time. Our quality team is tracking the reduction of Urinary Tract Infections for this RHA.
- Resident’s anxiety levels were reduced. The focus of the dining experience has shifted to a social one. They are not rushed and are invited to sit where they wish.
- Residents began feeding themselves. This proved to be an effective programme for Restorative Care.
- Residents recognize breakfast as a pleasant experience. “It’s an interactive experience similar to what they would have had at home.” They come in a great mood, happy to see their friends. It has been noted that some residents have begun to help

other residents who they consider their friend. “There’s still more food on your plate, do you need help?” one resident was heard inquiring.

- The shift in the mood of the neighbourhood has been noticeable to everyone who visits including family members and volunteers.

- Team meetings/coaching of individual staff no longer focus on the problem of not getting residents to the table on time but rather, “what else can we do to enhance that person’s day?”

- Team members are able to complete all daily duties required – it is achieved through creative teamwork and cooperation.

IV. Cost to implement the program/technique (please include the funding sources, if applicable) and any savings that have resulted.

The programme start up cost was minimal, approximately \$200.00. The Nutrition team purchased additional supplies to hold beverages at an appropriate temperature. Several interdisciplinary planning meetings were held in advance of the launch. Prior to the implementation, countless hours of every day were spent redirecting residents (around meal time) and reacting to responsive behaviours. We know there is significant saving in staff time; time now re-invested in resident care and programming. The savings have contributed to the overall wellbeing of the RHA for both residents and staff.

V. Benefits of the program/technique for residents, tenants and/or the community.

The routine changes for every resident home area based on the core needs of the residents. In a neighbourhood where residents are mobile, it provided greater flexibility in the routines compared to a neighbourhood where the physical needs were as significant as the cognitive needs. In this case, staff paired together in assisting residents in their morning routine leaving the nutrition staff with more responsibility hosting breakfast. There has been a shift to a more relaxed, social setting. At one time, music would have been viewed as disruptive in an already hectic paced environment, now it is played for a portion of the programme. The recreation staff is currently recruiting volunteers to play the piano for a portion of the time.

Recreation staff supports the transition from meal time to an activity that engages the residents most appropriate Montessori activities where they contribute to the routines of

the neighbourhood such as folding laundry, doing dishes, gathering dishes, sweeping, etc.

VI. Potential to apply aspects of the program/technique in other settings.

This programme either in part or entirety can be implemented in another setting with the support and enthusiasm of a team willing to change the dynamics of a Resident Home Area. The programme teaches staff the skills of being flexible and adaptable. We have also learned that although staff felt they could never devote several hours to a meal time, in fact, they have more time. Less time is spent re-directing and responding to resident behaviours. The team is very excited about helping other neighbourhoods in our home to adopt this programme. They feel proud and empowered of what they have achieved.

Comment from staff member; “Don’t be fearful of the change. The benefit is so great when the team agrees that a relaxed approach is the way to go!”

Note: Greater weight may be given to innovativeness over replicability.

PART D

Submissions

The deadline for entries and nominations is **Friday, February 13, 2015.**

Email, fax or mail completed forms to

**OANHSS – Awards Program
Attention: Chris Noone
7050 Weston Road, Suite 700
Woodbridge, ON L4L 8G7
Fax: 905-851-0744
Email: cnoone@oanhss.org**

QUESTIONS?

For more information, contact Chris Noone at cnoone@oanhss.org or 905-851-8821 ext. 253.

To: Chair and members of the Wellington County Library Board.
From: Sandra Solomon and Lise Burcher, Puslinch, Ontario.
Re: Naming of the Puslinch Library as the Bradford Whitcombe Library
Date: February 26, 2015.

As I am sure you are aware, Brad Whitcombe passed away in November of 2014. The residents of the Township of Puslinch are still coming to terms with this loss and many people in the Township feel it would be appropriate to recognize Brad's vision and devotion to the community of Puslinch and the County of Wellington by naming the Puslinch Library after him. Many in the community feel that this will be a fitting tribute to a long time Mayor of Puslinch Township, and three time Warden of Wellington County, particularly given Brad's passion for, and championing of the renewal of the County library system that included the restoration of 5 Carnegie libraries and the overseeing of the construction of several new libraries.

Brad felt very passionately about the value of well serviced and beautifully designed libraries as the civic foundation of every community in the County - a community hub that would serve all residents and provide opportunities for learning, exploration and community engagement.

Brad was very appreciative of the legacy of the philanthropist Andrew Carnegie, and very proud in knowing that of the 111 Carnegie Libraries built in Ontario, 6 of them were constructed in Wellington County. The County is to be congratulated for restoring five Carnegie libraries in the system under the leadership of Brad and his County Council colleagues and citizens. They are the Elora Branch, Harriston Branch, Fergus Branch, Mount Forest Branch and the Palmerston Branch.

The County communicates the tremendous value of the Carnegies on the County website stating, "these libraries are revered by citizens and have enjoyed the patronage of generations since Andrew Carnegie's initial investment in the early 1900s. The buildings and friendly service stand as a beacon of community engagement".

Brad, a life-long resident of Puslinch, was first elected to Puslinch Township Council in 1989 and served as it's Reeve/Mayor from 1995 to 2010. During his years of service to the Township he showed strong civic and environmental leadership in establishing the Township groundwater monitoring program and the Mill Creek Watershed Plan. Even after his defeat in 2010, he continued to serve the County and Township until his unexpected death, as a member of the Library Board, The Friends of Mill Creek, and The Green Legacy Program that he initiated with County CAO Scott Wilson to celebrate the County's 150th Anniversary.

Brad's accomplishments on Wellington County and Puslinch Township Council were many and varied:

- Warden in 2000 and again in 2005 and 2006.
- Leading and influencing the county restructuring.
- Rural water quality improvements and monitoring.
- The Green Legacy program, which has seen nearly 2 million trees planted in the County since its inception in 2004. This program continues to grow.
- Reinvesting in the County library system as described above.

Brad took great pride in his achievements but was very self-effacing about them.

One of Brad's last duties on County Council was the completion of the Puslinch Library and it seems fitting that we approach you to request your consideration to permit that the Puslinch Library be named the Bradford Whitcombe Library. This would involve adding a plaque/sign at the entrance with the wording "The Bradford Whitcombe Library". Should the Library Board and County Council support this request, we would offer to cover the cost of the signage through community donations.

We would also like to indicate that there is extensive and enthusiastic support for this initiative throughout the community. We have consulted with the major community and service groups in Puslinch including the Optimist Club, the Aberfoyle Farmers Market, the Aberfoyle Fall Fair and the Puslinch COP Committee. The leaders of these groups indicate very strong support and endorsement of this proposal.

As well, we also offer that Brad's intention, before his passing, was to donate the Killeen School Bell to the County Museum for placement in the Puslinch Library. Brad purchased this a couple of years ago at a local auction, feeling it was very important that this remain in the community. He substantially completed the restoration of the bell shortly before his passing, and it was his intention that this be placed in the public trust for all to enjoy and to ensure that this artifact be protected for the community into the future.

We thank you for considering this request. If you require any further information, we may be contacted at the phone number below. As well, we will be in attendance at the Library Board meeting and available for questions.

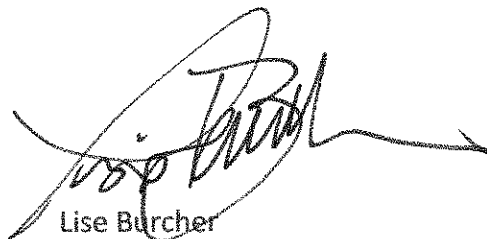
Sincerely,



Sandra Solomon

4080 Maddaugh Road, R.R. 1, Puslinch

905-659-2709



Lise Burcher

6994 Gore Road, Puslinch



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Kevin Mulholland, Construction & Property Manager
Date: Wednesday, March 11, 2015
Subject: Fergus Library Renovation - Project Status Report #14

Status of project	<ul style="list-style-type: none"> - Interior glass walls have been installed - Exterior spandrel panels are installed - Exterior composite panels have been installed - Heritage room tin ceiling is complete - Paint touch ups are completed - Heritage lounge display cases are complete - Furniture has been installed - Mechanical & electrical installations have completed their fixture installations - Deficiency completion has been ongoing
Remaining work to be completed in March	<ul style="list-style-type: none"> - Glass guards & railings on the south & east ramps will be completed - Any remaining deficiencies will be completed
Status of construction schedule	- Move in is currently scheduled for March 2015
C.O.'s approved since last meeting	- 6
Total change orders approved to date	- 63
Net value of C.O.'s approved to date	- \$111,003.65

Recommendation:

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

Respectfully submitted,

Kevin Mulholland
Construction & Property Manager



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Mark Bolzon, Manager Purchasing and Risk Management Services
Date: Wednesday, March 11, 2015
Subject: **Palmerston Library – Construction/Renovation Tender Award**

Background:

At the September 2014 meeting of the Library Board the following recommendation was approved to award the Construction Management Services contract for the renovations to the Palmerston Library -

“That the construction management contract for the renovations to the Palmerston Carnegie Library be awarded to Collaborative Structures Limited (CSL) of Cambridge, at their quoted fee of \$361,220.00, excluding HST @ 13% and as outlined in the proposal documents CW2014-038”

Construction Management involves the General Contractor (GC) at the very beginning of the design phase. The GC works closely with the owner and the architect to review draft drawings, site conditions and provide recommendations to be included in the design process. Once the drawings and specifications are completed the GC is directed to conduct a detailed competitive sub-contractor tendering process for the complete project. Following this, the GC is invited to negotiate with the owner and architect to provide pricing to complete the project taking into consideration current site, building condition, project budget and required sub-trades.

This work has been completed over the winter months and staff have worked with CSL and the architect (Grinham Architects) to finalize the construction costs for this project.

CSL issued the construction tender documents to its sub-trades and reviewed the results with staff and architects. As a result staff are recommending awarding the construction portion of this project to Collaborative Structures Limited, of Cambridge, at the total contract amount of \$2,582,571.00 exclusive of HST @ 13%, along with construction management fees of \$361,220.00.

The construction costs as quoted are dynamic, meaning as the construction progresses there is potential for additional savings to be achieved through discussions with the contractor and sub-trades as efficiencies are reviewed.

The contract is within budget and details are outlined in the attached Financial Summary.

Accordingly, the following recommendations are respectfully submitted:

Recommendation:

That the construction contract for the renovations to the Palmerston Carnegie Library be awarded to Collaborative Structures Limited (CSL) of Cambridge, at their tendered amount of 2,582,571.00, along with construction management fees of \$361,220.00, excluding HST @ 13%.

That the budget as outlined in the attached Financial Summary be approved.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Bolzon', with a long horizontal line extending to the right.

Mark Bolzon
Manager Purchasing and Risk Management Services

FINANCIAL SUMMARY

Project name: Palmerston Library Expansion
 Project number : 21740011

PROJECT COSTS

	Total
Tendered Construction*	\$2,628,000
Construction Management	\$367,600
Subtotal Construction	\$2,995,600
Architectural fees	\$174,000
Architect expenses	\$20,400
Furniture, furnishings, equipment	\$75,600
Technology	\$37,900
Misc. professional fees	\$20,400
Advertising	\$2,000
Permits and approvals	\$10,200
Contingency	\$163,900
Project Total	\$3,500,000

*Includes County portion of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Sources of Financing	
		Current Revenue	Property Reserve
2014 Capital Budget	\$ 500,000	\$ 500,000	
2015 Capital Budget	\$ 3,000,000	\$ 2,000,000	\$ 1,000,000
Total Budget Approval	\$ 3,500,000	\$ 2,500,000	\$ 1,000,000



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Murray McCabe, Chief Librarian
Date: March 4, 2015

Subject: Summary of Library Activities, February 2015

Background:

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

Aboyne Branch:

The branch has hosted the library system's first 3D printer for the last few months and it has attracted considerable interest from the public and staff. Branch Supervisor, Joyce Tenhage has aptly characterized the level of interest as phenomenal with almost 600 patrons stopping to ask questions about the printer. All segments of the library's patron base from young to old are intrigued by the technology and how it might be used. While library patrons have read or heard about 3D printers few have seen them in action. A number of staff have developed a significant level of skill and knowhow to use the printer which will soon allow the library to move beyond the demonstration phase and into a hands-on scenario for patrons.

Fergus Branch:

With the assistance of library staff from around the library system, the shelving of new material and items held in storage for the past year has now been completed. Movers will arrive near the end of March to move all material now housed in the temporary library taking us one step closer to opening in the expanded and refurbished Carnegie. During the move library service in Fergus will be unavailable for about a week but patrons will be able to borrow from the other two libraries in Centre Wellington. Interior architectural glass continues to be installed at the construction site and branch and administrative staff are preparing for a public opening.

Palmerston Branch:

In preparation for the upcoming renovation we have had AMJ Campbell movers on site to review the work that lies ahead. Library staff anticipate moving out of the Carnegie in April depending on when the temporary location becomes available and then the necessary furniture, shelving and computer equipment can be installed. The new temporary location will be located on main street just a block away from the Carnegie building. Museum and Archives staff will visit the branch in the next month to remove various items for safe keeping during the construction period.

Services to Youth:

The library system offers a number of Teen Advisory Group or "TAG" programmes. Erin library has the most robust programme in terms of teens attending on a regular basis but Aboyne also attracts a few teens as well. Other libraries in the system like Harriston host similar programmes. Lindsay Trimble, the library's co-ordinator of programmes will be looking to increase the number of programmes for this group in the coming year with input from branch staff.

Mrs. Trimble and Assistant Branch Supervisor, Kayleigh Armstrong, recently participated in a meeting organized by North Wellington Coalition for Youth Resiliency held in Kenilworth. The group is trying to provide additional opportunities to engage youth in the northern part of the County. Library staff were pleased to report that a number of people at the meeting commented on the important role the public library can and does play in engaging the community already. The information gathered from the meeting will help library staff design and implement more programme opportunities for teens in general.

Public Library System Supporting Students:

The Chief Librarian is in discussions with representatives of the Upper Grand District School Board that will see Drayton, Mount Forest and Palmerston libraries acting as distribution points for school owned tablet computers for their students. The plan is to leverage the Wellington County Library's wireless internet connectivity and traditional library processes with the Board of Education's need to improve students access to the internet and computing technology. The libraries will lend out the computers to any student attending a UGDSB school and who have a public library card in good standing with Wellington County Library. Each of the libraries will have up to five computers available for loan during the pilot. The programme is intended to address the needs of students who don't have access to the internet at home or whose ability to have access is limited or otherwise problematic when completing homework online. The pilot will run between April and June this year with an assessment made by both programme partners about the merit of expanding the initiative to other libraries in the system. The partnership comes at no cost to the County.

International Plowing Match 2016:

Wellington County, in partnership with the Town of Minto will host the 2016 International Plowing Match and in preparation for that big event, County staff has begun planning process. The County's contribution is being overseen by Janice Hindley, Administrator of the Museum and Wellington Place. Each County department will contribute staff resources to ensure the ultimate success of the event. Library staff, Brooke McLean and Lindsay Trimble attended one of the first planning meetings on February 18. Over the course of the next year staff will be working to define the library's involvement and how we will contribute to making this important event the best ever.

Service Canada: Reduction in Service

The Chief Librarian was informed in mid February that the satellite office which operates out of the Aboyne branch will have its hours of service hours reduced from one day each week to one day a month beginning in April 2015. The County provides the office space free of charge. The plan to reduce access hours is unfortunate, as the service is well used and often by those who would find it difficult to travel to neighbouring Service Canada offices in Listowel, Orangeville, Guelph or Kitchener. Since receiving the news, the Chief Librarian asked staff at Aboyne to track the number of people that use the service each Thursday. Staff has recorded almost 40 people coming to access the service each of the last few Thursdays in addition to phone calls received about coming in to meet the Service

Canada representative. Based on our observations, the service is used by a great number of seniors who want assistance with federal government forms and accessing federal programmes like the Canada Pension Plan. Reducing the operating days down to one will deal a serious blow to having the service here at all.

Looking Ahead to Hillsburgh:

The Chief Librarian will be looking for a date in the near future to host a tour of the Puslinch Branch for members of Erin Council and members of the library board. The library in Puslinch, completed in 2011 is a beautiful building designed in accordance with Ontario's and the County's accessibility standards and provides a good tangible example for discussion about space needs for a small public library. The library won an architectural award from the Ontario Library Association in 2013. Although the County has other libraries well worthy of example, Puslinch will help inform future the discussions as to what type of facility would be fitting for Hillsburgh.

Staff retirements:

In recent weeks two Library Branch Supervisors have announced their pending retirements. Mrs. Henny Derbecker will retire from the County library system after 33 years of service. Henny started as a programmer at the library and then was hired as the branch supervisor for Clifford. She will retire at the end of April. The branch will host an open house on April 30 starting in the afternoon so the community can drop in and wish Henny well in her retirement.

Hillsburgh Branch Supervisor, Donna Revell has announced her plans to retire in September of 2015 and like Henny will be greatly missed by her colleagues and members of the community. Donna has been with the library system for 20 years and along with being the community librarian she is well known as a tireless volunteer in the Erin and Hillsburgh area.

Recommendation:

That the Summary of Library Activities for February 2015 be received for information.

Respectfully submitted,

Murray McCabe

Murray McCabe

Chief Librarian



Service
Canada

February 27th, 2015

Murray McCabe
County of Wellington
74 Woolwich Street
Guelph, ON
N1H 3T9

Dear Mr. McCabe,

On behalf of Service Canada and our staff serving the Fergus/Elora community, we would like to take this opportunity to thank you for hosting our services.

Service Canada continually assesses the way we do business to effectively meet emerging community and citizen needs.

Effective April 1st, 2015, the new hours of service for the Fergus/Elora Scheduled Outreach Site will be:

3rd Thursday of each month
From 10:00 a.m. 3:00 p.m.
Closed from 12:00 p.m. to 12:30 p.m.

Residents of the Fergus/Elora community can also access in-person services at the Guelph Service Canada Centre located at:

259 Woodlawn Rd W, Suite C
Guelph, Ontario
Monday to Friday - 8:30 a.m. to 4:00 p.m.

Once again, let me express our sincere thanks and appreciation for your continued partnership with Service Canada.

Should you require further information, I would be pleased to speak with you either in person or by telephone at 226-204-2000 to provide a more detailed briefing or to answer your questions.

Yours truly,

Ross Tayler
Area Director, South Central Ontario
Service Canada, Ontario Region

Wellington County Library

FEBRUARY 2015

Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: March 11, 2015

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: March 4, 2015

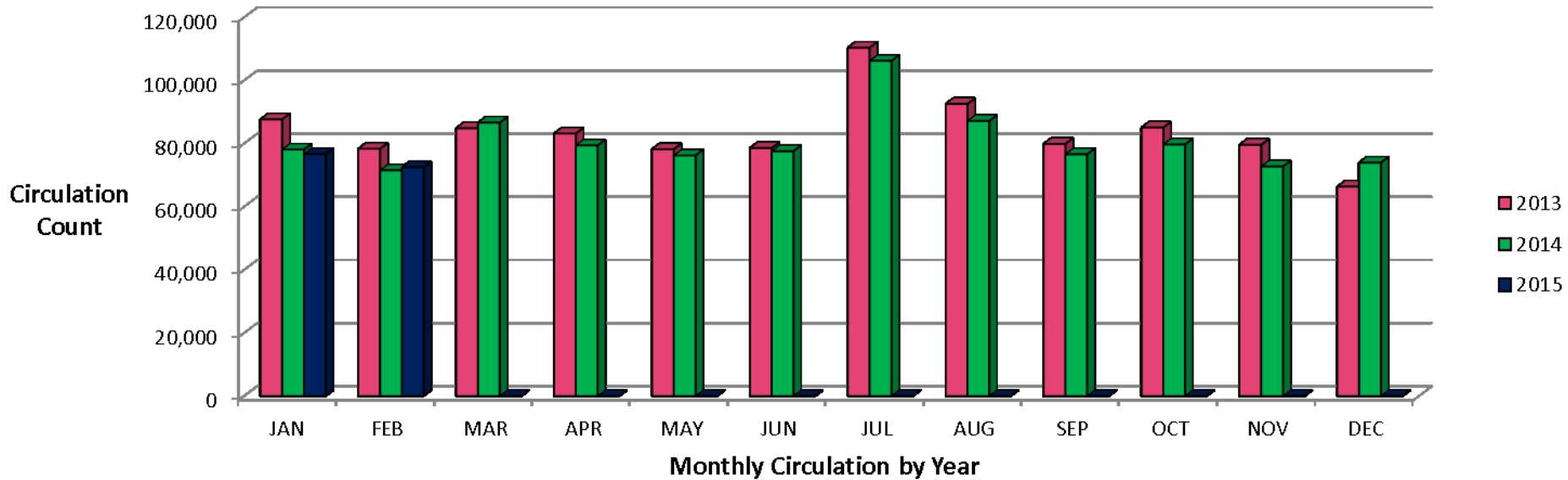
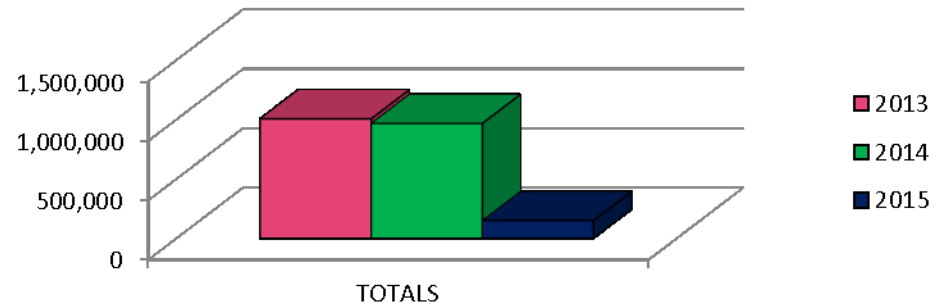


Use Statistics

	2015	2014
System wide circulation:	February	February
Print, cds, dvds, magazines and audiobooks:	72,508	71,844
eBooks borrowed:	4,970	3,821
Inter-library loan, material loaned:	352	261
Public computer usage within the libraries:	5,241	5,146
Programme attendance:	2,250	2,241
Database usage	10,895	12,234
Public wireless users:	4,737	3,118

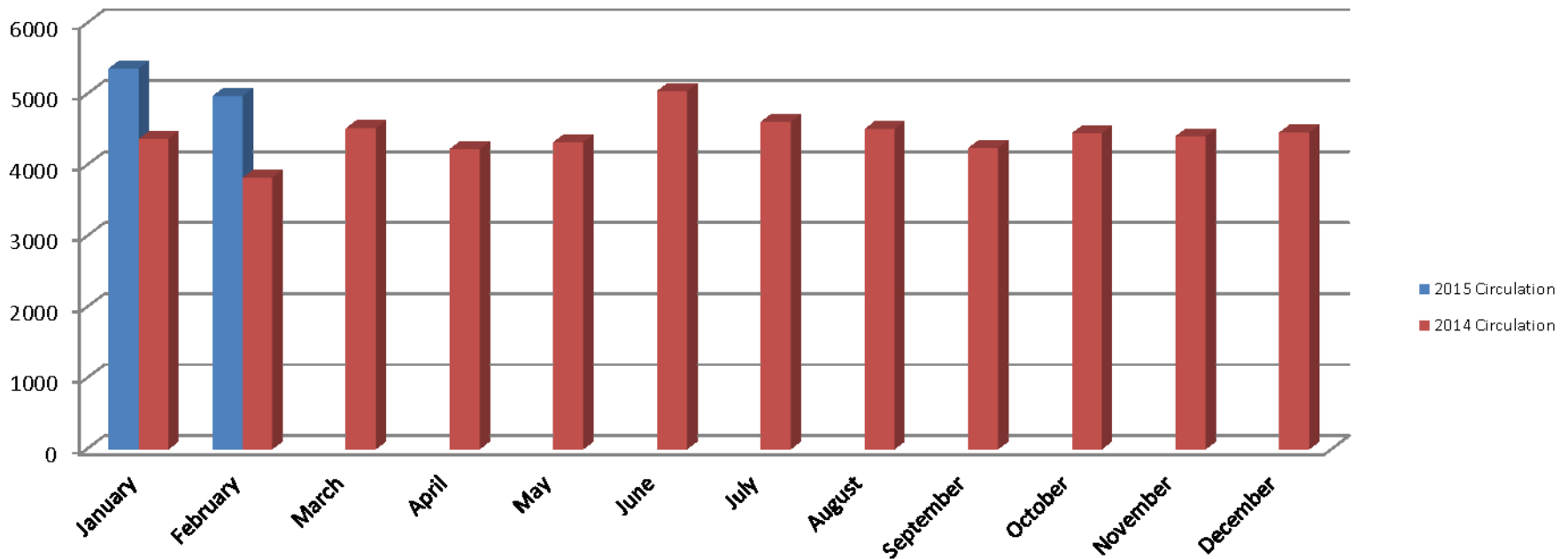
Circulation Activity

Wellington County Library Total Circulation of Materials by Year



eBook Circulation Activity

eBook Circulation by Month*



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

Website Statistics

February 2015

Top Pages Visited

Library Home Page	7,072
eBooks and More	1,320
Online Resources	1,945
Borrowing	1,179
Branch Locations	583

In January and February, approximately 70% of visitors found our website through a search engine, such as Google, Yahoo, or Bing. The remaining 30% bookmarked the library's website. A very small percentage got to the library's website by clicking on a link from another website, such as Centre Wellington's webpage.

Our website was accessed in a variety of ways including 1,280 visits through Mobile Devices.

Mobile devices include Apple iPad, Apple iPhone, Blackberry PlayBook, Blackberry Z10 and Samsung Galaxy S3 III.

Visits to Library Website

# of total visits	8,119
# of pages viewed	17,272

Location of people accessing our website:

Canada, U.S., U.K., France, Mexico, India, Costa Rica, Philippines, Switzerland, Germany and Singapore.

The majority of visitors were within Canada:

Guelph, Fergus, Toronto, Waterloo, Orangeville, Minto, Kitchener, Clifford, Halton Hills, Stratford, Saugeen Shores and Ottawa

Of the visitors 69% were returning and 31% were new visitors to our website.

Programming Report

February 2015

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	17	128	96	19	
ARTHUR	18	96	44	52	
CLIFFORD	7	16	6	3	
DRAYTON	34	270	101	22	
ELORA	10	17	8	43	
ERIN	18	175	76	28	
FERGUS	9	56	36	38	
HARRISTON	15	62	70	31	
HILLSBURGH	11	57	31	30	
MARDEN	17	133	23	31	
MT FOREST	16	65	22	63	
PALMERSTON	11	33	30	12	
PUSLINCH	10	43	29	44	
ROCKWOOD	13	57	38	16	
	206	1,208	610	432	2,250
	Total Programmes				Total Participants

February 2014

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	15	140	69	10	
ARTHUR	14	51	52	32	
CLIFFORD	9	48	22	9	
DRAYTON	30	268	76	47	
ELORA	5	28	12	18	
ERIN	17	167	47	22	
FERGUS	10	54	39	29	
HARRISTON	18	74	30	49	
HILLSBURGH	15	67	74	30	
MARDEN	11	73	30	16	
MT FOREST	11	112	18	24	
PALMERSTON	10	32	31	15	
PUSLINCH	14	105	37	33	
ROCKWOOD	15	80	36	35	
	194	1,299	573	369	2,241
	Total Programmes				Total Participants

9101 ballots were entered in Get Carded Campaign 224
236 new patrons were registered during the campaign

From: olba-l@accessola.com [<mailto:olba-l@accessola.com>] **On Behalf Of** OLA Information
Sent: Thursday, March 05, 2015 8:30 AM
To: OLBA Members
Subject: OLBA Members: Mark your Calendars!

Please **do not auto-reply** to this message. Responses can directed as in the message below

Information redistributed to OLBA Membership courtesy of SOLS Signal Newsletter, dated 3 March 2015 and information from www.olsn.ca the website of OLS North

Dear OLBA Member,



LearnHQ launching in April

LearnHQ is collaborative project of the Southern Ontario Library Service, Ontario Library Service-North and the Ontario Library Association, and is made possible through the \$15 Million Dollar Investment In Public Libraries from the Ministry of Tourism, Culture, and Sport.

It will offer Ontario public library staff and board members flexible learning opportunities and current professional information. Our goal has always been to create one place to look for public library training. After many months of work, the site is almost ready, and we will "go live" April 1.

Different learning opportunities will be rolled out throughout April, and will include registration for webinars, workshops, and recorded materials from our partner organizations. **We will also be announcing registration for an online version of the Ontario Library Board's OLBA's "[Leadership by Design - Strengthening Public Library Board Performance](#)", developed by OLA and FOPL and made possible by a Cultural Development Fund Grant. Read more about this project and OLBA's board development strategy on the OLA website.**

We are also excited about our future phases on LearnHQ, which will include online mentorship, the ability to create personalized learning plans, and opportunities for libraries to develop and share their own online training courses. Look for these features and more in the next year!

We will be sending more information how access and use the site in April. In the interim, if you have any questions, please contact Rosanne Renzetti at renzetti@sols.org, 1-800-387-5765 ext 5145.

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Library Board Members – SOUTHERN ONTARIO

Trustee Council meetings

Twice a year, Trustee Council meetings are held in eight different locations across southern Ontario. All meetings begin at 10 am, except for Trustee Council #5 which starts at 9:30 am, and all run for approximately three hours. [Dates and locations](#), and once available the agenda, are posted on the SOLS website.

- Saturday, April 18 – Trustee Council #2 – Brampton Public Library, branch TBA
- Saturday, April 18 – Trustee Council #3 – Hanover Public Library
- Saturday, April 18 – Trustee Council #4 – Springwater Public Library (Midhurst Branch)
- Saturday, April 18 – Trustee Council #5 – Scugog Public Library
- Saturday, April 18 – Trustee Council #8 – Prescott Public Library
- Saturday, April 25 – Trustee Council #1 – Oxford Library (Tillsonburg Branch)
- Saturday, April 25 – Trustee Council #6 – Deseronto Public Library
- Saturday, April 25 – Trustee Council #7 – Pembroke (Holy Trinity Anglican, beside the library)

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Library Board Members – NORTHERN ONTARIO

From the OLS North website: a handbook for new, Municipal Councillors serving on Public library Boards:

http://www.olsn.ca/uploadedFiles/OLSN/NEW_2014/Publications/Municipal_Councillors_Handbook_Final.pdf

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NORTHERN ONTARIO – Networking Meetings

Face to Face networking opportunities are provided to OLSN clients twice a year; at the annual conferences in the fall and through meetings throughout Northern Ontario in the spring. These Networking meetings are coupled with some training workshop. The Networking groups are based on geography and areas of interest, very similar to the former Librarian Advisory Committee Structure. The purpose of the Networking structure is to provide opportunities for clients to meet face to face and discuss programs and issues from their individual libraries, as well as cooperative ventures.

Networking Meetings	Location	Date
First Nations	Water Tower Inn - Sault Ste. Marie	May 26-27-28, 2015
Francophone	Hearst - Centre d'accueil touristique Gilles Gagnon	May 7, 2015
Kirkland Lake	Kirkland Lake Public Library	May 5, 2015
Manitoulin Island	Central Manitoulin Public Library - Mindemoya Branch	May 28, 2015
Near North	Powassan Public Library	April 15, 2015
North Shore	Water Tower Inn - Sault Ste. Marie	May 26, 2015
Parry Sound	Parry Sound Public Library	April 13, 2015
Thunder Bay	Victoria Inn - Thunder Bay	May 12-13, 2015

For more information on these meetings, please contact

Anne Langevin

Toll Free Telephone : 1-800-461-6348, ext. 214

Telephone: 705-675-6467, 214

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OLBA strives to provide current information of events, networking and learning opportunities for Public Library Boards throughout Ontario. These are just a few being offered by Ontario Library Services, North and South and are redistributed through OLBA's Membership listerv.

Please check the OLBA website: [OLBA Website](#) for more information on exciting board development opportunities being offered by Leadership by Design, through the Learn HQ.



Lynn Humfress-Trute
President, Ontario Library Boards' Association
trute@execulink.com
(519) 232-9190

In Praise of Libraries

| *A salute to society's most successful civic institution.*

The public library is the only civic institution in my community that is uncompromisingly successful. Not everyone in my small town is crazy about the police force, and not everyone is all that pleased with the public schools. No one ever seems terribly happy with the planning board, the architectural review board, the board of trustees. Some people think the volunteer firemen get too much money for new equipment, though no one ever dares say it out loud.

The public library is different. The public library is the community's kindly grandmother: helpful, patient, understanding. Nobody in my town ever stands up and says he dislikes the public library. Nobody in your town does, either. Grumpy old librarians who keep shushing you, sure. But not the library itself.

The public library is an indispensable institution that somehow manages to get taken completely for granted. Like the clouds above us, like the birds that fill those skies, it is a glorious creation that is hiding in plain sight. Society pays little attention to it, even though society cannot survive without it. Not any real society. Small towns can do without movie houses and fancy restaurants and stores that sell 50 kinds of balsamic vinegar. They can even do without bookstores. But small towns cannot do without a public library. Cannot, cannot, cannot. You can look it up.

The public library serves many functions in a community. It is an adjunct to the public schools, a place where kids can do their homework. It is a day care center of sorts, where small children gather for story hour. It is a safe haven where senior citizens can pass the time in the company of others, where the unemployed can look for work. It is a place where the lonely can be less lonely, the bored less bored, the dejected less dejected, and the ignorant more enlightened. It is the one place in a small town where teenagers cannot possibly get into serious trouble. Well, not without really setting their minds to it.

The public library has features that make it different from any other institution. It is public, in the true democratic sense of the word, and it is free. The value of being free cannot be overestimated. You cannot hang out in the local coffee shop for free. You cannot hang out in the diner for free. You cannot hang out at the senior citizens center for free if you are not a senior. Yes, you can pass the time in the park or along the banks of the river, but not in December, especially not in Chicago. But you can hang out in a library no matter who you are, no matter what your income, no matter how you are dressed, no matter what your interest. The library's philosophy is simple: Come one, come all.

The wide array of things that libraries offer means that they reach all levels of society. They make society better than it would be if left to its own devices. Libraries are a subtle, almost cunning, bulwark against the racial and socioeconomic segregation that society naturally gravitates toward, even when it does not do so out of malice. People congregate in libraries in a way that they do not congregate elsewhere. Because they are not bound by narrow class or economic or cultural strictures, libraries can cater to everyone. Poor people do not shop at the local gourmet store. Teenagers do not frequent stores that sell expensive perfumes or whimsical gifts or Inuit pottery or Veuve Clicquot. The library is the only place where people of all colors, creeds, ages, and political beliefs freely, easily, and inadvertently intermingle. The public library is the only fully democratic institution I know of.

| *Are you a well-read Rotarian? [Dive into our essential book list.](#)*

Libraries are both aspirational and inspirational. I love going into a library and watching little kids do their homework. I love to watch retirees devouring newspapers and magazines, refusing to recede from life just because they are no longer working. I love to watch people who do not look like book lovers reading books anyway. Anyone can read in the privacy of their own homes, but there is something joyous about watching people reading or studying or researching or exploring in public. Time spent in a library is time not spent in front of a television. That in itself makes the public library the most valuable institution a society could possibly imagine. Being in front of a television will only inspire you to watch more television. Being in front of a stack of books could inspire you to take a gander at *Jane Eyre* or *Persuasion* or *Beloved* or, at the very least, *Ethan Frome*. You just never know what might happen in the public library.

Public libraries are not judgmental in the way that other institutions are. They offer good books, but they also offer bad books. Lots and lots and lots of bad books. If you want wheat, they will lend you wheat. If you want chaff, they've got plenty in stock. Inside the library, it's a free-for-all, culturally speaking. Some people are reading David Baldacci; some people are reading *David Copperfield*. But the most valuable thing that libraries offer us is a path through the looking glass, a sense of wonder. American life is all about planning and regimentation and scheduling and efficiency. The public library is where serendipity reigns. It is the place where you throw out all the rules and wing it. I personally never go into the library and come out with what I went in for. I go in looking for a luminous, elegiac novel by a terse, glacial Englishwoman and come out with a rousing mystery set in Reykjavík. I go in for *Freedomland* or *Atonement* or *Bel Canto* and come out with *Get Shorty* or *Dracula*. When I go into the supermarket, I already know what I am bringing home. When I wander into the library, I might bring home anything.

Maureen Petry is the director of the Warner public library in Tarrytown, N.Y., the village I have called home for 32 years. I asked her about the challenges libraries face. "Some people think libraries are obsolete, because you can Google everything," she says. "Some people don't see why we need all these books. Well, last year, 192,000 items circulated in this building. Not all of them were books, but most of them were. So somebody still thinks library books are important."

She adds: "We are a community center, yes, so we offer help with doing your taxes and applying for jobs and improving your English. But we can't just be that. We can't just be a service organization. We can't lose sight of our identity as a cultural center."

Petry says you cannot underestimate the role of the library as a community adhesive. She believes that people become more appreciative of libraries as they mature. This is, indeed, a sign of maturity.

"The library is especially valuable to people as they grow older," she says. "You cannot overstate this. Maybe you're sitting at home, all alone. Maybe you don't get that many visitors anymore. So you come here. When you go to the library, you see children, families, people of all age groups. It makes you feel that you are part of a community." She pauses.

"In the library, you get to feel that you are part of something bigger than yourself. It's life."

And a big part of life is adventure. Yes, public libraries are a place to learn, but they are also a place to play. They are a place to experiment, a place to go hither when one is expected to go yon. Not all work conducted in the library is rewarded, not all efforts bear fruit, not every pathway leads where you might expect it to go. So what? The journey is what matters, not the destination. With all those strange books on all those strange subjects arrayed along the shelves, the library reminds me of the old trunk back in kindergarten that little kids can root around in, trying on different costumes: cowboy, pirate, ballerina, certified public accountant.

At school and at home, authority figures – parents, teachers, older siblings, Uncle Ralph – can tell young people, "You're not old enough to read that yet; that book is not age-appropriate." In the library, young people can choose what they read. They can gain access to otherwise forbidden knowledge. The library is thus both the ultimate backstage pass and the rabbit hole we can follow Alice down. The library is not just the House of Knowledge. It is the

FREE March Break Fun!



Check out some of these fantastic children's performers visiting the library over March Break:

Mystic Drumz (All Ages)

This World Music Safari Adventure blends multicultural music themes and audience participation! It features incredible sound effects and unique instruments from around the globe. Bring the whole family to laugh and learn together as we track down the "Legend of Marshmallow Island." Please register.

Wednesday, March 18: Arthur Branch at 10:30 am, 519.848.3999
Aboyne Branch at 1:00 pm, 519.846.0918



Party Safari Show (All Ages)

Join us on a critter safari this March Break! Learn about different animals and reptiles (and touch some of them too!) in this presentation for all ages. Space is limited, please register.

Wednesday, March 18: Clifford Branch at 3:00 pm, 519.327.8328

Friday, March 20: Rockwood Branch at 2:00 pm, 519.856.4851

Calling all Medieval Ladies and Knights! (Ages 6 and up)

Learn how to create magnificent medieval costume accessories with award winning illustrator Robin Baird Lewis. Robin illustrated the Canadian children's classic "Red is Best." Space is limited, please register.

Wednesday, March 18: Marden Branch at 10:30 am, 519.763.7445

Elora Branch at 2:00 pm, 519.846.0190

Campfire Crew Show (All Ages)



The Campfire Crew sing their hearts out bringing old favourites to life while creating original kids' music that inspires silliness and singing. Multiple award-winning children's recording artist, Andrew Queen and his song writing partner Karen Stille, craft an interactive musical storytelling performance sure to invoke the magic and memories of summer camp!

Monday, March 16: Erin Branch at 10:30 am, 519.833.9762

Erick Traplin Concert (All Ages)

Erick captivates young audiences and encourages participation at his fun-filled, high energy concerts! Please register.

Monday, March 16: Harriston Branch at 2:00 pm, 519.338.2396

Fire Safety with the Erin Fire Department (All Ages)

Prepare for the unexpected at this interactive workshop with our local firefighters! Try on fire-fighting equipment and see a fire truck up close. Families welcome. Please register.

Wednesday, March 18: Hillsburgh Branch at 2:00 pm, 519.855.4010

Puppets and Songs (All Ages)

Join us for an afternoon of songs, stories and silly jokes performed by the puppets of Pandora's Sox. Please register.

Monday, March 16: Mount Forest Branch at 2:00 pm, 519.323.4541

Face Painting (All Ages)

Award winning Makin' Faces face painting will be at the library! Drop by and get your face painted for free.

Wednesday March 18: Palmerston Branch from 2:00 pm - 3:00 pm, 519.343.2142

The Art of Illusion Magic Show (All ages)

Magician Brad Toulouse will be entertaining audiences at the library this March Break! Join us for an afternoon of magic tricks and laughter! Please register.

Wednesday March 18: Puslinch Branch at 2:00 pm, 519.763.8026



the next Chapter

Wellington County Library Newsletter

March 2015

March Break 2015: What's Your Passion?

Unless otherwise noted, our programmes are free of charge



Fancy Nancy Pyjama Party

It's a Fancy Nancy Pyjama Party! Come dressed in your pyjamas and share sparkly stories, games and crafts. Please register.



Monday, March 16: Aboyne Branch, 10:30 am (3 - 5 years)

Tuesday, March 17: Drayton Branch, 2:00 pm (Grades K - 6)
Mount Forest Branch, 10:30 am (Grades K - 6)
Puslinch Branch, 11:00 am (Grades K - 6)

Everyday Robots

Learn how to create your own simple machines out of household items. Please register.

Tuesday, March 17: Aboyne Branch, 1:30 pm (Grades K - 6)

Art Attack!

Let your inner Picasso shine and create a wonderful piece of art. Please register.

Monday, March 16: Drayton Branch, 11:00 am (Grades JK - 2)

Drayton Branch, 2:00 pm (Grades 3 and up)

Tuesday, March 17: Erin Branch, 10:30 am (Grades 3 - 6)
Hillsburgh Branch, 10:30 am (Grades K - 6)

What's Inside:

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Programme Highlights	Page 3
March Break Fun	Page 4



-continued on page three

"Read. Read anything. Read the things they say are good for you, and the things they claim are junk. You'll find what you need to find. Just read."

Neil Gaiman



Wellington County Library

552 Wellington Rd 18, RR 1, Fergus ON N1M2W3

T 519.846.0918 W www.wellington.ca/Library



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

I Kill the Mockingbird by Paul Acampora Juvenile Fiction

Reviewer: Kayleigh Armstrong, Harriston Branch

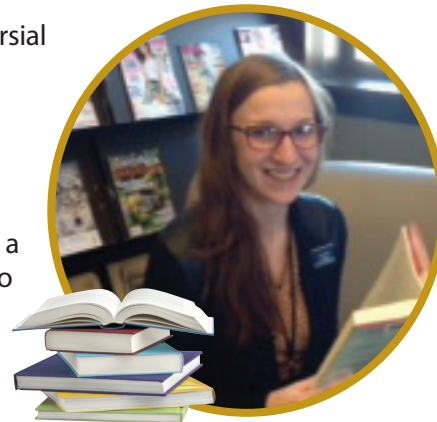
This is a book about a reader's love for books. As a reader and book lover, it immediately pulls at the heartstrings of anyone who has ever wanted someone to love a book as much as they did and the lengths you go to convince them to feel the same way.

This fast-paced novel follows three best friends, eager and excited to read Harper Lee's famous novel "To Kill A Mockingbird." These book lovers are bent on convincing their fellow classmates to read and learn from the book. The friends try many tactics to encourage their fellow classmates to want to read the masterpiece, including using social media and hiding copies at the local bookstore. What begins as a small mischievous plan soon becomes a widespread revolution

centered on the controversial book. The novel not only highlights this whirlwind literary uprising, but also focuses on the real and relatable kids who are at the centre of it all, adding a layer of truth and reality to the story.

This book not only makes you appreciate "To Kill A Mockingbird" (or want to read it for the first time, perhaps) but it reminds us how inspirational a story can really be.

Harper Lee's "To Kill a Mockingbird" is also available for borrowing, in a variety of formats – check your local branch for availability.



Graphic Novels

Please check with your local branch for availability.

Interested in reading graphic novels but don't know where to start?

LOOK NO FURTHER!

Wellington County Library has graphic novels ranging from junior to adult reading levels such as:

Guardians Disassembled
– Brian Michael Bendis (Adult)

Return of Zita the Spacegirl
– Ben Hatke (Juvenile)

Second – Brian Lee O'Malley (Adult)

This One Summer
– Mariko Tamaki (Adult)

Ant Colony – Michael DeForge (Adult)


Avengers Assemble Vol. 1
– Joe Caramanga (Juvenile)

Wuthering Heights: The graphic novel
– Sean Michael Wilson (Young Adult)

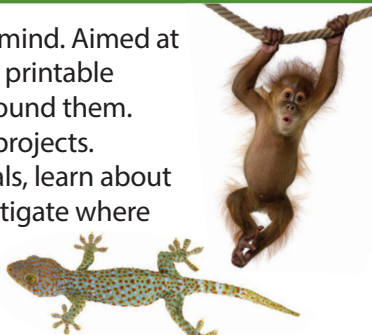
Persepolis – Marjane Satrapi (Adult)

DC Comics: Zero Year
– Scott Snyder (Adult)

The Graveyard Book Vol. 1
– P. Craig Russell and Neil Gaiman (Juvenile)



This fun, interactive learning database is designed with children in mind. Aimed at Grades K-3, **PebbleGo** features articles, photos, videos, games, and printable worksheets that can help your child learn more about the world around them. The content is great for use in homework assignments and school projects. **PebbleGo** features two collections: Animals, and Science. In Animals, learn about different species of mammals, reptiles, and invertebrates and investigate where and how they live. In Science, explore the ecosystems, climates, and natural features of our planet, or venture out into space and travel among the stars, planets, meteors, and asteroids.



March Programmes *continued*



GO Boxes Go!

Grab your GO BOX and let's get "Going"! Use your imagination to create your travel machine. Please register.

Friday, March 20: Clifford Branch, 10:00 am (All ages)

Fairy Tale Dress Up Party

Calling all princes, princesses and knights! Visit the library dressed as your favourite character and have a magical time reading stories and playing games. Please register.

Tuesday, March 17: Drayton Branch, 10:30 am (3 – 5 years)

Friday, March 20: Drayton Branch, 10:30 am (3 – 5 years)

Mount Forest Branch, 2:00 pm (Grades K – 6)



Build it!

Celebrate your love of all things LEGO! Bring your creativity and create a LEGO masterpiece. Please register.

Monday, March 16: Mount Forest Branch, 10:30 am (Grades K – 6)

Tuesday, March 17: Hillsburgh Branch, 2:30 pm (Grades K – 6) Rockwood Branch, 2:00 pm (All ages)

Wednesday, March 18: Drayton Branch, 2:00 pm (Grades K – 6)

Thursday, March 19: Erin Branch, 10:00 am – 8:00 pm (All ages) * Drop in event

Palmerston Branch, 12:30 pm (Grades K – 6)

Friday, March 20: Harriston Branch, 2:30 pm (Grades K – 6)

*Please bring your own LEGO
Puslinch Branch, 11:00 am (Grades K – 6)

Create Your Own Superhero!

Do you have what it takes to be the next great Superhero? Join us to create your own super identity and prove your might with games and challenges! Please register.

Thursday, March 19: Elora Branch, 2:00 pm (Grades K – 6)

Wednesday, March 18: Erin Branch,



10:30 am (Grades 2 and under)
Rockwood Branch, 10:30 am (All ages)

*Special appearance from Rockwood's Fire Prevention Officer!

Thursday, March 19: Marden Branch, 2:30 pm (All ages; 5 and under with an adult)

Puslinch Branch, 11:00 am (All ages)

* Special appearance from the Puslinch Firefighters!

Friday, March 20: Drayton Branch, 3:00 pm (Grades K – 6)

Plugged In

Do you love all things techy? Come and see what the library has to offer! Please register.

Tuesday, March 17: Harriston Branch, 2:30 pm (Grades 4 – 6)



Make me a Geek!

Come out to the Library this March Break and get geek-ed out!

Tuesday, March 17: Palmerston Branch, 1:30 pm (Grades K – 6)



March Break Movies!

Please register.

Big Hero 6, Rated G

Drayton Branch - Saturday, March 14 at 2:00 pm (All ages)
Harriston Branch - Tuesday,

March 17 at 6:00 pm (All ages)

Hillsburgh Branch - Thursday, March 19 at 1:30 pm (All ages)

Guardians of the Galaxy, Rated PG13

Marden Branch - Tuesday, March 17 at 2:30 pm (Ages 13 and under to be accompanied by an adult)

Alexander and the Terrible, Horrible, No Good, very Bad Day, Rated G.

Mount Forest Branch - Wednesday, March 18 at 2:00 pm (Ages 8 and under to be accompanied by an adult)

Arthur Branch - Friday, March 20 at 2:00 pm (All ages)

Back to the Future, Rated PG

Rockwood Branch - Thursday, March 19 at 2:00 pm (All ages)

For a complete listing of programmes, check out our online calendar at www.wellington.ca/Library.



Corporation of the County of Wellington Planning Committee - Minutes

March 12, 2015
County Administration Centre
Keith Room

Present: Warden George Bridge
Councillor Andy Lennox (Chair)
Councillor Allan Alls

Regrets: Councillor Don McKay
Councillor Shawn Watters

Staff: Donna Bryce, County Clerk
Gary Cousins, Director of Planning and Development
Ken DeHart, County Treasurer
Linda Redmond, Senior Planner
Sarah Wilhelm, Planner
Scott Wilson, CAO

Also Present: Ken Roth, Councillor, Township of Puslinch
Louise Heyming, Conservation Specialist, Grand River
Conservation Authority

1. Call to Order

At 11:52 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 February 28, 2015

1/3/15

Moved by: Warden Bridge

Seconded by: Councillor Alls

That the Planning, Green Legacy and Emergency Management Financial Statements as of February 28, 2015 be received for information.

Carried

4. Hummel Official Plan Amendment No. 94

2/3/15

Moved by: Councillor Alls

Seconded by: Warden Bridge

That a by-law adopting County of Wellington Official Plan Amendment 94 – Mount Forest – Hummell be approved.

Carried

5. Kissing Bridge Trail and Work Programme Report

3/3/15

Moved by: Warden Bridge

Seconded by: Councillor Alls

That the County of Wellington, in concert with the Region of Waterloo:

a. amend the Terms of Reference of the Kissing Bridge Trailway Advisory Board to replace the Conestogo-Winterbourne Optimist Club with the West Montrose Residents' Association Inc. as a full member of the Board;

b. authorize execution of an agreement making the West Montrose Residents' Association Inc. a new Trailway Steward Group having responsibility for the segment of the Kissing Bridge Trailway between Northfield Drive and the Grand River;

c. re-appoint the following persons to the Kissing Bridge Trailway Advisory Board for three-year terms ending December 31, 2017: Doug Cerson, Business Community Representative; Michael Curtis, nominee of the Guelph Hiking Trail Club; and Bob Gray, Non-farm Landowner (Elmira)

d. appoint the following persons for three-year terms ending December 31, 2017: Richard Beisel, nominee of the Lions Club of Elmira; Pat Cosgrove, nominee of the West Montrose Residents' Association Inc. (alternate); and Hans Pottkapmper, nominee of the West Montrose Residents' Association Inc.; and

That the 2014 Annual Report of the Kissing Bridge Trailway Advisory Board be received for information; and

That the 2015 work plan be received for information.

Carried

6. Rural Water Quality Programme Presentation

Ms. Louise Heyming, Conservation Specialist, Grand River Conservation Authority presented the report to Committee.

4/3/15

Moved by: Warden Bridge

Seconded by: Councillor Alls

That the Wellington-Guelph Rural Water Quality Programme Report, March 2015 be received for information.

Carried

7. Adjournment

At 12:12 pm, the Chair adjourned the meeting until April 9, 2015 or at the call of the Chair.

Andy Lennox
Chair
Planning Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chairman and Members of the Planning and Development Committee
From: Linda Redmond, Planner
Date: March 5, 2015
Subject: COUNTY OFFICIAL PLAN AMENDMENT NO. 94 – Mount Forest
Hummell – Recreational to Residential Designation
File No. OP-2014-05
Report: PD2015-10

1. Introduction

The purpose of County Official Plan Amendment No. 94 is to redesignate the subject lands from Future Development to Residential. The applicant is proposing to develop the lands with a single family dwelling. The amendment affects Schedule A6-1 – Mount Forest and there are no proposed textual changes to the policies of the Official Plan

2. Site and Surrounding Area

The property is 1.6 hectares (3.9 acres) and is located at the southern most point of the Mount Forest Urban boundary. The property has frontage on Clyde Street and is legally described as Part Lot 5, South of Clyde Street (Figure 1).

The surrounding land uses include residential and agricultural. The lands to the north and west include residential and the Saugeen River. The lands to the east and south are residential dwellings and agricultural. The property is currently occupied by a newly constructed residence.



Figure 1 Existing Property Configuration

The property is currently zoned and designated Future Development (FD) in the County of Wellington Official Plan and Township of Wellington North Zoning By-law 66-01.

3. Background

The subject lands obtained one severance in 2010 for residential purposes (dwelling 416, figure 2). At that time the Future Development designation permitted the creation of one new lot by consent. Subsequent to this the applicant preconsulted with County staff about further severances on the remaining parcel. They were informed that an Official Plan amendment and zone amendment would be required in order to proceed. Further, the applicant indicated a desire to create an additional residential lot at the rear of the lands along Oxford Street. This road is unopened and consequently the applicants were informed that a severance could not be supported without appropriate access. The subject land is occupied by a dwelling (dwelling 420, figure 2). The proposal at this time is to sever this dwelling and construct one more dwelling on the retained lands in the future, with access off of Clyde Road. A separate consent application will be submitted in the future (figure 3).

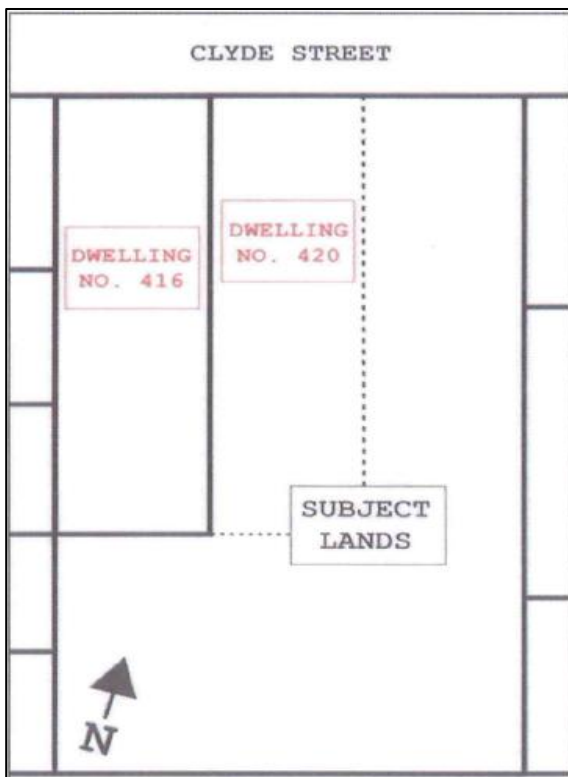


Figure 2 – Source Van Harten

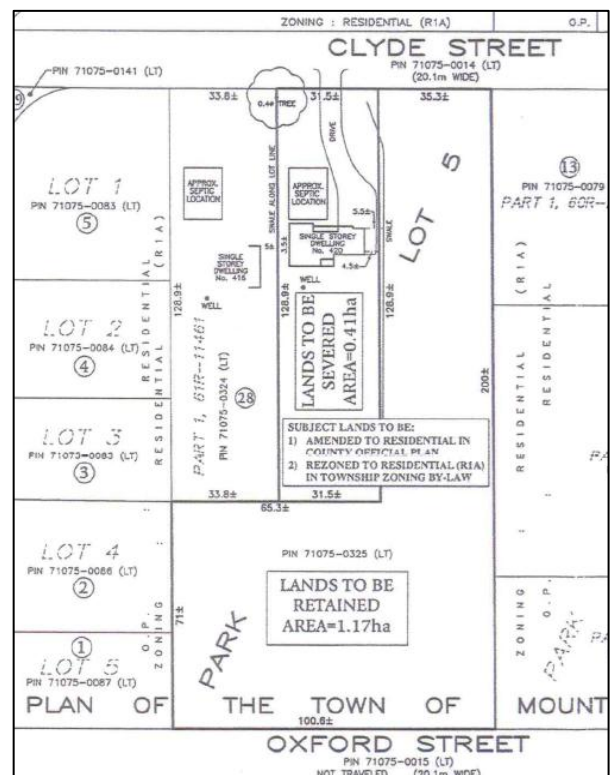


Figure 3 – Source Van Harten

4. Places to Grow (PTG) and Provincial Policy Statement (PPS)

The proposal is located within the urban boundary of the Mount Forest Urban area. The proposal is in conformity with both the Places to Grow and Provincial Policy Statement.

5. Public Meeting

The Township of Wellington North held the statutory public meeting on March 9, 2015. Council passed a resolution in support of the Official Plan Amendment at this Council meeting.

6. Agency and Public Comments

The application was circulated by the County to agencies in December, 2014. The following comments were received:

Agency	Position	Comments
Saugeen Valley Conservation Authority(SVCA)	Not within regulated area.	
Wellington North Power	No Concerns.	
Upper Grand District School Board (UGDSB)	No Objection	In comments of January 19, 2015 the UGDSB indicated that development charges are applicable.
One Neighbour		Raised concerns about road access and snow melt onto their property and natural springs that occur on the subject lands.

7. Wellington County Official Plan

Future Development

Section 8.10 of the Plan outlines the following objectives for areas designated FUTURE DEVELOPMENT:

- a) To provide for the orderly future development of the unbuilt areas of the Urban Centre;
- b) To limit development of such lands until an Official Plan Amendment including a proper site plan or concept plan for future uses has been submitted and approved;
- c) To prohibit any major development of these lands until the necessary municipal services can be made available to such areas.

This application is submitted to address item b).

Intensification

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further seeks to identify and promote opportunities for growth in the built up areas of urban centres through intensification and redevelopment where this can be accommodated, taking into account small town scale and historic streetscapes.

Section 4.4.3 of the Official Plan encourages intensification in urban centres and further states in subsection e) that the plan “encourages modest intensification in stable residential areas respecting the character of the area. Stable residential areas are considered to be established areas generally consisting of predominantly low density housing on local roads with the built boundary”.

Residential Designation

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, e) to ensure that an adequate level of municipal services will be

available to all residential area's and g) to encourage intensification, development proposals provided they maintain the stability and character of existing neighbourhoods".

Land Use Compatibility

In considering new locations for Residential Areas, the Official Plan requires such uses to be compatible with surrounding properties and not create adverse impacts on existing uses. The subject lands are located in a primarily residential area that is characterized by large lots on individual on-site services. The residential use would be desirable and would represent a logical infilling within this existing residential area.

The policies of Section 8.3.11 of the Official Plan encourage development of "vacant or under-utilized properties for residential uses which are compatible with surrounding uses in terms of dwelling type, building form, site coverage and setbacks".

Servicing

The Urban Centre policies of Section 11.2.4 indicates that municipal services is the preferred method of servicing in all urban centres, however recognizes existing situations in which individual on-site servicing may be appropriate. Section 11.2.4 c) indicates, "individual on-site servicing is not allowed in urban centres which have municipal services except: i) to provide for the continued use of lots developed on individual on-site services and ii) to allow a small scale use on an existing lot in an area where municipal services are not reasonably anticipated." In this instance the property is located in an area of Mount Forest that is currently not on municipal sewers and water. It is our understanding that municipal services are not planned for this area of Mount Forest.

8. Related Applications

In addition to the Official Plan amendment application, a separate zoning amendment has been submitted to the Township of Wellington North for the purpose of rezoning the parcel of land from Future Development to Residential – R1A Zone. A severance application is proposed in the future to sever one residential lot from the lands.

9. Conclusion

This proposal to redesignate the subject property from Future Development to Residential meets the intent of the Official Plan policies which encourages the development of vacant or under-utilized properties for residential uses which are compatible with surrounding uses. The proposal represents logical infilling of an existing area characterized by large lots on private services. Further, municipal services are not anticipated for this area in the future.

10. Recommendation

THAT a by-law adopting County of Wellington Official Plan Amendment 94 be approved.

Respectfully submitted,



Linda Redmond, B.A.
Senior Planner

Attachment 1

Excerpt from Proposed County Official Plan Amendment 94
File OP-2014-05

PART B - THE AMENDMENT

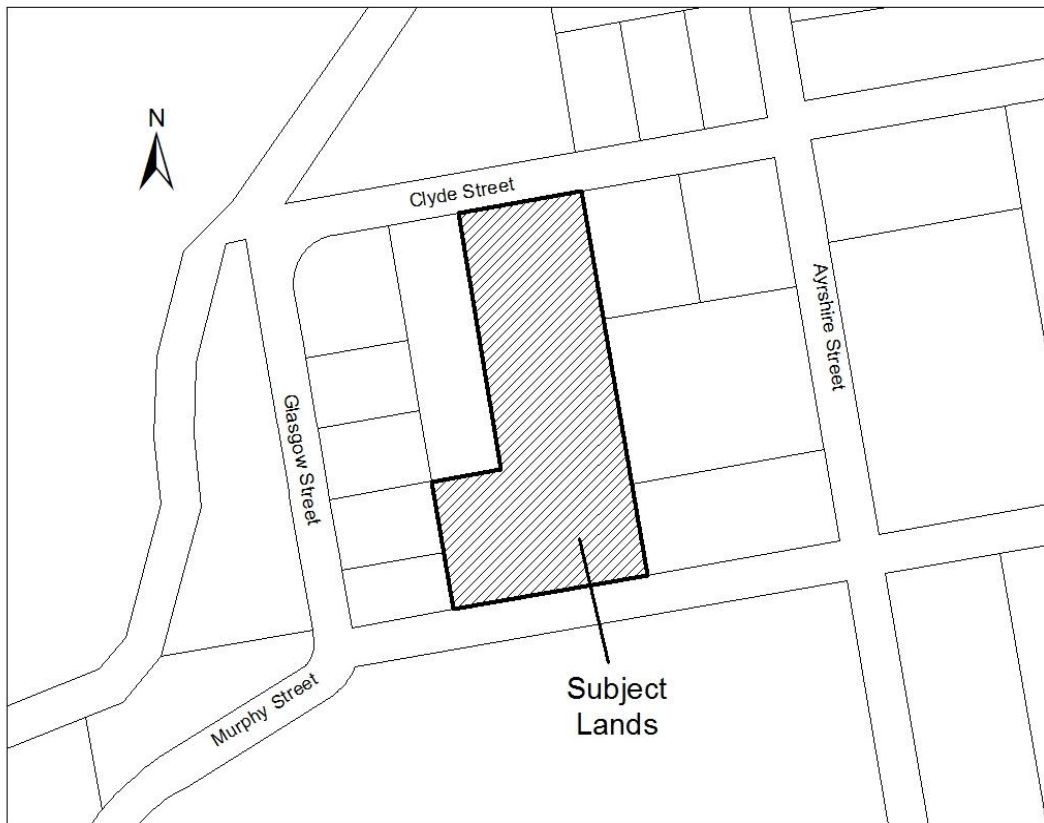
All of this part of the document entitled Part B - The Amendment, consisting of the following text constitutes Amendment No. 94 to the County of Wellington Official Plan.

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 Part Lot 5, South of Clyde Street, as identified on Schedule "A" of this amendment, from "Future Development" to "Residential".

**SCHEDULE 'A'
OF
OFFICIAL PLAN AMENDMENT NO. 94**



**Redesignate from Future Development to Residential
Amends Schedule A6-1 (Mount Forest)**



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Senior Planner
Date: Tuesday, March 3, 2015
Subject: 2015 Trail Update (PD2015-11)

1. Purpose

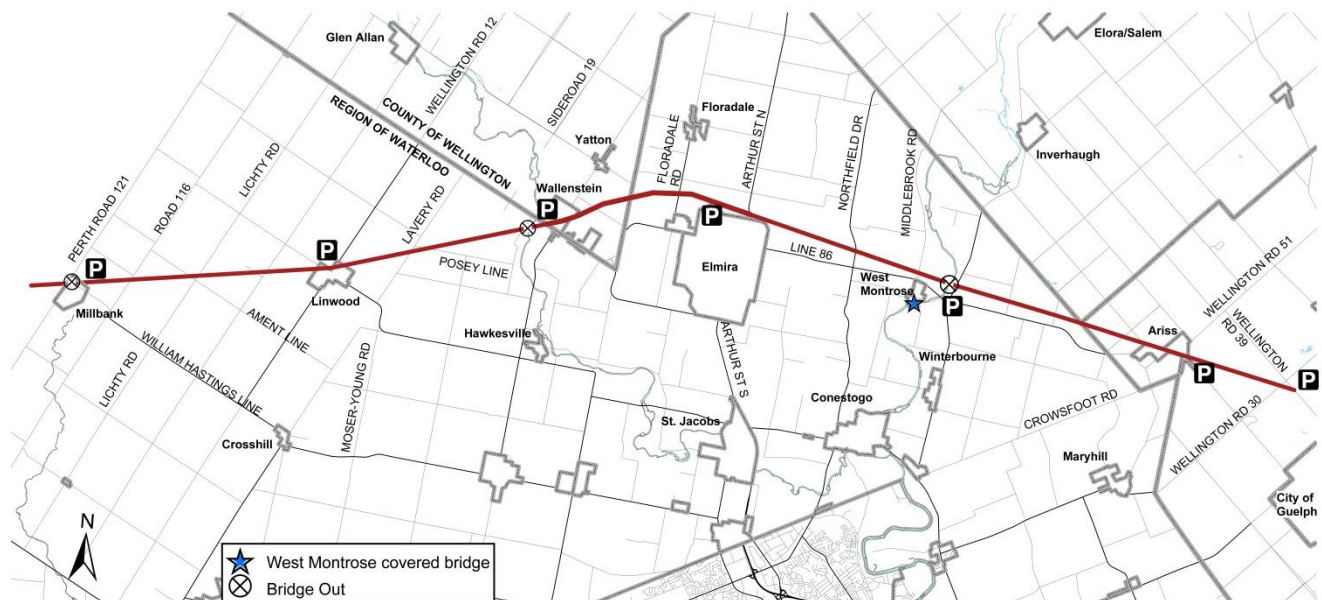
The purpose of this report is as follows:

- to amend the Terms of Reference of the Kissing Bridge Trailway Advisory Board;
- to consider appointments to the Kissing Bridge Trailway Advisory Board; and
- outline the 2015 trail work plan.

2. Terms of Reference

The Regional Municipality of Waterloo and County of Wellington jointly manage the Kissing Bridge Trailway (Figure 1). On September 18, 2014, the president of the Conestogo-Winterbourne Optimist Club informed Regional staff that, due to resource constraint, the Club wished to relinquish stewardship of its segment of the Trailway extending from the eastern edge of Elmira to the Grand River. Subsequently, the Lions Club of Elmira informed staff that it was prepared to add the segment of the Trailway from the eastern edge of Elmira to Northfield Drive to its existing segment which extends as far west as Wallenstein.

Figure 1 Kissing Bridge Trailway



On November 17, 2014, the West Montrose Residents' Association Inc. agreed to take on the stewardship of the Optimists' remaining segment from Northfield Drive to the Grand River.

Amendments to the Terms of Reference of the Kissing Bridge Trailway Advisory Board are necessary to reflect the above changes in Trailway steward groups (attached). The West Montrose Residents' Association Inc. will be given full membership on the Board for a principal representative and an alternate as is the case with the other Trailway steward groups. A Trailway steward group agreement will need to be executed with the West Montrose Residents' Association Inc. similar to those in place with the other Trailway steward groups. The Lions Club agreement will also be revised to cover the eastward extension of its segment. In addition, a few other minor edits are recommended to update the 1998 document to current terminology.

3. Appointments

The Regional Municipality of Waterloo and the County of Wellington jointly appoint members to the Kissing Bridge Trailway Advisory Board. The Committee is made up of 16 members and 6 alternates appointed for staggered terms. The terms of five board members expired at the end of 2014. The nominees recommended for re-appointment to the Kissing Bridge Trailway Advisory Board for three-year terms ending December 31, 2017 are as follows:

- Doug Cerson, Business Community representative
- Mike Curtis, nominee of the Guelph Hiking Trail Club
- Bob Gray, Non-farm landowner (Elmira)

As a result of the addition of the West Montrose Residents' Association as a steward group, the nominees recommended for appointment to the Kissing Bridge Trailway Advisory Board for three-year terms ending December 31, 2017 are as follows:

- Richard Beisel, nominee of the Lions Club of Elmira
- Pat Cosgrove, nominee of the West Montrose Residents' Association Inc. (alternate), and
- Hans Pottkamper, nominee of the West Montrose Residents' Association Inc.

Upon re-appointment and appointment of the above-named persons, four vacancies will remain on the Kissing Bridge Trailway Advisory Board, one non-farm landowner, the Wellington Federation of Agriculture Representatives for Mapleton and Guelph/Eramosa, and the County of Wellington appointee.

When the Kissing Bridge Trailway was established in 1997-98, the agricultural community expressed concern about the potential impacts of a publicly-accessible trailway on adjoining farms. Consequently, the initial composition of the Board contained a strong contingent of Federation of Agriculture nominees. The actual development and operation of the Trailway has not resulted in the negative impacts anticipated. Although the agricultural community's direct representation on the Board has dwindled significantly, staff continues to send agenda and minutes of the Kissing Bridge Trailway Advisory Board meetings to the Waterloo and Wellington Federation offices to keep the organizations apprised of items before the Board.

The Board will seek out other qualified persons who may be interested in serving in the vacant positions in the future. Meanwhile, the recommended appointments and re-appointments will enable the Board to function at its scheduled 2015 meetings.

4. 2015 Work Plan

This year we intend to use \$24,000 of the Planning and Development Department's \$30,000 trail budget on maintenance and minor trail improvements. The remaining \$6,000 would be used in 2016 to support necessary bridge maintenance for the former CNR bridge over Wellington Road 18. This work would follow the recommendations of the engineer's bridge inspection report.

Maintenance

PRELIMINARY ESTIMATE: \$16,000

We maintain a combined distance of approximately 10 km of the Kissing Bridge Trailway and Trestle Bridge Trail. In 2015, we plan to mow both trails three times, including trimming around benches and barrier gates at road crossings. A 2.6 km off-road portion of the new Cottontail Road Trail will be under construction in 2015, but may require mowing this year, depending on when construction is completed. We have set aside funds to allow for the trail to be mowed twice.

On an as needed basis, we also control noxious weeds, arrange for tree pruning and garbage removal. As a result, we have also allowed for a contingency of \$2,000 within the preliminary estimate should special maintenance needs arise.

Over and above this contingency, we need to repair erosion damage to driveways to the Trestle Bridge trail parking lot in Aboyne and the Kissing Bridge Trailway parking lot in Ariss. We will need to have both areas graded and filled. We have set aside \$2,000.00 in the budget for these improvements.

Trail Improvements

PRELIMINARY ESTIMATE: \$7,000

Adjacent to the Ariss parking area we need to remove gravel and replace it with native tree plantings, shrubs and boulders/armour stone. We also plan to install two benches for the Trestle Bridge and Aboyne Trails.

Trail Promotion

PRELIMINARY ESTIMATE: \$1,000

We have set aside \$1,000 within the budget for costs associated with supporting trail events and printing for trail publications produced in-house.

5. Recommendations

1. That the County of Wellington, in concert with the Region of Waterloo:
 - a. amend the Terms of Reference of the Kissing Bridge Trailway Advisory Board to replace the Conestogo-Winterbourne Optimist Club with the West Montrose Residents' Association Inc. as a full member of the Board;

- b. authorize execution of an agreement making the West Montrose Residents' Association Inc. a new Trailway Steward Group having responsibility for the segment of the Kissing Bridge Trailway between Northfield Drive and the Grand River;
- c. re-appoint the following persons to the Kissing Bridge Trailway Advisory Board for three-year terms ending December 31, 2017:
 - Doug Cerson, Business Community Representative;
 - Michael Curtis, nominee of the Guelph Hiking Trail Club; and
 - Bob Gray, Non-farm Landowner (Elmira)
- d. appoint the following persons for three-year terms ending December 31, 2017:
 - Richard Beisel, nominee of the Lions Club of Elmira;
 - Pat Cosgrove, nominee of the West Montrose Residents' Association Inc. (alternate); and
 - Hans Pottkamper, nominee of the West Montrose Residents' Association Inc.

2. That the 2015 work plan be received for information.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP
Senior Planner

Attachments:

Kissing Bridge Trailway Advisory Board Terms of Reference

Attachment 1 to PD2015-11

Text with yellow highlighting is proposed to be added

KISSING BRIDGE TRAILWAY



Trailway Advisory Board

1. Terms of Reference

- 1.1 As a representative of the various stakeholders in the Trailway - local residents, Trailway Steward groups, the business community, and the County of Wellington and Regional Municipality of Waterloo - the Trailway Advisory Board will provide ongoing supervision of the Trailway, and coordinate the work of the various Trailway Steward groups having regard to the report presented to County and Regional Councils in 1997.
- 1.2 The Trailway Advisory Board is an advisory board to the County and Regional Councils and will provide the ongoing liaison between the Councils, the Trailway Steward Groups and local residents. It will strive to ensure that the interests of the various stakeholders are appropriately addressed, and seek to balance potentially competing interests.
- 1.3 Staff will address concerns, complaints, and suggestions from local residents and Trailway users, and, where appropriate, refer them to the Trailway Advisory Board for further discussion. Where issues cannot be satisfactorily resolved, the Board will request County and Regional staff to refer the matter to County and Regional Councils for resolution.
- 1.4 The Trailway Advisory Board will consult with stakeholder groups to determine standards for fencing, signage, parking facilities, other capital improvements, and ongoing maintenance.
- 1.5 The Trailway Advisory Board will receive, evaluate, and prioritize requests for fencing according to the following priorities:

Priority 1

- a. Adjacent property used for livestock, or potentially hazardous activities;
- b. Areas experiencing recurrent problems with trespass and vandalism;
- c. Residences and barns located in proximity to the Trailway;

Priority 2

- d. Commercial and recreational establishments adjacent to the Trailway;
 - e. Agricultural cropland; and
 - f. Other areas deemed appropriate by the Trailway Advisory Board.
- 1.6 The Trailway Advisory Board will make recommendations to the Councils **through their respective planning committees** concerning such matters as policy issues, issues which have significant Regional or County implications, the expenditure of contributions to a tax creditable Trailway Fund (which will be jointly administered by the County and Region), and any matters that may be referred to the Trailway Advisory Board by either Council.
- 1.7 The Trailway Advisory Board will participate in fund-raising for capital improvements and other ongoing expenses.
- 1.8 The Trailway Advisory Board will prepare an annual report to the Councils of the County of Wellington and Regional Municipality of Waterloo on its activities, initiatives, and proposals for the coming year.

2. Membership

- 2.1 The Trailway Advisory Board will consist of the following:
- a) One local farm landowner to represent each local municipality in which the Trailway is located (i.e., the **Townships of Guelph/Eramosa, Mapleton, Woolwich, and Wellesley**), to be nominated by the respective Federation of Agriculture (if for any reason no representative is available, a farm landowner from another municipality may be nominated) **[Total 4]**;
 - b) Three representative local non-farming landowners from any of the municipalities in which the Trailway is located, to be selected from applicants responding to public advertisements [Total 3];
 - c) One representative nominated by each Trailway Steward group, **namely**
Guelph Hiking Trail Association
West Montrose Residents' Association Inc.
Lions Club of Elmira
Linwood and District Lions Club
Golden Triangle Snowmobile Club
Village of Millbank Association
(Alternates may be designated by each group to attend when the principal representative is unavailable.) **[Total 6 Representatives and 6 Alternatives]**;
 - d) One nominee of the local Chambers of Commerce or Business Associations in communities along the Trailway, on a rotating basis, or failing nomination, a member of the business community who applies to serve [Total 1];
 - e) One person appointed by the Council of the County of Wellington [Total 1];
and

- f) One person appointed by the Council of the Regional Municipality of Waterloo [Total 1].
- 2.2 In the event the County of Perth or the Township of Perth East elects to participate in the Trailway at a future date, the membership shall be increased to include one local farm landowner and one appointee of the respective Council.
- 2.3 All members of the Trailway Advisory Board shall be jointly appointed by the Councils of the County of Wellington and the Regional Municipality of Waterloo.
- 2.4 The members of the Board shall be appointed for three year terms. The two Council appointees will be appointed by their respective Councils for a four-year term coinciding with the term of Council.
- 2.5 A member of the Board may be reappointed for a **subsequent** term at the conclusion of the initial term.
- 3. Operation of the Committee**
- 3.1 The Chair and Vice-Chair of the Trailway Advisory Board will be elected from among the members at the Board's first meeting of each calendar year. **The Chair and Vice-Chair will be elected from appointed members.** The Chair should be able to devote some time between meetings to working informally with Trailway Steward Groups, County and Regional staff, and to attending meetings of the County and Regional Planning Committees when circumstances warrant.
- 3.2 The quorum for a meeting shall be half the total membership of the Board.
- 3.3 Meetings of the Trailway Advisory Board will be held at least twice a year. Meetings may also be held at the call of the Chair to consider urgent matters.
- 3.4 When an issue must be resolved expeditiously and it is not feasible to convene a quorum, draft motions or resolutions may be circulated to all voting members of the Board. If a majority of the resolutions are signed and returned to the Chair, the motion shall be considered adopted.
- 3.5 Any member missing three consecutive meetings without a valid reason will be replaced at the earliest opportunity.
- 3.6 Meetings will normally be open to the public. In camera discussions will only be held in compliance with the County and Regional Procedural By-laws.
- 3.7 Members may from time to time be requested to serve on a sub-committee to investigate particular issues.
- 3.8 The Trailway Advisory Board will advise Trailway Steward groups, adjoining residents, or County and Regional Councils on matters referred to them.
- 3.9 The Trailway Advisory Board will discuss and resolve issues identified by local residents, Trailway Steward Groups, Trailway users, or County and Regional staff. Where issues cannot be satisfactorily resolved, the Board may request County and

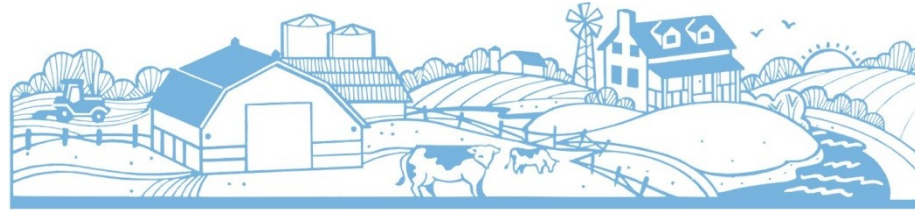
Regional staff to refer the matter to County and Regional Councils for resolution. Subject to the terms of the leasing arrangements, the final decision in such cases will rest jointly with County and Regional Councils.

- 3.10 The Board shall engage volunteers from the community to prepare agendas, minutes, and correspondence. If necessary, staff support to perform these functions may be provided by the County of Wellington and/or Regional Municipality of Waterloo on an interim basis.
- 3.11 Staff support will be provided by the County of Wellington and the Regional Municipality of Waterloo to collect and disburse moneys other than those contributed directly to Trailway Steward Groups, and to provide other advice.
- 3.12 The Trailway Advisory Board may, from time to time, invite other persons to address the Board and participate in discussions on subjects before the Board or to be briefed on Trail-related initiatives by other agencies or organizations.
- 3.13 The Trailway Advisory Board may review these Terms of Reference from time to time as required. With support from two-thirds of the members eligible to vote, the Board may request County and Regional Councils to make necessary amendments thereto.
- 3.14 The Trailway Advisory Board shall report to the **County and Regional** Councils on a regular basis.

4. Conflict of Interest Policy

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by **Regional** Council on May 28, 2003. All members shall annually review and complete the agreement and signature form attached to the policy. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.



WATER

OURS TO PROTECT

RURAL WATER QUALITY PROGRAM

Wellington-Guelph Rural Water Quality Program

Wellington County
Planning Committee
March 12, 2015

Rural Water Quality Program

- **Funded by Wellington County and City of Guelph since 1998**
- **Protect and improve water at source**
- **Supporting agriculture = healthy sustainable ecosystem**
- **All agricultural land in Wellington County is eligible**



Program Basics



- **Voluntary**
- **EFP Mandatory**
- **Onsite technical assistance**
- **Review committee makes decisions**
- **Performance payment for land taken out of production**



Eligible Projects

Project	Grant rate	Maximum grant	
Manure Storage	50%	\$25,000	
Manure Storage Decommissioning	50%	\$3,000	
Clean Water Diversion	50%	\$5,000	
Dead Stock Composting	50%	\$4,000	
Milkhouse Waste	50%	\$5,000	
Livestock Access Restriction	75%-100%	\$10,000	
Fuel Storage/Handling	50%	\$4,000	
Fertilizer and/or Chemical Handling and Storage	50%	\$2,500	
Erosion Control Structures	75%	\$10,000	
Tile Drain Control Structures	80%	\$7,500	Performance Incentive
Nutrient Management Plans	50%	\$2,000	
Cover Crops	n/a	n/a	\$100/acre up to 30 acres.
Tree Planting – stream buffers, fragile land retirement, field windbreaks	80%	\$7,500	\$350/acre per year for 3 years. Maximum 10 acres.
Living Snow Fences	80%-100%	\$5,000	\$500/acre per year for 3 years. Maximum 10 acres.
Natural Area Restoration and Creation	80%	\$7,500	\$350/acre per year for 3 years. Maximum 10 acres.
Machinery Crossings	50%	\$5,000	
Wellhead Abandonment	100%	\$2,500	
Wellhead Protection	80%	\$2,000	

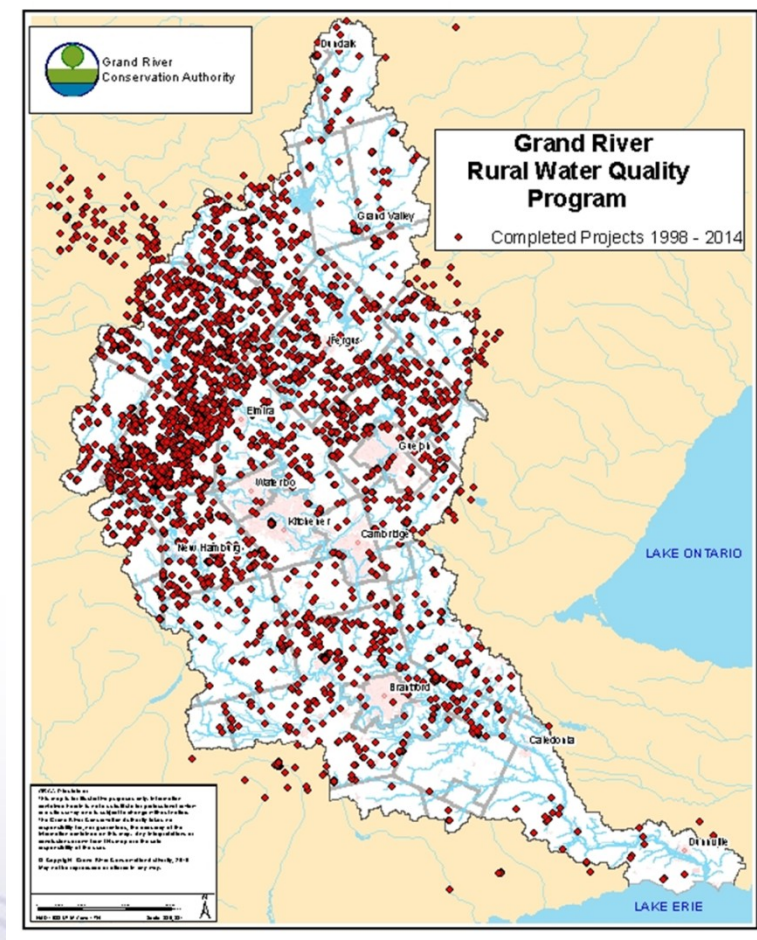
Program Success

Wellington

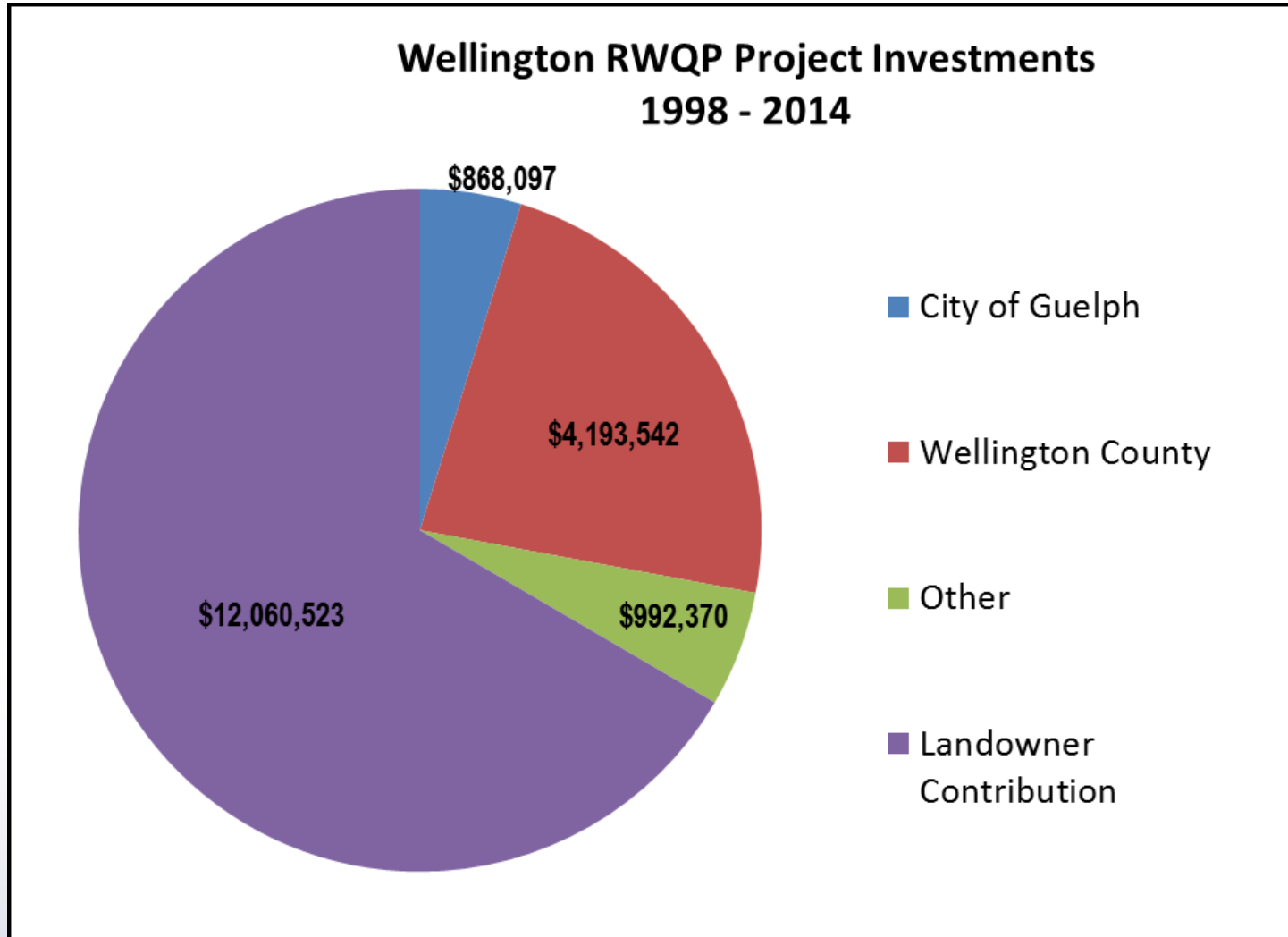
- 2169 projects
- \$6,054,000 in grant
- \$18.1 million invested

Watershed Wide

- 4,700 projects
- \$14.6 million in grant
- Over \$41 million invested

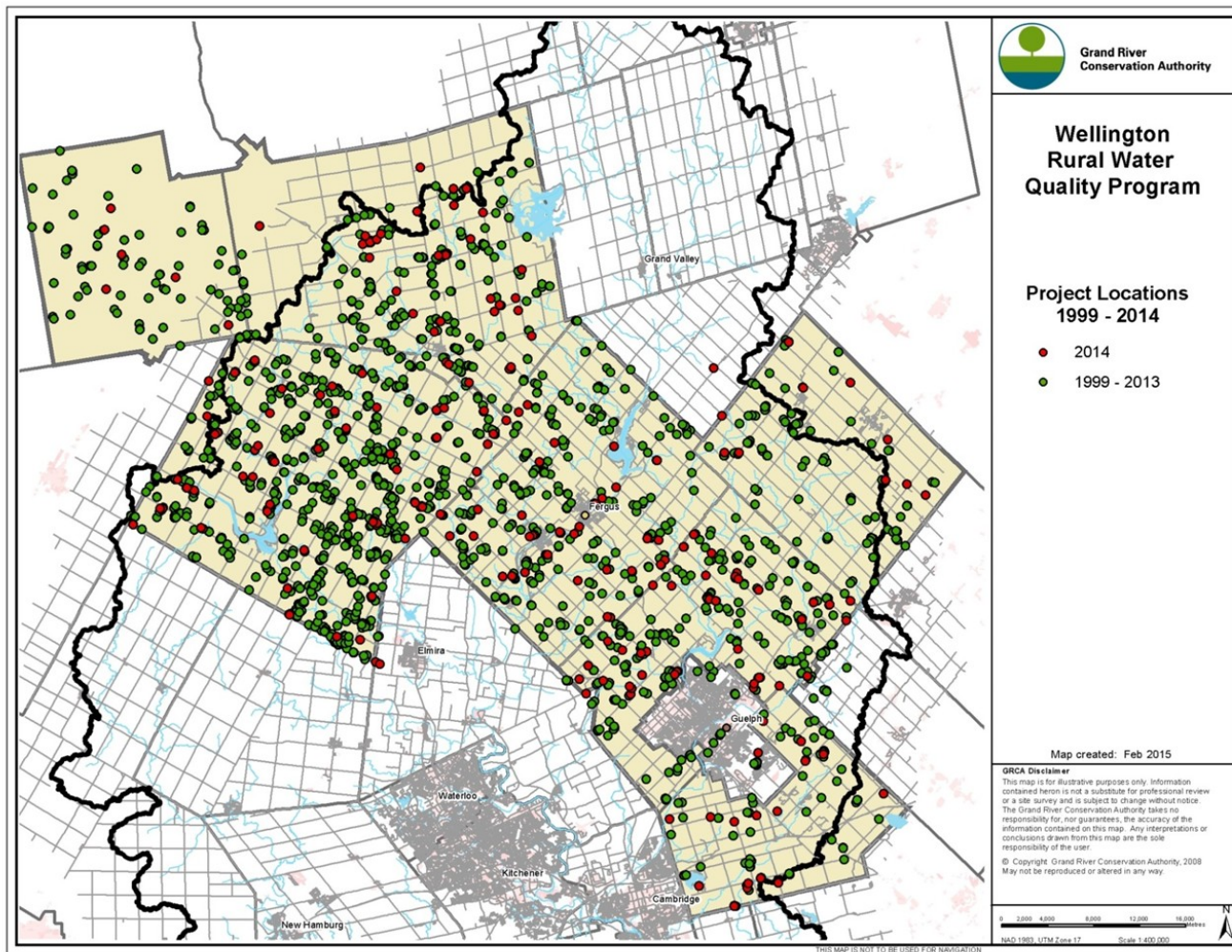


Project Investment



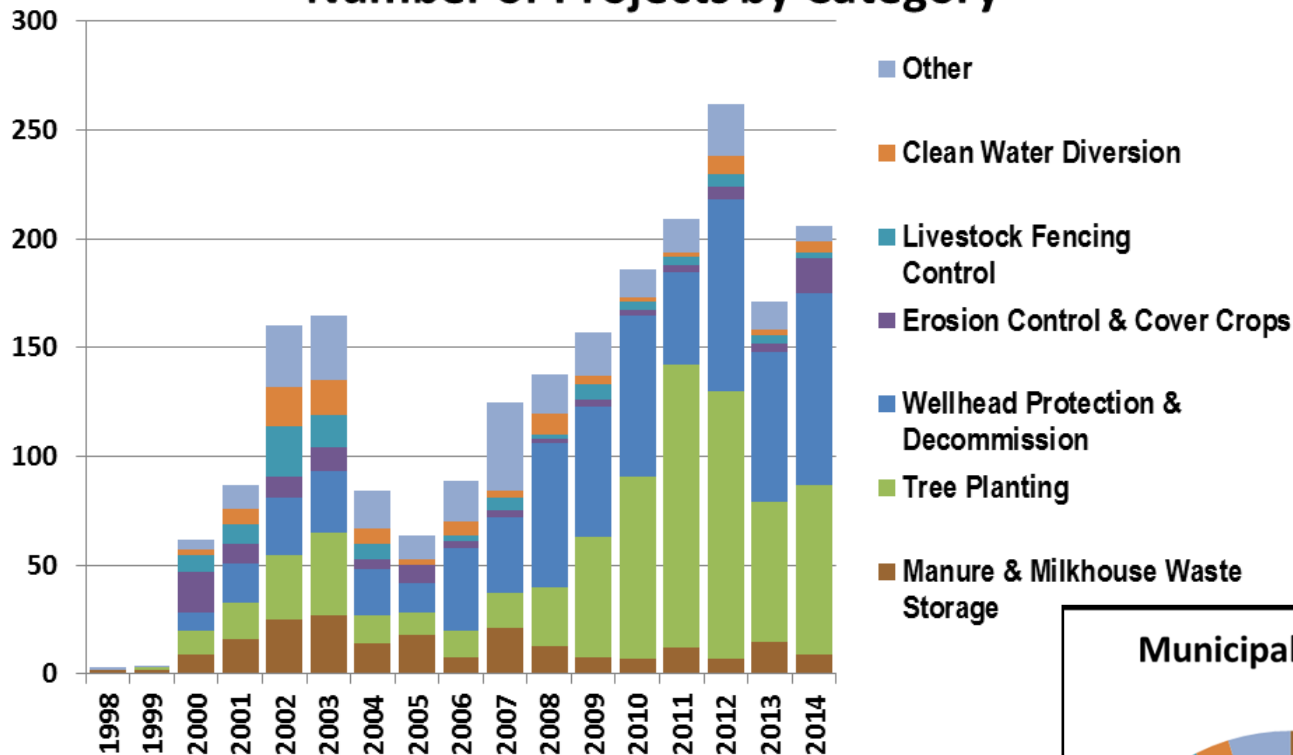
2014 Projects

- 206 projects completed
- \$577,765 in municipal grant provided



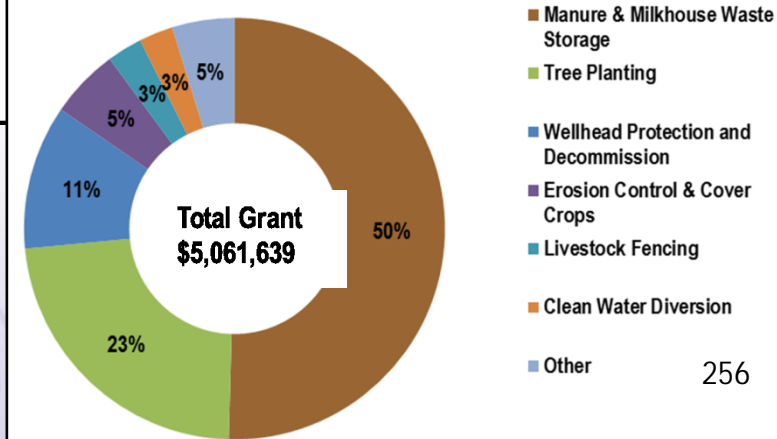
Completed Projects

Number of Projects by Category



Other = fuel storage, dead stock composting, machinery crossing, chemical storage

Municipal Grant by Project Category 1998 - 2014



Wellington Projects

- 157 manure storage facilities
- 34 erosion control projects
- 46 kms of watercourse fences
- 800 acres in cover crops
- 296 wells decommissioned
- 236 well upgraded



Tree Planting - Wellington

- 50 kms of riparian buffer established
- 900 acres of marginal land retired and planted to trees
- 155 kms of windbreak
- 10.7 kms of living snow fence







Wellington Rural Water Quality Program: Annual Report 2014

Wellington Rural Water Quality Program: Annual Report 2014

INTRODUCTION

The Wellington-Guelph Rural Water Quality Program (RWQP) was announced in 1999. Funding for the program was allocated by the County of Wellington and City of Guelph. The purpose of the program was to provide technical and financial assistance to agricultural landowners to enable them to implement best management practices that would improve and protect water quality.

Since 1999 City of Guelph has provided \$960,000 to the program while the County of Wellington has allocated \$4,637,500.

The Wellington Rural Water Quality Program continues to be a very successful program with numerous benefits to the environment and the community. The interest in the program has been overwhelming. This report summarizes program accomplishments since 1999 and details projects and expenditures for 2014.

PROGRAM IMPLEMENTATION

The Grand River Rural Water Quality Program currently extends across the watershed via various funding mechanisms. To date there has been over \$14.6 million in grant provided to more than 4700 projects across the watershed. Figure 1 shows the distribution of projects across the watershed. Landowners and funding partners have invested over \$41 million in projects to improve and protect water quality in the Grand River watershed.

The funding has come from all levels of government as well as a number of foundations and environmental organizations. The core funding for the Grand River Rural Water Quality Program comes from the Region of Waterloo, Wellington County, City of Guelph, County of Brant, City of Brantford and Haldimand County. Having stable long term funding from these member municipalities facilitates landowner awareness and trust in the program. It has also created synergy for promotion across the watershed.

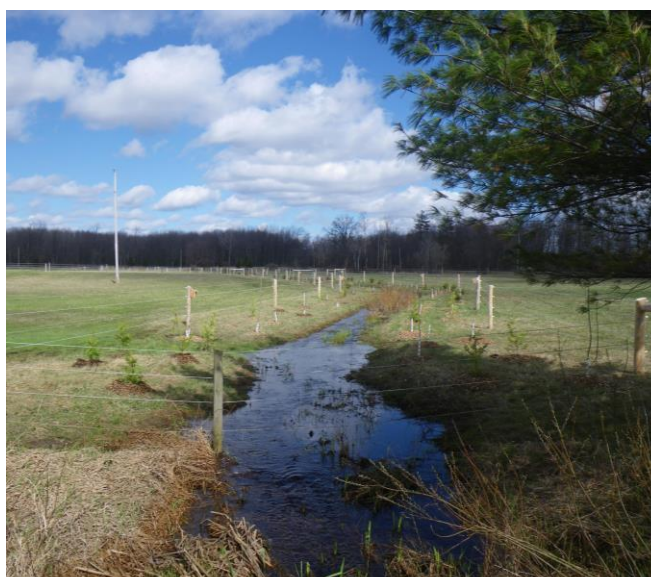
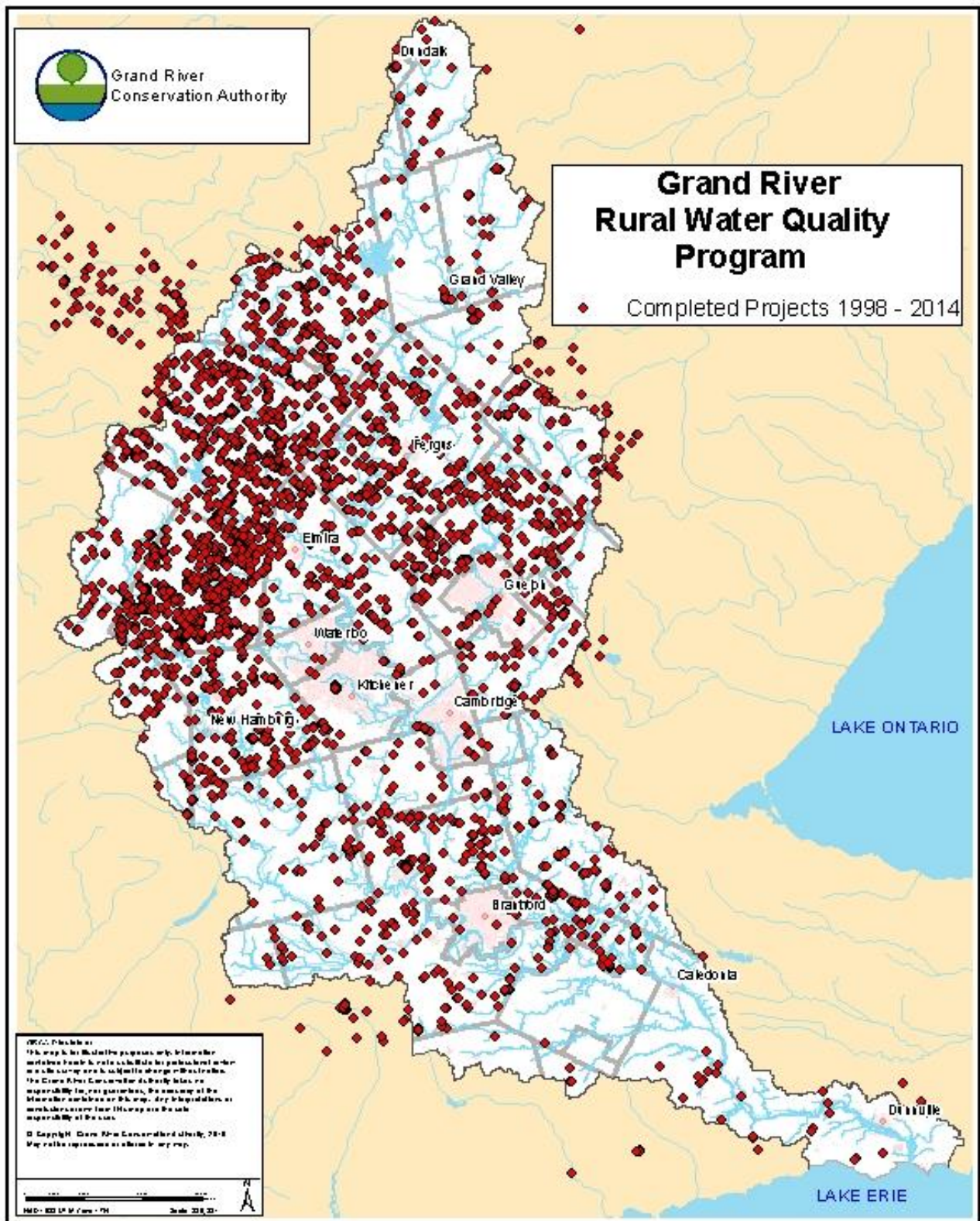


Figure 1: Rural Water Quality Program Project Locations 1998- 2014



MARKETING/PROMOTION

The Wellington Rural Water Quality Program has been promoted at a wide range of events. There have been many opportunities to jointly promote the Waterloo and Wellington Rural Water Quality Programs. The promotion of the watershed programs increases the profile and achievements of the programs, as well as enhancing the image of the Rural Water Quality Program in the agricultural community.

The following is a list of events where the Wellington Rural Water Quality Program was promoted in 2014.

- Wellington Environmental Farm Plan Workshop
- FarmSmart Conference – Guelph
- Drayton Farm Show
- London Farm Show
- Wellington County Cattlemens Annual Meeting
- Wellington County Soil and Crop Annual General Meeting

In addition to the events listed above, GRCA staff presented a series of evening workshops to promote the benefits of tree planting. Workshop attendance ranged from 20 to 40 participants. Workshop topics included;

- **Trees and Bees** (Rockwood) - Promoting native planting for pollinator habitat and water quality.
- **Trees and Trout** (Puslinch) - Promoting riparian planting for habitat enhancement and water quality at a RWQP project site.
- **Windbreaks. Are the Rumors True?** (Centre Wellington) – Past RWQP clients shared their experience in establishing field windbreaks with tour participants.



Trees & Trout workshop participants tour a RWQP livestock crossing project. August 2014

PROJECTS COMPLETED

Since 1998, more than \$6 million in grant has been provided to Wellington County landowners to support the completion of more than 2,000 projects. This includes all grants provided through the RWQP including contributions leveraged from federal and provincial initiatives, foundations and environmental organizations. When the landowners contribution is factored in, these projects represent an investment of more than \$18 million in water quality projects within Wellington County. Figure 2 summarizes projects investments by funding source.

Figure 2: Project Investment by Funding Source

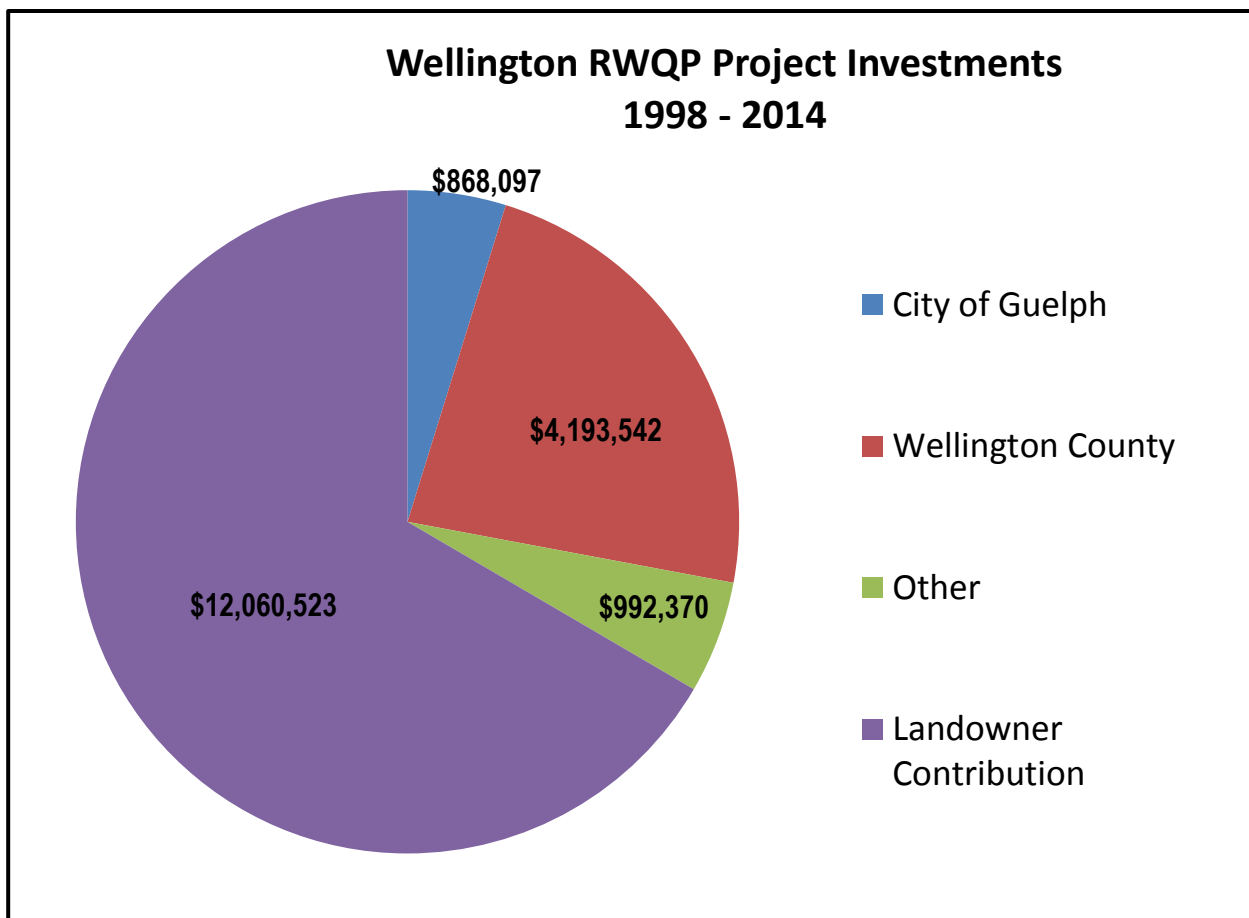
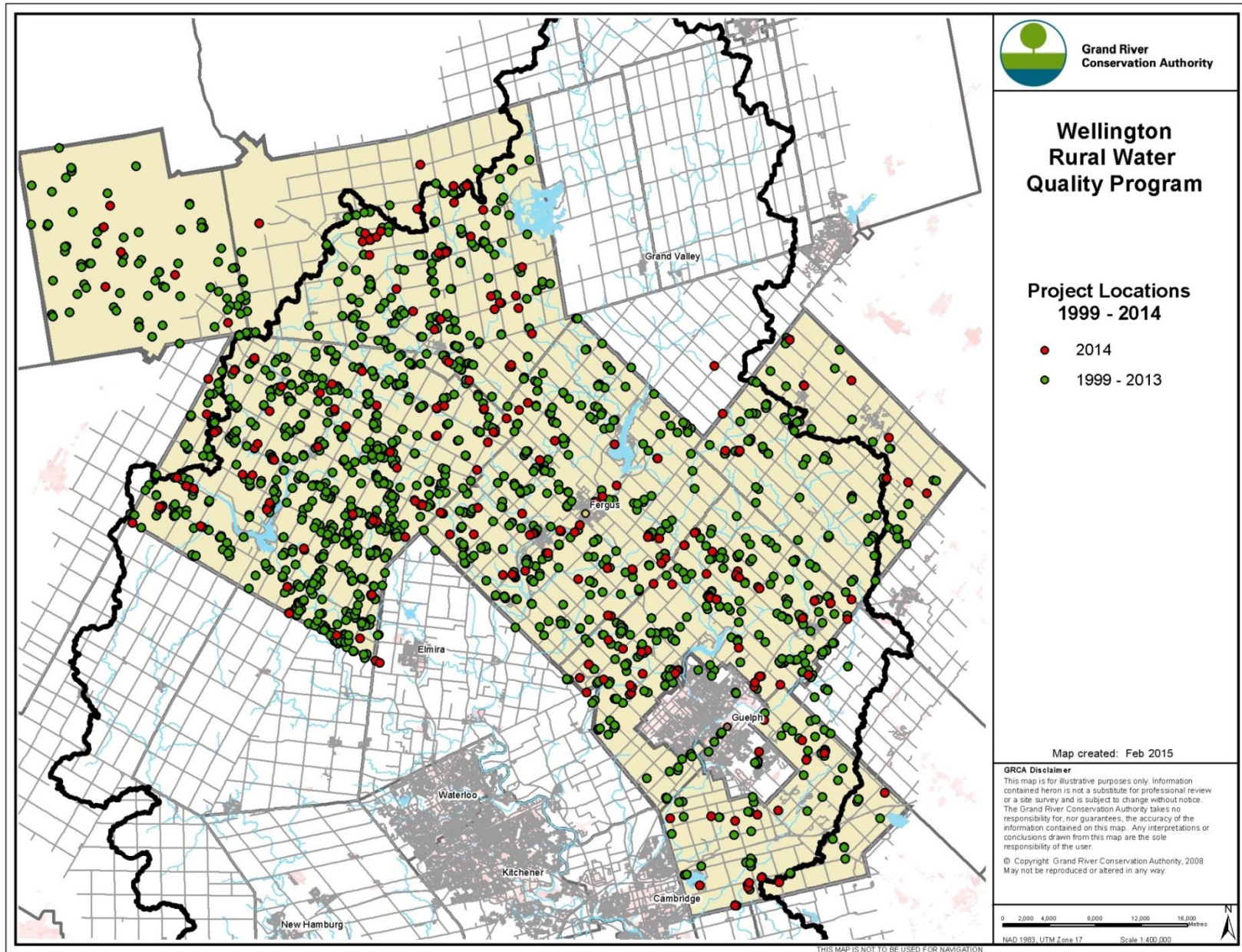


Figure 3: Location of RWQP Projects in Wellington County 1999-2014 (all funding sources)

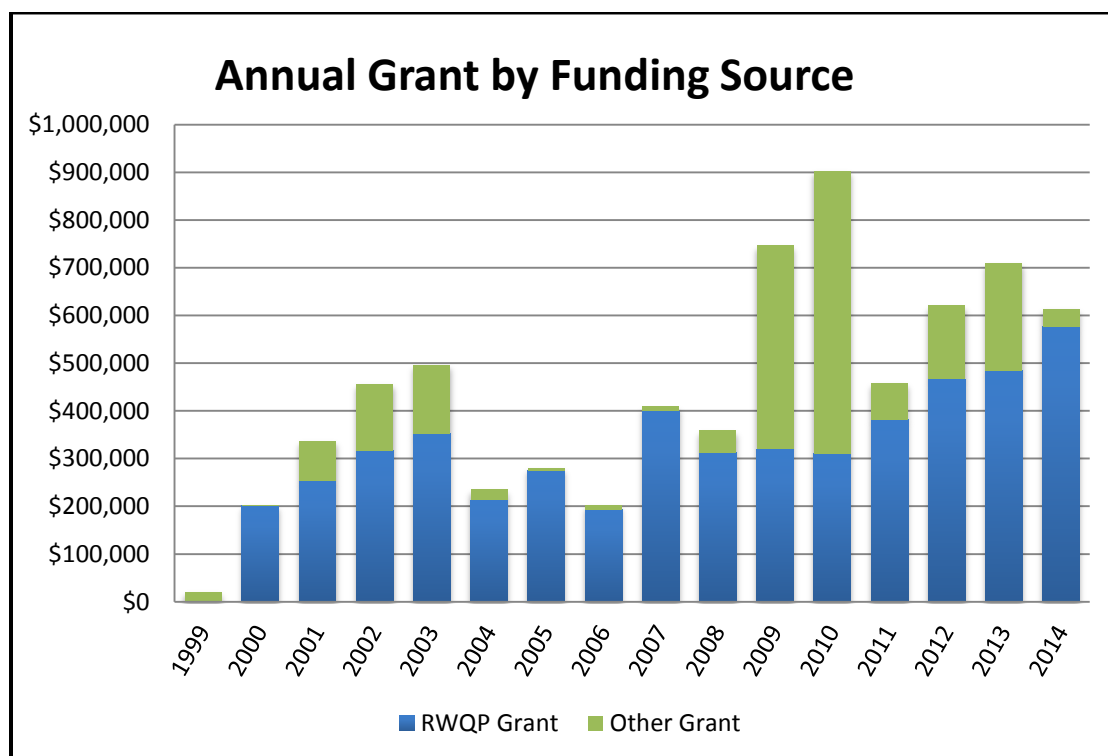


In 2014, 206 projects were completed through the Wellington Rural Water Quality Program. Figure 3 highlights project locations. Projects shown within the City of Guelph were completed with funds from the Ontario Drinking Water Stewardship Program.

A total of \$618,000 in cost share funding from multiple sources was provided to support the 206 projects completed in Wellington County in 2014. Figure 4 provides an annual summary of RWQP project grants by funding source.

In 2014 approximately \$40,000 in grant was leveraged from other sources to support projects in Wellington County. This included funding from the Trees Ontario Foundation and the Federal Habitat Stewardship Program for Species at Risk. The reduction in funding from other sources in 2014 can be attributed to the conclusion of Ontario Drinking Water Stewardship Program offered from 2008 through 2013.

Figure 4: Wellington RWQP Project Grants by Funding Source



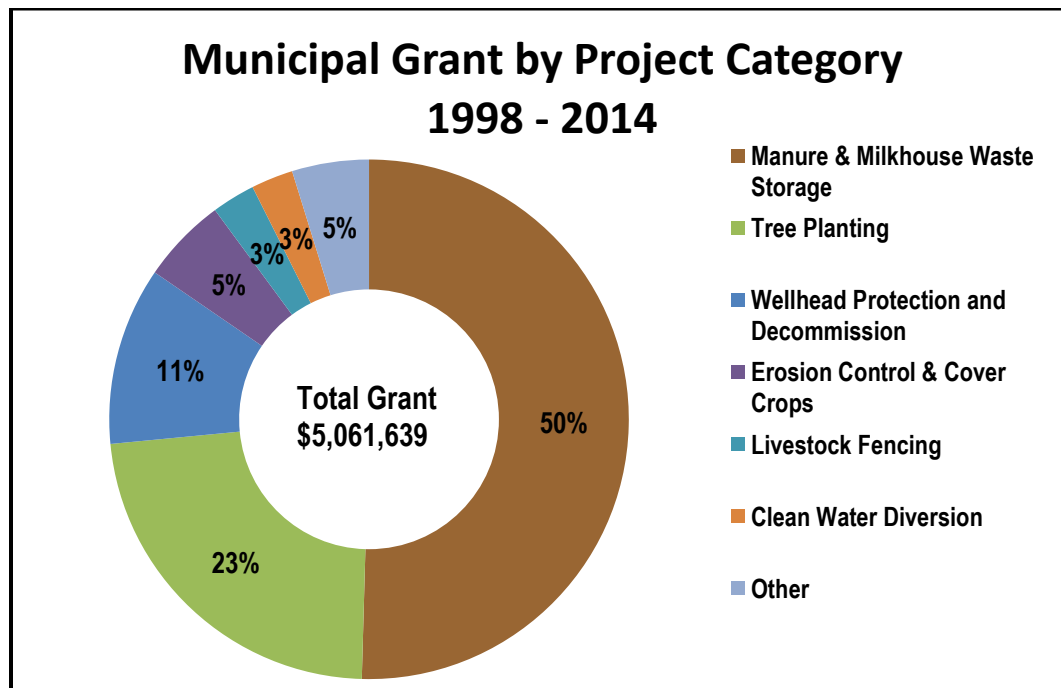
Since the beginning of the program \$5,061,600 in municipal funding has directly supported the completion of 1,678 projects.

Of the 206 projects completed in Wellington County in 2014, 192 received cost share dollars from Wellington County and the City of Guelph. A total of \$577,765 in municipal grant was provided in 2014. This surpasses the 2013 high of \$484,700 in municipal funds to projects.

Figure 5 summarizes the distribution of municipal grants by project category. Each year approximately one half of the program budget is directed to manure storage projects. Although only 11% of funding has been spent on well projects, this category represents one third of all projects completed. Appendix A provides a detailed summary of annual municipal grants by project category.

Appendix B details the annual number of projects completed with the support of municipal funding.

Figure 5: Distribution of Municipal RWQP Grants by Project Category



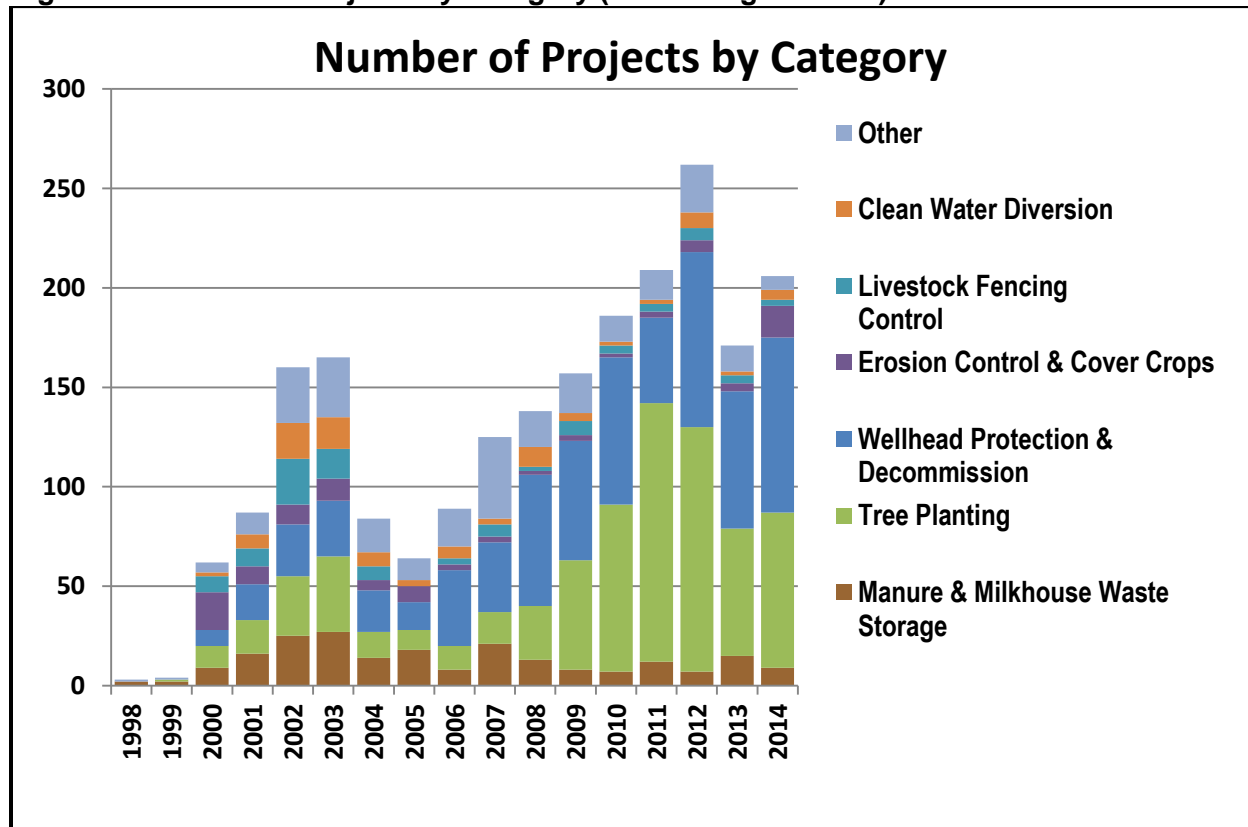
Since 2009 Wellington County has allocated \$25,000 of the annual RWQP budget for the upgrade and decommissioning of rural non-farm wells. Beginning in 2012, an additional \$25,000 has been designated annually for the decommissioning of settlement area wells. Each year the rural non-farm allotment has been fully subscribed, while the settlement area reserve was underutilized. In 2014 these allotments were combined within the budget allowing for up to \$50,000 to be directed toward rural non-farm and settlement area well projects as directed by application demand. This resulted in the completion of 25 upgrades and 11 well decommissions on rural non-



farm properties and the completion of 11 well decommission projects in settlement areas.

Figure 6 provides an annual summary of the number completed projects from all funding sources. The number of projects completed varies from year to year owing in part to the availability of additional funds from other sources. Appendix C provides a detailed summary of cost share payments by project category from all funding sources.

Figure 6: Number of Projects by Category (all funding sources)



In 2014 nearly 53,000 trees were planted to 78 projects through the Wellington Rural Water Quality Program. This included 9.5 kms of field windbreaks, 2.7 kms of living snow fence and 3.7 kms of riparian buffer plantings. A total of 26 acres of fragile agricultural land was retired from production and planted to trees.

Since 1999, Rural Water Quality Program funding has supported the planting more than 750,000 trees on 900 acres of fragile land that was taken out of agricultural production. This land includes sensitive recharge areas, riparian zones and steep slopes. This planting has created over 155 kilometres of windbreaks and more than 50 kilometers of riparian buffers. The program has also supported the fencing of more than 46 kilometres of streams in Wellington County. These fences have restricted approximately 4,900 head of livestock from local streams and wetlands.

The program has also supported the construction of 162 manure storage facilities to assist farmers in managing their nutrients and protecting water quality.

To date, 300 wells have been decommissioned in Wellington County with RWQP funding and 240 wellheads have been upgraded.



PROGRAM BUDGET

The County of Wellington provided \$425,000 to support the Rural Water Quality Program in 2014. This included \$50,000 designated for the upgrade and decommissioning of rural, non-farm wells and decommissioning settlement area wells. An additional \$80,000 in project funding was provided by the City of Guelph.

A total of \$510,509 was carried forward into 2014 from previous annual contributions. In 2014 the total expenditure was \$583,602.83. At the end of 2014 there was a balance of \$431,859 of which \$410,196 was allocated to projects not yet completed. The remaining \$68,000 is expected to be allocated to spring 2015 tree planting projects early in 2015. Program expenditures for 2014 are detailed in Table 1.

Table 1: Wellington Rural Water Quality Program - 2014 Expenditures

2014 Expenditure	Amount
Promotion	\$3,937.79
RWQP Project Cost	\$577,565.60
Committee Expenses (Mileage/meals/per diems)	\$1,899.44
Total Expenditures	\$583,602.83

CONCLUSION

Overall program interest remains high, with more than 200 projects completed in 2014.

The addition of consistent funding for well projects on non-farm properties has generated much interest and awareness in the program outside the agricultural community.

The continued municipal support has sustained program momentum. This ongoing commitment to the program also underscores to the community, the value placed on private landowner efforts to protect our water resources.



Appendix A: Annual Municipal Grants by Project Category

Annual Municipal Grants in Wellington County																						
	Clean Water Diversion	Cover Crops	Chem. Storage	Dead Stock	Erosion Control	Fencing	Fragile Land Retire	Natural Area Rest	Living Snow Fence	Fert. Storage	Fuel Storage	Manure Storage	Milk Waste	Manure Decomm	Innovative	NMP	Tillage	Machine X	Strip Crop	Well Plugging	Well Protect	Total
1999																						\$0
2000	6478	720		18133	32208	22704				575	91537	13088			807	11310		790	2172	1288		\$201,809
2001	9192	3980		9092	3413	22220					174737	16739			2361	11680		340		500		\$254,254
2002	33459	2260		1400		31814				3378	202628	28622			459	10420			230	1879		\$316,549
2003	14876	2060		4000	1095	11191	42225			2125	251758	10759			1000	11030				500		\$352,619
2004	5851	460		2000	8668	10718	42091			2467	118752	5000			4448	4000			4180	4776		\$213,411
2005	10413	3000			15453		21782			2244	206088				2095	7610			2870	3412		\$274,965
2006	2943			4000	5461	2966	21741			10503	120000				2592				10188	13280		\$193,674
2007	2890		849	4000	5582	6507	34726			26897	278492	5333			11307		1508		10092	11251		\$399,434
2008	10487				3773	3523	37128			14050	195000				5522				26694	16621		\$312,798
2009	7984				26658	21216	99112		1000	13103	120000				5745				21504	3886		\$320,207
2010	2355			2000	9837	3954	133822			9165	105000			900	2880		2850		24666	14012		\$311,440
2011	2119			2000	9328	5747	156709			5074	148255		6000		6595				15019	24453		\$381,299
2012	8229			12000	23680	15022	199974	6922		13182	100000	4200		6000	6476		5000		36576	29450		\$466,711
2013	621	9000		8000	10000	9208	106068	2800	600	1150	184875	20000	4671		9898				70557	47254		\$484,701
2014	14374	35700		7600	10000	11180	155575	2800	25582	2663	125000	15000	1695		1050		6166		90175	73207		\$577,765
Total	\$132,270	\$57,180	\$849	\$47,000	\$156,758	\$136,853	\$1,127,692	\$12,522	\$26,182	\$1,000	\$106,575	\$2,422,122	\$118,741	\$12,366	\$6,900	\$63,233	\$56,050	\$15,524	\$1,130	\$314,924	\$245,769	\$5,061,639

Appendix B: Annual Number of Projects Receiving Municipal Funding

Number of Projects Receiving Municipal Funds in Wellington County																						
	Clean Water Diversion	Cover Crops	Chem. Storage	Dead Stock	Erosion Control	Fencing	Fragile Land Retire	Living Snow Fence	Natural Area Rest	Fert. Storage	Fuel Storage	Manure Storage	Milk Waste	Manure Decom	Innovative	NMP	Tillage	Machine X	Strip Crop	Well Plugging	Well Protect	Total
2000	3	1		3	8	10				1	7	3			3	14		1	5	3		62
2001	3	5		2	1	1					12	4			7	2				1		38
2002	8	1	1			1				6	14	8			4	4			1	4		52
2003	4	2	2	1	3					3	17	3			1	8				1		45
2004	3		1	2	3	12				3	8	1			11	1			9	11		65
2005	3	3		3		14				3	15				5	2			5	9		62
2006	6		2	3	2	8				8	8				8				17	21		83
2007	3		1	2	2	4	15			18	19	2			22		1		19	15		123
2008	9			2	2	23				9	13				10				40	27		135
2009	4			3	7	45			1	8	8				11				34	5		126
2010	2		1	2	3	70				5	7			1	5		1		39	18		154
2011	2		1	3	4	98				3	10		2		10				16	26		175
2012	8		3	6	6	107		1		7	6	1		1	9		1		29	22		207
2013	2	3	2	1	4	53	1	1		1	8	4	2		10				38	29		159
2014	5	15	2	1	3	57	7			1	5	3	1		2		2		44	44		192
Total	65	30	1	17	34	50	514	8	2	1	76	157	29	5	2	118	31	5	1	296	236	1678

Appendix C: Annual Grants by Project Category (all funding sources)

Annual Grants in Wellington (all sources)																						Total Grant (all sources)	
	Clean Water Diversion	Cover Crops	Chem. Storage	Dead Stock	Erosion Control	Fencing	Fragile Land Retire	Natural Area Rest	Living Snow Fence	Fert. Storage	Fuel Storage	Manure Storage	Milk Waste	Manure Decomm	Innovative	NMP	Tillage	Machine X	Strip Crop	Well Plugging	Water Service Connect	Well Protect	
1998												15000.00	4509.16			500.00							\$20,009.16
1999							898.13					15000.00	5000.00			0.00							\$20,898.13
2000	5562.15	720.00			18132.82	32207.99	23822.81				575.11	76536.78	13087.93			617.50	11310.00		790.00	2172.00		1287.70	\$186,822.79
2001	18908.08	3980.00			14738.24	28817.44	56697.45					174736.77	16739.42			2948.09	11680.00		340.00	4000.00		4408.72	\$337,994.21
2002	42748.36	2260.00		1400.00	22326.50	57152.03	69342.36				3377.86	202627.72	28622.17			5573.65	10420.00			5867.33		4979.67	\$456,697.65
2003	21404.85	2060.00		4000.00	6275.48	72881.92	92873.18				2124.98	252586.00	10759.19			9056.29	11030.00			7507.40		4664.65	\$497,223.94
2004	10391.94	460.00		2000.00	9719.11	25178.74	42955.00				2467.10	118752.22	5000.00			5722.43	4000.00			4180.32		5183.81	\$236,010.67
2005	10412.64	3000.00			15453.07		27742.75				2243.59	206088.05				2094.75	7610.00			2869.90		3411.73	\$280,926.48
2006	2943.04			4000.00	8460.98	7816.34	23687.02				10502.98	120000.00				2592.26				10188.29		13280.09	\$203,471.00
2007	2889.61		849.00	2000.00	6581.50	10502.70	43553.64				25822.41	278491.59	5332.60			10856.67		1507.88		10092.30		11250.84	\$409,730.74
2008	10487.00				3772.80	3522.97	84001.25				12049.60	195000.00				5522.01				27173.90		16171.42	\$357,700.95
2009	7984.02				26657.54	21216.11	157129.00			1000.00	13102.82	120000.00				5744.66				34681.00		34964.54	\$422,479.69
2010	2355.00			2000.00	9836.00	7455.72	186216.00				5203.00	105000.00			900.00	2880.00		2850.00		43976.00	4000.00	46409.00	\$419,080.72
2011	2118.77			2000.00	9328.33	5746.78	215080.00				5074.11	148255.36		6000.00	815.00	6594.00				15233.36		27531.00	\$443,776.71
2012	8228.90			12000.00	23679.60	15021.84	216443.44	7787.68			13181.87	100000.00	4200.00		6000.00	6476.38		5000.00		64033.24	11228.61	80730.61	\$574,012.17
2013	620.50	9000.00		8000.00	10000.00	9207.73	136329.00	2800.00	600.00		1150.00	234875.00	20000.00	4671.13		9897.83				73992.48		47796.50	\$568,940.17
2014	14373.65	35700.00		7600.00	10000.00	15543.90	191680.17	2800.00	25582.06		2662.64	125000.00	15000.00	1695.00		1050.00		6166.25		90174.69		73206.52	\$618,234.88
Total	\$161,429	\$57,180	\$849	\$45,000	\$194,962	\$312,272	\$1,568,451	\$13,388	\$26,182	\$1,000	\$99,538	\$2,487,949	\$128,250	\$12,366	\$7,715	\$78,127	\$56,050	\$15,524	\$1,130	\$396,142	\$15,229	\$375,277	\$6,054,010.06



**Corporation of the County of Wellington
Economic Development Committee
Minutes**

March 17, 2015
Governor's Residence Boardroom
Lower Level

Present: Warden George Bridge
Councillor Chris White (Chair)
Councillor Pierre Brianceau
Councillor Kelly Linton

Regrets: Councillor Doug Breen

Also Present: Councillor Allan Alls
Councillor Gregg Davidson
Councillor Dennis Lever

Staff: Donna Bryce, County Clerk
Ken DeHart, County Treasurer
Jana Reichert, Economic Development Officer
Scott Wilson, CAO

1. Call to Order

At 11:00 am, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Economic Development Financial Statements as of February 28, 2015

1/3/15

Moved by: Warden Bridge

Seconded by: Councillor Brianceau

That the Financial Statements as of February 28, 2015 for Economic Development be approved.

Carried

4. March 2015 Economic Development Update

2/3/15

Moved by: Councillor Brianceau

Seconded by: Warden Bridge

That the County of Wellington Economic Development Update for March, 2015 be received for information.

Carried

5. Wellington Business Retention and Expansion Fund 2015 Intake Application

3/3/15

Moved by: Warden Bridge

Seconded by: Councillor Brianceau

That the Wellington County Business Retention and Expansion Fund 2015 Intake Application and Guidelines be received for information.

Carried

6. Wellington Community Guide - Discussion

Ms. Jana Reichert, Economic Development Officer advised that in 2016 she is planning to evolve the Festival and Events Guide into more of a Wellington County Experience Magazine geared toward encouraging non-residents to visit and/or live in the County.

7. Ontario European Agri-Food Trade Forum

The Ontario - European Forum: Connecting Agri-Food Businesses for Investment and Trade would be held on July 8-10, 2015. Warden Bridge would provide opening welcome remarks.

8. North-Wellington Career, Job, and Volunteer Fair - Verbal

4/3/15

Moved by: Councillor Linton

Seconded by: Councillor Brianceau

That the County approve \$500 in sponsorship funding to the North Wellington Career, Job and Volunteer Fair to be held Wednesday, May 13 at the Palmerston Curling Club.

Carried

9. Adjournment

At 12:00 pm, the Chair adjourned the meeting until April 21, 2015 or at the call of the Chair.

Chris White
Chair
Economic Development Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Economic Development Committee
From: [Jana Reichert], [Economic Development Officer]
Date: Tuesday, February 17, 2015
Subject: **Economic Development – March Update**

Sector Investment Profiles

We are developing the final piece of the sector investment project, writing content, preparing impact statements and selecting appropriate imagery for each of the four key sector profiles, which will be completed this month.

I am using the market assessment research, marketing plan and recent Investment Readiness training to focus our 2015 BR+E and investment attraction activities. For example, our BR+E will focus purely on interviewing foreign owned entities in Wellington to understand their initial location decisions, their current situation and whether we can use our rapport to request their ambassadorship to foreign companies considering Wellington as their investment location. Another example involves my researching of various data mining companies to acquire the most suitable economic statistics package for Wellington. Having the best data will boost our website in terms of site selection data and will also assist us in our annual Credit Review process.

Business Retention and Expansion (BR+E) Countywide Implementation Activities

1. Talent Attraction

Global Talent Attraction: I have been asked to present our Talent Attraction project at this year's sold out Immigration Connection, Friday March 13 at the Hanlon Convention Centre. I will show excerpts from our ED Strategy, Workforce Strategy and BR+E that substantiate our efforts to attract new residents to the County and to aid existing employers experiencing challenges finding workers.

Wellington Job Portal: Using the Town of Minto as a pilot, the municipal economic development group has explored the creation of a website dedicated to job and housing opportunities. This is a website where employers can add job vacancies and where realtors and landlords can add accommodations. While the first page of the website would have a Wellington County look and speak to our sectors of strength and our lifestyle, we are meeting with the web developer this month to discuss the customization possibilities for each municipality. I see this website as a good resource for employers, existing workers and new residents. Given the early stages however, we are seeking constructive criticism of the pilot by the Committee.

2. Wellington Business Resource Map

Final edits have been made to the resource map and 1,000 copies are currently being printed. These will be delivered to businesses who have requested this information in addition to local business support agencies.

3. Ontario European Agri-Food Trade Forum

Recognizing the value of regional collaboration for sector expansion and attraction, the County, the City of Guelph and the University of Guelph are hosting an agri-food trade event July 8 to 10 at the University. Copies of the draft schedule of events are included in the Committee package. This event will bring together approximately 75 regional and European representatives from agri-food firms,

associations, academic research and government to discuss current opportunities in our region and to explore global opportunities related to trade – CETA, investment, industry trends, innovation, business development and regulations.

Our BR+E results showed that agri-food businesses would like the County to better promote and connect the agri-food sector strengths in Guelph Wellington. The City, University and I have spent the last month meeting with provincial and federal colleagues, consulates, chambers as well as industry to create an agenda that will hopefully entice European delegations to discover our region and local businesses to learn about new market opportunities. As part of this, I have been meeting with Wellington businesses currently exporting to Europe where some have expressed interest in participating in the market entry discussion panel to share their experiences. The timing of this event is taking place just prior to the world's largest food ingredients expo (IFT) in Chicago and we understand that there will be a number of European agri-food companies attending and exhibiting at the event.

Festivals and Events Guide 2015

We have been working with the designer to secure all of the new feature pages for this year. All content has also been updated. It was the wish of the municipalities to print the full 36 page guide for 2015. To adjust to the lower print (35,000 copies) and distribution funds, we will arrange for a wrap advertisement in the County Advertiser in April, which is when the guides and new website will be complete.

Taste Real Guelph Wellington

We have been contacted by several new businesses interested in the Taste Real programme and our support services. These businesses include Essential Bakery (Fergus), Collins Spinach (Rockwood), Sourdough Ontario (distribution Wellington KW), Gone Local Meats (Breslau), Shed Market (south of Guelph), Trotters (Guelph) and Reckless Eric (Elora). We meet with businesses to aid them in sourcing from local businesses and help them with their marketing. We have a really great membership package this year and because of its professional look, we are getting even more enquiries. We have also been contacted by Langdon Hall, interested in sourcing local and in having our chefs participate in our events, though we cannot place them on our map given their location. Source it Here 2016: We would propose to the Committee to change the 2016 event to be larger, tradeshow focused for buyers to meet sellers, include our new colleagues in market entry support and open the event to the public. Finally, the first of three videos will be shown to Committee for approval.

Other activities:

- Wellington trade show booth research
- This Way to Wellington – Signage Strategy: request for proposal is complete and ready for Roads department revisions.
- Draft 2015 Terms of Reference to be approved by Wellington Municipal ED Group
- Working with our businesses (new business expansion, new kids camp opening, new market entry interview using HSBC Global Trade Services rep)

Recommendation:

That the Economic Development Committee approve the Economic Development March update.
Respectfully submitted,



Jana Reichert
Economic Development Officer



COUNTY OF WELLINGTON

BUSINESS RETENTION AND EXPANSION MUNICIPAL IMPLEMENTATION FUND



2015 Year

Implementation Fund

In 2014 the County of Wellington, together with the seven municipalities, completed 278 business interviews in various key sectors as part of the Wellington Business Retention and Expansion (BR+E) project. The BR+E Local Implementation Fund provides the municipalities the opportunity to access funding for the direct execution of BR+E activities to enhance the local economy.

County of Wellington – 2015 Business Retention and Expansion Municipal Implementation Fund

IMPLEMENTATION FUND

OBJECTIVE

The County of Wellington BR+E Municipal Implementation Fund provides funding for projects that enhance the local economy. The Economic Development Committee of Council makes all funding decisions based on priorities identified in the individual municipal BR+E reports. Recognizing that the communities in the seven municipalities are distinct in economic assets and markets, the Fund provides flexibility with projects ensuring that overall, the project is in concert with developing a competitive economy.

Direct grant funding is available for each municipality to a maximum of \$25,000 to support BR+E implementation initiatives in the areas of:

- Downtown revitalization (incentive based assistance for remediation work)
- Business incubation
- Workforce training/Business support workshops
- Regional marketing and promotion (print or video)
- Newcomer attraction
- Youth engagement
- Employment attraction
- Investment attraction
- Strategic economic planning/Project feasibility studies

GUIDELINES

- Regardless of the number of requests per municipality, a total amount of \$25,000 per municipality will be considered.
- All grants will be assessed in terms of the consideration for local BR+E suitability AND how the project fits with overall County BR+E objectives.
- Funds are not required to be matched by the municipality.
- Funds may not be rolled over for use beyond December 31.

- Grants will be assessed in terms of cost effectiveness; contribution to the economic viability of the community; partnership, financial leverage and long term impact.
- The budget submitted should be for the total project and should identify all sources of funding including other grants, self-generated revenue, contributions, etc.
- Applicants must be willing to present to County Council on completion of the project, detailing successes.
- Application packages are available through the County Economic Development office.

APPLICATION REVIEW

- The Economic Development office will, on a revolving basis, collect and review all applications for eligibility/completeness of information.
- The County Economic Development Committee will review the applications and is the final granting authority.
- The Economic Development office will notify all applicants of the Committee's decisions.

OBLIGATIONS UPON RECEIVING A GRANT

- Successful applicants must provide a final report on the project no later than 90 days following completion of the project. Final reporting requirements are listed on page 4.
- Grant recipients must acknowledge the County contribution to the project in all related public information, printed material and media coverage. The Municipal logo is available through the Economic Development office.

DISTRIBUTION OF FUNDS

- Funds will be distributed to successful applicants upon the signing of a Letter of Agreement stating that the applicant will comply with the obligations as listed above.

County of Wellington – 2015 Business Retention and Expansion Municipal Implementation Fund

IMPLEMENTATION FUND APPLICATION

Municipality:
Contact name:
Contact details:
PROJECT TITLE:
Project lead:
Project partners:
Project Initiation Date:
Project Completion Date:
(Please note that the below final reporting requirement is required within 90 days of this date.)
Amount Requested: \$
Percentage of total project/operations budget requested: %
Please attach a budget of the project/operation which identifies all sources of confirmed and anticipated income including other grants, self-generated revenue, contributions, etc. and all proposed expenses.
Please describe how your project enhances your local economy both in the short and long terms (attach additional pages if necessary).
Please describe how your project enhances the Wellington economy (attach additional pages if necessary).

FINAL REPORTING REQUIREMENT

Measureable results/outcomes where applicable/attainable:

1. Business Climate Improvements (testimonials, survey results)
2. Economic Impact (jobs, businesses)
3. Strategic Plan Implementation (how project has progressed municipal objectives)
4. Community Capacity Building (trained, new networks)
5. The actions formed as a result of the projects and their implementation
6. Engagement

Other Considerations:

1. Project partners
2. Applicability to other communities
3. Innovations to meet specific community needs
4. Anecdotal commentary demonstrating value of project (staff, business, agencies)
5. Media coverage

Please attach:

1. A budget of the project/operation which identifies all sources of income and shows expenses.
2. Materials created (marketing materials, promo videos, final strategies)

VERIFICATION

The undersigned verifies that the information provided in this application is correct and complete.

Signing agent

Signature

The following section is for administration use only.

APPLICATION NO.

DATE RECEIVED:

DATE OF COMMITTEE DECISION:

GRANT APPROVED YES NO

AMOUNT OF GRANT:

DATE APPLICANT NOTIFIED:

DATE LETTER OF AGREEMENT SIGNED:

DATE FUNDS DISTRIBUTED TO APPLICANT:

DATE FINAL REPORT RECEIVED:



Ontario - European Forum:

Connecting Agri-Food Businesses for Investment and Trade

The market place for food suppliers and agricultural producers is becoming increasingly global. With the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) now being formalized, agri-food companies need to understand the changing landscape and new market opportunities to take advantage of the free trade agreement. This forum will explore the opportunities and implications as they relate to emerging trends, innovation, regulations and export-import strategies and will support collaboration between European and Canadian attendees from the agri-food industry.

Draft Agenda

Day 1

Wednesday July 8, 2015

Sleeman's Brewery & The University of Guelph

3:00 pm **Tour of Sleeman's Brewery** (limited to the first 30 registrants)

6:00 - 7:30 pm **Welcome Reception**
Opening Remarks: Minister or Deputy Minister of OMAFRA
Speakers: University of Guelph President and the Netherland's Consulate
Invitees include leaders in Ontario's agri-food industry.

Day 2- Morning

Thursday July 9, 2015

University of Guelph

7:00 - 8:00 am **Table top exhibit set up**

8:00 - 8:45 am **Breakfast and Registration**

8:45 - 9:15 am **Welcome Remarks:** Mayor of Guelph and Wellington County Warden
Program Moderator: Petra Schennach, Global Managing Director, Global Food Training and Education, NSF International

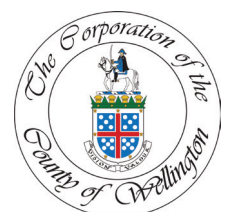
9:15 - 10:00 am **Keynote Speaker**
International Chief Economist speaking to both European and Canadian economic landscapes

10:00 - 10:45 am **Comprehensive Economic Trade Agreement (CETA)-** Speakers from Canada and Europe

10:45 - 11:15 am **Break/Exhibits/ Networking**

11:15 - 12:00 pm **Market Entry: Import and Export Strategies**
Panel of Canadian and European experts will offer perspectives on market entry strategies.

Hosting Sponsors:



Hosting Sponsors:



Day 2- Afternoon

Thursday July 9, 2015

University of Guelph

12:00 - 12:45 pm

Global Food Safety Initiative (GFSI)

The risks associated with a global food supply chain continue to grow in tandem with increases in trade numbers between a multitude of countries. Regulation, industry requirements, consumer expectations, food fraud are just some of the on-going changes that need to be considered by any company operating within the food industry. It is imperative that companies understand and mitigate the risks associated with food production so they can ensure their own brand protection and the safety and integrity of the products being consumed in home and restaurants globally.

Frank Schreurs, Managing Director, Consulting & Technical Services, NSF International

12:45 - 1:30 pm

Lunch/Exhibits/Networking

1:30 - 2:15 pm

Supporting the Value Chain: Innovation to International Collaboration

University of Guelph professors, Art Hill and Rene Van Acker, will discuss Guelph's research and training program offerings at critical points along the value chain. Technology is rapidly changing food products, processing, handling food waste, analytical tools and more. Canada's Food University has the right connections to serve the industry.

Professors Art Hill and Rene Van Acker, Ontario Agricultural College, University of Guelph

2:15 - 3:00 pm

Looking Across Your Plate

Jo-Ann McArthur will present two case studies on turning commodities into brands based on actual examples from the North American and European marketplaces. Participants will gain insight into the recipe for successful product development.

Jo-Ann McArthur, President, International Food Marketing Alliance

3:00 - 3:45 pm

Trends and Demographics

The evolving demographic profile will change what is on the consumer's plate. The agri-food sector's ability to meet demand for new food products will be predicated on anticipating what consumers in the future want to eat or drink. This talk will explore the changing ethnic profile of the marketplace and discuss the implication of this on the food sector.

John Cranfield, Professor in the Department of Food, Agriculture & Resource Economics, University of Guelph

3:45 - 4:00 pm

Closing Remarks

4:00 - 5:00 pm

Reception and Networking

Day 3- Morning

Friday July 10, 2015

University of Guelph

9:00 - 11:00 am

Match Making Program

European delegates will be matched with local companies for networking opportunities.

Strategic Partners:





**The Corporation of the County of Wellington
Administration, Finance and Personnel Committee
Minutes**

March 17, 2015
County Administration Centre
Guthrie Room

Present: Warden George Bridge
Councillor Dennis Lever (Chair)
Councillor Allan Alls
Councillor Chris White

Regrets: Councillor Andy Lennox

Also Present: Councillor Pierre Brianceau
Councillor Gregg Davidson

Staff: Susan Aram, Manager of Financial Services
Donna Bryce, County Clerk
Nicole Cardow, Deputy Clerk
Ken DeHart, County Treasurer
Janice Hindley, Wellington Place Administrator
Andrea Lawson, Director of Human Resources
Emma Reddish, Property Tax Analyst
Scott Wilson, CAO

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Delegations

3.1. Palmerston and District Hospital Foundation

Ms. Dale Franklin- Development Officer appeared before the Committee to request disbursement of hospital grant funding in instalments.

1/3/15

Moved by: Councillor C. White

Seconded by: Councillor Alls

That the request from the Palmerston and District Hospital Foundation to have the County disburse the \$2,200,000 in hospital funding in five equal annual instalments of \$440,000 be approved.

Carried

3.2. Rural Infrastructure and Property Tax Presentation

Mr. Ben LeFort, Farm Policy Researcher, Ontario Federation of Agriculture, Ms. Janet Harrop, Vice President and Mr. Gord Flewwelling, President, Wellington Federation of Agriculture appeared before the Committee.

2/3/15

Moved by: Warden Bridge

Seconded by: Councillor Alls

That the Wellington Federation of Agriculture presentation on Wellington County Farmland Assessment and Taxation be received for information.

Carried

4. Administration

4.1. International Plowing Match Update

3/3/15

Moved by: Councillor C. White

Seconded by: Warden Bridge

That the International Plowing Match Update for March 2015 be received for information.

Carried

5. Finance

5.1. Corporate Financial Statements as of February 28, 2015

4/3/15

Moved by: Councillor Alls

Seconded by: Councillor C. White

That the Corporate Financial Statements for the County of Wellington as of February 28, 2015 be approved.

Carried

5.2. Development Charge Reserve Fund Statement as of December 31, 2014

5/3/15

Moved by: Councillor C. White

Seconded by: Councillor Alls

That the Development Charge Reserve Fund statements for the period ending December 31, 2014 be approved and forwarded to the Minister of Municipal Affairs and Housing.

Carried

5.3. Tax Free Allowance for Elected Members of County Council

6/3/15

Moved by: Warden Bridge

Seconded by: Councillor Alls

That the County Treasurer's report regarding Tax Free Allowance for Elected Members of County Council be received for information; and

That By-Law 4518-02, being a by-law to continue the 1/3 tax free allowance for the elected members of Wellington County Council on and after January 1, 2003, remain in force.

Carried

5.4. 2015 Education Tax Rates

7/3/15

Moved by: Councillor C. White

Seconded by: Councillor Alls

That the 2015 Education Tax Rates report be received for information.

Carried

5.5. CDS Fee Increases Update - Verbal

Mr. Ken DeHart, County Treasurer advised the Committee that he is planning to join municipalities as part of the Municipal Finance Officers' Association to engage legal representation to challenge major changes recently announced by the Clearing and Depository Services Inc. on its fee schedule that will significantly increase the costs to municipalities issuing debentures.

6. Adjournment

At 2:15 pm, the Chair adjourned the meeting until April 21, 2015 or at the call of the Chair.

Dennis Lever
Chair
Administration, Finance and Personnel Committee



500 Whites Rd.
P.O. Box 130
Palmerston, ON
N0G 2P0

Dale Franklin
Development Officer
dfranklin@nwhealthcare.ca
Tel 519-343-2030 Ext: 4402
Fax 519-343-3821

January 16, 2015

Ken DeHart
County Treasurer
County of Wellington
74 Woolwich Street
Guelph, ON N1H 3T9

Re: Request for Schedule of Disbursement for County of Wellington Funding for the Palmerston and District Hospital

Dear Mr. DeHart:

In response to our discussions regarding the timing of the \$2,200,000 in funding previously approved by the County of Wellington for Palmerston and District Hospital, the Foundation requested a recommended timeline from the Senior Management of the hospital.

In response to this request, the North Wellington Health Care Board recently approved a motion requesting the Foundation ask the County for disbursement of the funds in five equal annual installments of \$440,000.

To this end, the Palmerston and District Hospital Foundation formally requests the disbursement of the funds in five equal annual installments of \$440,000. If there is any concern with this request, please do not hesitate to contact me, or Dale Franklin – Development Officer for the Foundation.

We are grateful for the support of the County of Wellington in this endeavor.

With Kindest Regards,

A handwritten signature in blue ink that reads "Luanne Ward". The signature is written in a cursive, flowing style.

Luanne Ward
Foundation President

Federations at work for rural municipalities

The Wellington Federation of Agriculture (WFA) is the largest organization representing farmers in Wellington County.

Wellington County farmers:

- generated \$704 M of revenue in 2013 at the farm gate with dairy being the largest contributing commodity,
- created 58, 142 weeks of work for local labour ,
- care for nearly ½ million acres of farmland with a substantial percentage covered by an Environmental Farm Plan
- provide ecological goods and services for free but with a value estimated at \$190 M annually

WFA in action – the Wellington North example

Wellington North like all rural municipalities struggles with funding for infrastructure like roads and bridges. The struggle intensified after a provincial funding source, the Connecting Links program was suddenly cut without consultation.

In 2014, Wellington North was facing a \$1.6 M repair bill for the Rick Hopkins Bridge on the edge of Mount Forest.



The WFA in collaboration with a Wellington North councilor submitted a resolution to restore or replace the Connecting Links funding program to the Ontario Federation of Agriculture (OFA.) The provincial board accepted the resolution and initiated action immediately. OFA leaders and staff worked with the Western Ontario Wardens Caucus and the Eastern Ontario Wardens Caucus to develop awareness of the Connecting Links issue among other municipalities. The Connecting Links issue and other municipal funding concerns were prominent issues in a lobby session with Ministers Leal and McMeekin late in October 2014. The lobby continues in 2015 to get stable funding for rural Ontario's infrastructure, a critical component of Ontario's economy. Rural infrastructure is consistently a dominant issue in OFA's pre-budget submissions to the Ontario government. As well,

OFA continues to press the Ontario government to redress chronic shortfalls in funding to rural communities e.g. the Ontario Municipal Partnership Fund.

Principled Taxation

Property tax is the major vehicle for Wellington's municipalities to raise the funds needed to deliver services and maintain the structure that farmers, businesses and rural residents depend on.

Municipal councilors know that their voters have a very low threshold for property tax increases. Increasing property tax is particularly difficult for those on low or fixed incomes. Small businesses in small communities run on tight margins to meet payroll and often struggle to find extra cash for more tax. Farmers are business people too and farmland is a key component in the cost of production. Most sectors of agriculture compete in global markets where farmers are price takers. Increasing property taxes cannot just be added to thrice per bushel.

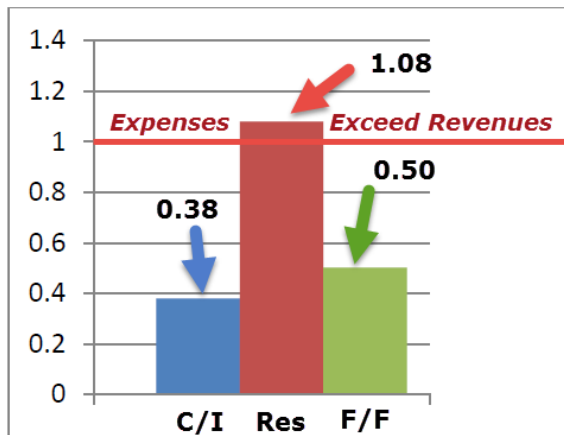
The OFA in an effort to create meaningful dialogue on property tax initiated a Cost of Community Services study in 2014. Discussions on property tax often focus exclusively on revenue. Prudent financial managers know that expenses are just as important as revenues. Cost of Community Services studies are a recognized method to analyze municipal costs by property class. Hundreds of studies have been completed in the United States. Very few have been done in Canada.

Ben Lefort (OFA Farm Policy Research Group) recently completed a Cost of Community Services study in cooperation with a rural municipality, Bayham in Elgin County.

Cost of Community Service studies are a "snapshot" of the expenses and revenues of a township. Using the methods developed from over a hundred similar studies in the US, the expenses and revenues are portioned out to the three, main land use categories found in rural municipalities: Commercial/Industrial (C/I), Residential (Res) and Farm/Forest (F/F).

The final results are expressed in a ratio of expenses over revenues attributed to each class.

Here's what Ben discovered for Bayham.



“...In 2012, the municipality collected approximately twice as much revenue associated with the farm/forest category [F/F] than it spent on servicing farm/forest lands. Farm/forest land uses, along with commercial/industrial [C/I] uses, effectively ‘subsidized’ residential [Res] uses. While some have claimed that farm/forest uses are subsidized by a tax rate that is equal to 25% of the residential rate, this study demonstrates that the farm/forest category has more than paid its way.

So what! Rural municipalities are still struggling to deliver balanced budgets with few options to generate the cash.

The study also highlights two expense categories and questions whether these expenses might be contrary to the principles of property tax. If property tax is intended to cover property-related services like roads, shouldn't the money for pre-dominantly people-related services like policing and education come from the other forms of taxation?

OFA has already sparked some thoughtful discussions with this study. OFA continues to lobby for a more equitable property tax and advocates for provincial funding that is fair for rural Ontario.

Did you know?

Farmers are homeowners too!

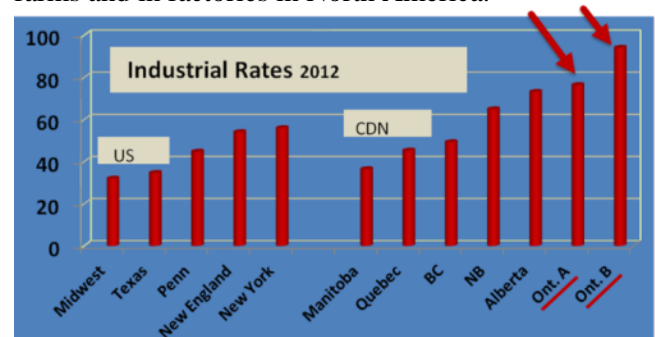
Farmers pay Residential rates on their homes plus 1 acre of land at the MPAC assessed value just like their non-farm neighbours

The Cost of Energy

Natural Gas: Natural Gas is today's cheapest source of energy to heat homes. Homeowners can save hundreds and often thousands of dollars a year with natural gas. The energy savings that would be available to farmers running grain dryers or heating poultry barns is easily thousands and tens of thousands of dollars each year if natural gas was an option. OFA after surveying its members estimates that natural gas is available to less than 20% of rural Ontarians. Ontario lags behind Manitoba, Saskatchewan and Alberta – provinces with substantially fewer rural customers available.

The OFA has intensified its lobby for better access to natural gas since 2013. The Ontario government has proposed a Natural Gas Access Loan with details still forthcoming on how municipalities can access the funds. Depending on the details this could be a good, first step towards energizing economic development in rural Ontario.

Electricity: Ontario's farmers and manufactures pay among the very highest industrial rates for power on farms and in factories in North America.



Comparison of Ontario Power Rates with Competing Jurisdictions

OFA is working with a coalition of Ontario manufacturers to develop a strategy that can make Ontario power rates more competitive and at the same time not increase rates for homeowners. As this initiative develops the coalition will be looking for the support of municipalities.

Get the “Real Dirt on Farming



Not sure about a farm issue and want a little background?

Start here: www.realdirtontfarming.ca

County Showcase Committee for International Plowing Match 2016 Meeting Minutes

February 18, 2015
Nicholas Keith Room
Museum and Archives
10:00 am

Present: Janice Hindley (Chair), Jennifer Adams, Nicole Cardow, Marissa Herner (Puslinch), Krista Miller (OPP), Mark Montgomery, Paul Johnson, Mark Van Patter, Bob Cheetham (Erin), Cathy Butcher, Jana Reichert, Mandy Jones, Cathy Wiebe, Belinda Wick-Graham (Minto), April Marshall (Wellington North), Heather Vasey, Donna Bryce, Patty Sinnamon (Mapleton), Crystal Ellis (Mapleton), Christina Mann, Brooke McLean, Lindsay Trimble, Ken DeHart, Fred Lehmann, Molly Wright, Scott MacDougall, Hailey Johnston, Kyle Smith, Kim Sommerville, Laura Holtom, Linda Dickson.

Welcome and Introductions

- Ms. Hindley welcomed everyone to the meeting, and round table introductions were made. Nicole Cardow very nicely volunteered to act as Secretary for IPM County showcase meetings.

Minutes from Ivy debriefing meeting

- The group's report on their experience at Ivy was reviewed for those that were unable to attend the bus trip.

Update from IPM 2016 Executive Meeting

- Ms. Hindley distributed the latest IPM organizational chart to show everyone where the County showcase fits into the grand scheme of things. Many committee chair positions had been filled but the executive was still looking for volunteers in some of the director/chair positions.
- Official souvenirs were being decided upon; recipes for the cookbook were being solicited and organized for publication; the land contracts had been signed; the site plan was being worked on for OPA approval.

- Janice would update everyone again following the All Chairs meeting scheduled next month.

Fresh Taste of Farming IPM 2016

- This was the theme for IPM 2016.
- The group viewed the IPM 2016 website, facebook page, and watched a video that had been produced by Minto staff.
- It was agreed that County showcase staff needed to liaise with the Marketing committee so that we are all working together on social media, on video production, and on the promotional tent for 2016 at the 2015 plowing match.

Slide Show from IPM 2000 County Showcase

- The group viewed a slideshow from IPM 2000 that gave everyone an idea what the County showcase looked like including the departments, municipalities, entertainment and industry tents as well as the exterior landscaping.
- Everyone agreed that the County crest, flag poles, benches, mulch and landscaping outside of County showcase was excellent and should be done again for IPM 2016 as a basis to plan our tents around.

Strike Subcommittees

- The group discussed breaking the County showcase work down into committees.
- Agreed that we will feature local, County entertainment again as did in 2000.
- Agreed that there would be no live animals this time around in County showcase.
- Warden's hospitality trailer would need to be included on the site.
- Local interest groups would not be included as Cathy Lasby from the OPA indicated that she prefers these groups have their own booths/lots in Tented City.
- County councillors will be encouraged to join any subcommittee of interest.

County Showcase subcommittees were struck as follows:

County Departments – chair Linda Dickson

- includes OPP, Terrace, Library, Museum, Public Health, Planning, Roads, Social Services, Clerks/Treasury/HR, Emergency Planning, Solid Waste Services. Our County Ec-Dev. Department can have space here as well as in the industry/tourism/ag tent in our showcase if they want.

Logistics – chair Paul Johnson

- Includes landscaping, hydro, internet/telephone, lighting, site logistics, hardscaping, tents, security for the County showcase tents, etc.
- Liaise with the other applicable IPM 2016 committees ie. Internal Communications; Security; Tented City.

County Hospitality and Communications – co-chaired by Donna Bryce and Fred Lehman

- Includes county/corporate communications through media releases and the website
- liaise with other applicable IPM 2016 committees ie. Internal Communications Committee and the Marketing Committee
- Warden’s trailer/hospitality suite
- County’s parade float during IPM 2016
- County merchandise, shirts for county staff, etc.
- Book transportation and accommodations for our group to attend IPM 2015

Industry, Tourism, Agriculture –co – chairs Patty Sinnamon and Jana Reichert

- Includes local Entertainment on a stage within the County showcase
- Includes all of the local municipalities and their tourism/ec-dev departments
- Includes the County’s Economic Development department
- No live animals
- County- wide industry, tourism and agriculture showcased
- Liaise with the IPM 2016 Marketing Committee, including having a few members of our committee sit on the IPM 2016 Marketing Committee chaired by Callise from the Town of Minto
- Liaise with the IPM 2016 Souvenir Committee chaired by Mandy Jones from the County of Wellington
- Includes space for the City of Guelph

IPM 2015 bus trip to Finch

- Donna Bryce and her team will be organizing transportation and accommodations at IPM 2015 for our County showcase committee members.
- We will go down on Monday, September 21st and stay overnight, attending the match on Tuesday September 22nd, stay overnight and return Wednesday.

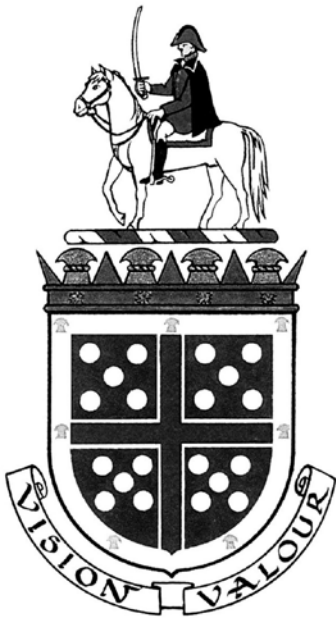
Adjourn

- The group adjourned to lunch.

THE COUNTY OF WELLINGTON

**ADMINISTRATION, FINANCE
AND PERSONNEL COMMITTEE**

**CORPORATE FINANCIAL
STATEMENTS**



February 28, 2015



County of Wellington
General Revenue & Expenditure
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Property Taxation	\$86,054,500	\$396,395	\$140,714	0%	\$85,913,786
Grants and Subsidies	\$2,888,800	\$0	\$722,200	25%	\$2,166,600
Sales Revenue	\$12,000	\$0	\$(1,081)	(9%)	\$13,081
Other Revenue	\$2,818,000	\$19,519	\$(192,514)	(7%)	\$3,010,514
Internal Recoveries	\$42,400	\$4,280	\$7,626	18%	\$34,774
Total Revenue	\$91,815,700	\$420,194	\$676,944	1%	\$91,138,756
Expenditures					
Supplies, Material & Equipment	\$18,000	\$(1,833)	\$(1,833)	(10%)	\$19,833
Purchased Services	\$1,973,500	\$10,776	\$360,965	18%	\$1,612,535
Insurance & Financial	\$1,074,200	\$284,190	\$131,450	12%	\$942,750
Total Expenditures	\$3,065,700	\$293,133	\$490,582	16%	\$2,575,118
NET OPERATING COST / (REVENUE)	\$(88,750,000)	\$(127,061)	\$(186,362)	0%	\$(88,563,638)
Transfers					
Transfers from Reserves	\$(450,000)	\$0	\$0	0%	\$(450,000)
Transfer to Reserves	\$2,818,000	\$0	\$0	0%	\$2,818,000
Total Transfers	\$2,368,000	\$0	\$0	0%	\$2,368,000
NET COST (REVENUE)	\$(86,382,000)	\$(127,061)	\$(186,362)	0%	\$(86,195,638)



County of Wellington
County Council
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Other Revenue	\$18,200	\$1,558	\$3,015	17%	\$15,185
Total Revenue	\$18,200	\$1,558	\$3,015	17%	\$15,185
Expenditures					
Salaries, Wages and Benefits	\$734,000	\$57,491	\$108,693	15%	\$625,307
Supplies, Material & Equipment	\$49,600	\$5,413	\$6,119	12%	\$43,481
Purchased Services	\$213,000	\$5,896	\$21,046	10%	\$191,954
Insurance & Financial	\$1,700	\$1,674	\$1,674	98%	\$26
Total Expenditures	\$998,300	\$70,474	\$137,531	14%	\$860,769
NET OPERATING COST / (REVENUE)	\$980,100	\$68,916	\$134,517	14%	\$845,583
NET COST (REVENUE)	\$980,100	\$68,916	\$134,517	14%	\$845,583



County of Wellington
Office of the CAO/Clerk
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
User Fees & Charges	\$600	\$68	\$68	11%	\$532
Internal Recoveries	\$1,656,100	\$138,008	\$276,017	17%	\$1,380,083
Total Revenue	\$1,656,700	\$138,076	\$276,085	17%	\$1,380,615
Expenditures					
Salaries, Wages and Benefits	\$3,057,800	\$231,682	\$462,516	15%	\$2,595,284
Supplies, Material & Equipment	\$257,600	\$10,626	\$20,616	8%	\$236,984
Purchased Services	\$1,006,300	\$84,657	\$320,948	32%	\$685,352
Insurance & Financial	\$2,400	\$2,360	\$2,360	98%	\$40
Internal Charges	\$2,200	\$352	\$364	17%	\$1,836
Total Expenditures	\$4,326,300	\$329,678	\$806,805	19%	\$3,519,495
NET OPERATING COST / (REVENUE)	\$2,669,600	\$191,601	\$530,720	20%	\$2,138,880
Transfers					
Transfer to Capital	\$225,000	\$0	\$0	0%	\$225,000
Total Transfers	\$225,000	\$0	\$0	0%	\$225,000
NET COST (REVENUE)	\$2,894,600	\$191,601	\$530,720	18%	\$2,363,880



County of Wellington

03-March-2015

Office of the CAO/Clerk

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Guelph Campus Rewire	\$50,000	\$3,109	\$3,109	\$35,916	\$39,025	78 %	\$10,975
Core Switch Replacement	\$70,000	\$0	\$0	\$0	\$0	0 %	\$70,000
Archiving Storage System	\$40,000	\$0	\$0	\$12,736	\$12,736	32 %	\$27,264
Online GIS Upgrade	\$50,000	\$0	\$0	\$37,009	\$37,009	74 %	\$12,991
Records Management	\$80,000	\$0	\$0	\$0	\$0	0 %	\$80,000
Terrace UPS	\$40,000	\$0	\$0	\$0	\$0	0 %	\$40,000
Server Expansion 2015	\$55,000	\$0	\$0	\$0	\$0	0 %	\$55,000
JD Edwards Upgrade	\$370,000	\$0	\$0	\$283,878	\$283,878	77 %	\$86,122
Total Office of the CAO/Clerk	\$755,000	\$3,109	\$3,109	\$369,539	\$372,647	49 %	\$382,353



County of Wellington
Treasury
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Internal Recoveries	\$412,000	\$34,333	\$68,667	17%	\$343,333
Total Revenue	\$412,000	\$34,333	\$68,667	17%	\$343,333
Expenditures					
Salaries, Wages and Benefits	\$1,308,400	\$108,449	\$211,795	16%	\$1,096,605
Supplies, Material & Equipment	\$37,000	\$2,111	\$2,843	8%	\$34,157
Purchased Services	\$271,900	\$7,699	\$(23,565)	(9%)	\$295,465
Insurance & Financial	\$35,800	\$0	\$0	0%	\$35,800
Internal Charges	\$4,600	\$1,064	\$1,349	29%	\$3,251
Total Expenditures	\$1,657,700	\$119,323	\$192,422	12%	\$1,465,278
NET OPERATING COST / (REVENUE)	\$1,245,700	\$84,990	\$123,756	10%	\$1,121,944
Transfers					
Transfers from Reserves	\$(46,600)	\$0	\$0	0%	\$(46,600)
Transfer to Reserves	\$50,000	\$0	\$0	0%	\$50,000
Total Transfers	\$3,400	\$0	\$0	0%	\$3,400
NET COST (REVENUE)	\$1,249,100	\$84,990	\$123,756	10%	\$1,125,344



County of Wellington
Human Resources
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Internal Recoveries	\$1,003,900	\$89,426	\$155,959	16%	\$847,941
Total Revenue	\$1,003,900	\$89,426	\$155,959	16%	\$847,941
Expenditures					
Salaries, Wages and Benefits	\$1,417,200	\$116,280	\$227,674	16%	\$1,189,526
Supplies, Material & Equipment	\$126,800	\$3,661	\$5,724	5%	\$121,076
Purchased Services	\$417,400	\$14,377	\$27,154	7%	\$390,246
Transfer Payments	\$70,000	\$0	\$10,000	14%	\$60,000
Insurance & Financial	\$190,800	\$0	\$190,817	100%	\$(17)
Internal Charges	\$1,800	\$230	\$861	48%	\$939
Total Expenditures	\$2,224,000	\$134,547	\$462,231	21%	\$1,761,769
NET OPERATING COST / (REVENUE)	\$1,220,100	\$45,122	\$306,272	25%	\$913,828
Transfers					
Transfers from Reserves	\$(427,400)	\$(213,020)	\$(213,020)	50%	\$(214,380)
Total Transfers	\$(427,400)	\$(213,020)	\$(213,020)	50%	\$(214,380)
NET COST (REVENUE)	\$792,700	\$(167,899)	\$93,251	12%	\$699,449



County of Wellington
Property Services
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Licenses, Permits and Rents	\$996,700	\$102,469	\$145,951	15%	\$850,749
User Fees & Charges	\$157,000	\$3,439	\$7,326	5%	\$149,674
Other Revenue	\$1,500	\$0	\$0	0%	\$1,500
Internal Recoveries	\$681,100	\$56,758	\$113,517	17%	\$567,583
Total Revenue	\$1,836,300	\$162,666	\$266,793	15%	\$1,569,507
Expenditures					
Salaries, Wages and Benefits	\$786,900	\$66,897	\$130,023	17%	\$656,877
Supplies, Material & Equipment	\$153,700	\$15,796	\$16,566	11%	\$137,134
Purchased Services	\$679,200	\$67,934	\$112,740	17%	\$566,460
Insurance & Financial	\$31,500	\$31,583	\$31,583	100%	\$(83)
Minor Capital Expenses	\$172,500	\$0	\$0	0%	\$172,500
Debt Charges	\$444,400	\$265,344	\$228,601	51%	\$215,799
Total Expenditures	\$2,268,200	\$447,553	\$519,513	23%	\$1,748,687
NET OPERATING COST / (REVENUE)	\$431,900	\$284,888	\$252,719	59%	\$179,181
Transfers					
Transfers from Reserves	\$(99,000)	\$0	\$0	0%	\$(99,000)
Transfer to Reserves	\$792,200	\$0	\$0	0%	\$792,200
Total Transfers	\$693,200	\$0	\$0	0%	\$693,200
NET COST (REVENUE)	\$1,125,100	\$284,888	\$252,719	22%	\$872,381



County of Wellington

01-March-2015

Property Services

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Solar Panel Projects	\$2,624,200	\$0	\$0	\$889,606	\$889,606	34 %	\$1,734,594
Admin Centre: Heating System	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
116 Woolwich St Interior	\$50,000	\$0	\$0	\$0	\$0	0 %	\$50,000
Gaol: Elevator System	\$54,000	\$0	\$0	\$0	\$0	0 %	\$54,000
Admin Centre: Furniture Rplcmt	\$60,000	\$0	\$0	\$0	\$0	0 %	\$60,000
Admin Centre: 3rd Fl Flooring	\$45,000	\$0	\$0	\$0	\$0	0 %	\$45,000
Gaol: HVAC Rooftop Heating	\$25,000	\$0	\$0	\$0	\$0	0 %	\$25,000
Total Property Services	\$2,908,200	\$0	\$0	\$889,606	\$889,606	31 %	\$2,018,594



County of Wellington
Grants & Contributions
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	\$52,900	\$0	\$0	0%	\$52,900
Total Expenditures	\$52,900	\$0	\$0	0%	\$52,900
NET OPERATING COST / (REVENUE)	\$52,900	\$0	\$0	0%	\$52,900
Transfers					
Transfer to Reserves	\$1,200,000	\$0	\$0	0%	\$1,200,000
Total Transfers	\$1,200,000	\$0	\$0	0%	\$1,200,000
NET COST (REVENUE)	\$1,252,900	\$0	\$0	0%	\$1,252,900



County of Wellington
POA Administration
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Municipal Recoveries	\$515,600	\$48,606	\$80,029	16%	\$435,571
Total Revenue	\$515,600	\$48,606	\$80,029	16%	\$435,571
Expenditures					
Debt Charges	\$257,500	\$0	\$(4,548)	(2%)	\$262,048
Total Expenditures	\$257,500	\$0	\$(4,548)	(2%)	\$262,048
NET OPERATING COST / (REVENUE)	\$(258,100)	\$(48,606)	\$(84,577)	33%	\$(173,523)
Transfers					
Transfer to Capital	\$134,000	\$0	\$0	0%	\$134,000
Total Transfers	\$134,000	\$0	\$0	0%	\$134,000
NET COST (REVENUE)	\$(124,100)	\$(48,606)	\$(84,577)	68%	\$(39,523)



County of Wellington

03-March-2015

POA Administration Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	LIFE-TO-DATE ACTUALS						Remaining Budget
	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	
Court House Roof Repairs	\$134,000	\$0	\$0	\$0	\$0	0%	\$134,000
Total POA Administration	\$134,000	\$0	\$0	\$0	\$0	0%	\$134,000



County of Wellington
Land Ambulance
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	\$3,713,100	\$260,167	\$520,333	14%	\$3,192,767
Total Expenditures	\$3,713,100	\$260,167	\$520,333	14%	\$3,192,767
NET OPERATING COST / (REVENUE)	\$3,713,100	\$260,167	\$520,333	14%	\$3,192,767
Transfers					
Transfer to Reserves	\$250,000	\$0	\$0	0%	\$250,000
Total Transfers	\$250,000	\$0	\$0	0%	\$250,000
NET COST (REVENUE)	\$3,963,100	\$260,167	\$520,333	13%	\$3,442,767



County of Wellington

03-March-2015

Land Ambulance

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
2015 Replacement Ambulances	\$221,000	\$0	\$0	\$0	\$0	0%	\$221,000
Ambulance IT Implmntn 2015	\$28,000	\$0	\$0	\$0	\$0	0%	\$28,000
2015 Ambulance IT Replacements	\$76,000	\$0	\$0	\$0	\$0	0%	\$76,000
2015 Ambulance Equipment	\$36,000	\$0	\$0	\$0	\$0	0%	\$36,000
Total Land Ambulance	\$361,000	\$0	\$0	\$0	\$0	0 %	\$361,000



County of Wellington
Public Health Unit
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Transfer Payments	\$2,153,000	\$538,261	\$538,261	25%	\$1,614,739
Debt Charges	\$344,400	\$0	\$(10,582)	(3%)	\$354,982
Total Expenditures	\$2,497,400	\$538,261	\$527,679	21%	\$1,969,721
NET OPERATING COST / (REVENUE)	\$2,497,400	\$538,261	\$527,679	21%	\$1,969,721
NET COST (REVENUE)	\$2,497,400	\$538,261	\$527,679	21%	\$1,969,721



County of Wellington
Roads and Engineering
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Municipal Recoveries	\$715,000	\$182,904	\$182,904	26%	\$532,096
User Fees & Charges	\$210,000	\$5,800	\$14,300	7%	\$195,700
Sales Revenue	\$400,000	\$0	\$0	0%	\$400,000
Internal Recoveries	\$1,750,000	\$331,313	\$559,253	32%	\$1,190,747
Total Revenue	\$3,075,000	\$520,017	\$756,457	25%	\$2,318,543
Expenditures					
Salaries, Wages and Benefits	\$4,870,400	\$554,573	\$1,124,498	23%	\$3,745,902
Supplies, Material & Equipment	\$3,749,500	\$728,512	\$1,748,442	47%	\$2,001,058
Purchased Services	\$1,389,700	\$115,455	\$173,239	12%	\$1,216,462
Insurance & Financial	\$293,400	\$293,416	\$293,416	100%	\$(16)
Minor Capital Expenses	\$713,200	\$2,219	\$2,219	0%	\$710,981
Debt Charges	\$226,500	\$0	\$(15,919)	(7%)	\$242,419
Internal Charges	\$1,655,300	\$330,982	\$558,629	34%	\$1,096,671
Total Expenditures	\$12,898,000	\$2,025,157	\$3,884,524	30%	\$9,013,476
NET OPERATING COST / (REVENUE)	\$9,823,000	\$1,505,140	\$3,128,067	32%	\$6,694,933
Transfers					
Transfers from Reserves	\$(226,500)	\$0	\$0	0%	\$(226,500)
Transfer to Capital	\$8,819,900	\$0	\$0	0%	\$8,819,900
Transfer to Reserves	\$2,264,200	\$0	\$0	0%	\$2,264,200
Total Transfers	\$10,857,600	\$0	\$0	0%	\$10,857,600
NET COST (REVENUE)	\$20,680,600	\$1,505,140	\$3,128,067	15%	\$17,552,533



County of Wellington

04-March-2015

Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	Approved Budget	February Actual	LIFE-TO-DATE ACTUALS				% of Budget	Remaining Budget
			Current Year	Previous Years	Total			
Roads General								
Roads Equipment 2015	\$1,781,000	\$0	\$499,296	\$0	\$499,296	28%	\$1,281,704	
Various Shop Repairs 2015	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000	
Rebuild Drayton Shop	\$500,000	\$0	\$0	\$0	\$0	0%	\$500,000	
Rebuild/Renovate Erin Shop	\$125,000	\$0	\$0	\$20,667	\$20,667	17%	\$104,333	
Subtotal Roads General	\$2,506,000	\$0	\$499,296	\$20,667	\$519,963	21%	\$1,986,037	
Engineering								
WR18 @ WR26 Intersection Imprv	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR18 Geddes St Elora, Strm Swr	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR18 Geddes St Elora, RtnngWall	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR21, Inverhaugh, Storm Sewer	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR29 @ WR22, Intersection Impr	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR32 Puslinch Lake, Struct Des	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR35 N of 401, Struct Design	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
Asset Management	\$35,000	\$12,042	\$12,042	\$0	\$12,042	34%	\$22,958	
Subtotal Engineering	\$385,000	\$12,042	\$12,042	\$0	\$12,042	3%	\$372,958	
Growth Related Construction								
WR 30 at Road 3, Signals & L	\$120,000	\$0	\$0	\$38,937	\$38,937	32%	\$81,063	
WR 46, WR 34 to 401	\$1,800,000	\$246	\$246	\$113,327	\$113,572	6%	\$1,686,428	
WR 124, Passing Lane N of 125	\$200,000	\$0	\$0	\$32,010	\$32,010	16%	\$167,990	
WR7 Psng Lanes Elora/Ponsonby	\$2,950,000	\$2,226	\$0	\$3,023,211	\$3,023,211	102%	-\$73,211	
WR7 PL Design Salem to Tev	\$150,000	\$4,484	\$0	\$5,838	\$5,838	4%	\$144,162	
WR109 @ WR5 Intersection	\$50,000	\$0	\$0	\$10,074	\$10,074	20%	\$39,926	
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	\$828	\$828	\$236,886	\$237,714	22%	\$862,286	
Subtotal Growth Related Constructi	\$6,470,000	\$7,784	\$1,074	\$3,473,976	\$3,475,049	54%	\$2,994,951	



County of Wellington

04-March-2015

Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	LIFE-TO-DATE ACTUALS						
	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Roads Construction							
WR 50, 3rd Line to WR 24	\$2,425,000	\$0	\$0	\$488,024	\$488,024	20%	\$1,936,976
WR14, Eliza & Frederick Arthur	\$3,070,000	\$9,158	\$9,158	\$781,797	\$790,954	26%	\$2,279,046
WR 29, Wellington/Halton Bound	\$1,956,500	\$0	\$0	\$1,891,290	\$1,891,290	97%	\$65,210
WR 10, McGivern St Moorefield	\$150,000	\$0	\$0	\$25,688	\$25,688	17%	\$124,312
WR109 AT WR7 Int Improvmnts	\$100,000	\$0	\$0	\$18,359	\$18,359	18%	\$81,641
WR109, HWY89 S to end of curb	\$2,650,000	\$0	\$0	\$10,230	\$10,230	0%	\$2,639,770
WR109 WR7 Traffic Imp Study	\$50,000	\$6,953	\$6,953	\$19,680	\$26,632	53%	\$23,368
WR123, WR109 Traffic Imp Study	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR12 @ WR8 Intersection Improv	\$925,000	\$2,120	\$0	\$14,999	\$14,999	2%	\$910,001
WR86, COG to WR9 Traffic Study	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR86 @ WR12 Intersection	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR109 @ WR16 Intersection	\$50,000	\$0	\$0	\$17,450	\$17,450	35%	\$32,550
WR51, WR7 @ Hwy 6 2.3km	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR124, Concept Plan	\$35,000	\$1,621	\$1,621	\$23,100	\$24,721	71%	\$10,279
WR8 Main St Drayton Strm Sewer	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR50, Hwy 7 to railway tracks	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR25 - WR52 to WR42 7.0km	\$850,000	\$0	\$0	\$267,122	\$267,122	31%	\$582,878
Subtotal Roads Construction	\$12,661,500	\$19,851	\$17,731	\$3,557,738	\$3,575,470	28%	\$9,086,030



County of Wellington

04-March-2015

Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	Approved Budget	February Actual	LIFE-TO-DATE ACTUALS				Remaining Budget
			Current Year	Previous Years	Total	% of Budget	
Bridges							
WR87, Maitland Bridge 87137	\$645,000	\$0	\$0	\$42,226	\$42,226	7%	\$602,774
WR87, Bridge 87138	\$1,280,000	\$0	\$0	\$75,158	\$75,158	6%	\$1,204,842
WR124, Bridge 124135	\$200,000	\$0	\$0	\$61,810	\$61,810	31%	\$138,190
WR36, Bridge 36122	\$100,000	\$0	\$0	\$39,151	\$39,151	39%	\$60,849
WR109, Bridge 109132	\$225,000	\$0	\$0	\$0	\$0	0%	\$225,000
WR35, Paddock Bridge 35087	\$200,000	\$0	\$0	\$32,909	\$32,909	16%	\$167,091
WR6, B006010, design rehab	\$450,000	\$0	\$0	\$73,886	\$73,886	16%	\$376,114
WR7, Bosworth Bridge 07028	\$150,000	\$0	\$0	\$30,251	\$30,251	20%	\$119,749
WR8, Main St Bridge 008089	\$50,000	\$0	\$0	\$18,166	\$18,166	36%	\$31,834
WR10, Moorefield Bridge 010023	\$350,000	\$1,119	\$1,119	\$43,705	\$44,825	13%	\$305,175
WR10, Wyandot Bridge 010024	\$575,000	\$0	\$0	\$48,392	\$48,392	8%	\$526,608
WR16, Penford Bridge 16038	\$100,000	\$0	\$0	\$21,208	\$21,208	21%	\$78,792
WR30, Bridge 030124	\$200,000	\$0	\$0	\$11,701	\$11,701	6%	\$188,299
WR21, Badley Bridge, 021057 rplc	\$725,000	\$0	\$0	\$0	\$0	0%	\$725,000
WR36 Bridge 36086, design and	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR86 Conestogo River Bridge	\$1,200,000	\$0	\$0	\$0	\$0	0%	\$1,200,000
2015 Various Bridge & Culvert	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
WR109 Mallet River Brdg 109129	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR27, Bridge 27106 1km S of WR	\$565,000	\$2,753	\$2,753	\$26,243	\$28,996	5%	\$536,004
Subtotal Bridges	\$7,315,000	\$3,872	\$3,872	\$524,806	\$528,678	7%	\$6,786,322



County of Wellington

04-March-2015

Roads and Engineering Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	Approved Budget	February Actual	LIFE-TO-DATE ACTUALS				% of Budget	Remaining Budget
			Current Year	Previous Years	Total			
Culverts								
WR18, Culvert 18021, D & Liner	\$350,000	\$0	\$0	\$45,072	\$45,072	13%	\$304,928	
WR6, Culvert 06081 replace	\$75,000	\$0	\$0	\$2,211	\$2,211	3%	\$72,789	
WR11 Culvert, 1.7km S of 6th L	\$50,000	\$0	\$0	\$18,522	\$18,522	37%	\$31,478	
WR22, Culvert east of WR23	\$675,000	\$0	\$0	\$94,835	\$94,835	14%	\$580,165	
WR5, Culvert 0.9km s 7th line	\$200,000	\$0	\$0	\$6,118	\$6,118	3%	\$193,882	
WR11, Culvert 111020	\$400,000	\$0	\$1,569	\$20,085	\$21,654	5%	\$378,346	
WR12, Culvert 12086	\$25,000	\$0	\$0	\$3,499	\$3,499	14%	\$21,501	
WR12, Culvert 12087	\$50,000	\$0	\$0	\$7,633	\$7,633	15%	\$42,367	
WR5 Culvert 050780, Design and	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR7 Culvert 071270, design and	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR7 Mncpl Drain Clvrt, 330 m E	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR11, Clvrt 11092, design and	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
WR109 Clvrt 109142, design and	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
Subtotal Culverts	\$2,075,000	\$0	\$1,569	\$197,974	\$199,543	10%	\$1,875,457	
County Bridges on Local Roads								
E-W Luther TL Bridge 000101	\$600,000	\$1,933	\$1,933	\$48,310	\$50,243	8%	\$549,757	
E/W Luther TL,Hays Brdg 000001	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000	
Subtotal County Bridges on Local R	\$650,000	\$1,933	\$1,933	\$48,310	\$50,243	8%	\$599,757	
Roads Resurfacing								
WR16, WR15 to Hwy89 5.4km	\$647,300	\$0	\$0	\$764,377	\$764,377	118%	-\$117,077	
WR124, COG to Era pvmt preserv	\$912,600	\$0	\$0	\$1,019,354	\$1,019,354	112%	-\$106,754	
WR32, WR124 to hwy 7, 5.3 km	\$1,500,000	\$0	\$0	\$0	\$0	0%	\$1,500,000	
WR87, Hwy23 to Minto/Howick	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000	
WR124, Guelph to Reg. Waterloo	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000	
WR10, Conc 8 to 4 5.4km	\$1,300,000	\$0	\$0	\$0	\$0	0%	\$1,300,000	
Subtotal Roads Resurfacing	\$4,609,900	\$0	\$0	\$1,783,731	\$1,783,731	39%	\$2,826,169	
Total Roads and Engineering	\$36,672,400	\$45,482	\$537,517	\$9,607,201	\$10,144,719	28 %	\$26,527,681	



County of Wellington
Solid Waste Services
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$717,700	\$24,243	\$(1,671)	0%	\$719,371
Licenses, Permits and Rents	\$12,900	\$0	\$0	0%	\$12,900
User Fees & Charges	\$2,225,000	\$149,197	\$301,547	14%	\$1,923,453
Sales Revenue	\$972,600	\$6,392	\$3,369	0%	\$969,231
Internal Recoveries	\$396,100	\$333	\$573	0%	\$395,527
Total Revenue	\$4,324,300	\$180,165	\$303,819	7%	\$4,020,481
Expenditures					
Salaries, Wages and Benefits	\$2,338,200	\$168,187	\$332,656	14%	\$2,005,544
Supplies, Material & Equipment	\$935,000	\$31,451	\$32,049	3%	\$902,951
Purchased Services	\$4,428,800	\$321,898	\$345,948	8%	\$4,082,852
Insurance & Financial	\$136,800	\$89,781	\$94,673	69%	\$42,127
Internal Charges	\$398,000	\$154	\$239	0%	\$397,761
Total Expenditures	\$8,236,800	\$611,472	\$805,566	10%	\$7,431,234
NET OPERATING COST / (REVENUE)	\$3,912,500	\$431,307	\$501,747	13%	\$3,410,753
Transfers					
Transfers from Reserves	\$(272,700)	\$0	\$0	0%	\$(272,700)
Transfer to Reserves	\$800,000	\$0	\$0	0%	\$800,000
Total Transfers	\$527,300	\$0	\$0	0%	\$527,300
NET COST (REVENUE)	\$4,439,800	\$431,307	\$501,747	11%	\$3,938,053



County of Wellington

03-March-2015

Solid Waste Services Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Elora Transfer clsd Nichol LF	\$1,200,000	\$0	\$0	\$1,006,569	\$1,006,569	84 %	\$193,431
Aberfoyle Closed Site	\$200,000	\$0	\$0	\$77,016	\$77,016	39 %	\$122,984
2015 SWS Equipment	\$40,000	\$0	\$0	\$0	\$0	0 %	\$40,000
Belwood Closed Site	\$360,000	\$0	\$0	\$6,411	\$6,411	2 %	\$353,589
Total Solid Waste Services	\$1,800,000	\$0	\$0	\$1,089,996	\$1,089,996	61 %	\$710,004



County of Wellington
Planning
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$28,000	\$15,000	\$15,000	54%	\$13,000
Municipal Recoveries	\$35,000	\$1,567	\$1,567	4%	\$33,433
User Fees & Charges	\$250,000	\$17,315	\$36,400	15%	\$213,600
Other Revenue	\$0	\$8,060	\$8,060	0%	\$(8,060)
Internal Recoveries	\$500	\$333	\$333	67%	\$167
Total Revenue	\$313,500	\$42,275	\$61,360	20%	\$252,140
Expenditures					
Salaries, Wages and Benefits	\$1,588,000	\$129,253	\$251,492	16%	\$1,336,508
Supplies, Material & Equipment	\$36,800	\$1,819	\$3,324	9%	\$33,476
Purchased Services	\$298,100	\$12,464	\$28,857	10%	\$269,243
Transfer Payments	\$740,000	\$36,736	\$0	0%	\$740,000
Internal Charges	\$6,100	\$301	\$707	12%	\$5,393
Total Expenditures	\$2,669,000	\$180,573	\$284,380	11%	\$2,384,620
NET OPERATING COST / (REVENUE)	\$2,355,500	\$138,297	\$223,020	9%	\$2,132,480
Transfers					
Transfers from Reserves	\$(20,000)	\$0	\$0	0%	\$(20,000)
Total Transfers	\$(20,000)	\$0	\$0	0%	\$(20,000)
NET COST (REVENUE)	\$2,335,500	\$138,297	\$223,020	10%	\$2,112,480



County of Wellington

05-March-2015

Planning

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Trans Canada Trail	\$395,300	\$9,326	\$9,326	\$0	\$9,326	2 %	\$385,974
Official Plan Update	\$40,000	\$0	\$0	\$25,694	\$25,694	64 %	\$14,306
Total Planning	\$435,300	\$9,326	\$9,326	\$25,694	\$35,021	8 %	\$400,279



County of Wellington
Green Legacy
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Sales Revenue	\$500	\$0	\$0	0%	\$500
Other Revenue	\$1,500	\$0	\$0	0%	\$1,500
Total Revenue	\$2,000	\$0	\$0	0%	\$2,000
Expenditures					
Salaries, Wages and Benefits	\$475,800	\$32,740	\$61,572	13%	\$414,228
Supplies, Material & Equipment	\$101,100	\$3,252	\$5,619	6%	\$95,481
Purchased Services	\$77,000	\$2,135	\$3,455	4%	\$73,545
Insurance & Financial	\$9,100	\$9,118	\$9,118	100%	\$(18)
Internal Charges	\$5,000	\$0	\$0	0%	\$5,000
Total Expenditures	\$668,000	\$47,244	\$79,764	12%	\$588,236
NET OPERATING COST / (REVENUE)	\$666,000	\$47,244	\$79,764	12%	\$586,236
NET COST (REVENUE)	\$666,000	\$47,244	\$79,764	12%	\$586,236



County of Wellington
Emergency Management
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Expenditures					
Salaries, Wages and Benefits	\$277,700	\$16,526	\$31,206	11%	\$246,494
Supplies, Material & Equipment	\$8,500	\$221	\$389	5%	\$8,111
Purchased Services	\$176,500	\$46,435	\$72,505	41%	\$103,995
Transfer Payments	\$141,000	\$37,982	\$0	0%	\$141,000
Insurance & Financial	\$2,000	\$1,984	\$1,984	99%	\$16
Total Expenditures	\$605,700	\$103,147	\$106,083	18%	\$499,617
NET OPERATING COST / (REVENUE)	\$605,700	\$103,147	\$106,083	18%	\$499,617
NET COST (REVENUE)	\$605,700	\$103,147	\$106,083	18%	\$499,617



County of Wellington
Police Services
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$272,700	\$0	\$0	0%	\$272,700
Licenses, Permits and Rents	\$153,600	\$13,525	\$27,240	18%	\$126,360
Fines and Penalties	\$75,000	\$8,318	\$11,978	16%	\$63,022
User Fees & Charges	\$79,000	\$6,676	\$13,034	16%	\$65,966
Other Revenue	\$1,000	\$0	\$0	0%	\$1,000
Total Revenue	\$581,300	\$28,519	\$52,252	9%	\$529,048
Expenditures					
Salaries, Wages and Benefits	\$140,000	\$10,892	\$22,250	16%	\$117,750
Supplies, Material & Equipment	\$44,200	\$1,079	\$1,492	3%	\$42,708
Purchased Services	\$384,800	\$48,047	\$78,036	20%	\$306,764
Transfer Payments	\$16,432,800	\$1,368,868	\$2,737,736	17%	\$13,695,064
Insurance & Financial	\$7,200	\$7,410	\$7,410	103%	\$(210)
Minor Capital Expenses	\$19,000	\$0	\$0	0%	\$19,000
Debt Charges	\$594,600	\$0	\$(20,072)	(3%)	\$614,672
Internal Charges	\$1,500	\$121	\$298	20%	\$1,202
Total Expenditures	\$17,624,100	\$1,436,418	\$2,827,150	16%	\$14,796,950
NET OPERATING COST / (REVENUE)	\$17,042,800	\$1,407,899	\$2,774,898	16%	\$14,267,902
Transfers					
Transfers from Reserves	\$(109,200)	\$0	\$0	0%	\$(109,200)
Transfer to Reserves	\$90,000	\$0	\$0	0%	\$90,000
Total Transfers	\$(19,200)	\$0	\$0	0%	\$(19,200)
NET COST (REVENUE)	\$17,023,600	\$1,407,899	\$2,774,898	16%	\$14,248,702



County of Wellington

03-March-2015

Police Services

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
NW OPP Operations Centre	\$7,500,000	\$0	\$0	\$7,056,048	\$7,056,048	94 %	\$443,952
New Officers Equipment 2014	\$12,000	\$0	\$0	\$6,332	\$6,332	53 %	\$5,668
Live Scan Fingerprinting	\$60,000	\$0	\$0	\$0	\$0	0 %	\$60,000
Rockwood OPP Furniture Rplcmnt	\$60,000	\$0	\$0	\$0	\$0	0 %	\$60,000
Total Police Services	\$7,632,000	\$0	\$0	\$7,062,380	\$7,062,380	93 %	\$569,620



County of Wellington
Museum & Archives at WP
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$52,300	\$0	\$0	0%	\$52,300
Licenses, Permits and Rents	\$42,000	\$4,860	\$9,507	23%	\$32,493
User Fees & Charges	\$60,000	\$2,480	\$3,413	6%	\$56,587
Sales Revenue	\$7,200	\$314	\$522	7%	\$6,678
Other Revenue	\$5,000	\$5,114	\$5,114	102%	\$(114)
Total Revenue	\$166,500	\$12,769	\$18,556	11%	\$147,944
Expenditures					
Salaries, Wages and Benefits	\$1,367,300	\$108,380	\$211,517	15%	\$1,155,783
Supplies, Material & Equipment	\$153,700	\$20,096	\$21,107	14%	\$132,593
Purchased Services	\$363,400	\$30,693	\$48,308	13%	\$315,092
Transfer Payments	\$5,000	\$0	\$0	0%	\$5,000
Insurance & Financial	\$17,300	\$17,336	\$17,336	100%	\$(36)
Total Expenditures	\$1,906,700	\$176,504	\$298,268	16%	\$1,608,432
NET OPERATING COST / (REVENUE)	\$1,740,200	\$163,735	\$279,712	16%	\$1,460,488
Transfers					
Transfer to Capital	\$200,000	\$0	\$0	0%	\$200,000
Total Transfers	\$200,000	\$0	\$0	0%	\$200,000
NET COST (REVENUE)	\$1,940,200	\$163,735	\$279,712	14%	\$1,660,488



County of Wellington

03-March-2015

Museum & Archives at WP

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Terrace / OPP Road Upgrade	\$1,300,000	\$813	\$813	\$709,868	\$710,681	55%	\$589,319
Groves Hospital Grant	\$3,882,000	\$1,898	\$1,898	\$1,893,741	\$1,895,639	49%	\$1,986,361
WP& Artifact Storage Buildings	\$730,000	\$0	\$0	\$206,736	\$206,736	28%	\$523,264
Commons Development	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
Coal Room Roof and Wall Repair	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
Grounds Maintenance Equipment	\$85,000	\$0	\$0	\$0	\$0	0%	\$85,000
WP Generator	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
Total Museum & Archives at WP	\$6,497,000	\$2,711	\$2,711	\$2,810,345	\$2,813,056	43 %	\$3,683,944



County of Wellington
Library Services
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$182,500	\$25,018	\$25,018	14%	\$157,482
Municipal Recoveries	\$27,000	\$0	\$0	0%	\$27,000
Licenses, Permits and Rents	\$35,000	\$741	\$1,502	4%	\$33,498
User Fees & Charges	\$84,000	\$6,372	\$12,121	14%	\$71,879
Sales Revenue	\$7,900	\$406	\$770	10%	\$7,130
Other Revenue	\$0	\$213	\$374	0%	\$(374)
Total Revenue	\$336,400	\$32,751	\$39,786	12%	\$296,614
Expenditures					
Salaries, Wages and Benefits	\$3,799,200	\$283,531	\$563,678	15%	\$3,235,522
Supplies, Material & Equipment	\$828,100	\$97,151	\$124,776	15%	\$703,324
Purchased Services	\$836,500	\$79,185	\$135,040	16%	\$701,460
Insurance & Financial	\$22,200	\$22,353	\$22,353	101%	\$(153)
Minor Capital Expenses	\$68,000	\$11,619	\$9,823	14%	\$58,177
Debt Charges	\$690,100	\$134,572	\$108,807	16%	\$581,293
Internal Charges	\$1,500	\$0	\$0	0%	\$1,500
Total Expenditures	\$6,245,600	\$628,410	\$964,477	15%	\$5,281,123
NET OPERATING COST / (REVENUE)	\$5,909,200	\$595,659	\$924,691	16%	\$4,984,509
Transfers					
Transfers from Reserves	\$(218,800)	\$0	\$0	0%	\$(218,800)
Transfer to Capital	\$2,270,000	\$0	\$0	0%	\$2,270,000
Total Transfers	\$2,051,200	\$0	\$0	0%	\$2,051,200
NET COST (REVENUE)	\$7,960,400	\$595,659	\$924,691	12%	\$7,035,709



County of Wellington

03-March-2015

Library Services

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Aboyne Facility Improvements	\$820,000	\$0	\$0	\$106,166	\$106,166	13%	\$713,834
Fergus Branch Exp and Reno	\$5,000,000	\$414,578	\$416,176	\$4,107,574	\$4,523,750	90%	\$476,250
Fergus Branch Coll Enhancement	\$50,000	\$667	\$667	\$47,409	\$48,076	96%	\$1,924
Palmerston Branch Exp	\$3,500,000	\$50,705	\$8,253	\$93,458	\$101,711	3%	\$3,398,289
Radio Frequency ID System	\$50,000	\$0	\$0	\$11,054	\$11,054	22%	\$38,946
Palmerston Br Coll Enhancement	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Self Check out Drayton & MtFor	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000
Total Library Services	\$9,540,000	\$465,951	\$425,096	\$4,365,661	\$4,790,757	50 %	\$4,749,243



County of Wellington
Ontario Works
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$19,862,400	\$3,267,810	\$3,267,810	16%	\$16,594,590
Municipal Recoveries	\$3,576,300	\$173,673	\$487,673	14%	\$3,088,627
Other Revenue	\$52,300	\$10,783	\$10,783	21%	\$41,517
Internal Recoveries	\$10,300	\$5,040	\$5,040	49%	\$5,260
Total Revenue	\$23,501,300	\$3,457,306	\$3,771,306	16%	\$19,729,994
Expenditures					
Salaries, Wages and Benefits	\$5,955,200	\$452,157	\$900,373	15%	\$5,054,827
Supplies, Material & Equipment	\$179,300	\$12,373	\$13,746	8%	\$165,554
Purchased Services	\$406,900	\$19,642	\$47,837	12%	\$359,063
Social Assistance	\$17,330,600	\$1,323,341	\$2,847,760	16%	\$14,482,840
Transfer Payments	\$24,300	\$0	\$0	0%	\$24,300
Insurance & Financial	\$0	\$569	\$569	0%	\$(569)
Internal Charges	\$1,334,800	\$115,326	\$225,474	17%	\$1,109,326
Total Expenditures	\$25,231,100	\$1,923,408	\$4,035,759	16%	\$21,195,341
NET OPERATING COST / (REVENUE)	\$1,729,800	\$(1,533,898)	\$264,454	15%	\$1,465,346
NET COST (REVENUE)	\$1,729,800	\$(1,533,898)	\$264,454	15%	\$1,465,346



County of Wellington
Child Care Services
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$11,117,700	\$1,864,517	\$1,864,517	17%	\$9,253,183
Municipal Recoveries	\$2,773,600	\$447,890	\$632,890	23%	\$2,140,710
User Fees & Charges	\$254,000	\$17,701	\$34,535	14%	\$219,465
Internal Recoveries	\$354,900	\$3,129	\$3,129	1%	\$351,771
Total Revenue	\$14,500,200	\$2,333,237	\$2,535,071	17%	\$11,965,129
Expenditures					
Salaries, Wages and Benefits	\$3,957,800	\$304,616	\$600,828	15%	\$3,356,972
Supplies, Material & Equipment	\$222,700	\$15,931	\$8,496	4%	\$214,204
Purchased Services	\$350,800	\$597	\$42,229	12%	\$308,571
Social Assistance	\$9,826,100	\$317,716	\$1,922,106	20%	\$7,903,994
Transfer Payments	\$0	\$(880)	\$0	0%	\$0
Insurance & Financial	\$1,800	\$2,034	\$2,034	113%	\$(234)
Minor Capital Expenses	\$119,600	\$15,570	\$15,570	13%	\$104,030
Internal Charges	\$1,003,000	\$57,147	\$111,279	11%	\$891,721
Total Expenditures	\$15,481,800	\$712,732	\$2,702,542	17%	\$12,779,258
NET OPERATING COST / (REVENUE)	\$981,600	\$(1,620,505)	\$167,472	17%	\$814,128
NET COST (REVENUE)	\$981,600	\$(1,620,505)	\$167,472	17%	\$814,128



County of Wellington
Social Housing
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$7,742,300	\$1,022,725	\$1,314,393	17%	\$6,427,907
Municipal Recoveries	\$15,117,700	\$1,007,322	\$2,297,322	15%	\$12,820,378
Licenses, Permits and Rents	\$5,200,000	\$441,367	\$889,434	17%	\$4,310,566
User Fees & Charges	\$52,500	\$4,144	\$8,743	17%	\$43,757
Total Revenue	\$28,112,500	\$2,475,559	\$4,509,892	16%	\$23,602,608
Expenditures					
Salaries, Wages and Benefits	\$3,617,300	\$265,340	\$526,217	15%	\$3,091,083
Supplies, Material & Equipment	\$362,400	\$15,944	\$31,424	9%	\$330,976
Purchased Services	\$6,365,600	\$803,683	\$1,084,916	17%	\$5,280,684
Social Assistance	\$18,004,300	\$1,292,929	\$2,625,455	15%	\$15,378,845
Transfer Payments	\$1,158,200	\$0	\$289,543	25%	\$868,657
Insurance & Financial	\$233,600	\$161,025	\$165,069	71%	\$68,531
Minor Capital Expenses	\$607,000	\$79,618	\$89,794	15%	\$517,206
Internal Charges	\$671,500	\$56,517	\$111,987	17%	\$559,513
Total Expenditures	\$31,019,900	\$2,675,056	\$4,924,404	16%	\$26,095,496
NET OPERATING COST / (REVENUE)	\$2,907,400	\$199,497	\$414,511	14%	\$2,492,889
Transfers					
Transfers from Reserves	\$(148,100)	\$0	\$0	0%	\$(148,100)
Transfer to Reserves	\$1,500,000	\$0	\$0	0%	\$1,500,000
Total Transfers	\$1,351,900	\$0	\$0	0%	\$1,351,900
NET COST (REVENUE)	\$4,259,300	\$199,497	\$414,511	10%	\$3,844,789



County of Wellington
County Affordable Housing
Statement of Operations as of
28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$206,800	\$0	\$0	0%	\$206,800
Licenses, Permits and Rents	\$571,800	\$48,155	\$93,980	16%	\$477,820
Total Revenue	\$778,600	\$48,155	\$93,980	12%	\$684,620
Expenditures					
Salaries, Wages and Benefits	\$3,700	\$338	\$929	25%	\$2,771
Supplies, Material & Equipment	\$32,200	\$1,152	\$2,850	9%	\$29,350
Purchased Services	\$370,200	\$25,588	\$34,048	9%	\$336,152
Insurance & Financial	\$13,700	\$11,233	\$11,233	82%	\$2,467
Minor Capital Expenses	\$26,600	\$0	\$0	0%	\$26,600
Debt Charges	\$302,000	\$0	\$(9,398)	(3%)	\$311,398
Total Expenditures	\$748,400	\$38,311	\$39,662	5%	\$708,738
NET OPERATING COST / (REVENUE)	\$(30,200)	\$(9,844)	\$(54,318)	180%	\$24,118
Transfers					
Transfer to Reserves	\$530,200	\$0	\$0	0%	\$530,200
Total Transfers	\$530,200	\$0	\$0	0%	\$530,200
NET COST (REVENUE)	\$500,000	\$(9,844)	\$(54,318)	(11%)	\$554,318



County of Wellington

01-March-2015

Social Services

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	LIFE-TO-DATE ACTUALS						
	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Ontario Works							
129 Wyndham, Lobby Renovations	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
Subtotal Ontario Works	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
Child Care Services							
Willowdale Construction	\$2,375,000	\$91,849	\$10,235	\$2,283,372	\$2,293,607	97%	\$81,393
Subtotal Child Care Services	\$2,375,000	\$91,849	\$10,235	\$2,283,372	\$2,293,607	97%	\$81,393
Social Housing							
261-263 Speedvale Elevator	\$1,340,000	\$5,617	\$5,617	\$0	\$5,617	0%	\$1,334,383
263 Speedvale Fire System	\$60,000	\$1,272	\$1,272	\$13,073	\$14,345	24%	\$45,655
51 John St Make up Air Unit	\$70,000	\$92	\$92	\$13,829	\$13,921	20%	\$56,079
229 Dublin Roof	\$310,000	\$190	\$190	\$9,046	\$9,237	3%	\$300,764
130 Grange Balcony Waterproof	\$170,000	\$65,310	\$65,310	\$101,973	\$167,283	98%	\$2,717
212 Whites Rd Make up Air Unit	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
212 Whites Rd Balcony	\$120,000	\$35,261	\$35,261	\$37,117	\$72,378	60%	\$47,622
Fire Syst Upgrds Cty Locations	\$360,000	\$0	\$0	\$0	\$0	0%	\$360,000
Fire Syst Upgrd County Lcation	\$238,000	\$0	\$0	\$0	\$0	0%	\$238,000
Elizabeth St. Roof	\$60,000	\$0	\$0	\$0	\$0	0%	\$60,000
229 Dublin Make Up Air Unit	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
32 Hadati Roof Dsign and Replc	\$20,000	\$0	\$0	\$0	\$0	0%	\$20,000
56 Mill St Front Entry Reno	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
56 Mill St Roof	\$60,000	\$0	\$0	\$0	\$0	0%	\$60,000
450 Albert St Roof	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
450 Albert Make Up Air Unit	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000
Mt. Forest Property Acquisition	\$1,300,000	\$0	\$0	\$0	\$0	0%	\$1,300,000
Subtotal Social Housing	\$4,478,000	\$107,742	\$107,742	\$175,039	\$282,781	6%	\$4,195,219



County of Wellington

01-March-2015

Social Services

Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	LIFE-TO-DATE ACTUALS						
	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	
Affordable Housing							
Investing in Affordable Hsing	\$600,000	\$0	\$0	\$0	\$0	0%	\$600,000
165 Gordon Generator Dehumid	\$320,000	\$0	\$0	\$0	\$0	0%	\$320,000
182 George St Capital Works	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Subtotal Affordable Housing	\$970,000	\$0	\$0	\$0	\$0	0%	\$970,000
Total Social Services	\$7,973,000	\$199,592	\$117,977	\$2,458,411	\$2,576,388	32 %	\$5,396,612



County of Wellington
Homes for the Aged
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$8,081,200	\$673,265	\$1,265,134	16%	\$6,816,066
Municipal Recoveries	\$112,000	\$0	\$110,000	98%	\$2,000
User Fees & Charges	\$4,256,000	\$347,151	\$688,852	16%	\$3,567,148
Other Revenue	\$0	\$1,406	\$2,050	0%	\$(2,050)
Total Revenue	\$12,449,200	\$1,021,822	\$2,066,037	17%	\$10,383,164
Expenditures					
Salaries, Wages and Benefits	\$14,382,500	\$1,090,809	\$2,298,104	16%	\$12,084,396
Supplies, Material & Equipment	\$1,191,800	\$101,477	\$147,245	12%	\$1,044,555
Purchased Services	\$982,100	\$68,911	\$142,067	14%	\$840,033
Insurance & Financial	\$32,000	\$32,062	\$32,062	100%	\$(62)
Debt Charges	\$1,964,000	\$924,855	\$587,670	30%	\$1,376,330
Internal Charges	\$1,139,900	\$100,759	\$178,626	16%	\$961,274
Total Expenditures	\$19,692,300	\$2,318,872	\$3,385,773	17%	\$16,306,527
NET OPERATING COST / (REVENUE)	\$7,243,100	\$1,297,050	\$1,319,736	18%	\$5,923,364
Transfers					
Transfer to Capital	\$95,000	\$0	\$0	0%	\$95,000
Transfer to Reserves	\$250,000	\$0	\$0	0%	\$250,000
Total Transfers	\$345,000	\$0	\$0	0%	\$345,000
NET COST (REVENUE)	\$7,588,100	\$1,297,050	\$1,319,736	17%	\$6,268,364



County of Wellington

03-March-2015

Homes for the Aged Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

LIFE-TO-DATE ACTUALS

	Approved Budget	February Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Resident Vans	\$85,000	\$0	\$0	\$21,821	\$21,821	26 %	\$63,179
Boiler Replacements	\$155,000	\$0	\$0	\$153,505	\$153,505	99 %	\$1,495
Furniture Replacements	\$40,000	\$0	\$0	\$0	\$0	0 %	\$40,000
2015 Nursing Equip Replacement	\$35,000	\$0	\$0	\$0	\$0	0 %	\$35,000
2015 Resident Equipment Lifts	\$60,000	\$375	\$375	\$0	\$375	1 %	\$59,625
Total Homes for the Aged	\$375,000	\$375	\$375	\$175,326	\$175,701	47 %	\$199,299



County of Wellington
Economic Development
 Statement of Operations as of
 28 Feb 2015

	Annual Budget	February Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$30,000	\$0	\$0	0%	\$30,000
User Fees & Charges	\$60,000	\$1,293	\$1,293	2%	\$58,707
Total Revenue	\$90,000	\$1,293	\$1,293	1%	\$88,707
Expenditures					
Salaries, Wages and Benefits	\$282,000	\$28,499	\$42,894	15%	\$239,106
Supplies, Material & Equipment	\$20,800	\$1,332	\$1,366	7%	\$19,434
Purchased Services	\$277,700	\$10,867	\$53,538	19%	\$224,162
Transfer Payments	\$355,000	\$60,000	\$60,000	17%	\$295,000
Total Expenditures	\$935,500	\$100,698	\$157,798	17%	\$777,702
NET OPERATING COST / (REVENUE)	\$845,500	\$99,405	\$156,505	19%	\$688,995
Transfers					
Transfers from Reserves	\$(75,000)	\$0	\$0	0%	\$(75,000)
Transfer to Capital	\$70,000	\$0	\$0	0%	\$70,000
Transfer to Reserves	\$200,000	\$0	\$0	0%	\$200,000
Total Transfers	\$195,000	\$0	\$0	0%	\$195,000
NET COST (REVENUE)	\$1,040,500	\$99,405	\$156,505	15%	\$883,995



County of Wellington

09-March-2015

Economic Development Capital Work-in-Progress Expenditures By Departments All Open Projects For The Period Ending February 28, 2015

	Approved Budget	February Actual	LIFE-TO-DATE ACTUALS				% of Budget	Remaining Budget
			Current Year	Previous Years	Total			
Wellington Signage Strategy	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000	
Total Economic Development	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000	



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Personnel Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, March 17, 2015
Subject: Development Charge Reserve Fund Statement as of December 31, 2014

Background:

Section 43 of the *Development Charges Act, 1997* requires the Treasurer of a municipality to provide Council and the Ministry of Municipal Affairs and Housing with an annual financial statement relating to development charge (DC) by-laws and reserve funds. Attached are the County's DC financial statements as of December 31, 2014. The main statement is accompanied by additional schedules outlining the DC related capital projects, and the inter-fund loans.

Year	COUNTY OF WELLINGTON 2003-2014 Development Charges		
	DCs collected	Year/year % change	Year end DC reserve fund balance
2003	\$ 59,040.00	n/a	\$ 46,963.40
2004	\$ 500,744.01	748%	\$ 486,231.00
2005	\$ 625,664.00	25%	\$ 1,065,489.09
2006	\$ 772,172.08	23%	\$ 1,636,594.99
2007	\$ 668,644.53	-13%	\$ 1,937,110.64
2008	\$ 885,805.77	15%	\$ 2,695,328.70
2009	\$ 637,266.93	-28%	\$ 1,784,246.97
2010	\$ 838,736.25	32%	\$ 2,369,151.09
2011	\$ 984,676.93	17%	\$ 2,590,936.17
2012	\$ 1,139,481.93	16%	\$ 3,108,527.63
2013	\$ 1,530,462.41	34%	\$ 3,651,865.36
2014	\$ 1,144,358.11	-25%	\$ 4,044,389.34

Note: the first DC by-law came into effect on October 1, 2003

Commentary:

The overall Development Charge revenue is down 25% over last year mainly due to reduced collection for non-residential development. Residential collection has actually increased 44% over 2013 while the non-residential has decreased 66%. In 2013 one large amount was received relating to the construction of the Morguard property in Puslinch. In December 2013 the ten year payment agreement was released and the balance of \$436,727 was paid to the County. This accounts for 69% of the year over year change on the non-residential collections.

Many of the County's DC reserve funds continue to have a \$0 balance at December 31, 2014. All funds collected during the year being used to repay growth related debt or to pay back loans from other DC reserve funds or other County reserves. Such "internal loans" are put in place when there is insufficient funding in a DC reserve to fund the growth related portion of a capital project.

Recommendation:

That the attached Development Charge Reserve Fund statements for the period ending December 31, 2014 be approved and forwarded to the Minister of Municipal Affairs and Housing.

Respectfully submitted,

Ken DeHart, CPA, CGA
 County Treasurer

**COUNTY OF WELLINGTON
DEVELOPMENT CHARGE RESERVE FUND STATEMENT
FOR THE YEAR ENDED DECEMBER 31, 2014**

	Police	Roads	Discounted Services							Total
			Library	Admin	Ambulance	Childcare	Provincial Offences Act	Health Unit	Social Services	
BALANCE DEC 31/2013	0.00	3,610,180.95	41,684.41	0.00	0.00	0.00	0.00	0.00	0.00	3,651,865.36
ADD:										
DEVELOPMENT CHARGE COLLECTIONS	83,357.32	779,855.93	196,905.95	10,382.19	7,164.19	6,490.00	18,814.40	18,368.13	23,020.00	1,144,358.11
INTEREST EARNED	1,049.26	126,930.53	3,383.26	121.30	87.34	85.61	233.86	235.03	303.46	132,429.65
MONIES BORROWED FROM OTHER DC FUND ¹										0.00
MONIES BORROWED FROM OTHER COUNTY RESERVES ¹								73,149.52		73,149.52
REPAYMENT OF MONIES LOANED TO OTHER DC FUND ¹		7,509.17								7,509.17
LESS:										
TRANSFER TO CAPITAL PROJECTS ²		(299,070.27)	(116,845.59)	(2,994.32)				(91,752.68)		(510,662.86)
RESERVE FUND DEBT CHARGES	(84,406.58)	(181,016.97)	(125,128.03)							(390,551.58)
AMOUNTS LOANED TO OTHER DC FUND										0.00
REPAYMENT OF AMOUNTS BORROWED FROM OTHER COUNTY RESERVES					(7,251.53)	(6,575.61)	(19,048.26)		(23,323.46)	(56,198.86)
REPAYMENT OF AMOUNTS BORROWED FROM OTHER DC FUND				(7,509.17)						(7,509.17)
CLOSING BALANCE DEC 31/2014	\$0.00	\$4,044,389.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,044,389.34

NOTES:
¹See Schedule "A" for details
²See Schedule "B" for details

SCHEDULE "A"
COUNTY OF WELLINGTON
DEVELOPMENT CHARGE INTERFUND BORROWING
FOR THE YEAR ENDED DECEMBER 31, 2014

Loans issued under 2007 Development Charge Study

Note: Bank of Canada rate on February 1, 2008 was 4.25%

Year	Borrowing Fund	Lending Fund	Balance Jan 1	Loan	Interest	Repayments	Balance Dec 31
2011	DC Admin	DC Roads	\$ 3,390.99	13,830.44	\$ 144.12	\$ (3,535.11)	\$ 13,830.44
2012	DC Admin	DC Roads	\$ 13,830.44		\$ 587.79	\$ (587.79)	\$ 13,830.44
2013	DC Admin	DC Roads	\$ 13,830.44		\$ 587.79	\$ (5,798.07)	\$ 8,620.16
2014	DC Admin	DC Roads	\$ 8,620.16		\$ 366.36	\$ (7,236.91)	\$ 1,749.60
2007	DC Social Services	Property Reserve	-	\$ 483,570.00		-	\$ 483,570.00
Previous years	DC Social Services	Property Reserve				\$ (147,426.60)	\$ 336,143.40
2013	DC Social Services	Property Reserve	\$ 336,143.40			\$ (16,290.49)	\$ 319,852.91
2014	DC Social Services	Property Reserve	\$ 319,852.91			\$ (23,323.46)	\$ 296,529.45
2010	DC Child Care	Property Reserve	-	\$ 37,708.15		-	\$ 37,708.15
2011	DC Child Care	Property Reserve	\$ 37,708.15			\$ (3,762.67)	\$ 33,945.48
2012	DC Child Care	Property Reserve	\$ 33,945.48	\$ 107,432.00		\$ (5,825.50)	\$ 135,551.98
2013	DC Child Care	Property Reserve	\$ 135,551.98			\$ (4,587.12)	\$ 130,964.86
2014	DC Child Care	Property Reserve	\$ 130,964.86			\$ (6,575.61)	\$ 124,389.25

Loans issued under 2012 Development Charge Study

Note: Bank of Canada rate on July 2 2012 1.25% - Date of new by-law

Year	Borrowing Fund	Lending Fund	Balance Jan 1	Loan	Interest	Repayments	Balance Dec 31
2012	DC Admin	DC Roads	-	\$ 27,238.46		-	\$ 27,238.46
2013	DC Admin	DC Roads	\$ 27,238.46		\$ 340.48	\$ (5,798.07)	\$ 21,780.87
2014	DC Admin	DC Roads	\$ 21,780.87		\$ 272.26	\$ (272.26)	\$ 21,780.87
2012	DC POA	Property Reserve	-	\$ 302,564.54			\$ 302,564.54
2013	DC POA	Property Reserve	\$ 302,564.54			(21,759.62)	\$ 280,804.92
2014	DC POA	Property Reserve	\$ 280,804.92			(19,048.26)	\$ 261,756.66
2012	DC Ambulance	Property Reserve	-	\$ 103,379.96			\$ 103,379.96
2013	DC Ambulance	Property Reserve	\$ 103,379.96			\$ (9,332.57)	\$ 94,047.39
2014	DC Ambulance	Property Reserve	\$ 94,047.39			\$ (7,251.53)	\$ 86,795.86
2013	DC Police	Property Reserve		\$ 350,000.00			\$ 350,000.00
2014	DC Police **	Property Reserve	\$ 350,000.00			-	\$ 350,000.00
2014	DC Health Unit	Property Reserve		\$ 73,149.52			\$ 73,149.52

NOTES:

- In accordance with the Development Charges Act, 1997 and O.Reg. 82/98, s.11(1) money may be borrowed from another DC fund, but must be paid back with interest defined as the Bank of Canada rate on the day the by-law comes into force
- Loan amounts, loan repayments, and interest calculations will be made on December 31st of each year

** This internal loan is not currently being repaid as available collections do not exceed eligible growth related debt for Rockwood OPP

SCHEDULE "B"
COUNTY OF WELLINGTON
DEVELOPMENT CHARGE RELATED CAPITAL PROJECTS
FOR THE YEAR ENDED DECEMBER 31, 2014

Capital Project	DC Reserve Fund	DC Reserve Fund Draw	Operating Fund Draw	Reserves / Reserve Fund Draw	Annual Project Funding
Library Collection Provision	DC Library	\$ 81,573.29			\$ 81,573.29
Fergus Branch Collection Enhancement	DC Library	\$ 35,272.30			\$ 35,272.30
Official Plan Update	DC Admin	\$ 2,994.32			\$ 2,994.32
Health Unit Facilities	DC Health Unit	\$ 91,752.68		\$ 452,945.00	\$ 544,697.68
WR124 at Jones Baseline Left Turn Lane	DC Roads	\$ 154,018.71	\$ 282,000.00		\$ 436,018.71
WR46, WR34 to 401	DC Roads	\$ 21,532.00	\$ 748,000.00		\$ 769,532.00
WR124, Passing Lane North of 125	DC Roads	\$ 9,282.81	\$ 47,000.00		\$ 56,282.81
WR7 Passing Lane Design Salem to Teviotdale	DC Roads	\$ 3,853.34	\$ 51,000.00		\$ 54,853.34
WR124 @ Whitelaw Intersection	DC Roads	\$ 1,333.75	\$ 23,500.00		\$ 24,833.75
WR124 @ Guelph Road 1 Intersection	DC Roads	\$ 1,131.02	\$ 23,500.00		\$ 24,631.02
WR46 Maltby to WR34	DC Roads	\$ 99,491.93			\$ 99,491.93
Rebuild/Renovate Erin Shop	DC Roads	\$ 6,613.30			\$ 6,613.30
WR109 @ WR5 Intersection	DC Roads	\$ 1,813.41	\$ 20,500.00		\$ 22,313.41
	Totals	\$ 510,662.86	\$ 1,195,500.00	\$ 452,945.00	\$ 2,159,107.86



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Personnel Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, January 20, 2015
Subject: **Tax Free Allowance for Elected Members of County Council**

Background:

Section 255 of the former *Municipal Act, R.S.O. 1990*, provided that one-third of the salary paid to an elected member of Council was deemed to be for expenses incurred in the discharge of the member's duties. As such, this portion of a Councillor's salary is not subject to income tax. The *Municipal Act, 2001* required a municipal council to pass a resolution prior to January 1, 2003 indicating its intention to continue the tax-free allowance. Wellington County Council passed such a resolution and By-Law 4518-02 in September 2002.

Section 283(7) of the *Municipal Act, 2001* also requires that the by-law referred to above be reviewed at a public meeting at least once during each four year term of Council after a regular election.

Financial Implications:

Staff have prepared an analysis on the financial impacts of changing Council remuneration to fully taxable in the attached schedule. A third option shows how much additional salary and benefits costs would be associated with converting Council remuneration to 100% taxable while maintaining the same net pay after tax. If Council were to choose to remove the one-third tax free allowance, it cannot be reinstated in the future.

The financial implications for the three options are as follows:

1. Option #1 – Maintain 1/3 Tax Free Allowance (Status Quo)
 - The continuation of the one-third expense allowance means the County will continue to report the remaining two-thirds for income tax purposes to the Canada Revenue Agency. There is no change to Councillor net pay or employer share of costs for this option.
2. Option #2 – Fully Taxable, No Change in Gross Pay
 - This option will reduce the Warden's net pay by \$14,317 and reduce each Councillor's net pay by \$3,725. Converting Councillor remuneration to fully taxable will also increase the employer portion of Canada Pension Plan (CPP), OMERS and Employer Health Tax contributions. In addition, the County is currently eligible to receive a GST/HST rebate on 1/3 of the remuneration paid as these are considered expenses and not salaries. The total cost of these increased employer contributions and loss of GST/HST rebate for this option is \$50,374. If approved, the fully taxable option would take effect in the year following the year in which the repealing by-law is passed. The additional cost would need to be included as part of the 2016 budget.
3. Option #3 – Fully Taxable and Adjust Gross Pay to Maintain the Same Net Pay

- The current salary for the Warden is \$89,414 and Councillors is \$32,868. If Council were to convert the remuneration to 100% taxable while maintaining the same level of net pay after taxes, the annual salary would need to be increased to \$123,510 for the Warden and \$38,512 for a Councillor. This option would increase the cost of remuneration to the County by \$188,233 including employer portion of benefits and loss of GST/HST rebate.

Conclusion:

Options to change the pay of elected officials to fully taxable increases the cost to both County Councillors and Wellington County taxpayers. There is no financial incentive to move away from keeping the one-third tax free allowance to County Councillors now or in the future. Staff recommend that the by-law providing for the tax-free allowance remain in force.

Recommendation:

That the County Treasurer's report re: Tax Free Allowance for Elected Members of County Council be received for information; and

That By-Law 4518-02, being a by-law to continue the 1/3 tax free allowance for the elected members of Wellington County Council on and after January 1, 2003, remain in force.

Respectfully submitted,



Ken DeHart, CPA, CGA
County Treasurer

REMUNERATION OPTIONS FOR ELECTED OFFICIALS FOR 1/3 TAX-FREE ALLOWANCE

Chart 1: Effect on Net Pay

	Option #1 - Status Quo 1/3 Tax Exempt		Option #2 Fully Taxable - Same Gross Pay		Option #3 Fully Taxable - Same Net Pay	
	Warden	Councillor	Warden	Councillor	Warden	Councillor
Annual Remuneration	\$ 89,414	\$ 32,868	\$ 89,414	\$ 32,868	\$ 89,414	\$ 32,868
Additional Salary for Equal Net Pay					34,096	5,644
Total Remuneration	\$ 89,414	\$ 32,868	\$ 89,414	\$ 32,868	\$ 123,510	\$ 38,512
Taxable Earnings	\$ 59,609	\$ 21,912	\$ 89,414	\$ 32,868	\$ 123,510	\$ 38,512
Non-Taxable Earnings	29,805	10,956	-	-	-	-
Deductions:						
Income Tax	(11,564)	(2,196)	(21,530)	(4,393)	(36,331)	(5,525)
CPP	(2,480)	(1,085)	(2,480)	(1,627)	(2,480)	(1,906)
OMERS	(5,701)	(1,972)	(10,053)	(2,958)	(15,031)	(3,466)
Net Pay	\$ 69,668	\$ 27,615	\$ 55,351	\$ 23,890	\$ 69,668	\$ 27,615
Difference in Net Pay Compared to 1/3 Tax Exempt Option			(\$14,317)	(\$3,725)	(\$0)	(\$0)

Chart 2: Additional Costs to County to Change to Fully Taxable Options

	Warden	Councillors (15)	Warden	Councillors (15)
Salary Costs	-	-	34,096	84,659
CPP*	-	8,135	-	12,325
OMERS*	4,351	14,791	9,330	22,410
EHT	581	3,205	1,246	4,855
Loss of GST/HST Rebate on 1/3 Tax Free Councillor Expense Allowance	2,965	16,347	2,965	16,347
Subtotal Additional Costs to County	\$ 7,897	\$ 42,477	\$ 47,637	\$ 140,596
Total Additional Costs to County	\$	50,374	\$	188,233

Assumptions:

- assumes basic tax exemption and 2015 rates for compensation and benefits

*Not applicable to all elected officials



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Administration, Finance and Personnel Committee
From: Ken DeHart, County Treasurer
Date: Tuesday, March 17, 2015
Subject: 2015 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 2015 residential education tax rate has been reduced to 0.00195 from 0.00203 in 2014.

2015 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	2012	2013	2014	2015
Residential/ Multi residential	.00221000	.00212000	.00203000	.00195000
Commercial	.01068665	.01075161	.01050375	.01026644
New Commercial	.01068665	.01075161	.01050375	.01026644
Industrial	.01590000	.01590000	.01560000	.01530000
New Industrial	.01260000	.01260000	.01220000	.01190000
Pipelines	.01590000	.01590000	.01560000	.01530000
Farmland/Managed Forests	.00055250	.00053000	.00050750	.00048750

Property Tax Impact

The table below shows estimated education tax impacts for typical assessments in each of the property classes.

COUNTY OF WELLINGTON 2015 EDUCATION TAX SHIFTS

	Multi						
	Residential	Residential	Commercial	Industrial	Farmland	Farmhouse	Total Farm
Assessments							
2014 typical assessment	\$360,545	\$1,160,026	\$451,164	\$754,654	\$481,411	\$161,000	\$642,411
2015 typical assessment	\$372,956	\$1,222,701	\$474,850	\$726,488	\$531,457	\$159,800	\$691,257
% change	3.4%	5.4%	5.2%	-3.7%	10.4%	-0.7%	7.6%
Education tax rates							
2014 education tax rate	0.00203000	0.00203000	0.01050375	0.01560000	0.00050750	0.00203000	n/a
2015 education tax rate	0.00195000	0.00195000	0.01026644	0.01530000	0.00048750	0.00195000	n/a
% change in tax rate	-3.9%	-3.9%	-2.3%	-1.9%	-3.9%	-3.9%	n/a
Education taxes							
2014 education taxes	\$732	\$2,355	\$4,739	\$11,773	\$244	\$327	\$571
2015 education taxes	\$727	\$2,384	\$4,875	\$11,115	\$259	\$312	\$571
\$ change 2015 phase in CVA	(\$5)	\$29	\$136	(\$657)	\$15	(\$15)	(\$0)
% change	-0.6%	1.2%	2.9%	-5.6%	6.0%	-4.7%	-0.1%

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 2015 the target maximum BET rate was reset to 1.19% from 1.22% in 2014 for new construction properties. Existing industrial and pipeline BET rates have been reset in 2015 to the new ceiling rate of 1.53% from 1.56% 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.

As announced in the 2012 Ontario Budget, the BET reduction plan has been temporarily frozen since 2013. In recognition of the importance of continuing to lower business taxes, the government is committed to resuming BET rate reductions in the future.

Education Property Tax Review

As announced in the 2013 Fall Economic Outlook, the share of education funding that is supported by education property taxes has decreased from 44% to roughly 28% since 1998. The Province has increased transfers to school boards to offset the decline in property tax support for education. This decline is primarily the result of the Province's tax rate policy of reducing education tax rates to fully offset reassessment increases. The residential tax rate has been cut in half since 1998.

The Commission on the Reform of Ontario's Public Services also raised concerns related to economic distortions caused by the wide range of Business Education Tax rates across the province. This variance in BET rates reflects historical assessment and tax inequities that existed before the Province assumed responsibility for the rates. The Commission recommended moving towards a policy of a single province-wide BET rate for all regions of the province. Since 2007, the Province has made significant progress in addressing BET rate inequities by lowering high rates towards a BET target rate.

The government will explore options to avoid further erosion of education property taxes provided to Ontario's elementary and secondary schools.

Recommendation:

That the 2015 Education Tax Rates report be received for information.

Respectfully submitted,



Ken DeHart, CPA, CGA
County Treasurer