



# The Corporation of the County of Wellington

## County Council

### Agenda

May 23, 2013

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 Innes**

April 25, 2013

**6. Resolution to Permit Delegations - Councillor Ross-Zuj**

**6.1. Certified Municipal Manager Designation Presentations**

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

Dawn Dietrich, Manager of Child Care Administration - CMMII

Michele Shears, Housing Programme Advisor - CMMI

Travis Walker, Equipment Operator 2 Roads - CMM

**6.2. Safe Communities Canada Presentation**

Councillor Gary Williamson

3 - 25

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

5350-13 A By-law to authorize the borrowing upon instalment debentures in the aggregate principal amount of \$8,200,000.00 (\$3,135,000.00 of which may be raised by the issue of refinancing debentures on or before the final maturity date) for the purposes of The Corporation of the County of Wellington.

5351-13 A By-law to authorize the Warden and Clerk to execute Telecommunication Access Agreements that the County Engineer considers to be consistent with the "County Standard Telecommunications Access Agreement".

5352-13 A By-law to confirm proceedings of the Council of the Corporation of the County of Wellington at its meeting held May 23, 2013.

- 8. Resolution Moving Council into Committee of the Whole - Councillor Green**
- 9. Closed Meeting - Councillor Whale**  
(Agenda emailed under separate cover)
- 10. Rise and Report - Councillor Watters**
- 11. Report from Closed Meeting - Warden White**
- 12. Committee Minutes and By-Laws For Action**
  - 12.1. Roads Committee 26 - 54
  - 12.2. Police Services Board 55 - 81
  - 12.3. Social Services Committee 82 - 138
  - 12.4. Information, Heritage and Seniors Committee 139 - 189
  - 12.5. Planning Committee 190 - 228
  - 12.6. Economic Development - Verbal Update
- 13. Proposed By-Laws Resolution to Refer to Council - Councillor Lever**
- 14. Reports from Staff** 229 - 230  
June 2013 Debenture Issue - Ken DeHart, County Treasurer
- 15. Correspondence for Council's Information**
- 16. Resolution that the Committee of the Whole Rise and Report - Councillor Williamson**
- 17. Resolution to Adopt Action of Council in Committee of the Whole - Councillor Lynda White**
- 18. Resolution for Third Reading of By-Laws - Councillor McKay**
- 19. Notice of Motion**
- 20. Cultural Moment**
- 21. Municipal Announcements**
- 22. Adjournment**

# Safe Communities Wellington County

Leaders in a designated Safe  
Community

Gary Williamson and Jack Hunjan

County Councillor, OPP Staff Sergeant  
Co-Chairs Safe Communities Wellington  
County

January 2013

# What is Parachute?

- ❖ Leaders in injury prevention
- ❖ Preventing injuries. Saving Lives
- ❖ Amalgamation of 4 of Canada's leading injury prevention organizations





**W.H.O.**



Two Key resolutions emerged in 1989 from the first world convention ever held in Stockholm on Injury Prevention which have become the foundation principals of the Safe Communities movement worldwide

- ❖ **“A SAFE LIFE IS A BASIC HUMAN RIGHT”**
- ❖ **“SAFETY IS THE RESPONSIBILITY OF EVERYONE”**

# Vision

**“To make Canada the safest country in the world to live, learn ,work and play”**

- ❖ A safe community puts people and processes in place to address pain and costs of injuries wherever and however they occur.

# Assumptions

- ❖ Injury is **predictable & preventable**
- ❖ people and organizations are already dedicated to preventing injuries and promoting safety
- ❖ **Awareness** is a beginning not the end

# The Value of A Safe Community

- ❖ The Value of A Safe Community Personal pain and suffering can be reduced
- ❖ A proactive statement of community values
- ❖ Cost efficiencies among agencies
- ❖ Loyalty, morale, & retention among employees

# The Value of A Safe Community

- ◆ Savings in health care and social development
- ◆ Opportunities for economic development & tourism
- ◆ An investment which can attract new residents & businesses
- ◆ An enhanced quality of life for everyone
- ◆ Community Pride as a “**Designated Safe Community**”

# Impact

- ❖ A significant reduction in injury rates will have an instantaneous impact on our hospitals and the waiting time issue.
- ❖ According to the World Health Organization Collaborating Centre on Community Safety Promotion, **every dollar that a community invests in being a Safe Community will return at least forty dollars in savings.**
- ❖ In fact, investing in safety makes real economic sense.

# Becoming a Safe Community Is a Statement of Optimism and Resolution

**Safety is the responsibility of every person in your community**

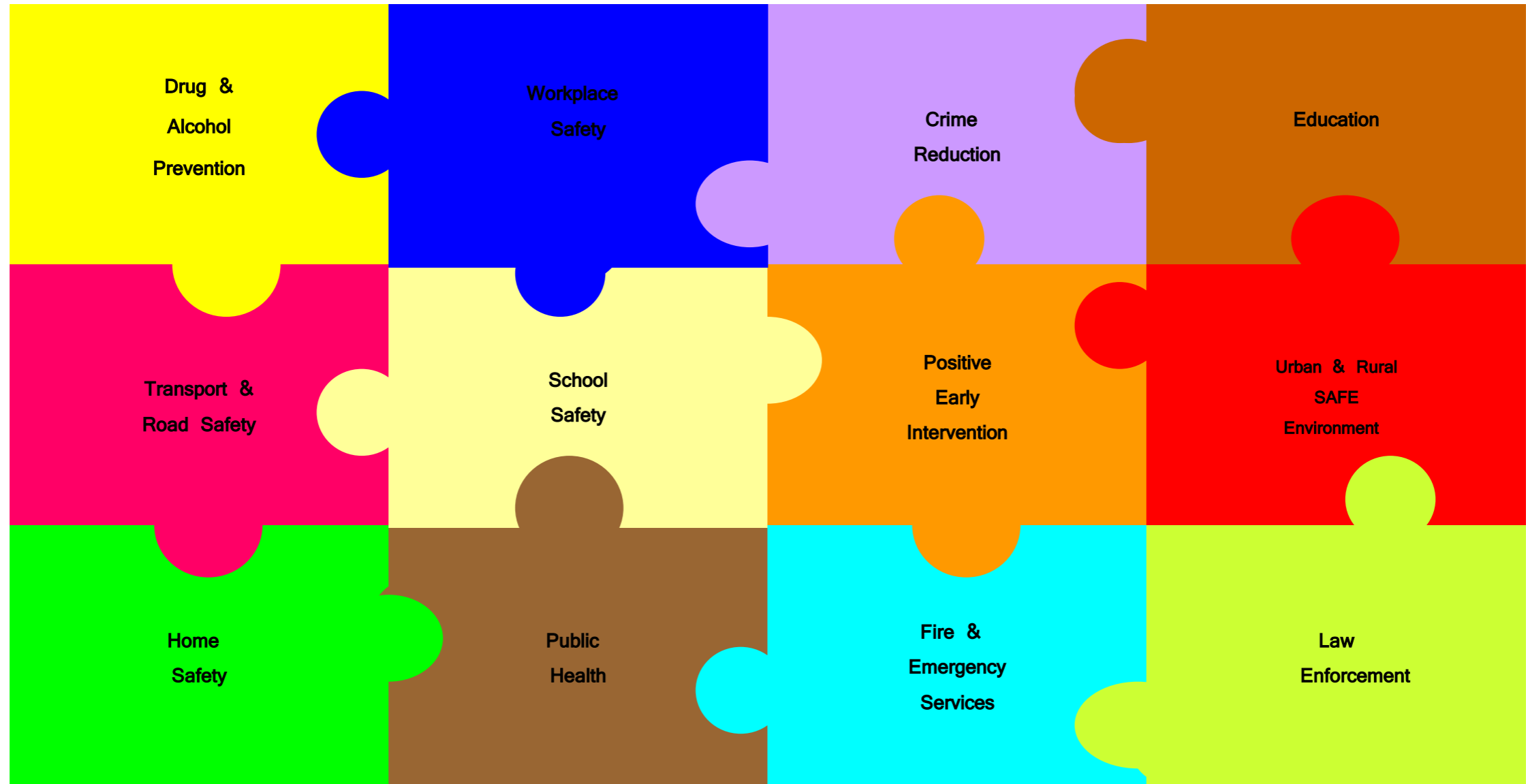
## **Our Purpose:**

“To support the establishment and implementation of a coordinated approach to addressing safety issues in the County of Wellington through inter-agency and local community group awareness, communication, co-operation and action.”

# Safe Community Targets – In Silos



# Collaborative Partners



# Wellington's Quest to Become A Designated Safe Community

- ❖ Complete the 10 required steps outlined by Safe Communities Canada by spring of 2013
  
- ❖ Form a Leadership Table with representation from
  - ✦ Fire
  - ✦ Police
  - ✦ EMS
  - ✦ Social Services
  - ✦ Students
  - ✦ School Boards
  - ✦ Municipal COPS Committees
  - Private Business
  - Public Health
  - Groves/WN Health Care
  - Ministry of Labour
  - Politicians
  - Public

# Quest to Become a Designated Community

- ❖ Met with local COPS committees to engage their support and develop a working relationship
- ❖ Conducted a “Priority Exercise”
- ❖ Conduct a survey of individuals, groups, agencies and private business to compile a list of existing programmes
- ❖ Develop a Strategic Plan to promote awareness and prevention of injuries within Wellington.
- ❖ Obtain sustainable funding from government grants, private donations, fundraising.

# Priority Exercise 2012



Photo Courtesy Wellington Advertiser

# Quantitative Exercise 2012

- ❖ Pedestrian and Cyclists
- ❖ Motor Vehicle (On / Off Road)
- ❖ Agriculture Machinery and Tools
- ❖ Sports and Recreation
- ❖ Falls
- ❖ Accidental Poisonings
- ❖ Intentional Self Harm

# Priority Exercise Injury Ranking for Wellington County

Ranking based on 2005 -2009 statistics for:

- ❖ Death Rates
- ❖ Potential Years of Life Lost (based on age 75)
- ❖ Emergency Department Visits
- ❖ Hospitalizations &
- ❖ Length of Hospital Stay

# Ranking of Community Qualitative Assessment

		PEDESTRIANS & CYCLISTS	MOTOR VEHICLE - ON & OFF ROAD	INJURIES FROM AGRICULTURAL, MACHINERY & TOOLS	SPORTS & RECREATION	FALLS	ACCIDENTAL POISONINGS	INTENTIONAL SELF HARM	
S t a t e m e n t s	Citizens in the community are aware that this injury category is a problem	Group 1	2.88	5.85	5.5	5.86	3.50	3.86	3.88
		Group 2	3.67	4.33	4.86	4.88	4.50	2.33	2.83
		<b>Average</b>	<b>3.28</b>	<b>5.09</b>	<b>4.86</b>	<b>5.37</b>	<b>4.00</b>	<b>3.10</b>	<b>3.36</b>
	Citizens in the community will be receptive to programmes that address this injury category	Group 1	4.75	5.14	6.17	5.43	6.17	5.14	5.13
		Group 2	5.67	5.33	5.57	5.63	5.13	4.83	3.83
		<b>Average</b>	<b>5.21</b>	<b>5.24</b>	<b>5.87</b>	<b>5.53</b>	<b>5.65</b>	<b>4.99</b>	<b>4.48</b>
	Most key political partners in the community will support interventions to address this injury category. (Key political partners are: municipal government, police, public health, fire and emergency services.)	Group 1	4.88	5.85	5.67	6.00	6.00	5.14	6.13
		Group 2	5.33	5.83	5.00	5.00	5.13	5.33	4.00
		<b>Average</b>	<b>5.11</b>	<b>5.84</b>	<b>5.34</b>	<b>5.50</b>	<b>5.57</b>	<b>5.24</b>	<b>5.07</b>
	At present, no organization or individual in the community is addressing this injury category.	Group 1	3.50	1.71	3.00	2.71	3.17	2.43	2.50
Group 2		3.17	1.80	4.00	2.50	2.63	2.50	3.00	
<b>Average</b>		<b>3.34</b>	<b>1.76</b>	<b>3.50</b>	<b>2.61</b>	<b>2.90</b>	<b>2.47</b>	<b>2.75</b>	
Proven programmes and strategies that can respond to this injury category are available.	Group 1	3.00	1.71	2.80	2.57	4.00	2.14	2.25	
	Group 2	2.17	2.33	4.43	2.25	2.38	3.83	2.83	
	<b>Average</b>	<b>2.59</b>	<b>2.02</b>	<b>3.62</b>	<b>2.41</b>	<b>3.19</b>	<b>2.99</b>	<b>2.54</b>	
Proven interventions can have an immediate and positive impact on the rate of occurrence of this injury category. (We know they will)	Group 1	4.25	5.00	6.00	5.00	6.17	4.86	6.00	
	Group 2	5.33	4.50	4.57	5.25	3.63	4.66	5.33	
	<b>Average</b>	<b>4.79</b>	<b>4.75</b>	<b>5.29</b>	<b>5.13</b>	<b>4.90</b>	<b>4.76</b>	<b>5.67</b>	
This injury category has a greater impact on the community than do other injuries identified on the Quantitative Data chart.	Group 1	3.63	4.41	3.50	4.43	5.67	4.86	5.75	
	Group 2	4.83	5.33	3.86	2.88	5.63	4.66	6.17	
	<b>Average</b>	<b>4.23</b>	<b>4.87</b>	<b>3.68</b>	<b>3.66</b>	<b>5.65</b>	<b>4.76</b>	<b>5.96</b>	
<b>Rank Sums</b>		<b>28.53</b>	<b>29.56</b>	<b>32.15</b>	<b>30.20</b>	<b>37.66</b>	<b>28.29</b>	<b>29.82</b>	
<b>Qualitative Ranking</b>		<b>6.00</b>	<b>5.00</b>	<b>2.00</b>	<b>3.00</b>	<b>1.00</b>	<b>7.00</b>	<b>4.00</b>	

# Quantitative Rankings

- ❖ #1 Motor Vehicle On / Off Road
- ❖ #2 Falls
- ❖ #3 Intentional Self Harm
- ❖ #4 Accidental Poisonings
- ❖ #5 Sports and Recreation
- ❖ #6 Pedestrian And Cyclists
- ❖ #7 Injury From Agriculture, Machinery and Tools



# Qualitative Exercise 2012



Photo Courtesy Wellington Advertiser

# Qualitative Exercise 2012

- ◆ What is the most striking feature about the injury profile for Wellington County?
- ◆ Does the profile fit with what you know about your community, your area of work or your professional experience?
- ◆ Have you had any personal experience with any of these injury categories in your community?
- ◆ What would be the one thing you would want to learn more about?

# Final Rankings for Wellington County

- ❖ #1 Falls
- ❖ #2 Motor Vehicle On / Off Road
- ❖ #3 Intentional Self Harm
- ❖ #4 Sports and Recreation
- ❖ #5 Injury From Agriculture, Machinery and Tools
- ❖ #6 Accidental Poisonings
- ❖ #7 Pedestrian And Cyclists

# The Only Constant Is Change

Leading Progressive Change in partnerships with our communities is the way of the future !

**IF NOT US, THEN WHO?**

**IF NOT NOW, THEN WHEN?**

**IF NOT RIGHT NOW, THEN WHY NOT?**

# Thank You

[www.safecommunities.ca](http://www.safecommunities.ca)  
[www.parachutecanada.org](http://www.parachutecanada.org)



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

May 14, 2013  
County Administration Centre  
Keith Room

**Present:** Warden Chris White  
Councillor Joanne Ross-Zuj (Chair)  
Councillor Lynda White  
Councillor Gary Williamson

**Regrets:** Councillor Ken Chapman

**Staff:** Donna Bryce, County Clerk  
Pasquale Costanzo, Technical Services Supervisor  
Ken DeHart, County Treasurer  
Mark Eby, Construction Manager  
Paul Johnson, Operations Manager  
Gord Ough, County Engineer  
Scott Wilson, CAO

**Also Present:** OPP Staff Sergeant Susan Gray

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**1. Call to Order**

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

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Roads Financial Statements as of April 30, 2013**

1/5/2013

**Moved by:** Councillor L. White

**Seconded by:** Councillor Williamson

That the Roads and Engineering Financial Statements as of April 30, 2013 be approved.

**Carried**

**4. Correspondence from Ted Arnott, MPP regarding Community Safety Zone, Morriston**

Received for information.

**5. Telecommunications Access Agreement**

2/5/2013

**Moved by:** Councillor Williamson

**Seconded by:** Councillor L. White

That a by-law be presented to County Council to authorize the Warden and Clerk to execute Telecommunication Access Agreements that the County Engineer considers to be consistent with the "County Standard Telecommunications Access Agreement" that is attached as Schedule A to the report of the County Engineer.

**Carried**

**6. Safe Community Signage**

3/5/2013

**Moved by:** Councillor L. White

**Seconded by:** Warden White

That the County Roads Committee approve the purchase of twenty Road Safety Signs as proposed by the Road Safety Signage Committee and those signs be erected by the County Roads forces; and

That the signs be monitored for one year and that the Road Safety Signage Committee report back to the Roads Committee to advise as to the effectiveness of the signs and make a recommendation on the possible expansion of the signage programme.

**Carried**

**7. Adjournment**

At 9.25 am, the Chair adjourned the meeting until June 11, 2013 or at the call of the Chair.

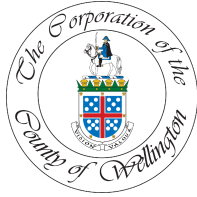
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Joanne Ross-Zuj  
Chair  
Roads Committee



**County of Wellington**  
**Roads and Engineering**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Municipal Recoveries	\$650,000	\$108,180	\$476,868	73%	\$173,132
User Fees & Charges	\$210,000	\$6,881	\$25,315	12%	\$184,685
Sales Revenue	\$350,000	\$35,616	\$35,616	10%	\$314,384
Internal Recoveries	\$1,600,000	\$177,340	\$958,117	60%	\$641,883
<b>Total Revenue</b>	<b>\$2,810,000</b>	<b>\$328,017</b>	<b>\$1,495,916</b>	<b>53%</b>	<b>\$1,314,084</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$4,465,000	\$312,085	\$1,802,666	40%	\$2,662,334
Supplies, Material & Equipment	\$3,594,000	\$300,585	\$2,802,306	78%	\$791,694
Purchased Services	\$1,197,400	\$60,865	\$295,513	25%	\$901,887
Insurance & Financial	\$242,700	\$0	\$243,824	100%	\$(1,124)
Minor Capital Expenses	\$625,700	\$6,380	\$36,843	6%	\$588,857
Debt Charges	\$150,800	\$0	\$95,796	64%	\$55,004
Internal Charges	\$1,595,700	\$175,336	\$951,782	60%	\$643,918
<b>Total Expenditures</b>	<b>\$11,871,300</b>	<b>\$855,251</b>	<b>\$6,228,731</b>	<b>52%</b>	<b>\$5,642,569</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$9,061,300</b>	<b>\$527,235</b>	<b>\$4,732,816</b>	<b>52%</b>	<b>\$4,328,484</b>
<b>Transfers</b>					
Transfers from Reserves	\$(150,800)	\$0	\$0	0%	\$(150,800)
Transfer to Capital	\$8,291,600	\$0	\$8,291,600	100%	\$0
Transfer to Reserves	\$1,714,200	\$0	\$1,234,200	72%	\$480,000
<b>Total Transfers</b>	<b>\$9,855,000</b>	<b>\$0</b>	<b>\$9,525,800</b>	<b>97%</b>	<b>\$329,200</b>
<b>NET COST (REVENUE)</b>	<b>\$18,916,300</b>	<b>\$527,235</b>	<b>\$14,258,616</b>	<b>75%</b>	<b>\$4,657,684</b>



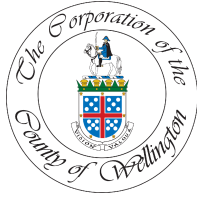
## County of Wellington

### Roads and Engineering

#### Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
<b>Roads General</b>							
Roads Equipment 2013	\$1,626,000	\$76,340	\$537,443	\$0	\$537,443	33%	\$1,088,557
Various Shop Repairs 2013	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
Rebuild/Renovate Erin Shop	\$125,000	\$0	\$0	\$0	\$0	0%	\$125,000
Central Garage Phase 2	\$5,037,000	\$18,836	\$66,184	\$4,767,390	\$4,833,575	96%	\$203,425
<b>Subtotal Roads General</b>	<b>\$6,888,000</b>	<b>\$95,176</b>	<b>\$603,628</b>	<b>\$4,767,390</b>	<b>\$5,371,018</b>	<b>78 %</b>	<b>\$1,516,982</b>
<b>Roads Construction</b>							
WR 30 at Road 3, Signals & L	\$120,000	\$0	\$0	\$38,937	\$38,937	32%	\$81,063
WR 34: 34 at 35 and 34 at 32	\$1,915,000	\$0	\$74,572	\$27,490	\$102,062	5%	\$1,812,938
WR 45,WR 11 to Glen Allan 1.4	\$854,900	\$3,240	\$6,989	\$785,013	\$792,001	93%	\$62,899
WR 46, WR 34 to 401	\$200,000	\$0	\$0	\$34,130	\$34,130	17%	\$165,870
WR 50, 3rd Line to WR 24	\$925,000	\$5,791	\$11,522	\$107,962	\$119,484	13%	\$805,516
WR14, Eliza & Frederick Arthur	\$70,000	\$0	\$0	\$14,891	\$14,891	21%	\$55,109
WR 29, Wellington/Halton Bound	\$1,200,000	\$0	\$0	\$22,641	\$22,641	2%	\$1,177,359
WR 124, Passing Lane N of 125	\$100,000	\$0	\$14,736	\$7,216	\$21,952	22%	\$78,048
WR 10, McGivern St Moorefield	\$100,000	\$0	\$83	\$17,759	\$17,843	18%	\$82,157
WR7 Psng Lanes Elora/Ponsonby	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR109 AT WR7 Int Improvmnts	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR109, HWY89 S to end of curb	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR109 WR7 Traffic Imp Study	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR123, WR109 Traffic Imp Study	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR25 - WR52 to WR42 7.0km	\$400,000	\$13,773	\$13,773	\$142,106	\$155,879	39%	\$244,121
WR 46 Maltby to WR 34 2 km	\$1,100,000	\$0	\$1,370	\$166,276	\$167,645	15%	\$932,355
WR 124 at Jones Baseline, Left	\$75,000	\$0	\$0	\$40,069	\$40,069	53%	\$34,931
<b>Subtotal Roads Construction</b>	<b>\$7,359,900</b>	<b>\$22,804</b>	<b>\$123,044</b>	<b>\$1,404,490</b>	<b>\$1,527,534</b>	<b>21 %</b>	<b>\$5,832,366</b>
<b>Bridges and Culverts</b>							



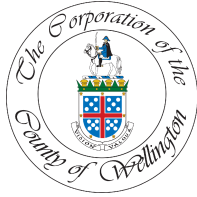
## County of Wellington

### Roads and Engineering

#### Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
WR 6 Culvert # 06082, 0.6 km N	\$445,000	\$4,344	\$12,023	\$6,678	\$18,702	4%	\$426,298
WR12, Cul #120070 & 120240	\$1,000,000	\$1,892	\$33,369	\$12,718	\$46,087	5%	\$953,913
WR12, Culvert # 12090, Conc 11	\$645,000	\$5,676	\$11,414	\$9,563	\$20,977	3%	\$624,023
WR 86, Culvert # 86170 & 86180	\$90,000	\$0	\$0	\$0	\$0	0%	\$90,000
WR 87 Maitland Bridge # 87137	\$45,000	\$0	\$0	\$0	\$0	0%	\$45,000
WR 87 Bridge # 87138	\$80,000	\$0	\$0	\$0	\$0	0%	\$80,000
WR 124 Bridge # 124135	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
WR 109, Culvert 109123, RehaB	\$50,000	\$0	\$0	\$287	\$287	1%	\$49,713
WR11, Culvert 11005, D & Liner	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR11, Flax Bridge # 11025	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR18, Culvert 18021, D & Liner	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR 36 Bridge 36122	\$100,000	\$0	\$0	\$0	\$0	0%	\$100,000
WR109 Bridge 109132	\$225,000	\$0	\$0	\$0	\$0	0%	\$225,000
WR6 Culvert #06081 replace	\$75,000	\$0	\$0	\$0	\$0	0%	\$75,000
WR11 Culvert, 1.7km S of 6th L	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
WR22, Culvert east of WR23	\$75,000	\$0	\$369	\$0	\$369	0%	\$74,631
WR35 Paddock Bridge #35087	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
Various bridge and culvert rep	\$200,000	\$3,028	\$3,028	\$0	\$3,028	2%	\$196,972
WR 18, Tower St. Bridge #18055	\$3,365,000	\$216,363	\$450,949	\$907,628	\$1,358,577	40%	\$2,006,423
WR 24, Culvert # 24112	\$1,347,000	\$294	\$928	\$1,317,276	\$1,318,204	98%	\$28,796
WR27, Bridge 27106 1km S of WR	\$65,000	\$229	\$1,712	\$23,124	\$24,836	38%	\$40,164
<b>Subtotal Bridges and Culverts</b>	<b>\$8,357,000</b>	<b>\$231,825</b>	<b>\$513,792</b>	<b>\$2,277,275</b>	<b>\$2,791,067</b>	<b>33 %</b>	<b>\$5,565,933</b>
<b>County Bridges on Local Roads</b>							
Bridge # 00044 Atkinson Bridge	\$1,325,000	\$0	\$943	\$1,033,027	\$1,033,970	78%	\$291,030
Bridge # 00063 Replacement	\$1,045,000	\$111	\$891	\$1,044,388	\$1,045,279	100%	\$(279)
E-W Luther TL Bridge 000101	\$50,000	\$1,329	\$15,321	\$1,756	\$17,076	34%	\$32,924
Bridge # 00075, Erin/Eramosa	\$1,950,000	\$13,233	\$64,645	\$100,737	\$165,382	8%	\$1,784,618



## County of Wellington

### Roads and Engineering

#### Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS				Remaining Budget
			Current Year	Previous Years	Total	% of Budget	
<b>Subtotal County Bridges on Local Roads</b>	<b>\$4,370,000</b>	<b>\$14,673</b>	<b>\$81,800</b>	<b>\$2,179,908</b>	<b>\$2,261,708</b>	<b>52 %</b>	<b>\$2,108,292</b>
<b>Roads Resurfacing</b>							
WR 19, Fergus to Second Line	\$3,794,900	\$6,973	\$6,973	\$2,583,740	\$2,590,714	68%	\$1,204,186
WR 2, Allan Street, Clifford	\$125,000	\$0	\$0	\$177,500	\$177,500	142%	\$(52,500)
WR7, Teviotdale south for 2.4k	\$525,000	\$0	\$0	\$0	\$0	0%	\$525,000
WR11, WR86 to Dam 5.2km	\$1,200,000	\$0	\$0	\$0	\$0	0%	\$1,200,000
WR41 Guelph to Arkell and WR37	\$525,000	\$0	\$0	\$0	\$0	0%	\$525,000
WR49, WR124 S for 2.3km	\$500,000	\$0	\$0	\$0	\$0	0%	\$500,000
<b>Subtotal Roads Resurfacing</b>	<b>\$6,669,900</b>	<b>\$6,973</b>	<b>\$6,973</b>	<b>\$2,761,240</b>	<b>\$2,768,214</b>	<b>42 %</b>	<b>\$3,901,686</b>
<b>Total Capital</b>	<b>\$33,644,800</b>	<b>\$371,452</b>	<b>\$1,329,237</b>	<b>\$13,390,304</b>	<b>\$14,719,541</b>	<b>44%</b>	<b>18,925,259</b>



LEGISLATIVE ASSEMBLY OF ONTARIO

Queen's Park  
Toronto, Ontario

April 17, 2013

Ms. Donna Bryce  
County Clerk  
County of Wellington  
74 Woolwich St.  
Guelph, ON N1H 3T9

Dear Donna:

On March 6, 2013, I wrote to the Minister of Community Safety and Correctional Services concerning the need for the establishment of a Community Safety Zone in Morriston.

Yesterday, I received a response from the Minister, the Hon. Madeleine Meilleur, and wanted to ensure that County Council has a copy.

I want to continue to do whatever I can to support the priorities of County Council and would appreciate it if you could bring it to the attention of County Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Arnott".

Ted Arnott, MPP  
Wellington-Halton Hills

TA:dr

Encl:

RECEIVED  
APR 19 2013  
COUNTY OF WELLINGTON  
OFFICE OF THE  
COUNTY CLERK

TED ARNOTT, MPP • WELLINGTON - HALTON HILLS

Room 420 • Queen's Park • Toronto • Ontario M7A 1A8 • Tel. (416) 325-3880 • Fax (416) 325-6649  
E-mail: ted.arnott@pc.ola.org • Website: www.tedarnottmpp.com

Ministry of Community Safety  
and Correctional Services

Ministère de la Sécurité communautaire  
et des Services correctionnels

Office of the Minister

Bureau de la ministre

25 Grosvenor Street  
18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416-325-0408  
Fax: 416-325-6067

25, rue Grosvenor  
18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél. : 416 325-0408  
Télec. : 416 325-6067



APR 16 2013

MC-2013-996

APR 10 2013

Mr. Ted Arnott, MPP  
Wellington-Halton Hills  
Room 420, Main Legislative Building  
Queen's Park  
Toronto ON M7A 1A8

Dear Mr. Arnott: *Ted*

Thank you for your letter of March 6, 2013, supporting the establishment of a community safety zone on Highway 6 through the hamlet of Morriston.

I appreciate knowing that you endorse the efforts of the Township of Puslinch and the County of Wellington to enhance the safety of their communities. Community and road safety issues remain top priorities for the Ontario government and the Ministry of Community Safety and Correctional Services.

As you may know, Bill 26 amended the *Highway Traffic Act* (HTA) to allow municipalities to designate portions of roadways as community safety zones. The Township of Puslinch, therefore, has the capacity to designate the Community Safety Zones Regulation as set out in section 214.1 of the HTA.

I have been advised that at the County of Wellington Council meeting held on February 28, 2013, the Township of Puslinch acknowledged support from the local Police Services Board to establish a community safety zone in Morriston, and that a formal application is being prepared.

Again, thank you for writing.

Sincerely,

*Madeleine*

Madeleine Meilleur  
Minister



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chairman and Members of the Roads Committee  
**From:** Gordon J. Ough, P. Eng., County Engineer  
**Date:** May 14, 2013  
**Subject:** Telecommunications Access Agreement

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### **BACKGROUND:**

There seems to be an ever increasing number of firms seeking permission to place telecommunication equipment in the County's right of ways. There are three new agreements being processed at this time.

In order to stream line our process, it is proposed that we adopt, as a County Standard Telecommunications Access Agreement, the attached agreement that has been derived from standard agreements in the Telecommunication Industry and the Telecommunications Act.

The following are the main elements of the County Standard Telecommunications Access Agreement.

#### Consent to use the Right-of-way

- Agreement grants consent to Utilities Companies to access the County's Right-of-way for the purpose of performing its work and or install its equipment

#### Permit Requirements

- Utility Company cannot enter upon the ROW without submission of Road Occupancy Permit
- Prior to undertaking work the Utility Company are to submit Municipal Consent Drawings to the County for approval. MC are to show the location of the work to be completed within the ROW
- Permit not required for routine maintenance

#### Locating Facilities

- The Utility Company shall be a member of Ontario One Call Centre

#### Relocation of Plant

- When the County request the Utility Company to relocate its equipment for a bona-fide municipal purpose that County will reimburse the Utility Company for the cost of labour employed and labour saving devices and such costs shall be apportioned equally between the County and Utility Company.

#### Term and Termination

- Agreement shall have an initial term of 5yr commencing on the effective date and renewed automatically successive 5yr term unless
  - Agreement terminated by either party
  - A party delivers notice of non-renewal
  - Agreement is replaced by new agreement between the parties

#### Insurance

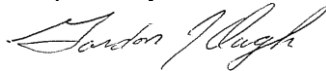
- Throughout the term of the agreement and any renewals or extensions the Utility Company shall maintain, at its sole expense, insurance in an amount acceptable to the County to protect the Utility Company and the County from claims that may arise from Utility Company's operation under the Agreement.

A standard County Telecommunications Access Agreement will reduce staff time involved with the processing and the negotiating of the terms of the agreement, as well as the administering of these types of agreements.

#### **RECOMMENDATION:**

That a by-law be presented to County Council to authorize the Warden and Clerk to execute Telecommunication Access Agreements that the County Engineer considers to be consistent with the "County Standard Telecommunications Access Agreement" that is attached as Schedule "A" to this report.

Respectfully submitted,



Gordon J. Ough, P..Eng.  
County Engineer

TELECOMMUNICATIONS ACCESS AGREEMENT

This agreement made this        day of

**Between**

The Corporation of the County of Wellington  
herein called the "**County**"  
of the First Part

**and**

**YYY**  
hereinafter called  
of the Second Part

**WHEREAS** XXXXX is a "Canadian carrier" as defined in the *Telecommunications Act*, S.C. 1993, c.38 ("**Telecom Act**") or "distribution undertaking" as defined in the *Broadcasting Act*, S.C. 1991, c.11 (collectively, a "**Carrier**") and is subject to the jurisdiction of the Canadian Radio-television and Telecommunications Commission (the "**CRTC**");

**AND WHEREAS**, in order to operate as a Carrier, XXXXX requires to construct, maintain and operate its Equipment in, on, over, under, across or along ("**Within**") the highways, streets, road allowances, lanes, other public places, bridges or viaducts which are under the jurisdiction of the County (collectively, the "**Rights-of-Way**" or "**ROWS**");

**AND WHEREAS**, pursuant to section 43 of the Telecom Act, XXXXX requires the County's consent to construct its Equipment within the ROWs and the County is willing to grant XXXXX a non-exclusive right to access and use the ROWs; provided that such use will not unduly interfere with the public use and enjoyment of the ROWs, nor any rights or privileges previously conferred by the County on Third Parties to use or access the ROWs;

**AND WHEREAS** the Parties have agreed that it would be mutually beneficial to outline the terms and conditions pursuant under which the County hereby provides its consent;

**NOW THEREFORE** in consideration of the mutual terms, conditions and covenants contained herein, the Parties agree and covenant with each other as follows:

**1. DEFINITIONS AND INTERPRETATION**

1.1 **Definitions.** In this Agreement, the following words and phrases shall have the following meanings:

- (a) "**Affiliate**" means "affiliate" as defined in the *Canada Business Corporations Act*;
- (b) "**Emergency**" means an unforeseen situation where immediate action must be taken to preserve the environment, public health, safety or an essential service of either of the Parties;
- (c) "**County Engineer**" means • or the individual designated by him or her;
- (d) "**Hazardous Substance**" means any harmful substance including, without limitation, electromagnetic or other radiation, contaminants, pollutants, dangerous substances, dangerous goods and toxic substances, as defined, judicially interpreted or identified in any applicable law (including the common law);

- (e) **"Equipment"** means the transmission and distribution facilities owned by and/or its Affiliates, comprising fibre optic, coaxial or other nature or form of cables, pipes, conduits, poles, ducts, manholes, handholds and ancillary structures and equipment located within the ROWs;
- (f) **"Municipal Consent"** or **"MC"** means the written consent of the County, with or without conditions, to allow XXXXX to perform Work within the ROWs;
- (g) **"Permit"** means a MC or a ROP or both;
- (h) **"Road Occupancy Permit"** or **"ROP"** means a Permit issued by the road authority of the County authorizing XXXXX to occupy the ROWs with its workforce, vehicles and other equipment when performing the Work;
- (i) **"Service Drop"** means a cable that, by its design, capacity and relationship to other fibre optic cables of XXXXX, can be reasonably considered to be for the sole purpose of connecting backbone of the Equipment to not more than one individual customer or building point of presence;
- (j) **"Third Party"** means any person that is not a party to this Agreement nor an Affiliate of either Party, and includes any person that attaches its facilities in, on or to the Equipment under an agreement with XXXXX; and
- (k) **"Work"** means, but is not limited to, any installation, removal, construction, maintenance, repair, replacement, relocation, removal, operation, adjustment or other alteration of the Equipment performed by XXXXX within the ROWs, including the excavation, repair and restoration of the ROWs.

1.2 **Legislation.** All references to statutes in this Agreement shall include amendments thereto, regulations thereof, and successor legislation thereafter.

1.3 **Schedules.** The following schedules are annexed to this Agreement and are hereby incorporated by reference into this Agreement and form part hereof:

**Schedule B – Road Occupancy Permit Required by the County**

**2. USE OF ROWs**

2.1 **Consent to use ROWs.** The County hereby consents to XXXXX use of the ROWs for the purpose of performing its Work, subject to the terms and conditions of this Agreement and in accordance with all applicable laws or other municipal by-laws, rules, policies, standards and guidelines ("**Municipal Guidelines**") pertaining to the Equipment and the use of the ROWs; to the extent, however, that any municipal laws and the Municipal Guidelines are not inconsistent or in conflict with this Agreement or with applicable federal laws.

2.2 **Restrictions on use.** XXXXX shall not, in the exercise of its rights under this Agreement, unduly interfere with the public use and enjoyment of the ROWs.

2.3 **Equipment acquired by XXXXX** the Parties agree that, where XXXXX acquires, or has acquired, directly or indirectly, facilities from a Third Party that are located within the ROWs (the "**New Equipment**"), then, effective the day of the acquisition of the New Equipment by \_\_\_\_\_ :

- (a) the New Equipment shall form part of the Equipment and shall be governed by the terms and conditions of this Agreement; and
- (b) where that Third Party is a Party to a valid and existing municipal access agreement with the County (the "**Old MAA**") and XXXXX, directly or indirectly, acquires the rights and obligations under the Old MAA, the Old MAA shall be terminated.

- 2.4 **No ownership rights.** The Parties acknowledge and agree that:
- (a) the use of the ROWs under this Agreement shall not create nor vest in any ownership or property rights in the ROWs; and
  - (b) the placement of the Equipment within the ROWs shall not create or vest in the County any ownership or property rights to the Equipment.
- 2.5 **Condition of ROWs.** The County makes no representations or warranties as to the state of repair of the ROWs or the suitability or fitness of the ROWs for any business, activity or purpose whatsoever, and XXXXX hereby agrees to accept the ROWs on an "as is" basis.

### 3. PERMITS TO CONDUCT WORK

- 3.1 **Where Permits required.** Subject to **Section 3.4**, XXXXX shall not enter upon, excavate, break up or otherwise disturb the surface of any ROW for the purpose of performing its Work without first obtaining, where required, the applicable Permits for the specific Work activity described in **Schedule B**. At which time the County instates fees to administer permits XXXXX will be required to submit payment.
- 3.2 **Submission of Plans.** Unless otherwise agreed to by the County, XXXXX shall, prior to undertaking any Work that requires a MC, submit the following to the County Engineer or designate:
- (a) construction plans of the proposed Work, showing the locations of the proposed or existing Equipment and specifying the boundaries of the area within the County within which the Work is proposed to take place; and
  - (b) all other relevant plans, drawings and other information as may be normally required by the County Engineer from time to time for the purposes of issuing Permits.
  - (c) At which time the County instates fees to administer Plans XXXXX will be required to submit payment.
- 3.3 **Refusal to issue Permits.** The County may refuse to issue a Permit in accordance with **Section 3.1** for any *bona fide* municipal purpose, including reasons of public safety and health, conflicts with existing infrastructure, proposed road construction, or the proper functioning of public services, all as identified in writing by the County.
- 3.4 **No Permits for Routine Work.** Notwithstanding **Section 3.1**, XXXXX may, without first obtaining a Permit:
- (a) utilize existing ducts or similar structures of the Equipment with at least twenty-four (24) hours advance notice to the County; and
  - (b) carry out routine maintenance and field testing to its Equipment;
- provided that in no case shall XXXXX carry out any physical disruption or change to the ROW or its use without the County's prior written consent.
- 3.5 **Restoration of XXXXX service during Emergencies.** Notwithstanding **Section 3.1**, in the event of an Emergency, XXXXX shall be permitted to perform such remedial Work as is reasonably necessary to restore its services without complying with **Section 3.1**; provided that XXXXX does comply with **Section 3.1** within five (5) business days of completing the Work.

### 4. MANNER OF WORK

- 4.1 **Compliance with Applicable Laws, etc.** All Work shall be conducted and completed to the satisfaction of the County and in accordance with:
- (a) the applicable laws (and, in particular, all laws and codes relating to occupational health and safety);

- (b) the Municipal Guidelines;
  - (c) applicable industry standards;
  - (d) this Agreement; and
  - (e) the applicable Permits issued under **Section 3.1**.
- 4.2 **Underground Equipment.** XXXXX shall place those portions of the Equipment that cross beneath streets or existing buried utilities in ducts, carrier pipes or encased in concrete, or as otherwise specified by the County.
- 4.3 **Stoppage of Work.** The County may order the stoppage of the Work for any *bona fide* municipal purpose or cause relating to public health and safety, no Road Occupancy Permit obtained from the County, special events or any circumstances beyond its control. In such circumstances, the County shall provide XXXXX with a verbal order and reasons to stop the Work and XXXXX shall cease the Work immediately. Within two (2) business days of the verbal order, the County shall provide XXXXX with a written stop work order with reasons. When the reasons for the Work stoppage have been resolved, the County shall advise XXXXX immediately that it can commence the Work.
- 4.4 **Coordination of Work.** XXXXX shall use reasonable efforts to coordinate its construction Work and the placement of new Equipment within the ROW by sharing the use of support structures with other existing and new occupants of the ROWs and including minimizing the necessity for road cuts.
- 4.5 **Open Road Cuts.** No open road cuts allowed on any County Roads, only directional bore are permitted. In the event an open road cut is required XXXXX shall request permission through the Municipal Consent or Road Occupancy Permit process.
- 4.6 **Identification of contractors.** XXXXX shall ensure that all of its contractors have proper identification visible on the Work site displaying the name of the person for which they work.
- 4.7 **Emergency contact personnel.** XXXXX and the County shall provide to each other a list of twenty-four (24) hour emergency contact personnel available at all times and shall ensure that the list is kept current.
- 4.8 **Emergency work by County.** In the event of an Emergency, the County may take such measures it deems necessary to re-establish a safe environment, and shall pay the County's reasonable and verifiable costs that are directly attributable to the Work or the presence of the Equipment in the ROWs.
- 4.9 **"As-built" drawings.** Where required and requested by the County, XXXXX shall, no later than forty-five (45) days after completion of any Work, provide the County Engineer or designate with accurate "as-built" drawings, prepared in accordance with such standards as may be required by the General Manager, sufficient, for planning purposes, to accurately establish the location of the Equipment installed within the ROWs.
- 5. REMEDIAL WORK**
- 5.1 **General.** Following the completion of any Work, XXXXX shall leave the ROW in a neat, clean, and safe condition and free from nuisance, all to the satisfaction of the County. Subject to **Section 5.2**, where XXXXX is required to break or disturb the surface of a ROW to perform its Work, it shall repair and restore the surface of the ROW to the same or better condition it was in before the Work was undertaken, all in accordance with the Municipal Guidelines and to the satisfaction of the County.
- 5.2 **Temporary repair.** Where weather limitations or other external conditions

beyond the control of XXXXX do not permit it to complete a final repair to the ROW within the expected period of time, XXXXX may complete a temporary repair to the ROW; provided that XXXXX replaces the temporary repair with a final repair within a reasonable period of time. All repairs to the ROW by XXXXX shall be performed in accordance with the Municipal Guidelines and to the satisfaction of the County.

- 5.3 **Warranty of repairs.** XXXXX warrants its temporary repair, to the satisfaction of the County, for a period of one (1) year from the date of its completion, and its final repairs for a period of two (2) years from the date of their completion.
- 5.4 **Repairs completed by County.** Where XXXXX:
- (a) fails to complete a temporary repair to the satisfaction of the County within seventy-two (72) hours of being notified in writing by the County, or such other period as may be agreed to by the Parties; or
  - (b) XXXXX and the County agree that the County should perform the repair, then the County may effect such work necessary to perform the repair and XXXXX shall pay the County's reasonable and verifiable direct costs of performing the repair.
- 5.5 **Pavement degradation fees.** At the time of applying for a Permit, XXXXX shall pay the County the pavement degradation fees set out in **Schedule B** based on the age and area of the pavement to be broken by XXXXX, as estimated by the County. Once the Work has been completed, the Parties shall determine the actual area of pavement that was disturbed or broken by XXXXX and the final amount owed by or to XXXXX.

## 6. LOCATING FACILITIES IN ROWS

- 6.1 **Locates.** Each Party shall, at its own cost and at the request of the other Party (or its contractors or authorized agents), physically locate its respective facilities by marking the ROW using paint, staking or other suitable identification method ("**Locates**"), under the following circumstances:
- (a) in the event of an Emergency, within two (2) hours of receiving the request or as soon as practicably possible, following which the requesting Party will ensure that it has a representative on site (or alternatively, provide a contact number for its representative) to ensure that the area for the Locates is properly identified; and
  - (b) in all other circumstances, within a time reasonably agreed upon by the Parties.
  - (c) XXXXX shall be a registered member with Ontario One Call (Call before you dig) call centre, that facilitates locate requests and notifies registered owners of underground facilities within the vicinity of the dig-site of the planned excavation.
- 6.2 **Utility co-ordination committee.** XXXXX shall participate in any utility co-ordination committees established by the County and contribute to its equitable share of the reasonable costs of the operation and administration of the committee.
- 6.3 **Provision of Mark-ups.** The Parties agree to respond within fifteen (15) days to any request from the other Party for a mark-up of municipal infrastructure or Equipment design drawings showing the location of any portion of the municipal infrastructure or Equipment, as the case may be, located within the portion of the ROWs shown on the plans (the "**Mark-ups**"), and shall provide such accurate and detailed information as may be reasonably required by the requesting Party.
- 6.4 **Inaccurate Locates.** Where XXXXX Locates are found to be in error and, as a result, the County is unable to install its facilities within the affected ROWs in the manner it expected based on the Locates provided by XXXXX, the County will

notify XXXXX of the error, following which XXXXX shall attempt to resolve the conflict. If XXXXX is unable to resolve the conflict in a reasonable time commensurate with the situation and to the County's satisfaction, XXXXX will pay the County for its reasonable and verifiable costs incurred as a direct result of the conflict.

## **7. RELOCATION OF PLANT**

- 7.1 **General.** Where the County requires and requests XXXXX to relocate its Equipment for *bona fide* municipal purposes, the County shall notify XXXXX in writing and, subject to **Section 7.3**, XXXXX shall, within ninety (90) days thereafter or such other time as agreed to by the Parties having regard to the schedules of the Parties and the nature of the relocation required, perform the relocation and any other required and associated Work.
- 7.2 **County's efforts.** The County will make good faith efforts to provide alternative routes for the Equipment affected by the relocation to ensure uninterrupted service to XXXXX customers. The County shall also provide, in a timely fashion, all Permits and approvals required to allow XXXXX to Relocate the Equipment.
- 7.3 **Apportionment of Cost for XXXXX Relocation.** The County shall reimburse XXXXX for the cost for labour employed and labour saving devices in such required relocation requested by the County and such cost shall be apportioned equally between the County and XXXXX, and all other costs shall be borne by XXXXX based on the following procedures:
- (a) Within thirty (30) days of receiving the request from the County to relocate the Equipment, XXXXX shall provide the County with a written estimate of the Relocation Costs for such relocation, including an estimate of the County's reimbursement.
  - (b) Within sixty (60) days of completing the relocation, XXXXX may provide County with a written invoice for the actual Relocation Costs in a format that clearly identifies the County's reimbursement.
- 7.4 **Equipment affected by County's Capital Works Plan.** Prior to the issuance of a Permit, the County will advise XXXXX in writing whether XXXXX proposed location for new Equipment will be affected by the County's ten-year capital works plan (the "**Capital Works Plan**"). If the County advises that the new Equipment will be so affected and XXXXX, despite being advised of such, requests the County to issue the Permit, then the County may issue a conditional Permit stating that, if the County requires, pursuant to any project identified in the Capital Works Plan as of the date of approval, XXXXX to relocate the Equipment within five (5) years of the date of the Permit, XXXXX will be required to relocate the Equipment entirely at its own cost, notwithstanding **Section 7.3**.
- 7.5 **County not responsible for Third Party Relocation Costs.** Unless otherwise agreed to between the County and the Third Party, in no event shall the County be responsible under this Agreement for:
- (a) the costs of XXXXX to relocate Equipment at the request of a Third Party; or
  - (b) the costs or relocating the facilities of a Third Party installed on or in the Equipment.
- 7.6 **Where Equipment is located incorrectly.** The County shall not be responsible for the costs of relocating any portion of the Equipment that is located outside a distance of one (1) metre horizontally (centre line to centre line) from the location approved in the Permit or as shown on the as-built composite utility drawing submitted by a developer's engineering firm. Notwithstanding the foregoing, in circumstances where records of the approved location of the Equipment are non-

existent or unavailable, or where the conditions of the applicable ROW have changed materially from what was described in the Permit, the Parties agree to act reasonably when sharing or allocating the associated Relocation Costs.

- 7.7 **Emergency temporary relocation.** In cases of an Emergency that requires XXXXX to temporarily relocate the Equipment, the Parties shall work co-operatively and expeditiously to complete the relocation as soon as practicably possible; provided, however, that the County may, with at least twenty-four (24) prior notice to XXXXX, take any measures it deems necessary for reasons of public health and safety.
- 7.8 **Relocation performed by County.** If XXXXX fails to complete the relocation in accordance with **Section 7.1** the County may, at its option, complete such relocation and XXXXX shall pay the County's reasonable and verifiable costs of the relocation.
- 7.9 **Discontinuance of ROW.** Where, in the opinion of the County, a ROW (or any portion thereof) in which Equipment is located is no longer required for use by the County as such, the County may cause such ROW to be discontinued by registering a Notice of Discontinuance in the proper Registry Office; provided that:
- (a) if the County owns the land upon which the ROW is located and does not require XXXXX to Relocate the Equipment, it will, prior to the discontinuance or conveyance of the ROW, cause an easement to be registered against the property in favour of XXXXX;
  - (b) if the County owns the land upon which the ROW is located and does require XXXXX to Relocate the Equipment, the Parties will, prior to the discontinuance or conveyance of the ROW, affect the relocation of the Equipment in accordance with **Sections 7.1** and **7.2**; and
  - (c) in all cases, the County shall reimburse XXXXX for 100% of the applicable Relocation Costs.

## 8. PAYMENT OF FEES AND OTHER CHARGES

- 8.1 **Invoices.** Unless expressly provided elsewhere in this Agreement, where there are any payments to be made under this Agreement, the Party requesting payment shall first send a written invoice to the other Party, setting out in detail all amounts owing, including any applicable provincial and federal taxes and interest payable on prior overdue invoices, and the payment terms. The Parties agree that all payments shall be made in full by no later than forty-five (45) days after the date of the invoice was received.
- 8.2 **Payment of taxes.** XXXXX shall pay, and shall expressly indemnify and hold the County harmless from, all taxes lawfully imposed now or in the future by the County or all taxes, rates, duties, levies or fees lawfully imposed now or in future by any regional, provincial, federal, parliamentary or other governmental body, corporate authority, agency or commission (including, without limitation, school boards and utility commissions) but excluding the County, that are attributable to XXXXX use of the ROW.

## 9. TERM AND TERMINATION

- 9.1 **Initial term and renewal.** This Agreement shall have an initial term of five (5) years commencing on the Effective Date and shall be renewed automatically for successive five (5) year terms unless:
- (a) this Agreement is terminated by either Party in accordance with this Agreement;
  - (b) a Party delivers initial notice of non-renewal to the other Party at least ninety (90) days prior to the expiration of the then current term; or

(c) this Agreement is replaced by a new agreement between the Parties.

9.2 **Termination by either Party.** Either Party may terminate this Agreement without further obligation to the other Party, upon providing at least twenty-four (24) hours notice in the event of a material breach of this Agreement by the other Party after notice thereof and failure of the other Party to remedy or cure the breach within thirty (30) days of receipt of the notice.

9.3 **Termination by County.** The County may terminate this Agreement by providing XXXXX with at least twenty-four (24) hours written notice in the event that:

- (a) XXXXX becomes insolvent, makes an assignment for the benefit of its creditors, has a liquidator, receiver or trustee in bankruptcy appointed for it or becomes voluntarily subject as a debtor to the provisions of the *Companies' Creditors Arrangement Act* or the *Bankruptcy and Insolvency Act*;
- (b) XXXXX assigns or transfers this Agreement or any part thereof other than in accordance with **Section 16.2**; or
- (c) XXXXX ceases to be eligible to operate as a Carrier.

9.4 **Obligations and rights upon termination or expiry of Agreement.** Notwithstanding any other provision of this Agreement, if this Agreement is terminated (other than in accordance with **Section 9.3**) or expires without renewal, then, subject to XXXX rights to use the ROWs pursuant to the Telecom Act and, unless XXXXX advises the County in writing that it no longer requires the use of the Equipment:

- (a) the terms and conditions of this Agreement shall remain in full force and effect until a new municipal access agreement (a "**New Agreement**") is executed by the Parties; and
- (b) the Parties shall enter into meaningful and good faith negotiations to execute a New Agreement and, if, after six (6) months following the expiry of this Agreement, the Parties are unable to execute a New Agreement, then either Party may apply to the CRTC to establish the terms and conditions of the New Agreement.

## 10. INSURANCE

10.1 **General.** Throughout the term of this Agreement and any renewals or extension thereto, XXXXX shall maintain, at its sole expense, insurance (the "**XXXXX Insurance**") in an amount and description as described below to protect XXXXX and the County from claims for damages, bodily injury (including death) and property damage which may arise from XXXXX operations under this Agreement, including the use or maintenance of the Equipment within the ROWs or any act or omission of XXXXX and its employees, contractors and agents while engaged in the Work. The XXXXX Insurance shall include all costs, charges and expenses reasonably incurred with any injury or damage.

10.2 **Comprehensive general liability occurrence-based insurance.** Without limiting the generality of the foregoing, XXXXX shall obtain and maintain comprehensive general liability occurrence-based insurance coverage which:

- (a) covers claims and expenses for liability for personal injury, bodily injury and property damage in an amount not less than Five Million Dollars (\$5,000,000.00) per claim (exclusive of interest and costs);
- (b) extends to cover the contractual obligations of XXXXX as stated within this Agreement;
- (c) names the County as an additional insured; and
- (d) contains cross liability and severability of interest clauses.

- 10.3 **Insurance certificates.** As soon as possible after the execution of this Agreement, XXXXX shall provide, in a form acceptable to the County, the County with certificates of insurance in respect of the XXXXX Insurance evidencing the cross liability and severability clauses and confirming the County as an "additional insured". Thereafter, XXXXX shall provide the County with evidence of all renewals of the XXXXX Insurance in a form acceptable to the County.
- 10.4 **General insurance conditions.**
- (a) The XXXXX Insurance shall not be construed to, and shall in no manner, limit or restrict XXXXX liability or obligations under this Agreement.
  - (b) The County shall not be liable for any premiums relating to policies under the XXXXX Insurance.
  - (c) The policies under the XXXXX Insurance shall provide:
    - (i) that they are primary insurance which will not call into contribution any other insurance available to the County;
    - (ii) a waiver for severability of interest; and
    - (iii) that the XXXXX Insurance shall not be cancelled, lapsed or materially changed to the detriment of the County without at least thirty (30) business days notice to the County by registered mail.
  - (d) XXXXX will immediately notify the County of any changes to or cancellation of the XXXXX Insurance if they will directly affect or reduce the coverage made available to the County.

## 11. LIABILITY AND INDEMNIFICATION

### 11.1 General. For the purpose of this Article 11,

- (a) "**County**" means the County and its Chair, the County Engineer, Council members, officers, employees, contractors, agents, successors and assigns;
- (b) "**XXXXX**" means XXXXX Communication Co-operative Limited and its directors, officers, employees, contractors, agents, successors and assigns;
- (c) "**Claims**" means any and all claims, actions, causes of action, complaints, demands, suits or proceedings of any nature or kind; and
- (d) "**Losses**" means, in respect of any matter, all losses, damages, liabilities, deficiencies, costs and expenses (including, without limitation, all legal and other professional fees and disbursements, interest, liquidated damages and amounts paid in settlement, whether from a Third Party or otherwise), and for the purposes of this definition, "costs" shall mean those costs awarded in accordance with the order of a court of competent jurisdiction, the order of a board, tribunal or arbitrator or costs negotiated in the settlement of a claim or action.

### 11.2 No liability, County. Except for Claims or Losses arising, in whole or in part, from the negligence or wilful misconduct of the County, the County shall not:

- (a) be responsible, either directly or indirectly, for any damage to the Equipment howsoever caused that may occur as a result of any Work by XXXXX; and
- (b) be liable to XXXXX for any Losses whatsoever suffered or incurred by XXXXX on account of any actions or omissions of the County working within the ROWs.

### 11.3 No liability, both Parties. Notwithstanding anything else in this Agreement, neither Party shall be liable to any person in any way for special, incidental, indirect, consequential, exemplary or punitive damages, including damages for pure economic loss or for failure to realize expected profits, howsoever caused or contributed to, in connection with this Agreement and the performance or non-performance of its obligations hereunder.

- 11.4 **Indemnification by XXXXX.** Except for Claims or Losses arising, in whole or in part, from the negligence or wilful misconduct of the County, XXXXX covenants and agrees to indemnify, defend and save harmless the County from and against any and all Claims or Losses that the County may suffer or incur arising from:
- (a) XXXXX exercise of any of its rights under this Agreement;
  - (b) XXXXX performance of any Work within the ROWs and the operation or use of the Equipment by XXXXX or any other Person;
  - (c) XXXXX undertaking any activity within the ROWs which is ancillary to XXXXX exercise of its rights under this Agreement; and
  - (d) any breach of this Agreement by XXXXX.
- 11.5 **Indemnification by County.** Except for Claims or Losses arising, in whole or in part from the negligence or wilful misconduct of XXXXX, the County shall indemnify, defend and save harmless XXXXX from and against all Claims and Losses that XXXXX may suffer or incur arising from:
- (a) any damage to property (including property o XXXXX); or
  - (b) any injury to individuals (including injury resulting in death), including XXXXX employees, servants, agents, licensees and invitees, caused by, resulting from or attributable to the act or omission of the County or its employees, servants or agents.
- 11.6 **Survival.** The obligation of a Party to indemnify, defend and save harmless the other Party shall survive the termination or expiry of this Agreement.

## 12. ENVIRONMENTAL LIABILITY

- 12.1 **County not responsible.** The County is not responsible, either directly or indirectly, for any damage to the natural environment or property, including any nuisance, trespass, negligence, or injury to any Person, howsoever caused, arising from the presence, deposit, escape, discharge, leak, spill or release of any Hazardous Substance in connection with XXXXX occupation or use of the ROWs, unless such damage was caused directly or indirectly by the negligence or wilful misconduct of the County or those for which it is responsible in law.
- 12.2 **XXXXX to assume environmental liabilities.** XXXXX agrees to assume all environmental liabilities, claims, fines, penalties, obligations, costs or expenses whatsoever relating to its use of the ROWs, including, without limitation, any liability for the clean-up, removal or remediation of any Hazardous Substance on or under the ROWs that result from:
- (a) the occupation, operations or activities of XXXXX, its contractors, agents or employees or by any person with the express or implied consent of XXXXX within the ROWs; or
  - (b) any Equipment brought or placed within the ROWs by XXXXX its contractors, agents or employees or by any person with the express or implied consent of XXXX,

unless such damage was caused directly or indirectly in whole or in part by the negligence or willful misconduct on the part of the County or those for which it is responsible in law.

## 13. FORCE MAJEURE

Except for the Parties' obligations to make payments to each other under this Agreement, neither Party shall be liable for a delay in its performance or its failure to perform hereunder due to causes beyond its reasonable control, including, but not limited to, acts of God, fire, flood, or other catastrophes; government, legal or statutory restrictions on forms of commercial activity; or order of any civil or military authority; national emergencies, insurrections, riots or wars or strikes,

lock-outs or work stoppages ("**Force Majeure**"). In the event of any one or more of the foregoing occurrences, notice shall be given by the Party unable to perform to the other Party and the Party unable to perform shall be permitted to delay its performance for so long as the occurrence continues. Should the suspension of obligations due to Force Majeure exceed two (2) months, either Party may terminate this Agreement without liability upon delivery of notice to the other Party.

#### **14. DISPUTE RESOLUTION**

The Parties will attempt to resolve any dispute arising out of this Agreement promptly through discussions at the operation level. In the event a resolution is not achieved, the disputing Party shall provide the other Party with written notice of the same and the Parties shall attempt to resolve such dispute between senior officers who have the authority to settle such dispute. All negotiations conducted by such officers shall be confidential and shall be treated as compromise and settlement negotiations. If the Parties fail to resolve such dispute within thirty (30) calendar days of the non-disputing Party's receipt of written notice, either Party may initiate legal proceedings and/or submit the matter to the CRTC for resolution.

#### **15. NOTICES**

Any notice required or permitted to be given hereunder or any tender or delivery of documents may be sufficiently given by personal delivery or, if other than the delivery of an original document, by facsimile transmission to the County at the following address:

**If to the County:**

**County of Wellington, Roads Division**

74 Woolwich Street  
Guelph, Ontario N1H 3T9  
Attention: Operations Manager  
Facsimile: 519.837.8138

**If to XXXXX:**

XXXXX  
XXXXX  
XXXXX ON XXX XX

Any notice may also be given by prepaid registered mail mailed within the Province of Ontario and such notice shall be effective five (5) business days following the date of mailing, except in the event that there shall be a disruption in postal services at the date of mailing, in which case notice shall be effective by personal delivery or a facsimile transmission as stated above.

#### **16. GENERAL**

16.1 **Entire agreement.** This Agreement, together with the Schedules attached hereto, constitute the complete and exclusive statement of the understandings between the Parties with respect to the rights and obligations hereunder and supersedes all proposals and prior agreements, oral or written, between the Parties.

16.2 **Assignment.** This Agreement may not be assigned or transferred, in whole or in part, without the prior written consent of the other Party. Notwithstanding the foregoing, XXXXX shall, provided that it is not in material breach of this Agreement, have the right to assign this Agreement to an Affiliate without the consent of the County, provided that XXXXX has given notice to the County.

- 16.3 **Parties to act reasonably.** Each Party shall at all times act reasonably in the performance of its obligations and the exercise of its rights and discretion under this Agreement.
- 16.4 **Amendments.** Except as expressly provided in this Agreement, no modification of or amendment to this Agreement shall be effective unless agreed to in writing by the County and XXXXX.
- 16.5 **Survival.** The terms and conditions contained in this Agreement that by their sense and context are intended to survive the performance thereof by the Parties hereto shall so survive the completion of performance, the expiration and termination of this Agreement, including, without limitation, provisions with respect to indemnification and the making of any and all payments due hereunder.
- 16.6 **Governing law.** This Agreement shall be governed by the laws of the Province of Ontario and all federal laws of Canada applicable therein.
- 16.7 **Waiver.** Failure by either Party to exercise any of its rights, powers or remedies hereunder or its delay to do so shall not constitute a waiver of those rights, powers or remedies. The single or partial exercise of a right, power or remedy shall not prevent its subsequent exercise or the exercise of any other right, power or remedy.
- 16.8 **Severability.** If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect.
- 16.9 **Inurement.** This Agreement is and shall be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, successors, and permitted assigns, and may not be changed or modified except in writing, duly signed by the Parties hereto.

**IN WITNESS WHEREOF** the Parties hereto have executed this Agreement by their duly authorized representatives.

**YYY**

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XXXXXX  
General Manager,

---

(Seal)

**COUNTY OF WELLINGTON**

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Chris White,  
Warden – County of Wellington

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Donna Bryce,  
Clerk – County of Wellington

(Seal)

**SCHEDULE B**  
**Permits Required by the County**



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chairman and Members of the Roads Committee  
**From:** Gordon J. Ough, P. Eng., County Engineer  
**Date:** May 14, 2013  
**Subject:** Roads Safety Signage

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### BACKGROUND:

In 2012 OPP Staff Sergeant Susan Gray asked if the County Roads staff would meet with her and Traffic Sergeant Bob Uridil, to discuss concerns she had regarding the accident history in the County. She was hoping that the group could make suggestions on how to better inform the motoring public about driving safely. We had a meeting at the County office and discussed the issues with an agreement to pursue it further. We also met with the OPP, two senior members of the Mennonite Community, staff from Mapleton and senior road staff at the Mapleton offices to discuss traffic issues within the Mennonite Community.

On March 1<sup>st</sup> Paul Johnson, Mark Eby and Rob Moore met with Officers Gray and Shawn Jones at the OPP Offices - Aboyne with Mr. Gary Williamson in attendance. Mr. Williamson through the Safe Communities Committee was discussing the use of roadside signage to promote Safe Communities. He informed the group that the Safe Communities Committee had sent a request to the County Roads Committee requesting that the County Roads Committee along with the County Police Services Committee and the Safe Communities Committee work together to develop an action plan to have road safety signs installed on County Roads where warranted. The County Roads Committee received the letter at the March 12<sup>th</sup> meeting and passed a resolution that staff prepare a brief report for the Roads Committee's April meeting respecting the establishment of a Roads Safety Signage Committee, recommending membership of the committee, establish expectation of the Committee's work plan and recommend the County Roads Committee as the body responsible for the Road Safety Signage initiative on County Roads.

In response to that resolution a committee was formed with representatives from the OPP, Susan Gray and Shawn Jones; Safe Communities, Gary Williamson and Pasquale Costanzo, Secretary; and Roads, Rob Moore and Paul Johnson as Chair.

With data provided by the OPP and input from all parties the Committee has established a list of proposed sign messages, locations, size of signs and established a cost estimate (see attached map and meeting minutes). In Phase, I twenty signs are proposed to be placed strategically throughout the County on County roads with the message reflecting the issues that are of most concern and were felt would generate the best results. The reaction to the signs and their effectiveness will be monitored for


a year and a report brought back to the Road Committee for information and for direction with respect to a possibility of expanding the signage programme with a Phase II.

The cost estimate for these signs, installed is \$25,000, of which Safe Communities are prepared to pay \$3,300 and the balance going to the County Road Budget.

**RECOMMENDATION:**

1. That the County Road Committee approve the purchase of twenty Road Safety Signs as proposed by the Road Safety Signage Committee and those signs be erected by the County Roads forces.
2. That the signs to be monitored for one year and that the Road Safety Signage Committee report back to the Roads Committee to advise as to the signs effectiveness and make a recommendation to the possible expansion of the signage programme.

Respectfully submitted,



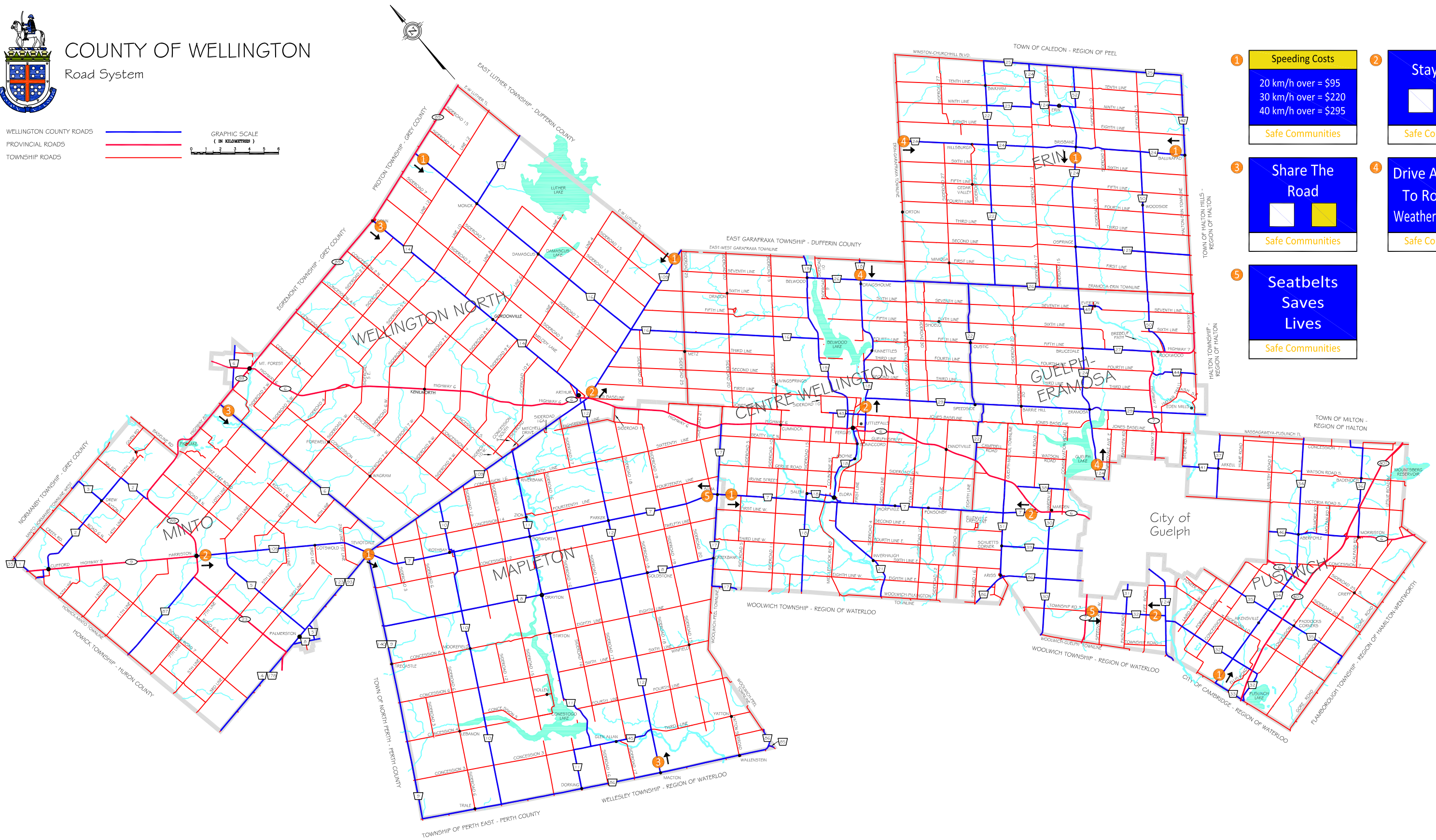
Gordon J. Ough, P.Eng.  
County Engineer



# COUNTY OF WELLINGTON

## Road System

WELLINGTON COUNTY ROADS  
 PROVINCIAL ROADS  
 TOWNSHIP ROADS



<b>1</b>	<b>Speeding Costs</b>	<b>2</b>	<b>Stay Alert</b>
	20 km/h over = \$95 30 km/h over = \$220 40 km/h over = \$295		
	Safe Communities		Safe Communities
<b>3</b>	<b>Share The Road</b>	<b>4</b>	<b>Drive According To Road And Weather Conditions</b>
	Safe Communities		Safe Communities
<b>5</b>	<b>Seatbelts Saves Lives</b>		
	Safe Communities		





**3. PROPOSED LOCATIONS**

- a) WR33 at WR34 – Speeding Costs (4x4)
- b) WR124 at WR32 N – Texting and Drinking (4x4)
- c) WR32 at Hwy 7 S – Seatbelts Save Lives (4x4)
- d) WR7 at Hwy 6 – Texting and Drinking (4x4)
- e) WR124 at Guelph Boundary – Drive According to Road Conditions (3x6)
- f) WR24 at WR42 Ballinafad – Speeding Costs (4x4)
- g) WR124 at WR25 – Speeding Costs (4x8)
- h) WR24 at Dufferin Boundary – Drive According to Road Conditions (4x8)
- i) WR18 at Dufferin Boundary – Drive According to Road Conditions (4x8)
- j) WR18 at WR29 Texting and Drinking (3x6)
- k) WR7 at Alma South – Speeding Costs (4x4)
- l) WR7 at Alma North – Click it or Ticket (4x4)
- m) WR12 at WR86 – Share the Road (buggy/bike) (4x4)
- n) WR109 at Arthur – Texting and Drinking (3x6)
- o) WR109 at Dufferin Boundary – Speeding Costs (4x8)
- p) WR16 at Hwy89 – Speeding Costs (4x4)
- q) WR14 at Hwy89 – Share the Road (buggy/tractor) (4x4)
- r) WR6 at Hwy89 – Share the Road (buggy/tractor) (4x4)
- s) WR7 at Teviotdale – Speeding Costs (4x8)
- t) WR109 at Harriston – Stay Alert (Drink/buggy/texting) (3x6)

**4. ESTIMATED PROJECT COST**

<u>Signs</u>			<u>Safe Communities Tab</u>		
4x8	5 x \$2,000	\$10,000	20"	5 x \$300	\$1,500
3x6	4 x \$1,500	\$ 6,500	16"	4 x \$250	\$1,000
4x4	11 x \$500	<u>\$ 5,500</u>	12"	11 x \$75	<u>\$ 800</u>
		\$21,500			\$3,300

**5. SIGN LAYOUT**

- Signs to be Blue backing with reflective Yellow lettering
- Safe Communities Tab to have White background
- Sample sign to be mocked up

**6. ADJOURNMENT**

Next Meeting will be Monday April 22, 2013 9am – Aboyne OPP Station

PC



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

May 8, 2013  
County Administration Centre  
Guthrie Room

Present: Warden Chris White  
Russ Spicer (Chair)  
Councillor Raymond Tout  
Linda Austin  
Jeremy Vink

Staff: Scott Wilson, Board Secretary  
Donna Bryce, County Clerk  
Ken DeHart, County Treasurer  
Linda Dickson, Emergency Management Coordinator  
Kelly-Ann Wingate, Parking Licence and Alarm Coordinator  
Cathy Butcher, Financial Analyst  
Kim Courts, Clerk's Assistant

Also Present: Detachment Commander, Inspector Scott Lawson  
Staff Sergeant, Susan Gray  
Sergeant Pat Horrigan  
Sergeant Bob Uridil  
Sergeant Rui Pacheco

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**1. Call to Order**

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

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Minutes for Approval**

1/5/13

**Moved by:** Linda Austin

**Seconded by:** Warden White

That the minutes of the April 10, 2013 meeting of the Wellington County Police Services Board be adopted.

**Carried**

**4. Financial Statements as of April 30, 2013**

2/5/13

**Moved by:** Jeremy Vink  
**Seconded by:** Linda Austin

That the Financial Statements as of April 30, 2013 be approved.

**Carried**

**5. North Wellington OPP Detachment Project Status Report**

3/5/13

**Moved by:** Jeremy Vink  
**Seconded by:** Linda Austin

That the North Wellington OPP Detachment Project Status Report #5 be approved.

**Carried**

**6. Closed Meeting**

4/5/13

**Moved by:** Jeremy Vink  
**Seconded by:** Linda Austin

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

**Carried**

**7. Rise and Report**

5/5/13

**Moved by:** Councillor Tout

**Seconded by:** Warden White

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

**Carried**

**8. Wellington County Road Safety Signage (Verbal)**

6/5/13

**Moved by:** Councillor Tout

**Seconded by:** Linda Austin

That the Roads Committee be advised that the Police Services Board approves the Wellington County Road Safety Signage Programme as presented by Paul Johnson, Operations Manager.

**Carried**

**9. Teviotdale EOC Project Costs**

7/5/13

**Moved by:** Jeremy Vink

**Seconded by:** Councillor Tout

That the report regarding the Teviotdale Emergency Operations Centre Project Costs be received for information.

**Carried**

**10. Detachment Commander's Report**

Detachment Commander, Inspector Scott Lawson introduced Sergeants Bob Uridil and Rui Pacheco.

8/5/13

**Moved by:** Warden White

**Seconded by:** Jeremy Vink

That the report of the Detachment Commander for April 2013 be received for information.

**Carried**

**11. April 2013 Parking Ticket Report**

9/5/13

**Moved by:** Jeremy Vink

**Seconded by:** Councillor Tout

That the April 2013 Parking Ticket Report be received for information.

**Carried**

**12. May 2013 False Alarm Revenue Report**

10/5/13

**Moved by:** Linda Austin

**Seconded by:** Warden White

That the May 2013 False Alarm Revenue Report be received for information.

**Carried**

**13. Adjournment**

At 10:40 am, the Chair adjourned the meeting until June 12, 2013 or at the call of the Chair.

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Russ Spicer  
Chair  
Police Services Board



**County of Wellington**  
**Police Services**  
Statement of Operations as of  
30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$267,600	\$260,650	\$113,332	42%	\$154,268
Licenses, Permits and Rents	\$153,600	\$13,600	\$54,195	35%	\$99,405
Fines and Penalties	\$75,000	\$5,638	\$25,979	35%	\$49,022
User Fees & Charges	\$79,000	\$4,681	\$20,730	26%	\$58,270
Other Revenue	\$1,000	\$0	\$2,610	261%	\$(1,610)
<b>Total Revenue</b>	<b>\$576,200</b>	<b>\$284,568</b>	<b>\$216,845</b>	<b>38%</b>	<b>\$359,355</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$133,300	\$11,569	\$44,724	34%	\$88,576
Supplies, Material & Equipment	\$56,400	\$9,868	\$21,466	38%	\$34,934
Purchased Services	\$282,500	\$40,672	\$116,726	41%	\$165,774
Transfer Payments	\$16,610,000	\$2,759,393	\$5,683,395	34%	\$10,926,605
Insurance & Financial	\$7,300	\$0	\$5,571	76%	\$1,729
Debt Charges	\$475,200	\$29,789	\$84,346	18%	\$390,854
Internal Charges	\$1,900	\$116	\$472	25%	\$1,428
<b>Total Expenditures</b>	<b>\$17,566,600</b>	<b>\$2,851,406</b>	<b>\$5,956,701</b>	<b>34%</b>	<b>\$11,609,899</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$16,990,400</b>	<b>\$2,566,838</b>	<b>\$5,739,855</b>	<b>34%</b>	<b>\$11,250,545</b>
<b>Transfers</b>					
Transfers from Reserves	\$(81,500)	\$0	\$0	0%	\$(81,500)
Transfer to Capital	\$1,228,000	\$0	\$1,228,000	100%	\$0
Transfer to Reserves	\$730,000	\$0	\$730,000	100%	\$0
<b>Total Transfers</b>	<b>\$1,876,500</b>	<b>\$0</b>	<b>\$1,958,000</b>	<b>104%</b>	<b>\$(81,500)</b>
<b>NET COST (REVENUE)</b>	<b>\$18,866,900</b>	<b>\$2,566,838</b>	<b>\$7,697,855</b>	<b>41%</b>	<b>\$11,169,045</b>



## County of Wellington

### Police Services

#### Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
NW OPP Operations Centre	\$7,500,000	\$164,027	\$405,924	\$1,143,639	\$1,549,563	21%	\$5,950,437
Equipment for New Officers 13	\$16,000	\$10,161	\$10,161	\$0	\$10,161	64%	\$5,839
New Vehicle Radio 2013	\$12,000	\$11,969	\$11,969	\$0	\$11,969	100%	\$31
CW OPP Ramp Heating System	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
<b>Total Capital</b>	<b>\$7,568,000</b>	<b>\$186,157</b>	<b>\$428,054</b>	<b>\$1,143,639</b>	<b>\$1,571,693</b>	<b>21%</b>	<b>5,996,307</b>



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Police Services Board  
**From:** Kevin Mulholland, Construction & Property Manager  
**Date:** Wednesday, May 8, 2013  
**Subject:** Wellington North OPP Detachment Status Report 5

Status of project	<ul style="list-style-type: none"> <li>- fabrication of Ispan walls are complete</li> <li>- fabrication of structural steel is complete</li> <li>- load bearing masonry wall installation is complete</li> <li>- rough carpentry is complete</li> <li>- installation of Ispan trusses /walls has begun</li> <li>- installation of pre-cast concrete planks has begun</li> <li>- earthwork &amp; site service installation has continued</li> <li>- Mechanical &amp; electrical trades will have continued their rough ins</li> </ul>
Upcoming work and deadlines	<ul style="list-style-type: none"> <li>- install of Ispan trusses /walls will be completed</li> <li>- installation of pre-cast concrete planks will be completed</li> <li>- roofing is scheduled to begin</li> <li>- pouring of the concrete floor slabs is scheduled to begin</li> <li>- stone façade work will begin</li> <li>- earthwork &amp; site service installation will continue</li> <li>- Mechanical &amp; electrical trades will continue their rough ins</li> </ul>
Status of construction schedule	<ul style="list-style-type: none"> <li>- project completion is currently scheduled for December 2013</li> </ul>
Change orders approved since last meeting	<ul style="list-style-type: none"> <li>- 2</li> </ul>
Total change orders approved to date	<ul style="list-style-type: none"> <li>- 7</li> </ul>
Total net value of change orders approved to date	<ul style="list-style-type: none"> <li>- \$56,612.55</li> </ul>

### Recommendation:

That the Teviotdale O.P.P. Project Status Report be received for information.

Respectfully submitted,

Kevin Mulholland  
 Construction & Property Manager



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Police Services Board  
**From:** Linda Dickson, Emergency Manager/CEMC  
**Date:** Tuesday, April 30, 2013  
**Subject:** Teviotdale EOC Project Costs

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### **BACKGROUND:**

In April 2012, County Council supported the Police Services Board recommendation that “Teviotdale (new OPP detachment) be the location of the secondary Emergency Operations Centre(EOC)” for Wellington County. In January 2013 a subsequent report was submitted to the Committee outlining the technology and communication requirements for the Emergency Operation Centre along with costing options to fund the installation of the services.

The following report provides an update to the January report along with an update on the anticipated additional capital cost associated with establishing the EOC at the Teviotdale OPP detachment.

### **ADDITIONAL BUILDING COSTS:**

The contractor has provided an estimate of the additional capital construction costs excluding HST for the EOC. The costs are as follows

- The additional cost to have the existing Community Briefing Room double as the Emergency Operation Centre will add an additional \$3,700.00 to the capital costs
- The proposed Disaster Recovery Room an additional \$3,410.00.

### **ADDITIONAL COMMUNICATION COSTS:**

In the January 2013 report to the Committee, the need to establish a viable internet service solution for the Teviotdale EOC was discussed. Two possible funding options to provide the service were outlined. Option one was selected, and a service provider has been selected to install the fibre with an approximately capital cost of \$75,000. The annual operating cost to the County to maintain access to the service will be approximately \$2200 per month.

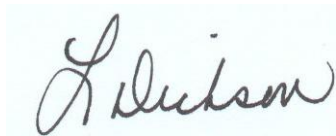
### **EMERGENCY MANAGEMENT BUDGET.**

There will be some additional EOC specific communication equipment required such as the installation of a County radio base station purchased under the radio project in 2011, county internet telephones, TV monitors, computers, printers, etc. The EOC specific equipment cost will be considered in the 2014 Emergency Management Budget.

**Recommendation:**

That this report is provided to the Committee for information purposes.

Respectfully submitted,

A handwritten signature in black ink on a light blue rectangular background. The signature is written in a cursive style and reads "L. Dickson".

Linda Dickson, MCIP, RPP  
Emergency Manager/CEMC



**Ontario Provincial Police  
County of Wellington Detachment**

Inspector Scott Lawson

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

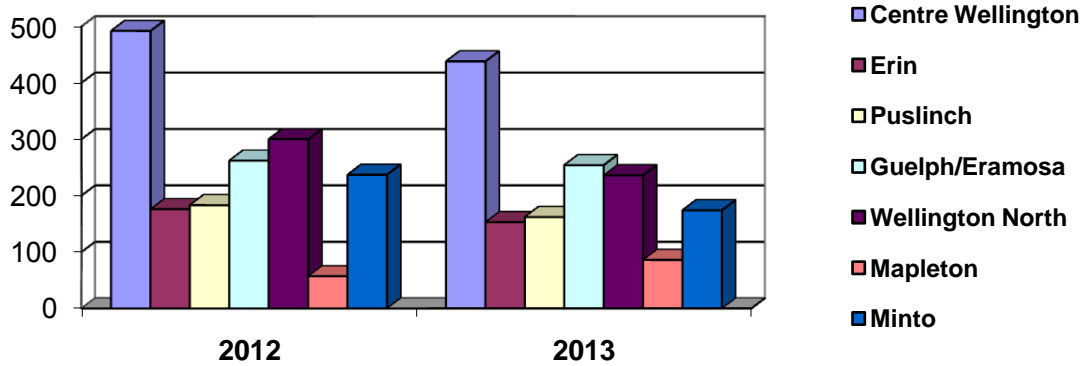
**May 2013**

This report covers the period from April 1<sup>st</sup>, 2013 to April 30<sup>th</sup>, 2013



## Calls for Service

Calls for Service April 2012 vs April 2013



### Calls For Service

Municipality	2007	2008	2009	2010	2011	2012	2013 YTD
Centre Wellington	6,283	6,236	6,240	6,214	5,996	6,449	1,771
Town of Erin	2,071	2,079	2,110	2,152	2,156	2,322	624
Puslinch Township	2,051	1,987	1,900	1,836	2,157	2,404	617
Guelph/Eramosa	2,991	3,035	3,214	3,224	3,615	3,272	992
Wellington North	3,296	3,313	3,295	3,172	3,169	3,136	956
Township of Mapleton	1,241	1,250	1,209	1,252	1,320	1,322	361
Town of Minto	2,340	2,546	2,352	2,322	2,384	2,725	729
Provincial	2135	2140	1997	2,378	2,392	2,694	886
<b>Totals</b>	<b>22,408</b>	<b>22,586</b>	<b>22,317</b>	<b>22,550</b>	<b>23,189</b>	<b>24,324</b>	<b>6,936</b>

### Victim Services Wellington

2013 Year to Date Calls for Assistance County of Wellington OPP	Previous Year Totals	
<b>26</b>	2010	154
	2011	105
	2012	122

### 911 Calls

2013 YTD	665
2010	1,570
2011	2,340
2012	2,683

### Ontario Sex Offender Registry

2013 Year to Date OSOR Registrations	Previous Year Totals	
<b>28</b>	2010	65
	2011	67
	2012	69

### False Alarms

2013 YTD	286
2010	1,014
2011	946
2012	911

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



## Crime

Crimes Against Persons	2012 YTD	2013 YTD
Homicide	0	0
Sexual Assault	19	15
Robbery	4	0
Assault	89	75

Other Crime	2012 YTD	2013 YTD
Fraud Investigations	66	62
Drug Investigations	135	138

Crimes Against Property	2012 YTD	2013 YTD
Break & Enter	60	86
Auto Theft	21	15
Theft	201	216
Mischief	153	137

Other Investigations	2012 YTD	2013 YTD
Domestic Disputes	144	133
Missing Persons	29	21

## Traffic

### Enforcement

Traffic	YTD
Speeding	3,580
Seatbelt Offences	148
Careless Driving	80
Drive Under Suspended	2
Distracted Driver Offences	155
Other Moving Violations	204
Equipment and Other HTA	1,297
No Insurance	6

Other Provincial Acts	YTD
Liquor Licence Act	75
Trespass to Property Act	11
Other Provincial Acts	21

By-Law Offences	YTD
By-Law Offences (General)	628
Taxi By-Law	0

<b>County of Wellington OPP Year To Date Total</b>	<b>5,782</b>
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<b>West Region Traffic Unit Year To Date Total</b>	<b>425</b>
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YTD Total Traffic	5,472
YTD Total Other Provincial	107
YTD Total By-Law	628

<b>2013 Year to Date POA Charges</b>	<b>6,207</b>
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2012 Year to Date POA Charges	5,054
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### Drinking and Driving

Impaired Driving	2012 YTD	2013 YTD
R.I.D.E. Vehicle Stops	26345	18,282*
Roadside Alcotests	127	243*
Warn Suspensions	47	60
ADLS Suspensions	48	35
Persons Charged	48	36

\*Current period stats unavailable

### Racing

YTD HTA Sec. 172 Impoundments	Previous Year Totals	
<b>25</b>	2010	79
	2011	80
	2012	82

### Parking Enforcement

Municipality	2012 YTD	2013 YTD
Centre Wellington	180	269
Erin	48	12
Puslinch	104	116
Guelph / Eramosa	162	148
Wellington North	19	31
Mapleton	0	15
Minto	2	10
County / Other	0	0

<b>Parking Totals</b>	<b>515</b>	<b>601</b>
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## Traffic

### Suspect Apprehension Pursuits

YTD Pursuits / Fail to Stop for Police	Previous Year Totals	
<b>1</b>	2010	9
	2011	11
	2012	17

There were no pursuits during this period.

## Traffic Initiatives

### Motorcycle Patrols

All Wellington County motorcycle riders successfully completed their annual requalification training held on 10-11 April. Motorcycle patrols are expected to commence in the coming weeks as the weather improves.

### Marine Patrol

The Marine Patrol schedule has been completed. Once again, night time patrols targeting alcohol on our four lakes Puslinch, Guelph, Belwood and Conestoga will take place.

### M.A.D.D. Advertising

The M.A.D.D. advertising campaign is coming to Wellington County. A meeting took place on April 23<sup>rd</sup> between Inspector Lawson and M.A.D.D. executives concerning the Listen and Look for the Messages against Impaired Driving.

### Hanlon Construction

On May 13<sup>th</sup> construction is scheduled to start again on the Hanlon and the Traffic Management Unit is making its' presence felt to curb aggressive driving behavior before workers are present. Extensive radar patrol was conducted, netting 40 charges on April 20<sup>th</sup> and a further 25 charges on April 26<sup>th</sup>.



## 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	41	0	41	207	0	28	179	6	189	12	12	114
FEB	35	0	35	183	0	26	157	0	167	16	18	81
MAR	31	0	31	159	0	22	137	0	132	27	4	92
APR	28	0	28	144	0	22	122	5	125	14	16	76
MAY												
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
<b>TOTAL</b>	<b>135</b>	<b>0</b>	<b>135</b>	<b>693</b>	<b>0</b>	<b>98</b>	<b>595</b>	<b>11</b>	<b>613</b>	<b>69</b>	<b>50</b>	<b>363</b>

### Yearly Collision Summary

Collision Type / Characteristic	2007	2008	2009	2010	2011	2012	2013 YTD
Total Reportable MVC	2,240	2,027	1,805	1,794	1,911	1,872	693
Property Damage MVC	1,809	1,733	1,597	1,512	1,599	1,588	595
Personal Injury MVC	417	281	193	274	306	275	98
Fatal MVC	17	13	12	6	7	9	0
Persons Killed	18	13	12	6	7	10	0
Persons Injured	566	384	282	417	439	408	135
Alcohol Involved	45	61	80	38	56	65	11
<b>Total MVC</b>	<b>2,240</b>	<b>2,027</b>	<b>1,805</b>	<b>1,794</b>	<b>1,911</b>	<b>1,872</b>	<b>693</b>

### Car vs Deer Collisions

Municipality	2012 YTD	2013 YTD
Centre Wellington	21	16
Erin	7	8
Puslinch	23	7
Guelph / Eramosa	18	20
Wellington North	8	8
Mapleton	9	11
Minto	5	12
City of Guelph	1	0
Provincial Highways	21	10
<b>Total Collisions</b>	<b>113</b>	<b>92</b>



## Youth Crime

### School Resource Officer Program

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

Student Population		2008-09	2009-10	2010-11	2011-12	2012-13
CWDHS	Centre Wellington DHS	1493	1466	1398	1398	1375
EHS	Erin High School	610	578	578	578	623
NDSS	Norwell DSS	751	775	716	716	705
WHSS	Wellington Heights SS	683	686	661	661	620

### 2012 – 2013 Secondary School Criminal Incidents (Sep – Jun)

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Assault	6	8	9	21	44
Mischief	0	7	12	3	22
Threats	11	9	10	26	56
Theft	17	10	15	6	48
Other Criminal	9	3	8	6	26
Drugs	36	16	5	4	61
<b>Total</b>	<b>79</b>	<b>53</b>	<b>59</b>	<b>66</b>	<b>257</b>

### 2012 – 2013 Secondary School Provincial Offences Act Incidents (Sep – Jun)

Incident Type	CWDHS	EDHS	NDSS	WHSS	YTD Total
Highway Traffic Act	13	2	1	4	20
Liquor Licence Act	0	7	0	0	7
Trespass to Property	3	2	2	3	10
Other	1	1	0	4	6
<b>Total</b>	<b>17</b>	<b>12</b>	<b>3</b>	<b>11</b>	<b>43</b>

### Events / Presentations

Centre Wellington	Staff Sergeant Hunjan met with teacher Jack Frimeth prior to the aboriginal event on April 20 <sup>th</sup> at the Wellington County Museum.
Centre Wellington	Meeting with parent of a female student who continuously fails to attend school and was recently caught with stolen property. Trellis Mental Health contacted as an alternative resource for the mother to help deal with her daughter.
Erin	Meeting with VP regarding the passing of a 41 year old teacher after a long battle with cancer.
Norwell	Monthly Probation and Parole meeting in Guelph concerning the movement of youth back and forth between the cities and towns in the County.
Norwell	Safe Schools Meeting at Harriston Public School.
Norwell	Minto Drug Committee Drug Awareness Day at Norwell High School.
Palmerston Public	Palmerston Public School drug presentations to grade 7 & 8 x 3 – Barnhardt.
Wellington Heights	Liaise with M.A.D.D. and O.S.A.I.D. regarding upcoming presentations in May.



Wellington Heights	Presentation with Wellington County Canine Unit for Law class.
Wellington Heights	Organized a peer mentoring group for troubled youth
Wellington Heights	ERT and Forensic Identification presentation organized for May.

## Notable School Related Incidents and Events

**Centre Wellington** – There was a large increase in the amount of thefts occurring from classrooms and change rooms during the month of April. Two youths were identified as operating Kijiji accounts to sell items online. The Street Crime unit was contacted and became involved in trying to recover some stolen laptop computers from the Science department and some articles from the change rooms. Four students were diverted for possession of stolen property.

**Centre Wellington** – A patrol initiative was conducted around the forested property owned by Township of Centre Wellington Recreational Department across from CWDHS. On April 10<sup>th</sup> seven youths were apprehended for drug use in this very location.

**Erin** – The principal of Erin Public School, Pete Leblance, heard of the work the OPP was doing in Wellington County in regards to addressing the internet and its concerns with today's youth. Mr. Leblance has eight grade 7 & 8 classes which provide almost all of the new students each year to Erin District Secondary School. He asked if the OPP could conduct a presentation to these students about the concerns that the internet can cause this age group. He has had a recent rash of "sexting", "cyber bullying" incidents. After several meetings with Mr. Leblance it was agreed that the presentations will be broke into four groups, grade 8 boys, grade 7 boys, grade 8 girls, and grade 7 girls. This will be followed with an evening presentation to any of the parents of these students. It is hoped that this will open a dialogue between the groups and create a theme of responsible "cyber citizens."

**Norwell** -- The Minto Drug Committee had a very successful drug awareness day at Norwell District Secondary School. The event started with a screening of the film "A Done Deal". This film was written, directed and starred a former Norwell student who became seriously involved in the drug culture. It was followed by a Q & A with the actor/director. Feedback from the students was fantastic. The event was covered by the local media, and has now spawned another showing of the film on Thursday May 16<sup>th</sup> at 7 pm. All monies raised from this event will be donated to the Minto Drug Committee.

**Norwell** – The SRO officer at Norwell District Secondary School was involved in a Twitter Investigation during the month of April.

Twitter is a very popular online messaging system that lets a person send a brief text message up to 140 characters in length to a list of followers. Launched in 2006 Twitter was designed as a social network to keep friends and colleagues informed throughout the day. However it became widely used for commercial and political purposes to keep customers, voters and fans up-to-date and encourage feedback.

After establishing a Twitter account ([www.twitter.com](http://www.twitter.com)) individuals can import their email addresses as well as use the Twitter search to locate and invite people to follow them. Twitter messages, tweets, can be made public and sent to anyone requesting the feed or sent to only approved followers. Messages can be sent and received via cellphone text message (SMS), the Twitter Web site or a third party Twitter application.



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

The SRO was informed that several teachers at Norwell High School were being impersonated on Twitter. The unidentified owners of the accounts then began to "Tweet" extremely inappropriate content. These accounts were only active for two days and had almost 1000 followers between them. All three suspects were former students of Norwell District High School. The suspects were contacted by the police and formal apologies were made to the affected teachers, faculty and student body.

This investigation highlights the implications when the internet is used improperly. These Twitter accounts will never go away and the content can be easily found in the future by anyone including other schools and potential employers.

**Wellington Heights** – The SRO investigated a Twitter threat incident. A formal written warning and a verbal warning were issued.

**Wellington Heights** – Report of threats being exchanged on Facebook between several parties. Investigation revealed a disagreement between the involved parties; all parties issued warnings regarding their behavior.



## Canine Unit

### 2013 Calls for Service and Hours

Occurrence Type	Initial (Calls)	Initial (Hours)	Assist (Calls)	Assist (Hours)	YTD (Calls)	YTD (Hours)
Occurrence Totals (OPP)	23	109.00	1	3.00	24	112.00
Occurrence Totals (Other)	0	0.00	0	0.00	0	0.00
Occurrence Totals (Combined)	23	109.00	1	3.00	24	112.00

### Notable Incidents and Events

Date and Time: April 3, 2013

Location: Kenilworth

Occurrence: Canine Demonstration

Canine Unit demonstration at the In Service Training open house for the local Police Services Board, and local Council members. Provided a presentation on Canine Unit services and demonstrated a drug search and an apprehension.

Date and Time: April 4, 2013

Occurrence: Attempt Suicide

Wellington County OPP responded to an assist ambulance call with a report of a male threatening suicide. The subject had consumed a large quantity of pills, and that he had fled from the residence into a bush area. Canine was dispatched to assist with locating the male party. Dekker tracked subject through an open field, woods and a second open field. While tracking along the next bush line male party was located behind a log. Officers carried him to the nearest roadway by stretcher and he was airlifted to hospital in critical condition.

Date and Time: April 16, 2013

Occurrence: CDSA Warrant

Drug Enforcement Section requested K9 assistance with execution of CDSA search warrant at apartment. Canine used to secure outside of apartment balcony during entry. One person was arrested inside the apartment by DES. Prior to conducting a drug search, canine re-assigned to another priority call.

Date and Time: April 16, 2013

Occurrence: MHA

Canine Unit was dispatched to assist Huron County OPP in located a suspect who had fled from a vehicle. The vehicle had been driven in an erratic manner, and then drove into a field. The driver was seen running away (naked) into a swamp area. It was later discovered the vehicle had been taken without consent. Prior to arrival, containment officers observed the suspect and were able to place him under arrest

Date and Time: April 16, 2013

Occurrence: CDSA Warrant

DES requested Canine Unit assistance with CDSA warrant. Residence was searched by investigators, who located narcotics in a small basement bedroom. Canine searched the small bedroom and an adjacent living room, no indications were given.

Date and Time: April 18, 2013

Location: Brant Jail

Occurrence: CDSA Search

Correction requested OPP Canine Unit assistance with a search of jail based on intelligence that a quantity of drugs had been brought into the jail on the previous day. Dekker was used to search Unit 2 (four cells and common area). Dekker indicated on upper shelf in cell 3 behind a stack of books was a part marihuana cigarette, no other indications



Date and Time: April 19, 2013 1:00pm  
Location: Goldstone Mennonite School  
Occurrence: Canine Demonstration  
Canine Unit demonstration at Mennonite school "Farm Safety Day"

## Mounted Unit

Coordinator: Provincial Constable Kate CARBERRY

### Notable Incidents and Events

Date and Time: April 19  
Occurrence: Farm Safety Day  
The Goldstone Parochial School held a Farm Safety Day for its students and their families. A presentation was made by the Wellington County Mounted Unit at the event.

## Auxiliary Unit

Coordinator: Provincial Constable John PEPPLER  
Unit Commander: Auxiliary S/Sgt. B. Mc Gimsie

### Notable Incidents and Events

Auxiliary Sergeant Brad Hull completed two weeks of mounted training with the Royal Canadian Mounted Police in Ottawa.

Eight members of the Wellington County OPP Auxiliary Unit participated in the Safeguard Ontario Training on April 13<sup>th</sup> & 14<sup>th</sup> at the Fergus Administration Centre. These members are now certified to perform home safety audits; Wellington County OPP will now commence a comprehensive media awareness campaign to publicize the program.





## Administration

### Revenue

Year	County	Provincial	Total
2008	\$70,384.36	\$8,669.26	\$79,053.62
2009	\$73,307.32	\$9,552.04	\$82,859.36
2010	\$87,122.04	\$7,899.10	\$95,012.14
2011	\$81,274.66	\$9,233.56	\$90,508.22
2012	\$75,836.60	\$5,043.55	\$80,880.15
<b>2013</b>	<b>\$18,054.50</b>	<b>\$1552.00</b>	<b>\$19,606.50</b>

### Paid Duties

Year	Paid Duties	Officers	Hours	Admin Fees
2009	112	272	1,455.50	\$4,600.00
2010	165	298	1,648.50	\$3,075.00
2011	207	446	2,455.25	\$5,325.00
2012	165	312	1,890.75	\$2,775.00
<b>2013</b>	<b>44</b>	<b>80</b>	<b>489.50</b>	<b>\$150.00</b>

## Personnel

### Secondary Employment

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

No Secondary Employment requests made in April 2013.

### Complaints

Complaint Type by Status	2009	2010	2011	2012	2013
Complaints Received	19	13	16	14	5
Complaints Resolved	10	8	8	3	0
Complaints Unfounded	6	2	6	7	2
Complaints Withdrawn	2	3	1	2	0
Complaints Ongoing	1	0	1	2	3

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

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

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



## Personnel

### Acknowledgements

<b>Date</b>	<b>Member(s)</b>	<b>Particulars</b>
16 Jan 13	<b>PC P. FISCHER PC R. BRACNIK PC G. HENDERSON PC R. LYTLE</b>	ERT Team members assisted Grey County OPP Investigators with the search of a rural road west of Meaford on the 17 <sup>th</sup> – 18 <sup>th</sup> & 24 <sup>th</sup> – 25 <sup>th</sup> January 2013. Fresh snowfall hampered visual efforts, but ERT Team members took a creative approach and used leaf blowers to blow away fresh snow fall. Although the search turned up nothing conclusive the efforts and ingenuity of the ERT members during nasty weather conditions was greatly appreciated.
31 Mar 13	<b>PC E. CHENG</b>	On March 20 <sup>th</sup> , 2013 PC E. CHENG was on vehicle patrol in the Town of Mount Forest. He observed an elderly woman struggling to shovel her driveway after a heavy snowfall. PC CHENG took it upon himself to offer assistance, which was initially refused. In the end, PC CHENG's persistence paid off and a lasting memory of kindness was left. PC CHENG's actions demonstrated Community Policing at its' finest.
31 Mar 13	<b>PC J. YANTZI PC A. HASTINGS PC L. WEILER PC K. MACDONALD</b>	On March 31 <sup>st</sup> , 2013 PC Yantzi stopped a vehicle for an HTA violation on Hwy 6 in Wellington north Township. As a result of the stop, four occupants of the vehicle were arrested for possession of CDSA as a large quantity of marijuana was seized. PC Hastings, PC Weiler & PC MacDonald attended the scene and assisted with securing the prisoners. All members involved returned to Detachment with the prisoners and worked together to assist with the completion of the required paperwork. This was a great example of teamwork and members working together.
05-Apr-13	<b>PC C. DEBOER PC K. BAJINSKI PC M. WRAIGHT PC A. CLEMENTS PC G. HENERSON PC R. LYTLE PC R. BRACNIK PC B. REID SGT. P. FISCHER</b>	On 05 April 2013 Wellington County OPP responded to a call for a possible overdose of prescription medication. A combined K9 & ERT search located a male party in a wooded lot alive but groggy. The male was transported to hospital where the attending physician told police and family members that the quick response by police saved the man's life. The male party was released from hospital and returned to work. The family appreciated the police intervention and successful resolution.



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

- 07-Apr-13     **PC. R. MCNALLY**
- On April 7<sup>th</sup> PC McNally participated in a charity hockey game to raise funds for Caledon Community Services. The event was organized in partnership with a local grocery store, Garden Foods, located in Bolton, Ontario. The OPP Dukes defeated the community based team 5-2, avenging a loss from two years ago when the Dukes went up against a team loaded with Triple A players. The charity game drew a crowd of over 500 citizens and helped to raise over \$10,000.00 for the community organization.
- 10-Apr-13     **PC R. DEDMAN  
SGT. K. CONVEY  
PC W. SMITH  
PC J. MERCEY  
SGT. P. FISCHER  
PC R. BRACNIK  
PG G. HENDERSON  
PC R. LYTLE  
PC B. REID  
PC C. ROCKEFELLER**
- In early 2013 IST was approached to host an Open House for the County of Wellington Police Service Board and municipal officials. PC DEDMAN worked with colleagues to create a comprehensive evening of lectures, videos and practical demonstrations for those in attendance. The event included officer safety discussions, canine demonstrations, IRD scenarios, display and handling of police armament and a question period for those in attendance to openly ask questions. The Open House tried to garner a real understanding of the OPP's response to the "serious side of law enforcement". The event will be published in the upcoming Wellington Advertiser on April 12<sup>th</sup>, 2013.
- 11-Apr-13     **PC R. CARSON**
- On April 11<sup>th</sup> PC Carson responded to a mischief complaint in Fergus. While investigating he obtained valuable information and provided ongoing support and suggestions to the victims of ongoing mischiefs. He took a proactive approach and provided a detailed report alerting area officers and created a linkage to related incidents. He consulted with Detective Sergeants in regards to enhanced victim services and discussed these with the victims. The victims took a proactive approach by installing cameras which assisted in the arrest of the accused.
- 17-Apr-13     **DC D/ TELFER**
- On Wednesday April 17<sup>th</sup>, 2013 Detective Constable TELFER responded to a request for immediate assistance at a serious personal injury Motor Vehicle Collision made by Sgt. B. URIDIL. D/C TELFER arrived in an unmarked vehicle in business attire and immediately grabbed a florescent traffic control vest and began to direct traffic through the chaotic scene. He continued until he was relieved by a uniformed member at which time he assisted by taking statements from one of the involved parties. D/C TELFER went above and beyond to assist a uniformed member. He followed proper police procedure to direct traffic. D/C TELFER provided a very good example for junior officers and other uniformed members arriving on scene.



## Other Notables

### Noteworthy Information and Events

#### CDSA Drug Seizure

On April 26<sup>th</sup> members of the Mount Forest DEU with the assistance of Wellington County OPP, Wellington County Crime Unit, West Region ERT Team and West Region Canine Unit executed a CDSA Search Warrant at a home in the Town of Erin in Wellington County.

As a result of the search warrant 947 cannabis marihuana plants, 17 pounds of processed cannabis marihuana and 19 pounds of processed cannabis marihuana “shake” were seized. A total combined estimated street value of approximately \$314,296.00. Also seized was various offence related property consisting of production and trafficking equipment with an estimated value of \$18,000.00.

#### Shop with a COP

On April 30<sup>th</sup>, 2013 Wellington County OPP participated in the SHOP with a COP program for the fifth year. This event emulated the well run events previously held in Mapleton and organized by Cst. Mark Grassman. The OPP, other Emergency Services, TD Bank and municipal officials accompanied Grade 7 students from St. Mary's Catholic School to the Foodland in Mount Forest. Money donated by TD bank was used by the students to purchase food to donate to the Food Bank. Emergency Service personal was paired up with three students to purchase \$100.00 in groceries. The students practiced their math skills through a friendly competition to see who can spend as close to \$100.00 without going over.

#### Traffic Safety Video

In January 2013, Wellington County OPP and Wellington County Communication staff commenced discussions on a collaboration project to produce professional traffic safety videos. Several topics for the videos were discussed but paired down to priority traffic concerns in Wellington County; Impaired driving, Horse and Buggy road safety, Distracted Driving and Aggressive Driving. The videos will depict Wellington County landscape and have credits highlighting the partnership between the OPP and Wellington County. Two versions of the video will be produced, one with Wellington County statistics and one with Provincial data so the videos can be utilized by other OPP detachments throughout the province. These videos will be displayed at local libraries, Service Ontario Kiosks, YouTube, websites etc. To date the impaired driving video is complete in draft form, filming has been completed for the Horse and Buggy safety and the other two are schedule for filming before the end of June. It is anticipated that all videos will be complete by early fall and will be showcased at a premier event at the Book Shelf in Guelph.

#### Veterans Day

Wellington County OPP have invited retired OPP officers to an open house at the Centre Wellington Administration Centre in Fergus to reconnect with colleges and meet some of the junior officers who are now responsible for keeping this community safe and secure.

#### Safeguard Ontario

Six members of the Wellington County OPP Auxiliary Unit attended Safeguard Ontario training in 2013. The corresponding educational material has been received by Wellington County OPP and we will be moving forward with the program in the near future.

#### Farm Safety Day, Drug Presentations

On Friday April 19<sup>th</sup>, the Goldstone Parochial School held a Farm Safety Day for its students and their families. Members of the Wellington County OPP Mounted Unit, PC Kate Carberry and PC Steve Smith, attended with Bosco and Jasper. K9 handler PC Barry Reid (and Dekker) also held a presentation on the Canine Unit and PC Gary Barnhardt conducted a presentation on road and bicycle safety.



## Easter Weekend Stats

March 29<sup>th</sup> – April 1<sup>st</sup> 2013

During the Easter Long Weekend the Ontario Provincial Police geared up for one of the busiest traffic weekends on Ontario roads and highways since the start of the year.

Over the weekend, officers had a watchful eye out for motorists who drive while impaired by alcohol or drugs and those who were distracted or driving in an aggressive manner. Police paid particular attention those who were not in compliance with seat belt laws.

Below are the Wellington County OPP results of this initiative:

• SPEEDING CHARGES	153
• RACING CHARGES	0
• SEATBELT CHARGES	19
• DISTRACTED DRIVING CHARGES	6
• MOVING VIOLATIONS	23
• OTHER HTA CHARGES	40
• LLA CHARGES	5
• CAIA CHARGES	14
• IMPAIRED CHARGES – ALCOHOL	3
• IMPAIRED CHARGES – DRUG	0
• OTHER CC DRIVING CHARGES	0
• WARN RANGE SUSPENSIONS	9
• MARINE OFFENCES – SVR	0
• ATV – OFVA OFFENCES	4
• OTHER PROV STATUTES CHARGES	2
• DRUG OFFENCES	8
• TOTAL HOURS DEDICATED – HWY	197
• TOTAL HOURS DEDICATED – MARINE	0
• TOTAL HOURS DEDICATED – TRAILS	0

# Processing Activity Report

Data Type: Parking

Creation Date/Time: 01/05/2013 8:05:56 AM

Transaction dates of 01/04/2013 through 30/04/2013

**The County of Wellington**

Agency: All

Ticket Activity	Number	Value				
<b>Tickets - Entered</b>						
AutoCite Ticket	0	\$0.00				
Manually Entered Ticket	116	\$2,320.00				
Skeletal Ticket	0	\$0.00				
<b>Subtotal Tickets Entered</b>	<b>116</b>	<b>\$2,320.00</b>				
<b>Tickets - Reactivations</b>						
Voids - Reinstated	0	\$0.00				
Dismissals - Reversed	0	\$0.00				
Waived - Reversed	0	\$0.00				
<b>Subtotal Ticket Reactivated</b>	<b>0</b>	<b>\$0.00</b>				
<b>Tickets - Removed</b>						
Voided	2	\$60.00				
Dismissed	33	\$660.00				
Waived	0	\$0.00				
Skeletal Ticket Matches	0	\$0.00				
<b>Subtotal Ticket Removed</b>	<b>35</b>	<b>\$720.00</b>				
<b>Total Ticket Activity</b>	<b>81</b>	<b>\$1,600.00</b>				
<b>Fines and Fees Added</b>						
Fines Added	0	\$0.00				
Late Fees Added	83	\$830.00				
NSF Fees Added	1	\$35.00				
Other Fees Added	36	\$576.00				
<b>Total Fines and Fees Added</b>	<b>120</b>	<b>\$1,441.00</b>				
<b>Fines and Fees Removed</b>						
Fines Removed	0	\$0.00				
Late Fees Removed	5	\$50.00				
NSF Fees Removed	0	\$0.00				
Other Fees Removed	0	\$0.00				
<b>Total Fines and Fees Removed</b>	<b>5</b>	<b>\$50.00</b>				
<b>Total Change from Ticket Activity and Added Fees</b>		<b>\$2,991.00</b>				
Payment Activity	Number	Fine	Late Fee	NSF Fee	Service Fee	Total \$
<b>Ticket - Payments</b>						
Fully Paid	115	\$2,300.00	\$520.00	\$35.00	\$124.75	\$2,979.75
Partially Paid	33	\$990.00	\$0.00	\$0.00	\$528.00	\$1,518.00
Over Payments	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Payments</b>	<b>148</b>	<b>\$3,290.00</b>	<b>\$520.00</b>	<b>\$35.00</b>	<b>\$652.75</b>	<b>\$4,497.75</b>
<b>Outside Payments</b>	<b>149</b>	<b>\$3,270.00</b>	<b>\$510.00</b>	<b>\$35.00</b>	<b>\$652.75</b>	<b>\$4,467.75</b>
<b>Ticket Payments Rescinded</b>						
Payment Reversals	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NSF Reversals	1	\$20.00	\$10.00	\$0.00	\$0.00	\$30.00
<b>Subtotal Rescinded Payments</b>	<b>1</b>	<b>\$20.00</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.00</b>
<b>Refunded Overpayments</b>	<b>0</b>	<b>\$0.00</b>				<b>\$0.00</b>
<b>Payments</b>	<b>147</b>	<b>\$3,270.00</b>	<b>\$510.00</b>	<b>\$35.00</b>	<b>\$652.75</b>	<b>\$4,467.75</b>
<b>Total Fees Paid</b>				<b>1</b>		<b>\$8.00</b>
<b>Gross Revenue( Total Payments - Total Fees Paid )</b>						<b>\$4,459.75</b>
<b>Adjustments</b>				<b>0</b>		<b>\$0.00</b>
<b>Net Database Change( Total Change from Activity and Added Fees - Total Payments - Adjustments )</b>						<b>\$-1,476.75</b>



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Police Services Board  
**From:** Kelly-Ann Wingate, Parking, Licensing and Alarm Coordinator  
**Date:** Wednesday, May 8, 2013  
**Subject:** False Alarm Revenue Report May 8, 2013

False Alarm revenue collected for 2013.

Month	False Alarms sent to the County for invoicing	Amount invoiced to customers	Amount collected to date
January	47	\$3350	\$2900
February	37	\$4600	\$3400
March	38	\$2950	\$3650
April	31	\$1650	\$2250
May			
June			
July			
August			
September			
October			
November			
December			
Totals	153	\$12,550	\$12,220

### Recommendation:

That the April 2013 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**

May 8, 2013  
County Administration Centre  
Guthrie Room

**Present:** Warden Chris White  
Councillor Gordon Tosh (Chair)  
Councillor Jean Innes  
Councillor Bruce Whale  
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  
Donna Bryce, County Clerk  
Shauna Calder, Senior Financial Analyst  
Kim Courts, Clerk's Assistant  
Ken DeHart, County Treasurer  
Jill Mills, Social, Planning and Policy Analyst  
Scott Wilson, CAO

**Also Present:** Karen Kawakami, Social Services Policy and Programme Liaison,  
City of Guelph

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**1. Call to Order**

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

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Delegations:**

3.1. Mr. Rafael Silver, Manager, Wellington Guelph Drug Strategy

1/5/13

**Moved by:** Councillor L. White

**Seconded by:** Councillor Innes

That Mr. Rafael Silver, Manager, Wellington Guelph Drug Strategy be invited to present the strategy at a future meeting of County Council.

**Carried**

**4. Social Services Financial Statements as of April 30, 2013**

2/5/13

**Moved by:** Warden White

**Seconded by:** Councillor L. White

That the Social Services Financial Statements as of April 30, 2013 be approved.

**Carried**

**5. Child Care**

**5.1. Willowdale Childcare and Learning Centre Update (Verbal)**

Ms. Luisa Artuso, Director of Child Care Services briefed the Committee on the discovery of vermiculite containing Libby Mine Asbestos at the Willowdale Child Care and Learning Centre located at 95 Willow Road owned by the City of Guelph.

This is the second incident at the building, the first occurred in November, 2011, at which time the building was evacuated and significant renovations to contain the vermiculite were completed by the City of Guelph. The programme returned to the building in October 2012.

**5.2. Special Needs Resourcing Service Agreement - Trellis**

3/5/13

**Moved by:** Councillor L. White

**Seconded by:** Councillor Whale

That the Warden and Clerk be authorized to terminate the current service agreement with Trellis Mental Health and Developmental Services and enter into a service agreement with the Canadian Mental Health Association Waterloo Wellington Dufferin Branch for the provision of special needs resourcing.

**Carried**

**6. Ontario Works**

**6.1. Ontario Works Statistics**

4/5/13

**Moved by:** Councillor Innes

**Seconded by:** Warden White

That the Ontario Works Statistics be received for information.

**Carried**

**6.2. 2013 Ontario Works Service Plan**

5/5/13

**Moved by:** Councillor Innes

**Seconded by:** Councillor L. White

That the 2013 Ontario Works Service Plan be approved; and

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

**Carried**

**7. Closed Meeting**

6/5/13

**Moved by:** Warden White

**Seconded by:** Councillor Whale

That the Social Services Committee move into a closed meeting for the purposes of considering acquisition or disposition of land by the municipality, labour relations or employee negotiations and litigation or potential litigation.

**Carried**

**8. Rise and Report**

7/5/13

**Moved by:** Councillor Whale

**Seconded by:** Councillor L. White

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

**Carried**

**9. Adjournment**

At 2:30 pm, the Chair adjourned the meeting until June 12, 2013 or at the call of the Chair.

---

Gordon Tosh  
Chair  
Social Services Committee



**County of Wellington**  
**Ontario Works**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$16,662,200	\$1,376,634	\$5,796,049	35%	\$10,866,151
Municipal Recoveries	\$3,920,400	\$307,993	\$1,225,753	31%	\$2,694,647
Other Revenue	\$57,400	\$883	\$40,701	71%	\$16,699
Internal Recoveries	\$0	\$0	\$4,650	0%	\$(4,650)
<b>Total Revenue</b>	<b>\$20,640,000</b>	<b>\$1,685,510</b>	<b>\$7,067,153</b>	<b>34%</b>	<b>\$13,572,847</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$5,483,900	\$461,752	\$1,906,867	35%	\$3,577,033
Supplies, Material & Equipment	\$151,000	\$6,674	\$37,078	25%	\$113,922
Purchased Services	\$376,900	\$27,188	\$86,803	23%	\$290,097
Social Assistance	\$15,119,700	\$1,215,784	\$5,213,410	34%	\$9,906,290
Transfer Payments	\$105,200	\$23,901	\$39,269	37%	\$65,931
Insurance & Financial	\$0	\$0	\$522	0%	\$(522)
Internal Charges	\$1,167,900	\$98,516	\$400,006	34%	\$767,894
<b>Total Expenditures</b>	<b>\$22,404,600</b>	<b>\$1,833,815</b>	<b>\$7,683,956</b>	<b>34%</b>	<b>\$14,720,644</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$1,764,600</b>	<b>\$148,306</b>	<b>\$616,803</b>	<b>35%</b>	<b>\$1,147,797</b>
<b>NET COST (REVENUE)</b>	<b>\$1,764,600</b>	<b>\$148,306</b>	<b>\$616,803</b>	<b>35%</b>	<b>\$1,147,797</b>



**County of Wellington**  
**Child Care Services**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$9,833,200	\$1,536,772	\$3,921,191	40%	\$5,912,009
Municipal Recoveries	\$2,575,500	\$317,805	\$864,620	34%	\$1,710,880
User Fees & Charges	\$245,000	\$20,583	\$88,426	36%	\$156,574
Internal Recoveries	\$336,300	\$80,435	\$164,626	49%	\$171,674
<b>Total Revenue</b>	<b>\$12,990,000</b>	<b>\$1,955,595</b>	<b>\$5,038,863</b>	<b>39%</b>	<b>\$7,951,137</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$3,126,400	\$245,927	\$966,949	31%	\$2,159,451
Supplies, Material & Equipment	\$175,300	\$13,186	\$33,536	19%	\$141,764
Purchased Services	\$199,700	\$18,617	\$73,880	37%	\$125,820
Social Assistance	\$9,344,600	\$1,651,558	\$3,894,481	42%	\$5,450,119
Insurance & Financial	\$0	\$0	\$1,520	0%	\$(1,520)
Minor Capital Expenses	\$16,000	\$0	\$0	0%	\$16,000
Internal Charges	\$897,900	\$121,013	\$339,165	38%	\$558,736
<b>Total Expenditures</b>	<b>\$13,759,900</b>	<b>\$2,050,302</b>	<b>\$5,309,530</b>	<b>39%</b>	<b>\$8,450,370</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$769,900</b>	<b>\$94,707</b>	<b>\$270,668</b>	<b>35%</b>	<b>\$499,232</b>
<b>NET COST (REVENUE)</b>	<b>\$769,900</b>	<b>\$94,707</b>	<b>\$270,668</b>	<b>35%</b>	<b>\$499,232</b>



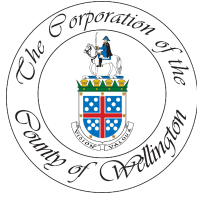
**County of Wellington**  
**Social Housing**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$7,407,100	\$842,255	\$2,479,589	33%	\$4,927,511
Municipal Recoveries	\$14,446,900	\$1,465,362	\$4,613,105	32%	\$9,833,795
Licenses, Permits and Rents	\$5,075,000	\$421,641	\$1,726,807	34%	\$3,348,193
User Fees & Charges	\$52,500	\$3,802	\$16,301	31%	\$36,199
Other Revenue	\$0	\$1,215	\$1,420	0%	\$(1,420)
<b>Total Revenue</b>	<b>\$26,981,500</b>	<b>\$2,734,275</b>	<b>\$8,837,221</b>	<b>33%</b>	<b>\$18,144,279</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$3,172,400	\$228,485	\$869,747	27%	\$2,302,654
Supplies, Material & Equipment	\$300,100	\$16,646	\$67,707	23%	\$232,393
Purchased Services	\$5,878,000	\$852,053	\$2,132,561	36%	\$3,745,439
Social Assistance	\$17,642,800	\$1,435,829	\$5,402,338	31%	\$12,240,462
Transfer Payments	\$1,232,000	\$308,021	\$616,043	50%	\$615,957
Insurance & Financial	\$204,000	\$6,789	\$164,019	80%	\$39,981
Minor Capital Expenses	\$675,000	\$52,911	\$143,776	21%	\$531,224
Internal Charges	\$540,100	\$44,909	\$180,865	33%	\$359,235
<b>Total Expenditures</b>	<b>\$29,644,400</b>	<b>\$2,945,643</b>	<b>\$9,577,055</b>	<b>32%</b>	<b>\$20,067,345</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$2,662,900</b>	<b>\$211,368</b>	<b>\$739,833</b>	<b>28%</b>	<b>\$1,923,067</b>
<b>Transfers</b>					
Transfers from Reserves	\$0	\$0	\$(1,067)	0%	\$1,067
Transfer to Capital	\$417,400	\$0	\$417,400	100%	\$0
<b>Total Transfers</b>	<b>\$417,400</b>	<b>\$0</b>	<b>\$416,333</b>	<b>100%</b>	<b>\$1,067</b>
<b>NET COST (REVENUE)</b>	<b>\$3,080,300</b>	<b>\$211,368</b>	<b>\$1,156,167</b>	<b>38%</b>	<b>\$1,924,133</b>



**County of Wellington**  
**County Affordable Housing**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$207,700	\$0	\$0	0%	\$207,700
Licenses, Permits and Rents	\$452,400	\$36,346	\$144,114	32%	\$308,286
User Fees & Charges	\$0	\$0	\$75	0%	\$(75)
<b>Total Revenue</b>	<b>\$660,100</b>	<b>\$36,346</b>	<b>\$144,189</b>	<b>22%</b>	<b>\$515,911</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$3,500	\$408	\$1,120	32%	\$2,380
Supplies, Material & Equipment	\$14,000	\$326	\$2,180	16%	\$11,820
Purchased Services	\$282,000	\$24,399	\$88,200	31%	\$193,800
Transfer Payments	\$3,500	\$0	\$0	0%	\$3,500
Insurance & Financial	\$8,600	\$0	\$8,626	100%	\$(26)
Minor Capital Expenses	\$25,800	\$28,468	\$30,427	118%	\$(4,627)
Debt Charges	\$303,000	\$0	\$(10,290)	(3%)	\$313,290
<b>Total Expenditures</b>	<b>\$640,400</b>	<b>\$53,601</b>	<b>\$120,263</b>	<b>19%</b>	<b>\$520,137</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$(19,700)</b>	<b>\$17,255</b>	<b>\$(23,926)</b>	<b>121%</b>	<b>\$4,226</b>
<b>Transfers</b>					
Transfers from Reserves	\$(33,400)	\$0	\$0	0%	\$(33,400)
Transfer to Reserves	\$553,100	\$0	\$500,000	90%	\$53,100
<b>Total Transfers</b>	<b>\$519,700</b>	<b>\$0</b>	<b>\$500,000</b>	<b>96%</b>	<b>\$19,700</b>
<b>NET COST (REVENUE)</b>	<b>\$500,000</b>	<b>\$17,255</b>	<b>\$476,074</b>	<b>95%</b>	<b>\$23,926</b>



## County of Wellington

### Social Services

#### Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Investing in Affordable Hsing	\$600,000	\$0	\$0	\$0	\$0	0%	\$600,000
Fergus Office Paving	\$65,000	\$0	\$0	\$54,224	\$54,224	83%	\$10,776
Mohawk/ Montana Kitchens	\$310,000	\$0	\$112	\$8,914	\$9,027	3%	\$300,973
500 Ferrier Roof and Siding	\$252,000	\$3,582	\$3,582	\$7,759	\$11,341	5%	\$240,659
450 Ferrier Roof and Air Unit	\$315,000	\$7,612	\$7,724	\$9,972	\$17,696	6%	\$297,304
51 John St Elevator	\$454,200	\$0	\$9,151	\$304,833	\$313,984	69%	\$140,216
221 Mary St Elora Balcony	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000
Mohawk/ Montana Furnace	\$100,000	\$0	\$112	\$0	\$112	0%	\$99,888
301-303 Edinburgh Kitchens	\$90,000	\$0	\$0	\$0	\$0	0%	\$90,000
263 Speedvale Balcony	\$60,000	\$0	\$0	\$0	\$0	0%	\$60,000
261 Speedvale Balcony	\$60,000	\$0	\$0	\$0	\$0	0%	\$60,000
Palmerston Kitchens	\$80,000	\$0	\$0	\$0	\$0	0%	\$80,000
Applewood / Sunset Furnace	\$125,000	\$0	\$0	\$0	\$0	0%	\$125,000
Palmerston Furnace	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
387 Waterloo Balcony	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
Hadati / McIlwraith Furnace	\$30,000	\$0	\$0	\$0	\$0	0%	\$30,000
411 Waterloo Balcony	\$90,000	\$0	\$0	\$0	\$0	0%	\$90,000
<b>Total Capital</b>	<b>\$2,891,200</b>	<b>\$11,194</b>	<b>\$20,682</b>	<b>\$385,703</b>	<b>\$406,384</b>	<b>14%</b>	<b>2,484,816</b>



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

CC-13-11

**To:** Chair and Members of the Social Services Committee  
**From:** Luisa Artuso, Director of Child Care Services  
**Date:** Wednesday, May 8, 2013  
**Subject:** Special Needs Resourcing Service Agreement - Trellis

---

### **Background:**

The County of Wellington currently has a service agreement with Trellis Mental Health and Developmental Services to provide inclusion support services for children with special needs in all licensed child care programmes throughout our service delivery area. These services were originally contracted to the Community Mental Health Clinic in 2005 that then changed their name to Trellis Mental Health and Developmental Services in 2008.

### **Update:**

On January 31, 2013 the Boards of Directors of Trellis Mental Health and Developmental Services and the Canadian Mental Health Association Grand River Branch unanimously agreed to amalgamate effective April 1, 2013. The amalgamated organization is now known as the Canadian Mental Health Association Waterloo Wellington Dufferin Branch.

### Attachments:

Approved Application for Letters Patent of Amalgamation dated April 1, 2013

Letter dated May 1, 2013 from Fred Wagner, Executive Director, Canadian Mental Health Association Waterloo Wellington Dufferin Branch.

### **Recommendation:**

That the Warden and Clerk be authorized to terminate the current service agreement with Trellis Mental Health and Developmental Services and enter into a service agreement with the Canadian Mental Health Association Waterloo Wellington Dufferin Branch for the provision of special needs resourcing.

Respectfully submitted,

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

Luisa Artuso  
Director of Child Care Services



Ministry of  
Government Services

Ministère des  
Services gouvernementaux

Ontario

**LETTERS PATENT OF AMALGAMATION**

These Letters Patent amalgamate the corporations named in this application and they are continued as one corporation under the name set out. Dated this

**LETTRES PATENTES DE FUSION**

Les présentes lettres patentes fusionnent les personnes morales désignées dans la requête en une seule et même société portant la dénomination indiquée. Daté le

**APRIL 01 AVRIL, 2013**

Minister of  
Government Services

Le ministre des Services  
gouvernementaux

*K. [Signature]*  
Director / Directrice

per/par

APPROVED AS A CHARITY - PGT  
OEUVRE DE BIENFAISANCE APPROUVÉE - TCF

Form 11  
Corporations  
Act

Formule 11  
Loi sur les  
personnes  
morales

**APPLICATION FOR LETTERS PATENT OF AMALGAMATION  
REQUÊTE EN VUE D'OBTENIR DES LETTRES PATENTES DE FUSION**

1. Name of the amalgamated corporation:/Dénomination sociale de la personne morale issue de la fusion :

C	A	N	A	D	I	A	N	M	E	N	T	A	L	H	E	A	L	T	H	A	S	S	O	C	I	A
T	I	O	N		W	A	T	E	R	L	O	O	W	E	L	L	I	N	G	T	O	N	D	U	F	F
E	R	I	N		B	R	A	N	C	H																

2. The amalgamation agreement has been duly approved as required by subsection 113(3) of the Corporations Act.

La convention de fusion a été dûment approuvée conformément au paragraphe 113(3) de la Loi sur les personnes morales.

3. The names of the amalgamating corporations and the dates on which the amalgamation agreement was approved by the shareholders/members of each of the amalgamating corporations are:

La dénomination sociale des personnes morales qui fusionnent et la date à laquelle la convention de fusion a été approuvée par les actionnaires ou membres de chaque personne morale qui fusionne sont les suivantes:

Name of corporation Dénomination sociale de la personne morale	Ontario Corporation Number Numéro de la personne morale en Ontario	Date of shareholders/Members approval Date de l'approbation par les actionnaires ou membres
CANADIAN MENTAL HEALTH ASSOCIATION GRAND RIVER BRANCH	1718047	JANUARY 31, 2013
TRELLIS MENTAL HEALTH AND DEVELOPMENTAL SERVICES	1087781	JANUARY 31, 2013

4. The address of the head office of the amalgamated corporation is:  
 Adresse du siège social de la personne morale issue de la fusion :

5420 HIGHWAY 6 NORTH J100 R.R.#5

(Street & No., or R.R. No., or Lot & Concession No., or Lot & Plan No., Post Office Box No. not acceptable; if Multi-Office Building give Room No.)

(Rue et numéro, ou R.R. et numéro, ou numéro de lot et de concession, ou numéro de lot et de plan; numéro de boîte postale inacceptable; s'il s'agit d'un édifice à bureaux, numéro du bureau)

GUELPH, ONTARIO

N	1	H	6	J	2
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(Name of Municipality)  
 (Nom de la municipalité)

(Postal Code/Code postal)

5. The persons who are to be directors of the amalgamated corporation are:  
 Les personnes appelées à devenir les administrateurs de la personne morale issue la fusion sont :

Name in full, including all given names Nom et prénoms au complet	Address for service giving Street & No., or R.R. No., or Lot & Concession No., or Lot & Plan No., and Postal Code (Post Office Box No. not acceptable) Domicile élu y compris la rue et le numéro, ou la R.R. et le numéro, ou le numéro de lot et de concession, ou le numéro de lot et de plan, ainsi que le code postal (numéro de boîte postale inacceptable)
ALAN COUGHLIN	66 COACH HILL DRIVE, KITCHENER, ONTARIO N2E 1P4
CRAIG DIETERLE	168 RENNIE DRIVE, KITCHENER, ONTARIO N2A 1J6
CHAD WALSH	108 LEMON STREET, GUELPH, ONTARIO N1E 2H6
PETER KASTNER	31-1550 GORDON STREET, GUELPH, ONTARIO N1L 1C7
SUSAN LEDGER	23 BURNETT CRT., R.R. #1, FERGUS, ONTARIO N1M 2W3
JANET KAUFMAN	32 DEVERE DRIVE, GUELPH, ONTARIO N1G 2S9
JACQUELINE MARSHALL	73 LEMON STREET, GUELPH, ONTARIO N1E 2H4
BEN SOUCIE	12 ROBINSON AVENUE, GUELPH, ONTARIO N1G 0B1

6. The following is a copy of the amalgamation agreement duly certified under corporate seal by the secretary of each of the amalgamating corporations:  
 Copie de la convention de fusion dûment certifiée et revêtue du sceau de la personne morale par le secrétaire de chacune des personnes morales qui fusionnent :

THIS AGREEMENT made this 31 day of January, 2013

BETWEEN:

CANADIAN MENTAL HEALTH ASSOCIATION  
GRAND RIVER BRANCH,  
a Corporation without share capital,  
incorporated by Letters Patent under  
the laws of the Province of Ontario;

Herein called "CMHA"

OF THE FIRST PART

- AND -

TRELLIS MENTAL HEALTH AND  
DEVELOPMENTAL SERVICES,  
a Corporation without share capital,  
incorporated by Letters Patent under the laws of the  
Province of Ontario;

Herein called "Trellis"

OF THE SECOND PART

WHEREAS CMHA and Trellis, the Parties to this Agreement, were incorporated under the *Corporations Act* (Ontario) and have similar objects; and

WHEREAS CMHA and Trellis, acting under the authority contained in the said Act have agreed to amalgamate upon the terms and conditions hereinafter set out; and

WHEREAS CMHA and Trellis have each made full disclosure to the other of all their respective assets and liabilities; and

WHEREAS it is desirable that the said amalgamation should be effected;

NOW, THEREFORE, THIS INDENTURE WITNESSETH as follows:

1. In this Agreement the expression "Amalgamated Corporation" means the Corporation continuing from the amalgamation of CMHA and Trellis, the parties hereto;

2. CMHA and Trellis do hereby agree to amalgamate under the provisions of Sections 113 and 133 of the *Corporations Act* and to continue as one corporation under the terms and conditions hereinafter set out.
3. The name of the Amalgamated Corporation shall be "Canadian Mental Health Association, Waterloo Wellington Dufferin Branch".
4. The objects of the Amalgamated Corporation shall include but not be limited to:
  - (a) To provide mental health, developmental and addiction services, and social services in the Regional Municipality of Waterloo and the Counties of Wellington and Dufferin (the "Territory");
  - (b) To provide and improve treatment and rehabilitation services for people in the Territory who experience disabilities or health challenges including but not limited to mental illness, substance use disorders, addictions, concurrent disorders, and dual diagnosis which includes developmental concerns;
  - (c) To work for the promotion of mental health and the prevention of mental illness in the Territory;
  - (d) To improve attitudes towards mental illness and foster community acceptance and understanding of, and responsibility for people who experience mental health challenges;
  - (e) To enter into any arrangements with any authorities, public or academic or otherwise, that may seem consistent with any rights, privileges and concessions which the Corporation may think are desirable and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions in the Territory; and
  - (f) To receive, acquire and hold gifts, donations, legacies, bequests, grants and subscriptions and to invest and administer the monies and other property in accordance with the aforesaid objects and subject to the provisions of the appropriate Acts governing charities in the Territory.
5. The Amalgamated Corporation shall be a corporation without share capital and carried on without the purpose of gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.
6. The Special Provisions of the Amalgamated Corporation shall be:
  - (a) For the purposes of carrying out its objects, and as incidental and ancillary thereto, the Amalgamated Corporation be authorized to exercise any of the powers prescribed by the *Corporations Act*, or by any other statutes or laws from

time to time applicable, except where such power is contrary to the statutes or common law relating to corporations without share capital.

- (b) The corporation shall be subject to the *Charities Accounting Act* and the *Charitable Gifts Act*.
- (c) The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from their positions as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.
- (d) The borrowing power of the corporation pursuant to any by-law passed and confirmed in accordance with section 59 of the *Corporations Act* shall be limited to borrowing money for current operating expenses, provided that the borrowing power of the corporation shall not be so limited if it borrows on the security of real or personal property.
- (e) If it is made to appear to the satisfaction of the Minister, upon report of the Public Guardian and Trustee, that the corporation has failed to comply with any of the provisions of the *Charities Accounting Act* or the *Charitable Gifts Act*, the Minister may authorize an inquiry for the purpose of determining whether or not there is sufficient cause for the Lieutenant Governor to make an order under subsection 317 (1) of the *Corporations Act* to cancel the letters patent of the corporation and declare them to be dissolved.
- (f) Upon the dissolution of the corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charities registered under the *Income Tax Act (Canada)*, in Canada.
- (g) To invest the funds of the corporation pursuant to the *Trustee Act*.

- 7. The Members of the Amalgamated Corporation shall consist of the Directors of the Amalgamated Corporation.
- 8. The head office of the Amalgamated Corporation shall be in the City of Guelph in the County of Wellington at a location determined by the Directors of the Amalgamated Corporation or at such other location in the Regional Municipality of Waterloo, or the Counties of Wellington or Dufferin as the Directors may determine from time to time.
- 9. The board of directors of the Amalgamated Corporation until otherwise determined by special resolution, shall consist of 11 members, and the first directors of the Amalgamated Corporation with their names and place of residence, shall be the following:

<u>Names</u>	<u>Residence Address</u>
Alan Coughlin	66 Coach Hill Drive, Kitchener ON N2E 1P4

Craig Dieterle	168 Rennie Drive, Kitchener ON N2A 1J6
Chad Walsh	108 Lemon Street, Guelph ON N1E 2H6
Peter Kastner	31-1550 Gordon St., Guelph, ON N1L 1C7
Susan Ledger	23 Burnett Crt, RR#1, Fergus ON N1M 2W3
Janet Kaufman	32 Devere Dr., Guelph, ON N1G 2S9
Jacqueline Marshall,	73 Lemon Street, Guelph, ON N1E 2H4
Ben Soucie,	12 Robinson Ave., Guelph, Ontario N1G 0B1

The remaining three directors first directors shall be elected by the Members at their first Meeting following the Amalgamation. The said first directors shall hold office until the first annual meeting of the Amalgamated Corporation, or until their successors are elected or appointed.

10. The subsequent directors of the Amalgamated Corporation shall be elected in accordance with the by-laws of the Amalgamated Corporation.
11. CMHA shall contribute to the Amalgamated Corporation all its assets subject to all the liabilities as more particularly set forth in the balance sheet of CMHA dated the 31<sup>st</sup> day of March, 2013 subject to changes since that date in the ordinary course of affairs.
12. Trellis shall contribute to the Amalgamated Corporation all its assets subject to all the liabilities as more particularly set forth in the balance sheet of Trellis dated the 31<sup>st</sup> day of March, 2013 subject to changes since that date in the ordinary course of affairs.
13. The Amalgamated Corporation shall possess all the property, rights, privileges and franchises and shall be subject to all the liabilities, contracts, disabilities and debts of CMHA and Trellis.
14. All rights of creditors against the property, rights and assets of CMHA and Trellis and all liens upon their property, rights and assets shall be unimpaired by such amalgamation and all debts, contracts, liabilities, and duties of CMHA and Trellis shall be thenceforth attach to the Amalgamated Corporation and may be enforced against it.
15. No action or proceeding by or against CMHA or Trellis shall abate or be affected by such amalgamation.

17. Upon the members of CMHA and Trellis respectively adopting this Agreement, such fact shall be certified upon the Agreement by the Secretary of each of the parties hereto under their respective corporate seals, and the parties hereto by their joint application shall, on or after the 31<sup>st</sup> day of January, 2013 apply to the Lieutenant Governor of the Province of Ontario for Letters Patent confirming this Agreement.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto under their respective corporate seals as witnessed by the signatures of their proper officers in that behalf, on the date indicated.

SIGNED , SEALED AND DELIVERED )  
IN THE PRESENCE OF )

) CANADIAN MENTAL  
) HEALTH  
) ASSOCIATION GRAND RIVER  
) BRANCH

On this 31<sup>st</sup> day of January 2013

Per: [Signature]  
Name: JEFF HENRY  
Office: President

Per: [Signature]  
Name: ALAN W. COUGHEEN  
Office: VICE - PRESIDENT

We have authority to bind the Corporation

TRELLIS MENTAL HEALTH AND  
DEVELOPMENTAL SERVICES

On this 31<sup>st</sup> day of January 2013

Per: [Signature]  
Name: Susan Ledger  
Office: Vice-President

Per: [Signature]  
Name: JANET KAUFMAN  
Office: DIRECTOR

We have authority to bind the Corporation

CERTIFICATE OF SECRETARY OF EACH OF THE  
AMALGAMATING CORPORATIONS

I, Jeff Henry, <sup>President</sup> ~~Secretary~~ of Canadian Mental Health Association Grand River Branch, hereby certify that the Amalgamation Agreement to which this Certificate is attached was adopted by the members of the Corporation in accordance with Section 113(3) of the Corporations Act, R.S.O. 1990, c. C. 38, as amended, on the 31<sup>st</sup> day of January, 2013.

Dated at Kitchener, Ontario, this 31<sup>st</sup> day of January, 2013.

 c/s  
~~Secretary~~, Canadian Mental Health Association Grand River Branch  
<sup>President</sup>

CERTIFICATE OF SECRETARY OF EACH OF THE  
AMALGAMATING CORPORATIONS

I, Susan Ledger, <sup>Vice-President</sup> Secretary of Trellis Mental Health and Developmental Services, hereby certify that the Amalgamation Agreement to which this Certificate is attached was adopted by the members of the Corporation in accordance with Section 113(3) of the Corporations Act, R.S.O. 1990, c. C. 38, as amended, on the 31<sup>st</sup> day of January, 2013.

Dated at Kitchener, Ontario, this 31<sup>st</sup> day of January, 2013.

Susan Ledger c/s  
Secretary, Trellis Mental Health and Developmental Services  
Vice President

The corporations named below apply jointly for letters patent confirming the agreement and amalgamating the said corporations.  
Les personnes morales nommées ci-dessous demandent conjointement des lettres patentes confirmant la convention et les fusionnant.

This application is executed in duplicate./La présente requête est faite en double exemplaire.

Names and seals of the amalgamating corporations and signatures and descriptions of office of their proper officers.  
Dénomination sociale et sceau des personnes morales qui fusionnent, signature et fonction de leurs dirigeants régulièrement désignés.

CANADIAN MENTAL HEALTH ASSOCIATION  
GRAND RIVER BRANCH

PER: [Signature]  
Name: Jeff Henry  
Office: President

PER: [Signature]  
Name: ALAN W. COUGHLIN  
Office: VICE - PRESIDENT

We have authority to bind the Corporation

TRELLIS MENTAL HEALTH AND DEVELOPMENTAL  
SERVICES

PER: [Signature]  
Name: Susan Ledger  
Office: Vice President

PER: [Signature]  
Name: JANET KAUFMAN  
Office: DIRECTOR

We have authority to bind the Corporation



Canadian Mental  
Health Association  
Waterloo Wellington Dufferin

Association canadienne  
pour la santé mentale  
Waterloo Wellington Dufferin

Luisa Artuso  
Director of Child Care Services  
County of Wellington  
21 Douglas St.  
Guelph, ON N1H 2S7

May 1st, 2013

Dear Ms. Artuso,

On January 31, 2013 the Boards of Directors of the Canadian Mental Health Association Grand River Branch and Trellis Mental Health & Developmental Services unanimously agreed to amalgamate effective April 1, 2013. The amalgamated organization is now known as the Canadian Mental Health Association Waterloo Wellington Dufferin Branch (CMHA WWD).

The Board of Directors made the decision that the new organization be a chartered member of the Canadian Mental Health Association. This will ensure that the new organization has a strong relationship with a recognized and influential provincial and national mental health association known for its leadership in promoting the mental health of Canadians and supporting the resilience and recovery of people experiencing mental illness.

By combining the resources and strengths of both organizations, a more integrated service system will be created which will be easier for people to access and navigate services across Waterloo, Wellington and Dufferin. More residents will be served and provided the right service, at the right time in the right place – enabling them to live successfully in the community.

All of the services formerly provided by Trellis Mental Health and Developmental Services, including those funded by the County of Wellington, will continue to be delivered by CMHA WWD with the same commitment, enthusiasm and high level of quality. All of the partnerships and system commitments that Trellis made will not only be maintained, they will be strengthened. We are working on developing a specific identity for our children and developmental services so that parents and caregivers recognize that there are particular services under the umbrella of CMHA WWD that have a focus beyond just mental health.



**Canadian Mental  
Health Association**  
Waterloo Wellington Dufferin

**Association canadienne  
pour la santé mentale**  
Waterloo Wellington Dufferin

CMHA WWD will be a strong community health organization that residents can turn to in times of need. By working with our partners and our funders we will ensure that the best possible services are available to the residents of Guelph and Wellington County.

In light of this amalgamation, I am requesting that the service agreements that Trellis Mental Health and Developmental Services has with the County of Wellington be amended to reflect the new organizational name of Canadian Mental Health Association Waterloo Wellington Dufferin.

Sincerely,

Fred Wagner  
Executive Director

# County of Wellington - Ontario Works



## 2010-13 County / City Caseload

Wellington County					Change From Previous Month		Change From Previous Year	
	2010	2011	2012	2013	Cases	%	Cases	%
January	428	429	454	473	15	3.3%	19	4.2%
February	435	441	458	498	25	5.3%	40	8.7%
March	434	432	455	510	12	2.4%	55	12.1%
April	416	423	452	490	(20)	-3.9%	38	8.4%
May	411	432	462					
June	401	417	442					
July	410	433	453					
August	409	418	453					
September	400	422	432					
October	405	431	419					
November	410	413	426					
December	419	431	458					
<b>Total</b>	4,978	5,122	5,364	1,971				
<b>Average</b>	415	427	447	493			46	10.2%

City of Guelph					Change From Previous Month		Change From Previous Year	
	2010	2011	2012	2013	Cases	%	Cases	%
January	1,492	1,432	1,438	1,460	58	4.1%	22	1.5%
February	1,463	1,410	1,426	1,499	39	2.7%	73	5.1%
March	1,506	1,429	1,412	1,482	(17)	-1.1%	70	5.0%
April	1,507	1,444	1,413	1,502	20	1.3%	89	6.3%
May	1,465	1,452	1,425					
June	1,467	1,482	1,450					
July	1,466	1,495	1,474					
August	1,479	1,445	1,470					
September	1,474	1,436	1,416					
October	1,419	1,396	1,338					
November	1,382	1,395	1,400					
December	1,393	1,389	1,402					
<b>Total</b>	17,513	17,205	17,064	5,943				
<b>Average</b>	1,459	1,434	1,422	1,486			64	4.5%

# County of Wellington - Ontario Works

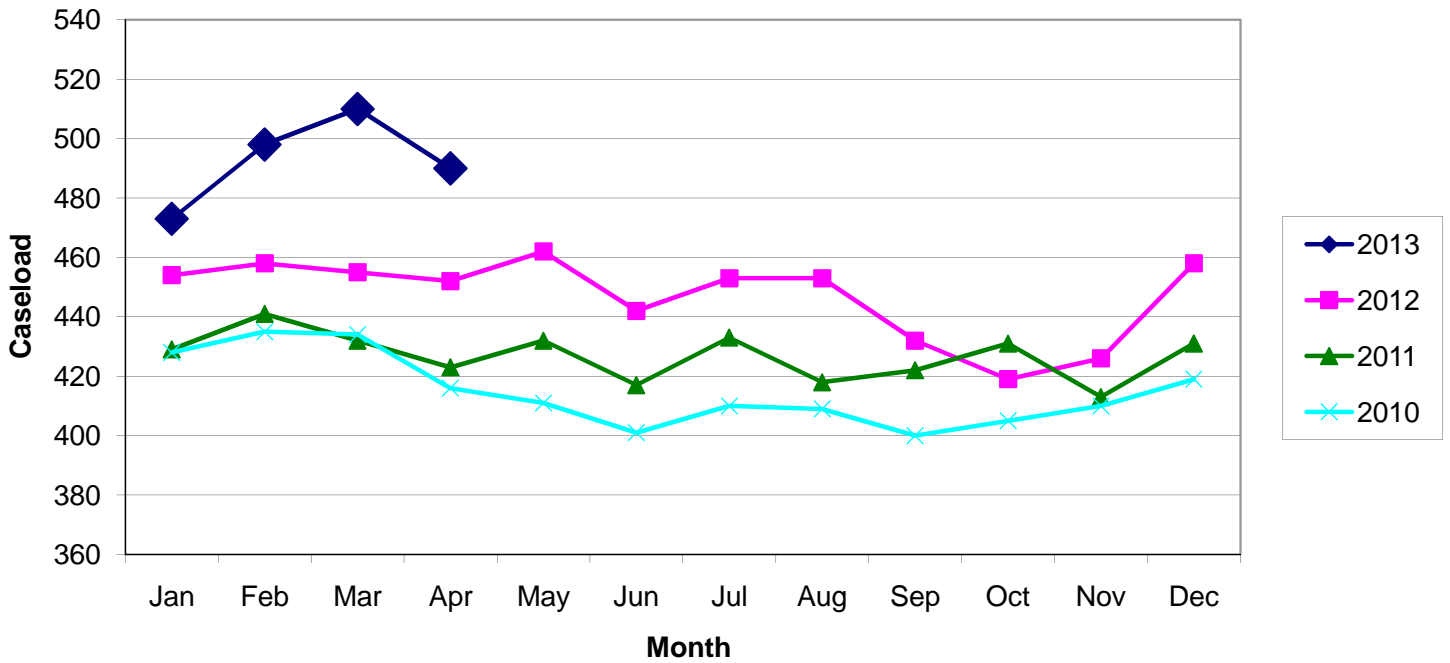


## 2010-13 County / City Caseload

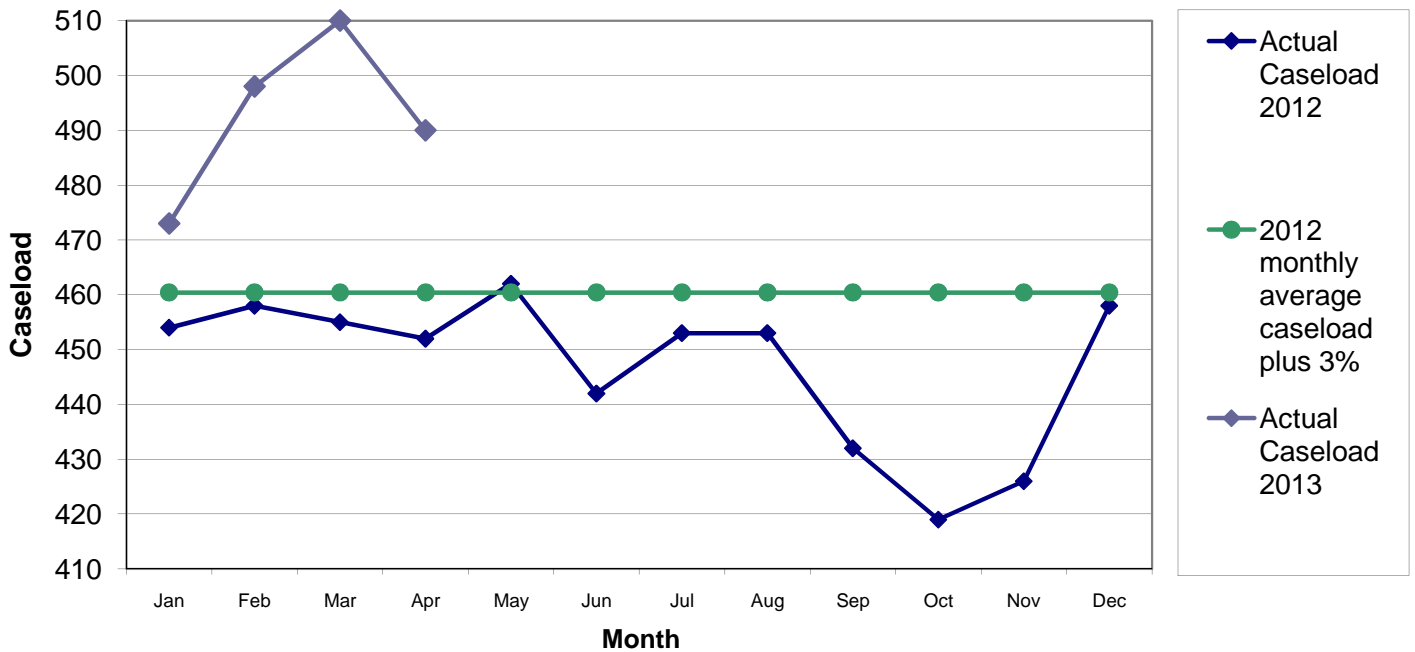
Total caseload					Change From Previous Month		Change From Previous Year	
	2010	2011	2012	2013	Cases	%	Cases	%
January	1,920	1,861	1,892	1,933	73	3.9%	41	2.2%
February	1,898	1,851	1,884	1,997	64	3.3%	113	6.0%
March	1,940	1,861	1,867	1,992	(5)	-0.3%	125	6.7%
April	1,923	1,867	1,865	1,992	-	0.0%	127	6.8%
May	1,876	1,884	1,887					
June	1,868	1,899	1,892					
July	1,876	1,928	1,927					
August	1,888	1,863	1,923					
September	1,874	1,858	1,848					
October	1,824	1,827	1,757					
November	1,792	1,808	1,826					
December	1,812	1,820	1,860					
<b>Total</b>	22,491	22,327	22,428	7,914				
<b>Average</b>	1,874	1,861	1,869	1,979			110	5.9%

Caseload Split								
	2010		2011		2012		2013	
	City	County	City	County	City	County	City	County
January	77.7%	22.3%	76.9%	23.1%	76.0%	24.0%	75.5%	24.5%
February	77.1%	22.9%	76.2%	23.8%	75.7%	24.3%	75.1%	24.9%
March	77.6%	22.4%	76.8%	23.2%	75.6%	24.4%	74.4%	25.6%
April	78.4%	21.6%	77.3%	22.7%	75.8%	24.2%	75.4%	24.6%
May	78.1%	21.9%	77.1%	22.9%	75.5%	24.5%		
June	78.5%	21.5%	78.0%	22.0%	76.6%	23.4%		
July	78.1%	21.9%	77.5%	22.5%	76.5%	23.5%		
August	78.3%	21.7%	77.6%	22.4%	76.4%	23.6%		
September	78.7%	21.3%	77.3%	22.7%	76.6%	23.4%		
October	77.8%	22.2%	76.4%	23.6%	76.2%	23.8%		
November	77.1%	22.9%	77.2%	22.8%	76.7%	23.3%		
December	76.9%	23.1%	76.3%	23.7%	75.4%	24.6%		
<b>Average</b>	77.9%	22.1%	77.1%	22.9%	76.1%	23.9%	75.1%	24.9%

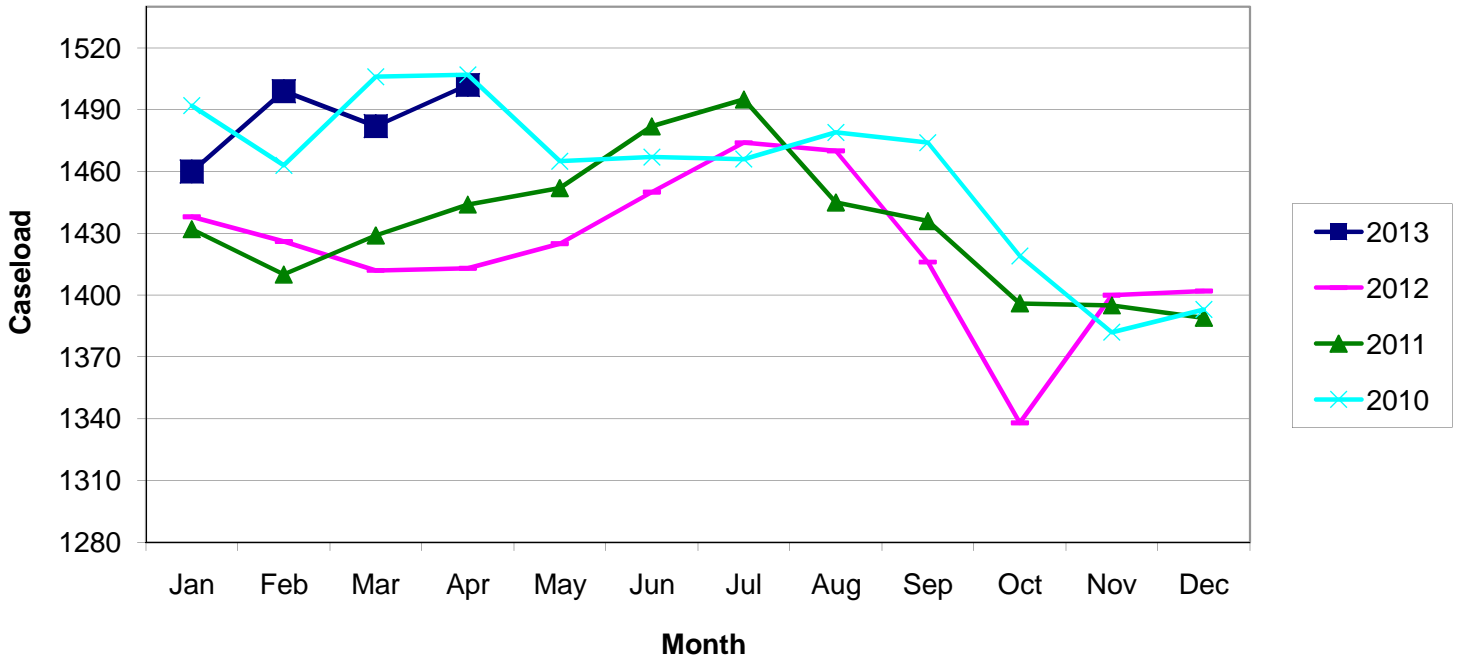
County of Wellington Ontario Works Caseload - January 2010 to April 2013



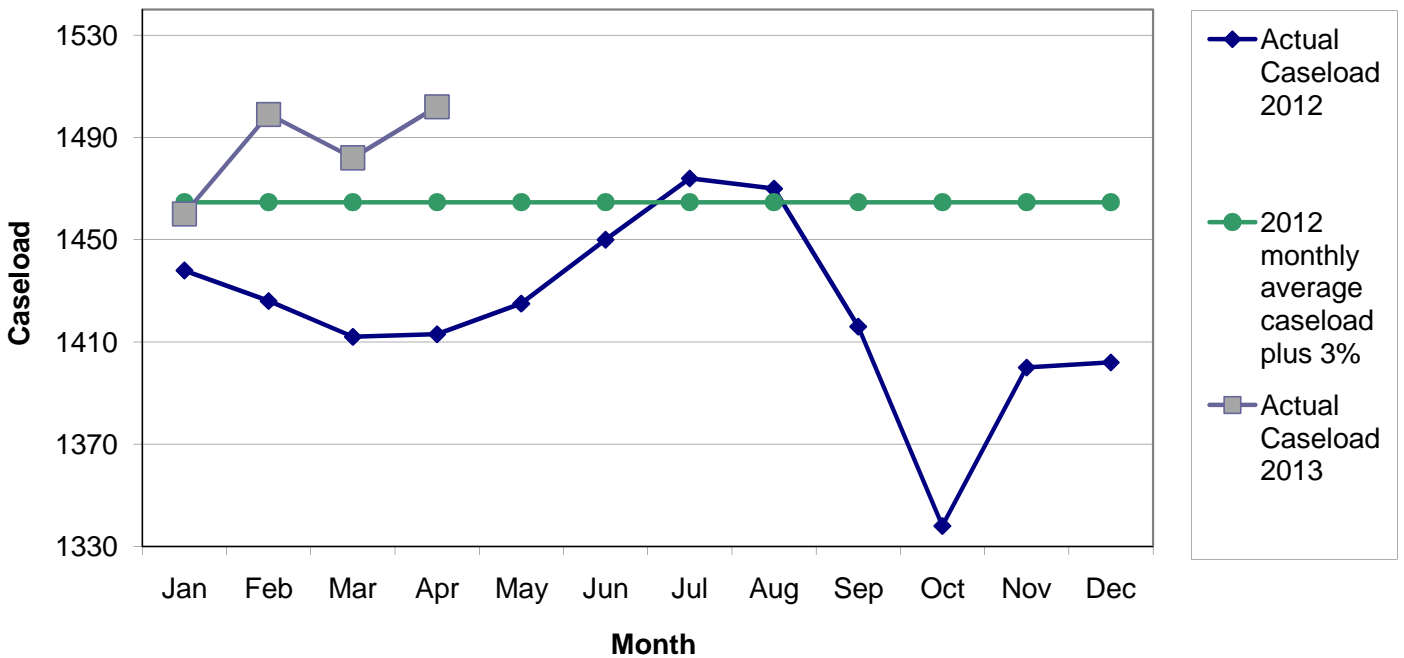
County of Wellington Ontario Works Caseload Budget/Actual Comparison



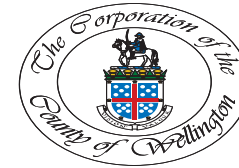
City of Guelph Ontario Works Caseload - January 2010 to April 2013



City of Guelph Ontario Works Caseload Budget/Actual Comparison



**WELLINGTON COUNTY SOCIAL SERVICES  
2013 County and City Caseloads and Services**



Programmes	1st Quarter			Total 1st Quarter
	Jan	Feb	Mar	
<b><u>Intake</u></b>				
Number of calls received	684	553		1237
Number of applications completed	335	240		575
Number of cases deemed to be eligible	223	229		452
Number of terminated cases	150	150		300
<b><u>Consolidated Verification Process</u></b>				
Number of Support Agreements/Orders	9	0		9
Number of Internal Reviews	4	0		4
Number of Social Benefit Tribunal Hearings	0	1		1
Number of Eligibility Review Interviews	11	9		20
Number of Eligibility Review Interviews Resulting in Terminations	2	1		3
Emergency Energy Funds Issued (Allotment \$32,120)	\$ 604.00	\$ 2,649.00		\$ 3,253.00
<b><u>Special Services</u></b>				
Number of People Accessing Dom Hostel Beds	144	151		295
Number of People Accessing Emergency Hostel Beds	236			236
Number of Indigent Burials	3	2		5
Number of L.E.A.P. Cases	34	33		67
Temporary Care Cases	49	47		96
Number of Students	51	55		106
<b><u>Employment Services</u></b>				
Number of Employment Services Cases with Participation Agreements	1577	1623		3200
Average Caseload for Employment Services Caseworkers	225.28	231.85		457.13
<b><u>Employment Workshops</u></b>				
Number of Workshops provided	4	7		11
Number of Individuals attending workshops	19	26		45
Number of Facilitators One on One Appointments	70	53		123
<b><u>Employment Resource Centre</u></b>				
Employment Resource Centre Traffic	3849	3273		7122
<b><u>Life Skills</u></b>				
Number of participants on Life Skills caseloads	116	116		232
Average Caseload for Life Skills Caseworkers	38.67	38.67		38.67



**To:** Chair and Members of the Social Services Committee  
**From:** Stuart Beumer, Director of Ontario Works  
**Date:** Wednesday, May 8, 2013  
**Subject:** **2013 Ontario Works Service Plan**

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### **Background:**

The Ontario Works division is pleased to present the 2013 Ontario Works Service Plan. The Service Plan provides important analysis of service delivery in 2012 and identifies important priorities for 2013.

The Ministry of Community and Social Services (MCSS) requires that each Consolidated Municipal Service Manager (CMSM) complete an annual Ontario Works Service Plan that outlines the strategic plan for service delivery and the achievement of improved employment outcomes for participants in receipt of Ontario Works. MCSS and delivery agents work on a two year planning cycle and 2013 represents year one of this cycle. The Service Plan for 2014, year two of the planning cycle, is anticipated to build upon the priorities established in this plan with appropriate updates provided to caseload information and strategic priorities.

Ontario Works supports the goal of helping people move towards employment by holding our service delivery accountable to two measured employment outcomes: Employment and Earnings. The Service Plan articulates our plan to meet our targets in these areas.

MCSS recognizes that the achievement of the employment and earnings outcomes is directly linked to the strategies that delivery agents have in place for increasing the employability of participants. Increased employability measures in the Service Plan emphasize a holistic approach to providing assistance that;

- helps participants in the development of relevant knowledge, skills and attitudes
- motivates participants to demonstrate individual responsibility for attaining their goals
- assists participants to obtain needed supports in partnership with our community partners
- moves participants forward along the employment continuum towards self-sufficiency

### **Recommendation:**

That the 2013 Ontario Works Service Plan be approved.

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

Respectfully submitted,

Stuart Beumer  
Director, Ontario Works

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**The County of Wellington  
2013 ONTARIO WORKS SERVICE PLAN**

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## Executive Summary

The County of Wellington is one of the 47 Consolidated Municipal Service Managers (CMSM) in the Province of Ontario. The County manages and delivers the Ontario Works (OW) programme on behalf of the Province of Ontario to the residents of both the County of Wellington and the City of Guelph. The Ontario Works programme is joined by Child Care Services and Housing Services to form the County of Wellington Social Services Department.

In 2013, we are preparing for a year of significant transition and training as we introduce the Social Assistance Management System (SAMS) into our case management process. With the application of SAMS and a service model evaluation, we anticipate improved strategies for implementing the OW programme.

The 2013 OW Service Plan has identified a number of key areas of priority for 2013:

- SAMS technology implementation
- Active engagement in provincial social assistance reform activities
- Development of an exception based income reporting policy, based on evaluation of current practices and considers client service, programme accountability and administrative considerations
- Strengthening the Cost Recovery Unit's role in integrity programming, with specific enhancements to their role in file auditing and eligibility verification
- Leading collaborative initiatives with the community as they relate to employment services and innovative approaches such as Bridges out of Poverty

The 2013 Service Plan reviews changes in our community and caseload over 2012 as well as outlines targets for 2013 and identifies current priorities and future plans to improve services to our clients.

The onset of a recession that began in the latter half of 2008 resulted in a significant increase to the OW caseload. Although the recession has ended, the caseload remains high and does not show signs of decreasing. Local and provincial caseload data were reviewed as part of the budget process and as such, we forecast a 3% increase in the caseload for 2013. As of March 2013, the total caseload was at 1,992.

The following numbers reflect the impact of the global recession and the failure of the economic recovery to translate into a reduction in the number of households relying on Ontario Works:

Caseload	City	County	Total
March 2008	1,001	260	1,261
March 2009	1,291	348	1,639
March 2010	1,506	434	1,940
March 2011	1,429	432	1,861
March 2012	1,412	455	1,867
March 2013	1,482	510	1,992

Our office continues to support the provincial Supportive Approaches through Innovative Learning (SAIL) training programme. This year, all staff will be extending their training as they complete the Narrative Interventions model. The extensive client centered training approach enhances and refreshes management and staff competencies and provides tools for effective intervention strategies.

As a key achievement in 2012, we successfully reduced accessibility barriers and opened an office in Fergus to better serve our County clients. As we expected, feedback has been tremendously positive from clients now being served out of our Fergus office.

At the end of 2012, we began to prepare for significant consolidations and cuts to various OW programmes. The Community Start Up and Maintenance Benefit (CSUMB) funding ended December 31, 2012 and as a result we reorganized our programmes to fill the gap and meet the needs of our clients. In order to best serve the community, we created the Housing Stability Programme (HSP) in January 2013. Also in January 2013, five MCSS funded programmes were consolidated into one new programme, the Community Homelessness Prevention Initiative (CHPI). These programmes are successfully being managed by our Special Services Unit as well as our colleagues in Housing Services. 2013 represents a transition year for the CHPI programme and we will continue to monitor service delivery and consult with the community as we make adjustments to the programme in an effort to best meet community needs.

Involvement in the community remains an important priority for the OW office. Our staff is involved with a wide range of community activities, groups, committees and Boards. Our active involvement on groups such as the Local Immigration Partnership Council (LIP), Guelph & Wellington Taskforce for Poverty Elimination and the Wellington-Guelph Drug Strategy demonstrates our commitment to working with our partners and clients to improve the well-being of our community.

Our OW team has demonstrated excellent commitment to providing high quality service to our most vulnerable citizens. We focus our efforts on ensuring that our clients receive the vital supports and services that they need to overcome their barriers to employment.



Stuart Beumer, Director of Ontario Works

April 2012

## Section 1: Ontario Works Vision and Mandate

### COUNTY OF WELLINGTON

The County of Wellington Ontario Works division has a vision and a service mandate that builds upon the vision and mandate for the Ontario Works programme that has been established by the Province.

#### Vision

We promote and support self-reliance and responsibility with respect and compassion.

#### Service Mandate

We strive to effectively serve people needing assistance by delivering high quality programmes and services in collaboration with our community partners, in accordance with the provincial Ontario Works programme.

### PROVINCE OF ONTARIO

#### Vision

To achieve improved employment outcomes for Ontario Works participants by increasing individual employability with the goal of sustainable employment and increased financial independence.

#### Mandate

To provide employment assistance and financial assistance to people in financial need. The Ontario Works programme:

- Recognizes individual responsibility and promotes self-reliance through employment;
- Provides financial assistance to those most in need while they meet obligations to become and stay employed;
- Effectively serves people needing assistance; and
- Is accountable to the taxpayers of Ontario

## Section 2: Environmental Scan

### ANALYSIS

This section of the OW Service Plan provides an analysis of 2012 outcomes, the current political climate, a description of the 2012 OW caseload, a summary of the local labour market and information on community engagement activities.

#### 2012 Outcome Funding Results and 2013 Baseline Forecasts

Outcome	2012 Target	2012 Average	2013 Baseline	Narrative
1A - Average Employment Earnings	\$694.25	\$726.04	\$726.04	Throughout the year, earnings held above \$700 and peaked in July at \$793. The 2013 base line has been set by taking the 2012 average.
1B - Average Amount of Earnings at Exit	\$1089.33	\$1,186.95	\$1,148.98	The average employment earnings fluctuated slightly throughout 2012, with its greatest peak in April. The 2013 base line has been set by averaging the final 2 quarters of 2012.
2A - % with Employment Income	9.1%	8.9%	8.9%	Although slightly below target, the percentage of clients with employment earnings remained relatively stable in 2012 between 8-10%, and did increase above the target in the last quarter. The 2013 base line has been set by taking the 2012 average.
2B - % Caseload Exiting to Employment	29.0%	29.2%	29.2%	While the caseload exiting to employment fluctuated quarterly, it peaked in the 2 <sup>nd</sup> quarter. The 2013 base line has been set by taking the 2012 average.
2C - Job Retention Rate	7.9 months	9.7 months	9.7 months	The Job Retention Rate averaged 9.7 months in 2012. The 2013 base line has been set by taking the 2012 average.
2E - Average Length of Time to Employment	10.4 months	11 months	11 months	The economy has improved in some sectors, but greater employment opportunities for our clients have not materialized. The average for this measure in 2012 was 11.07 months. The 2013 base line has been set by taking the 2012 average.

**Average Amount of Employment Earnings for Participants with Earnings**

In 2012 we exceeded our outcome target by \$32.69. The average amount of employment earnings is calculated by adding all the declared employment earnings and dividing it by the number of people reporting earnings. This represents people with ongoing part time positions and clients who have just received their first full-time pay cheque and are going to be exiting from OW in the subsequent month.

In 2012, we saw a decline in the number of individuals with employment earnings and significant improvement in this outcome area. Therefore, clients that did maintain employment were earning more on average. This reinforces our assumption that those clients who retain employment are the most employable on OW and the most capable of working greater numbers of hours at higher rates of pay. The 2012 monthly average in this category of \$726.04 has been used to establish the 2013 baseline.

**Average Amount of Employment Earnings at Exit**

In 2012, we exceeded this outcome target by \$92.92, and were able to increase this indicator slightly above the 2011 monthly average. This measure is volatile given the relatively small size of our caseload; one or two results in a given month can significantly impact the monthly outcome. Often participants who are exiting OW due to employment fail to submit a final income statement and this has the impact of lowering our performance in this outcome measure and skewing the overall accuracy of this measure. Having caseworkers employ more effective follow-up techniques with clients exiting OW may serve to improve our performance in this area. The final quarter of 2012 showed a general decline in this outcome category. As a result, the last 2 quarters of 2012 have been averaged to set a realistic 2013 baseline.

**% of Caseload with Employment Income**

In 2012, we fell just short of our outcome target. Each month fluctuated between 8-10% with only the fourth quarter exceeding the outcome target. In 2013, we will focus on increasing the number of clients that are reporting employment income as this has been trending downward over the past year. The 2012 monthly average outcome has been used to establish the 2013 baseline.

**% of Caseload Exiting to Employment**

In 2012, we were able to achieve our target. The caseload exits to employment fluctuated throughout the year with the best results in the second quarter and fourth quarter of the year. The continued efforts and strategies of our Employment Specialist will be critical to achieving continued success in this area. The 2012 monthly average outcome has been used to establish the 2013 baseline.

**Job Retention Rate Determined by Average Length of Time from Exit due to Earnings and/or Employment to Re-entry into Social Assistance**

In 2012, we achieved our outcome target. The average length of time from a client exiting Ontario Works to employment and subsequently returning to Ontario Works was 9.7 months, up from 7.9 months in 2011. Outcomes fluctuated throughout the year between 8 and 13 months. The 2012 monthly average has been used to set the 2013 baseline.

**Average Length of Time to Employment**

In 2012, we did not achieve our outcome target of 10.3 months. The average for this measure in 2012 was 11 months. There continues to be significant fluctuation from month to month in this measure that

is difficult to explain and seems to be due to the nature of how this measure is calculated. We hope to stop the increase in this area in 2013 and start to see a decline in length of time to employment. Connecting clients with employment opportunities as early as possible after granting assistance will be reinforced as an important practice. The 2012 monthly average has been used to set the 2013 baseline.

## EXTERNAL INFLUENCES

Key documents released in 2012 informed the anticipated direction of social services in Ontario. The first released was 'Public Services for Ontarians: A Path to Sustainability and Excellence' or commonly referred to as the Drummond Report in February 2012. The report was commissioned to find new ways to address Ontario's debt by reforming Ontario public services. Pertaining to social services, the report recommended 'Hold growth in social programs spending to 0.5 per cent per year'<sup>1</sup>. The report also recommends moving aggressively towards a more integrated and centralized social assistance system including the consolidation of the Ontario Works and Ontario Disability Support Program (ODSP) programmes and certain programmes of Employment Ontario (EO).

The Commission for the Review of Social Assistance in Ontario released their report in October 2012, 'Brighter Prospects: Transforming Social Assistance in Ontario'. This report echoed many of the recommendations found in the Drummond Report, advocating increased integration and consolidation of services. Further, the report recommends an increase in base rates and income allowances. Although support for many of these recommendations is broad-based, it is anticipated that the current fiscal and political environment will make it difficult for the Government to move forward with many of the recommendations of the Commission.

Additionally, should a provincial election occur in 2013 and the current Liberal minority government not maintain their leadership position, it would lead to a shift in government priorities and could lower the likelihood of the Province moving forward on implementing the recommendations of these recent reports. The significant nature of the changes being considered, at the provincial level and the minority status of the current Government will translate into some uncertainty among municipal service managers in 2013.

The County of Wellington will continue to work actively with our provincial colleagues to inform and influence decisions where possible and to ensure that the Province understands the needs of the local community. We will also continue to work closely with other service managers and through organizations such as OMSSA and AMO to advocate for improvements to the social assistance system.

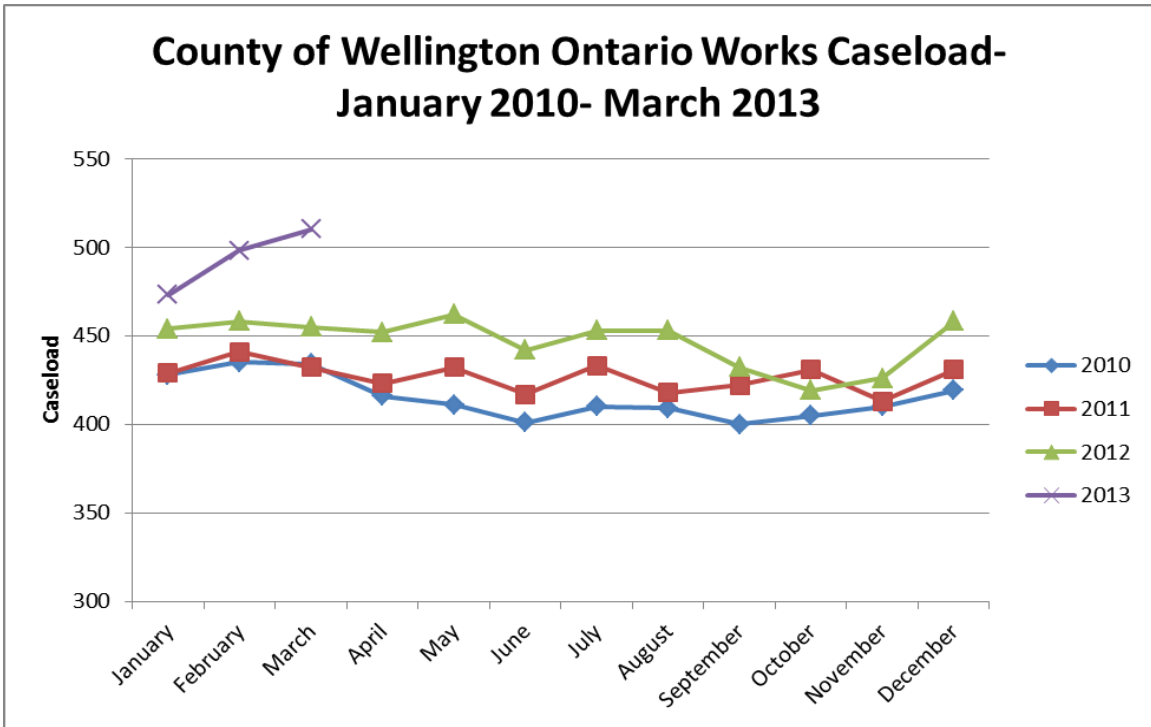
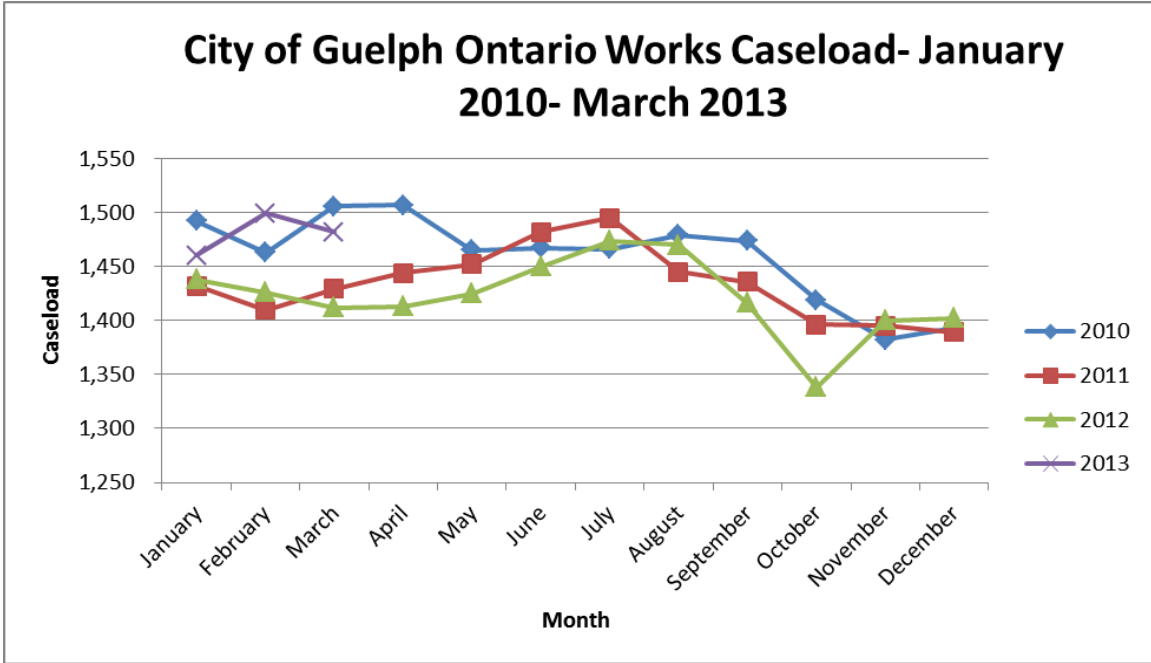
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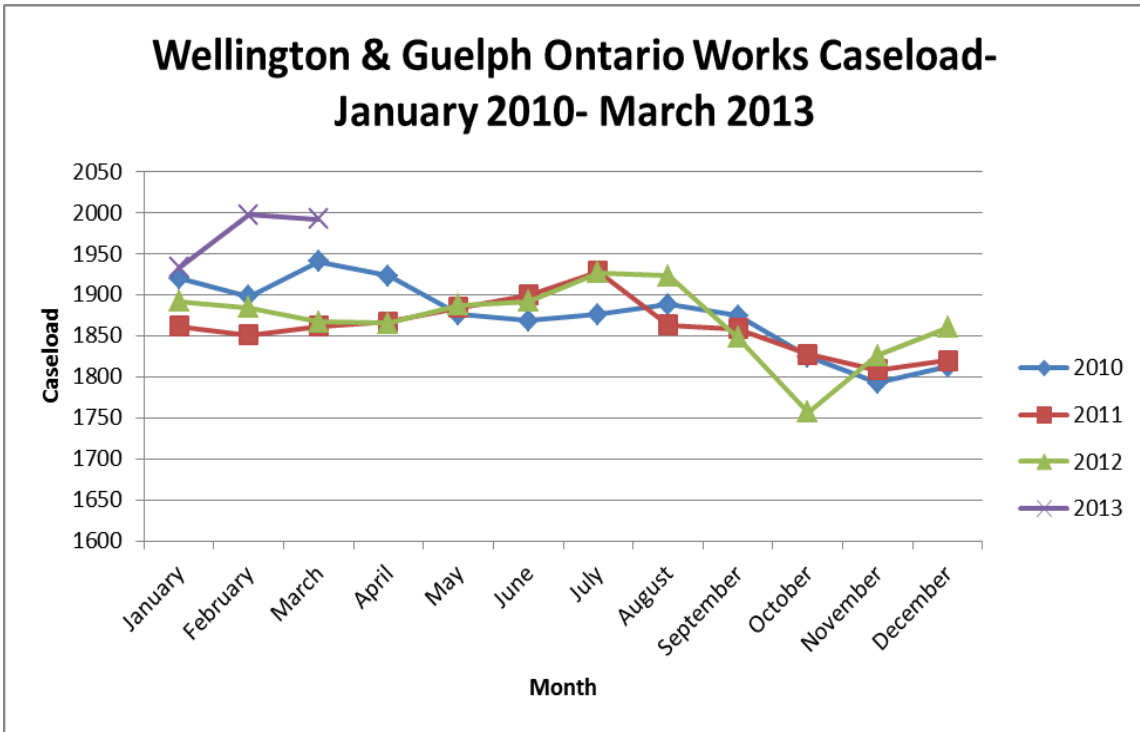
<sup>1</sup> Ontario. Ministry of Finance. Public Services for Ontarians: A Path to Sustainability and Excellence. Commission on the Reform of Ontario's Public Services. Donald Drummond, Chair (Ontario, 2012), 260.

**CASELOAD DESCRIPTION**

The County of Wellington predicts a 3% increase in the caseload for 2013 due to continued economic uncertainty. This caseload forecast is in line with the provincial forecast and comparable service managers in our region. Despite a low unemployment rate locally, OW clients in Wellington and Guelph continue to struggle to obtain employment opportunities, in a competitive market up against those with higher skills and closer connections to the labour market. As such, we maintain a relatively high caseload, approximately 500 Benefit Units higher than it was at the start of the recent recession in late 2008. The following table provides 2012 actual caseload data and projected data for 2013.

Caseload	Source	Year 2 (2011) Actual	Year 1 (2012) Actual	2013 Forecast
Average monthly caseload (number of singles and families including temporary care assistance recipients)	Form 5	1861	1,848	1,903
Average monthly number of Ontario Works participants with deferred participation requirements	Form 5	553	517	532
Average monthly number of ODSP participants (voluntary)	BUS	10	11	12
Demographic Variable	December 2011	December 2012	% Change	
Number of Cases (Form 5)	1820	1861	2.25%	
Total # of People (Form 5)	3750	3830	2.13%	
Number of Depends aged 0-6 (BUS)	697	680	-2.44%	
Singles (BUS)	56.55%	59.91%	3.36 (diff)	
Sole Support Parent (BUS)	34.71%	32.13%	-2.58 (diff)	
Couple with Dep. (BUS)	5.80%	5.64%	-.16 (diff)	
Couples without Dep. (BUS)	3%	2.26%	-.74 (diff)	
Average # of Dep. Per Family (BUS)	1.6	1.682 (year ave.)	5%	
LEAP – Average monthly caseload (Service Contract Report)	28	29	2.6%	
Months on Assistance				
City of Guelph (BUS)	19.5	20.3	4.1%	
County of Wellington (BUS)	19.1	19.1	0%	
Average Monthly Earnings (Average Time Average Income Report)	\$471.50	\$510.00	8.17%	
# of Recipients with Earnings (Average Time Average Income Report)	288	264	-8.33%	
% of caseload with Earnings	15.48%	13.82%	-1.66 (diff)	





#### LOCAL LABOUR MARKET

Both the County of Wellington and the City of Guelph perform well with regard to employment and low unemployment rates. In 2012, unemployment in the County of Wellington was 4.2% and Guelph entered the new year with unemployment at 5.8%, both under the provincial average of 7.7%. Although Guelph continues to maintain low unemployment rates, it has risen from its 2011 rate of 4.2%.

The County of Wellington and Guelph have continued to grow in the past year. Since 2001, the population of Wellington grew by 12.7%. The city of Guelph is also growing in population, up roughly 6% from 2006 to 2011. With this growth, the labour force also grew significantly in Wellington since 2001, up 17.7%. However it is important to note that many of the jobs are outside the County of Wellington and upwards of 55% of inhabitants in certain regions commute outside the County for employment. This trend indicates a growing and sustainable labour force in the County, yet insufficient employment opportunities. Like the City of Guelph, the County’s labour force remains largely centered around manufacturing, agriculture, and construction. Despite this, the greatest growth in the County’s economy has been cultural and information industries, such as the arts, recreation, finance and insurance.

Risks to the local labour market were identified by the Workforce Planning Board of Waterloo Wellington and Dufferin in the Report ‘Local Labour Market Plan 2012’. It was noted that although manufacturing jobs increased in 2011, overall employment in this sector is still 10,000 less than 2006 levels. Surprisingly, the service sector experienced small employment losses when job gains were

anticipated. The Report also noted that there was a slight fall in the number of businesses operating in the City of Guelph and County of Wellington.

Our OW office continues to identify trends and specific circumstances that are likely to impact the OW overall caseload and the employment prospects of our clients. Some highlights for 2013 are highlighted below:

- Last year, Hitachi Construction Truck Manufacturing Ltd announced plans to double their workforce within the next six years. Hitachi currently employs approximately 400 employees
- In April 2013, A.O Smith announced that they will be closing their doors of their Fergus heater manufacturing operation in July 2013. OW has connected with the company to offer employment support to laid-off staff
- In November 2012, Wal-Mart opened the new store in Fergus, employing 165 people
- In March 2013, Target had “soft openings” at the Fergus location and the Guelph location. The two Zellers stores in Guelph that have since closed employed approximately 200 people in total and the new Target in Guelph employs 167 people

We continue to look at labour market trends to align our services, however, it is recognized that the demands of the local labour market do not necessarily relate to the skill-set and experience of our caseload.

## COMMUNITY ENGAGEMENT

OW staff at all levels of the organization remain committed to strong and meaningful partnerships and collaborative work within our community. Investing in these activities strengthens our connection to the local community, region and the province; enabling us to stay informed on issues that impact the delivery of our services. These efforts also lead to client service improvements as we plan, coordinate and integrate social services at a community level.

### **Community Outreach and Fundraising Support**

- United Way staff fundraising
- Christmas hamper programme coordination and packing with Salvation Army
- Special events to fund-raise and collect items for various local charities
- Onward Willow BBBF Management Board membership

### **Community Service Planning, Coordination and Advocacy**

- Guelph & Wellington Task Force for Poverty Elimination
- Wellington Guelph Drug Strategy Committee
- Local Immigration Partnership Council
- Guelph/Wellington Housing Committee
- Growing Great Generations – Children and Youth Planning Table

- Employment Coordination Committee
- Guelph Emergency Planning Committee
- Wellington Emergency Planning Committee
- The Workforce Planning Board of Waterloo, Wellington, Dufferin
- Social Planning Council (United Way sponsored)
- OW – ODSP Staff Working Group

#### **Community Information Sharing and Special Projects**

- Guelph Inclusiveness Alliance (multicultural issues)
- The Guelph, Wellington Education and Training Committee
- HIFIS Working Group (Homelessness Information System)
- Guelph Working Group on Hoarding
- Wellington Seniors Committee
- Waterloo Wellington Geriatric Network
- Sexual Assault and Domestic Violence Committee

#### **Collaborative Service Delivery Efforts**

- Bridges out of Poverty
- Strengthening Families for the Future

#### **Professional Associations and Groups**

- The Guelph Chamber of Commerce
- Wellington/Guelph Bar/Bench Committee
- Local Ontario Legal Aid Committee

#### **Provincial Associations and Groups**

- Ontario Municipal Social Services Association (OMSSA): Conferences, Committees, Information Sharing, Training Courses.
- Association of Municipalities of Ontario (AMO)
- Association of Municipal Employment Services (AMES): Conferences, Committees.
- Provincial Addiction Advisory Committee

#### **Service Manager and Ministry of Community and Social Services (MCSS) Partnerships**

- Ontario Works Networking Group
- Social Assistance Directors Forum
- Ontario Works Director-Administrator Reference Group
- Ontario Works Outcomes Measures Working Group

## Section 3: Programme Management

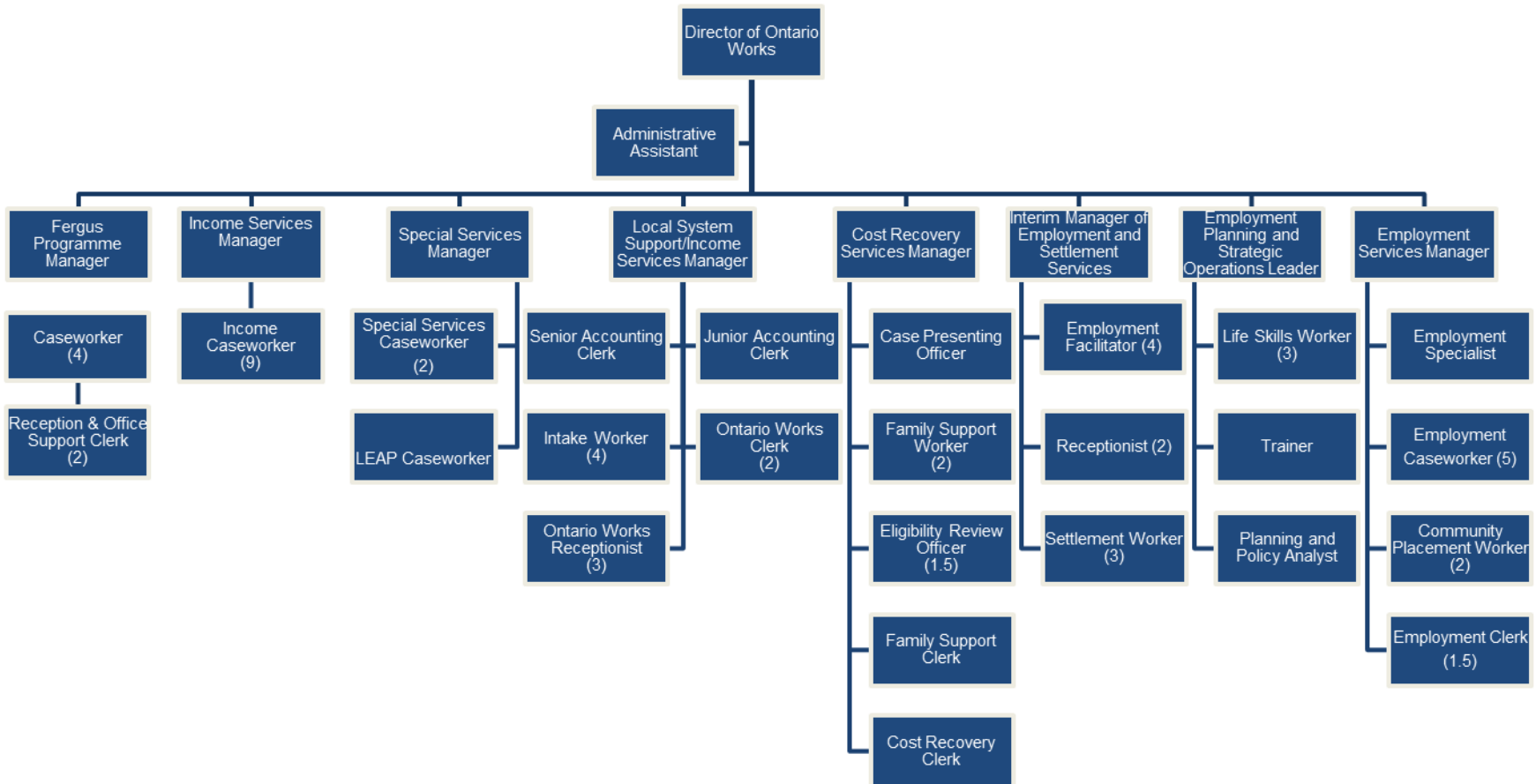
### SERVICE DELIVERY RATIONALE

#### Analysis of Resources

The adjacent organizational chart provides an overview of the staffing resource allocations with Ontario Works. Major functions are described below and attention is given to identifying potential risks and priority actions and improvements.

It is anticipated that over the next two-year planning cycle the County will undertake an evaluation of its OW service delivery model, involving community partners, staff as well as OW participants. A client service survey is being completed in the spring of 2013 as a starting point for these efforts. Major initiatives such as the implementation of the SAMS technology and possible provincial reforms to social assistance will also heavily factor into this evaluation of the service model and recommendations for improvement. It is anticipated that this evaluation will lead to shifts in how financial and staffing resources are allocated in the delivery of programmes and services.

COUNTY OF WELLINGTON ONTARIO WORKS ORGANIZATIONAL CHART



## Intake Services

Applicants for Ontario Works now have three options to apply for assistance.

**Call:** 1-800-265-7294 ext 3390 or 519-837-2670 ext 3390

**Click:** [www.ontario.ca/socialassistance](http://www.ontario.ca/socialassistance)

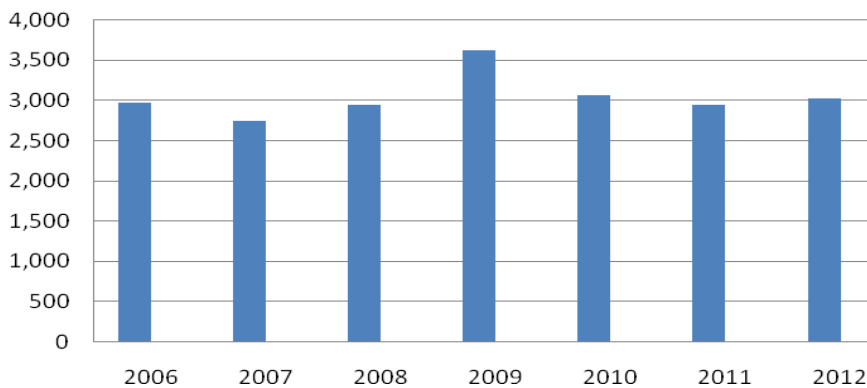
**Visit:** In person at our main office at 129 Wyndham St N. Guelph, ON

The online application for Ontario Works is an initiative launched by the Province in May of 2011. We continue to promote the online application through our website, voice message system as well as through community partners. Currently between 6% and 8% of all applications are being received through the online channel. Starting in early 2014, we will increase promotion of the online application, when the new SAMS technology also allows for a client portal where OW clients can view and make changes to their information.

The majority of intakes are completed over the telephone and all SDMT screens are completed. Clients who have completed an online application are also contacted by telephone to confirm information and schedule a Verification Interview as appropriate. In cases where it appears that the applicant is ineligible for assistance, the applicant always retains the right to have a Verification Interview completed. In appropriate circumstances, ineligible cases are referred to the Special Services unit for possible discretionary benefits or to other community resources. Intake Workers also request verbal consents from applicants in order to conduct third party checks in advance of the Verification Interview (VI). Intake Workers can also issue Emergency Assistance to clients when deemed appropriate.

In 2012, the Intake Team responded to 6,747 requests for assistance, representing an approximate increase of 2% from 2011. Of the total number of requests received, 3,025 (44%) were scheduled for a Verification Interview. The remaining requests were either deemed ineligible, the client voluntarily withdrew their application or the individual was simply seeking resources or general information.

### Yearly VI's Booked



## Income Services

The OW programme at the County of Wellington utilizes a specialized caseworker model in the Guelph office; the Income Caseworker determines and monitors financial eligibility, while the Employment Caseworker focuses on assisting clients to obtain financial independence. The Income Services Team is comprised of nine Income Caseworkers and one Manager. Income Caseworkers determine eligibility, grant financial benefits and verify the ongoing eligibility of clients. The Incomes Services Team provides assistance to clients who reside in the City of Guelph as well as the Townships of Erin, Guelph/Eramosa and Puslinch.

The Income Services Team continues to have two Caseworkers designated as Self Employment Specialists to manage cases where recipients have declared themselves to be self-employed or have expressed an interest in pursuing this as a career option.

Income Caseworkers have the following case management responsibilities:

- Completing Verification Interviews
- Determining initial and monitoring ongoing Ontario Works eligibility
- Referring to appropriate resources (both internal and external)
- Maintaining individual caseloads in relation to financial matters
- Processing monthly Income Reporting Statements and benefits
- Reviewing system generated letters and tasks
- Issuing mandatory and discretionary benefits to Ontario Works recipients
- Reviewing overpayments and arrears eligibility calculations
- Completing EVP interviews and follow-up (until May 2013)
- Maintaining availability during office hours to speak with recipients

The Income Exception Reporting Programme (ERP) continues to be piloted on a small scale with two Income Caseworkers. Other caseloads included in ERP are from the Special Services and the Life Skills Team. This project remains under review with positive initial results being experienced. In 2013, the results of the pilot will be evaluated and an on-going policy will be established.

## Employment Services

Employment Services is dedicated to offering compassionate, creative and client centered services to meet the needs of our diverse community. The first step in the employment process is to complete a Skills Assessment and Planning Session (SAPS). This leads to an employment action plan which is based on the goals and level of employability of the client. Throughout the employment process, referrals may be completed to either internal or external resources.

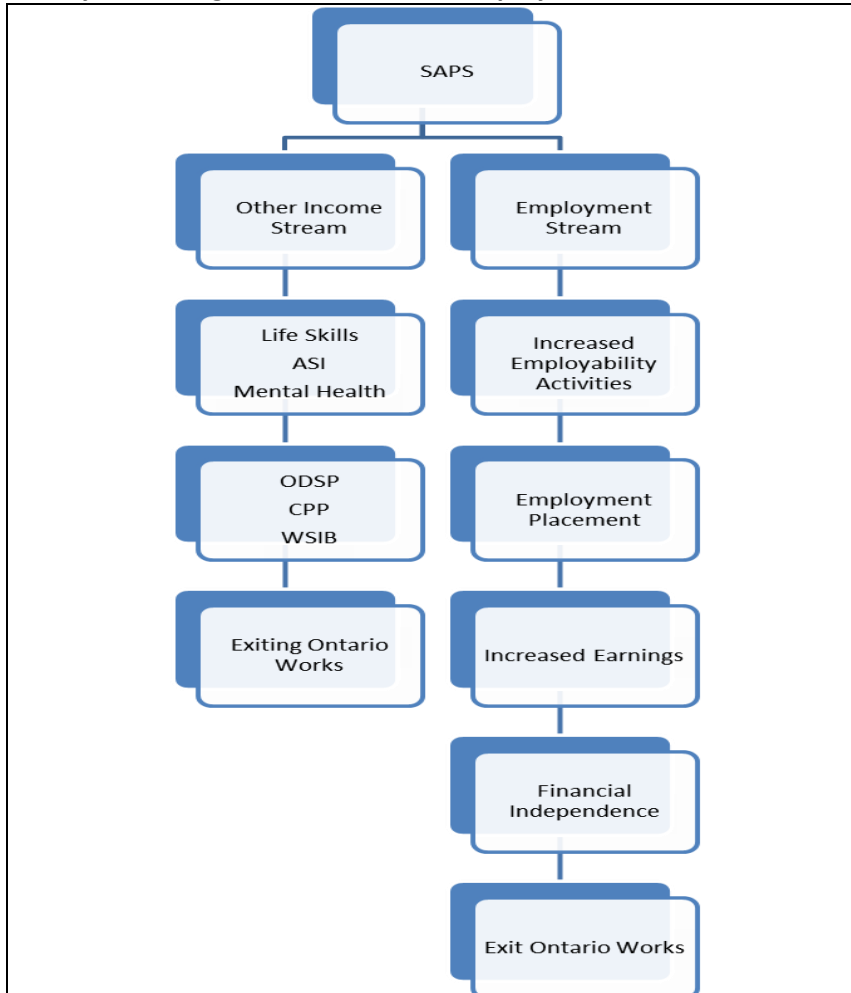
Once a client has been granted ongoing OW eligibility status, they complete a Skills Assessment and Planning Session (SAPS). During this interview, the client's employability is assessed through a review of their employment and volunteer history, an assessment of transferable skills, a review of education

levels and an identification of barriers to employment. The SAPS interview is a collaborative planning session with the client where short and long-term goals are established.

During the SAPS, clients are provided with information on community programmes and services as well as additional financial and programme supports that are available to assist them in reaching their goals. The intent is to assist clients in overcoming barriers and attaining their goals. We strive to ultimately help clients become financially independent.

The steps necessary to reach particular goals are listed on the mutually agreed Participation Agreement (PA). The development of the PA will lead clients into one of two primary streams; 1) Other Income or 2) Employment. Currently, the cases that are managed in Other Income is roughly 6.5% of total caseload with marginal monthly fluctuations. A client may move between the streams dependent upon their circumstances.

**County of Wellington Ontario Works Employment Service Path**



The Employment Services Team utilizes the Comprehensive Assessment and Action Plan system (CAAPS) to capture and monitor employment activities for OW clients. CAAPS enables Caseworkers to capture relevant data and monitor outcomes pertaining to a client’s activities, skills, barriers, goals and

accomplishments. In 2013, the on-going usefulness of the CAAPS system will be evaluated in light of the launch of the SAMS technology and the functionality that it is able to provide in relation to employment case management.

Employability can be broadly defined as the ability of an individual to search for, obtain, maintain and progress in a job. A number of factors impact or influence an individual's employability also known as their "job-readiness". Clients who are involved in the increased employability stream will have an opportunity to identify programmes that will assist them in increasing their level of employability. The caseworker will make appropriate referrals to programmes and services in accordance with the goals of the client and programme regulations. The majority of our caseload will be involved in increased employability activities.

We continue to see progress with participants completing their educational goals through the Wellington Centre for Continuing Education, Step into a New Life programme. This programme allows clients to identify the required skills for specific employment goals and then gives the client the opportunity to learn the academic skills. In 2013, we will start connecting the participants who are nearing completion of their programme with possible volunteer options or with the Employment Specialist to explore employment options. Section 4 of the Service Plan, Outcome Strategies, discusses in further detail the approaches utilized by the Employment Services Team to help achieve our client outcomes of increased employment and earnings.

#### **Other Income Stream - Life Skills Programmes**

The **Addictions Services Initiative (ASI)** is an intensive case management programme for clients struggling with substance abuse issues that prevent them from obtaining and maintaining employment. Clients who are interested in working on their addiction issues are referred to the ASI Life Skills Worker, who, in collaboration with Community Addiction Services (CADS), Stonehenge and other addiction service providers, assists clients to get the treatment and support they need throughout their recovery journey. Once the client reaches the maintenance stage and has not relapsed for a substantial period, they are ready to be referred to an Employment Caseworker to seek employment. Assistance is also provided to clients for completing ODSP applications where appropriate.

The **Mental Health Life Skills programme** also utilizes an intensive case management model for clients. Referrals to the Mental Health Life Skills programme are made by caseworkers when a client identifies that they are struggling with significant mental health issues that prevent them from gaining financial independence. Clients receive assistance with appropriate referrals to community mental health resources or for medical and psychiatric assessments that may assist the person in stabilizing their situation. Assistance is also provided to clients for completing ODSP applications where appropriate.

#### **Fergus Social Services Office**

After months of planning, renovating and staff training, the social services office in Fergus, Ontario successfully opened its doors April 30<sup>th</sup> 2012. This office provides access to County residents with a variety of Social Services of which OW is the primary focus for residents in the townships of Centre

Wellington, Mapleton, Minto and Wellington North. While the office is primarily focused on the needs of OW recipients, the office space is also being utilized by child care, social housing and ODSP to assist clients. Specialized workers who complete functions such as family support, eligibility review, addiction and mental health services and LEAP will normally travel to the Fergus office to meet with their clients that reside in the office catchment area. This new office location is a major improvement to client service, making our services far more accessible to those living in the central and northern areas of Wellington County.

All applications for social assistance are received and processed centrally via the Intake Team in Guelph. Verification Interviews and on-going case management for clients, who reside in the aforementioned four townships, take place out of the Fergus office. Caseworkers at the Fergus office are responsible to manage both the financial and employment aspects of a client's case. The one worker model has proven to be an advantage to both staff and client. Because staff is seeing all aspects of the client's situation, from their financials to employment barriers, they have a greater understanding of the client's needs and therefore better able to assist in achieving their employment goals and financial independence. The responses from clients served thus far have been overwhelmingly positive. A client satisfaction survey is currently being distributed to seek feedback from clients.

### **Cost Recovery Unit**

The Cost Recovery Unit is responsible for three primary programmes; Eligibility Review, Case Presenting and Family Support. New in 2013, the Cost Recovery Unit will be taking over responsibility for the Eligibility Verification Programme from Income Services.

The Eligibility Review programme continues to operate in a timely manner and addresses complaints early on before they escalate. Eligibility Review Officers work closely with intake staff to review any open eligibility review cases at the time of intake, scheduling for a verification interview in order to resolve the outstanding issue. We will be updating our Memorandum of Understanding related to information sharing and policies with the local police services in 2013.

Our Case Presenting officer (CPO) works with internal reviews and subsequent submissions to the Social Benefits Tribunal. There is open communication between the local legal clinic and the CPO in an effort to resolve outstanding issues for clients. We adhere to the provincial policies regarding portability of overpayment processes and continually utilize system generated reports and case notes to ensure that established overpayments are accurate.

The Family Support Programme assists clients in obtaining support agreements and orders, either for child or spousal support. We continue to perform strongly in the area of assisting sole support parents with sole support provisions. Achieving a rate of 45% for cases with support provisions, we have the second highest rate in the province.

## Special Services Unit

The Special Services Unit delivers the following programmes:

- Domiciliary Hostels - 15 agreements
- Community Grants Programme
- Emergency Hostels – 3 Emergency Shelter Agreements
- Municipal Discretionary Benefits
- Learning Earning and Parenting programme
- Student and Youth Assistance
- Temporary Care Assistance
- Public Funerals and Burials
- Housing Stability Programme
- Emergency Energy Fund and LEAP Energy Programmes

In January 2013, several MCSS funded programmes were consolidated into one new programme, the Community Homelessness Prevention Initiative (CHPI) administered through the Ministry of Municipal Affairs and Housing (MMAH) and delivered through the Special Services Unit. The consolidated programmes include the Consolidated Homelessness Prevention Program (CHPP), Emergency Energy Fund, Emergency Hostel Services, Domiciliary Hostel Program, and the Provincial Rent Bank.

Special Services staff works directly with people residing in both Domiciliary and Emergency Hostels. Staff dedicated to these sites assists clients on site to facilitate OW applications and determine initial and ongoing eligibility. Additionally, staff works with these clients to assist them in transitioning out of shelter programmes and into longer term housing solutions. Special Services staff involvement with residents of the emergency shelter system has increased significantly with the funding and legislative changes of January 2013, resulting in residents of emergency shelters now being considered eligible to receive OW. This has increased the need for a presence in the shelters to facilitate OW applications, monitoring of ongoing eligibility and provision of information.

The Discretionary Benefits Programme is solely municipally funded and continues to grow moderately in terms of the number of individuals accessing support and dollars spent. This programme assists low and fixed income individuals and families with various needs ranging from urgent dental care to assistive devices and medical needs. This programme also assists individuals and families with health related needs while they are in emergency shelter as well as startup costs to secure housing and utilities when leaving a shelter.

The Learning Earning and Parenting programme for young parents on OW remains stable in terms of total participants on the caseload. Enhanced literature and promotional efforts have been produced but have resulted in no significant increase to overall caseload.

Public funeral and burial requests remain at a high level and show signs of continuing to increase. The combination of an increasing population in Guelph and the County of Wellington, an aging population and rising social assistance caseloads will likely result in a continued increase in the number of publically funded funerals and burials for the foreseeable future. Over the past two years, approvals have been received to increase funeral rates by 20% each year in order to compensate providers more in line with the actual cost of funeral related services.

With the implementation of CHPI and the elimination of the Community Start Up and Maintenance Benefit (CSUMB), the County of Wellington worked to develop a replacement programme to meet the demands of the community. This new initiative was created with the collaborative work of Social Services and community agencies recognizing the need for a similar programme in the community and understanding that it would have to be implemented with significant funding cuts in comparison to the previous CSUMB. This resulted in the creation and implementation of the Housing Stability Programme (HSP) in January 2013. The range of eligible costs under the HSP is more restrictive compared to the former CSUMB, while client eligibility remains targeted at social assistance recipients.

New in 2013, the Special Services Unit will take over responsibility for delivery of the Emergency Energy Fund (EEF) and the Low Income Energy Assistance Programmes (LEAP) from the Cost Recovery Unit. Taking on these programmes has helped to streamline the access point for all low income applicants requiring assistance with obtaining or retaining housing.

## **OVERSIGHT STRATEGY**

The County of Wellington employs a variety of measures to ensure proper oversight of the OW system. A most recent improvement to such strategy is the absorption of the EVP into the Cost Recovery Unit. In bringing the programme out of the hands of Income Caseworkers and into the Cost Recovery Team, cases are then reviewed with a 2<sup>nd</sup> set of 'fresh eyes', offering greater objectivity and scope for the file review. The Cost Recovery unit will take over execution of the EVP in May 2013. This process uses a risk based approach of reviewing 3% of OW cases monthly that have been flagged for further revision and investigation. The process involves an analysis and assessment of third party information to determine client eligibility and whether a change in financial assistance is required.

The Training Team is responsible to assist with interpretation, communication and tracking of legislative changes, policies and procedures. All provincial legislation is forwarded through to this department to be reviewed and disseminated to staff in a timely manner. If necessary, local policies will be developed to assist in the interpretation/implementation of any legislated changes. Currently, the training department has initiated a Policy and Procedure Committee which is comprised of managers and caseworkers to review all current local policies for accuracy and necessity. All local policies are uploaded to our intranet for easy access by all staff.

Subsidy claim preparation is the responsibility of specifically trained Treasury staff in accordance with the Subsidy Claims Preparation Guide. Treasury staff members communicate closely with provincial staff at the MCSS Regional Office to clarify any questions and to ensure that monthly submissions are accurate and supported by all required documentation. Working relationships between OW staff, Treasury staff and provincial MCSS staff is very positive and this leads to open and pro-active communication and problem solving.

Additionally, programme risks and areas for improvement are identified through a number of on-going activities including:

- Randomized file reviews by managers, with specific requirements and attention to new caseworkers
- Regular team meetings to discuss issues and seek staff input
- Bi-weekly management meetings to review issues, outcome performance and ideas for improvement
- Quarterly meetings between the local office and the Provincial Program Supervisor to review programme expenditures, performance, emerging issues and outcomes

## OVERVIEW OF LEARNING SUPPORTS

Our organization is committed to professional development and lifelong learning experiences. The cornerstone of our work in this area is the provincial training curriculum, Supportive Approaches through Innovative Learning (SAIL). In 2010 we completed our core training of all OW staff and the ongoing process of implementing the lessons and approaches of SAIL continues each year. In 2013, all staff will complete the latest SAIL module, Narrative Interventions.

We are taking concrete action to ensure that the principles of the SAIL training are promoted and demonstrated by our staff throughout the organization. SAIL Principles are applied throughout many initiatives and tools, including self-care groups, lunch and learn sessions, job shadowing, a resource library, an intranet, an OW newsletter and staff learning events. A further support for staff is the Trainer, who is a resource regularly used by staff in an advice and guidance capacity to assist them with policy interpretation and decision making.

An important priority for training and development in 2013 will be the transition to the Social Assistance Management System (SAMS). This project continues to require significant investments in planning, organizing and training as we move closer to our implementation date in the fall of 2013. Our SAMS Implementation Team consists of 10 staff members representing each team in our division. This team is responsible for completing the activities in our site readiness plan like: engagement; data cleansing; training; communication; and business review. The Trainer participated in Train the Trainer through the province to deliver SAMS training to all staff in preparation for the November conversion to SAMS. The trainer will be conducting and analyzing a needs assessment for staff to determine the most effective SAMS training methods. Our goal will be to ensure staff is prepared for the change to SAMS while we continue to meet the established service standards.

Staff is offered a variety of training opportunities appropriate to their roles during the course of the year. The County's Performance Appraisal process allows staff, with the support of their manager, to identify their own learning and personal development goals. Throughout the year, the training unit will provide 'refresher' sessions based on feedback received from staff and management as well as information received from the Province related to programme updates and changes. In addition, staff is supported in attending conferences and courses throughout the year through the Association for Municipal Employment Services (AMES); Ontario Municipal Social Services Association (OMSSA); as well as local workshops related to issues such as addictions, mental health, youth services and other inter-agency learning events.

## Section 4: Outcome Strategies

### OUTCOME FUNDING TARGETS FOR 2013

The outcome projections for 2013 continue to be conservative due to ongoing uncertainty in the labour market and an expected growth in the OW caseload. Global economic forecasts are projecting very slow growth in the short and medium term and they continue to identify major potential risks to recovery.

The below chart outlines our 2013 outcome targets, which is a 1% increase over the 2013 baseline.

Measure	2013 Baseline	Target
Average amount of employment earnings for participants with earnings	\$ 726.04	\$ 733.30
Average amount of employment earnings at exit	\$ 1,148.98	\$ 1,160.47
Percentage of the caseload with employment income	8.9%	8.9%
Percentage of the caseload exiting to employment	29.2%	29.5%
Job retention rate as determined by average length of time from exit due to employment to re-entry to social assistance (months)	9.7 months	9.8 months
Average length of time to employment (months)	11 months	10.9 months

### ACTION STEPS AND RESOURCES

Recent labour market trends continue to indicate that employers are looking to hire more skilled and educated employees. In an effort towards increased employability, the Employment Services Team has strengthened relationships with basic education and training providers in response to the need for more skilled employees in the labour market.

The charts on the following page identify the array of employment activities available for a client pertaining to basic education or training.

**Basic Education**

Organization	Program
<b>Wellington Centre for Continuing Education</b>	Grade 12 General Educational Development (GED) Preparation Literacy & Numeracy Step Into a New Life Academic Upgrading Give Yourself Credit
<b>St. George's Centre for Adult ESL</b>	English as a Second Language
<b>Conestoga College</b>	General Diploma General Educational Development (GED) Preparation
<b>Action Read</b>	Literacy

**Training**

Organization	Programme
<b>Conestoga College</b>	Focus for Change Discover Your Future Targeted Initiative for Older Workers
<b>Wellington Centre for Continuing Education</b>	Individual Computer Training Computer Skills for the Workplace
<b>Action Read</b>	Computer Training
<b>St Louis Adult Learning and Continuing Education</b>	Personal Support Workers Hairdressing Chef training
<b>Workforce Planning Board</b>	Skills Link
<b>Second Chance Employment</b>	Ways to Work

**Ontario Works Internal Programmes**

Organization	Programmes /Services
<b>County of Wellington Ontario Works</b>	Employment Workshops Employment Placement Self-Employment Community Placement Addiction Services (ASI) Life Skills/Mental Health Learning Earning and Parenting (LEAP)

The County of Wellington continues to operate an Employment Resource Centre (ERC) in Guelph and self-service resources are also available at the Fergus office location. The ERC provides clients with an opportunity to access the internet to perform labour market research, view and print job postings and apply to available postings. Clients can also update their resume and cover letters and make copies, while reception staff is available to assist.

The Employment Services Team also includes two Employment Facilitators that lead monthly workshops on employment topics and meet with clients one on one to offer more in-depth assistance related to resumes, job searching, interview skills, etc... In 2012, we reduced our number of Employment Facilitators from four to two as a result of a decision by Employment Ontario to end their funding support to the Employment Resource Centre. As a result, we have relied more heavily upon cooperative efforts with our local Employment Ontario (EO) partners including; increased referrals to EO funded providers, coordinating workshop delivery with EO providers at a community level, allowing EO providers to use our space for workshop delivery. We will continue to monitor the impacts of this staffing reduction over 2013 and determine if adjustments to resource levels are required.

### **Employment Placement**

Employment Placement assists clients in obtaining and retaining employment opportunities. The Employment Specialist (ES) works with both the client and the employer to ensure the success of the placement. In 2012, the ES developed 213 positions with 85 employers and has been able to place 49 of the 280 clients referred into employment, up 5.5% from last year. New in 2013, the ES will be hosting and informal job search club two days a week for an hour in length. This club is will provide an opportunity for the ES to develop a rapport with motivated job seekers, providing them with current employment opportunities and offering suggestions on effective job search strategies.

We continue to see an increase in the temporary employment contracts and employers working through staffing agencies. As a result of this trend in 2012, we initiated working relationships with local temp agencies. We have had some success working with Task Force, Express, Liberty and Premium HR Solutions. In 2013, we will continue to foster these relationships in an effort to identify more opportunities that would be a suitable match for OW participants.

In our effort to partner with organizations that support economic development in the community, we have been able to develop a great working relationship with the County of Wellington Economic Development Office. The ES has been able to accompany the Economic Developer Officer to several events, and thereby accessing the economic development community. In several instances these relationships have successfully provided employment leads.

### **Self-Employment**

The County of Wellington continues to partner with Guelph Wellington Business Enterprise Centre (GWBEC) on a per client basis to provide a comprehensive self-employment programme to clients that are approved as having an appropriate business plan. Although client numbers are relatively small, the programme has had success with some clients starting businesses. In other cases, our clients were able to receive important information through GWBEC that helped them re-focus their action plan for successfully exiting OW.

### Community Placement

We continue to support clients who have identified that volunteering could enhance their overall employability. In doing so, we have formally partnered with the Wellington Guelph Volunteer Centre. This coordinated effort will enable the caseworkers to receive feedback as to the types of volunteer placement that the participant is seeking. This will help in case management to ensure that the placements are matching the desired skills that are connected with the participant's employment goals. This process was rolled out in April 2013.

### Increased Earnings

Employment Caseworkers continue to support clients who are in part time positions, while promoting the benefits of full time employment. Caseworkers will continue to promote the use of the Full-time Employment Benefit (FTEB), informal and formal child care benefits, OW earnings exemptions and the Extended Employment Health Benefits (EEHB) in this effort.

## STAKEHOLDER LINKAGES

In order to maximize the employment attainment potential of our clients, we have linked our services with reputable community stakeholders in order to connect our clients with their services or programmes. We have continued to improve the relationship with the Wellington Centre for Continuing Education, Step into a New Life programme. This programme allows clients to identify the required skills for specific employment goals and then gives the client the opportunity to learn the academic skills. The new tracking mechanisms developed in 2011 are working well and we have now revised the referral process to ensure those clients are being referred to the right programme.

Employment caseworkers work closely with a number of community partners through referrals to appropriate programmes and services as noted in the chart below. As mentioned above, a key priority is working more closely with full-suite providers of EO programmes and services to ensure that they are able to meet the needs of our mutual clients. The chart below lists a number of community partners that we actively work with as part of our employment programme.

### Community Partners

<b>2<sup>nd</sup> Chance Employment</b>	<b>Self Help Alliance</b>
<b>Lutherwood</b>	<b>Women in Crisis</b>
<b>Anishnabeg Outreach</b>	<b>Community Care Access Centre</b>
<b>Onward Willow</b>	<b>Volunteer Centre</b>
<b>Canadian Mental Health Association</b>	<b>Stonehenge</b>
<b>University of Guelph Couple &amp; Family Therapy</b>	<b>Homewood</b>
<b>Trellis Mental Health &amp; Development Services</b>	<b>Northern Lights Canada</b>
<b>Community Resource Centre in Fergus</b>	<b>Guelph Wellington Business Enterprise Centre</b>

As a further enhancement to our life skills programming, and new in 2013, is the implementation of a new workshop entitled "Getting Ahead in a Just-Gettin'-By World: Building Your Resources for a Better Life". We are delivering this workshop approximately 4 times per year in partnership with community partners such as, Wellington Dufferin Guelph Public Health and with the support of the local Poverty Task Force. It is based on the Bridges Out of Poverty educational programme, an approach that helps

employers, community organizations, social-service agencies, and individuals address and reduce poverty in a comprehensive way. The workshop is three weeks in duration and “investigators” (participants) examine their own situation and develop an individualized plan that will move them out of poverty and allow them to achieve their long-term goals.

### **MONITORING SERVICE STRATEGIES**

The Provincial update of target achievements is reviewed with all OW managers as part of bi-weekly Leadership Team meetings. Outcome results and any associated issues, are discussed with the MCSS Program Supervisor as part of quarterly review meetings. As appropriate, a business case is presented to provincial staff if the targets must be adjusted. As described in other areas of the Service Plan, staff is provided with a number of on-going engagement opportunities, including regular meetings, working groups, feedback surveys, etc... with regards to various elements of the County’s OW service model.

Our monitoring system is expected to be further strengthened as we move forward with our service model evaluation, which will include feedback from the spring 2013 client survey, and recommendations from the Province. It is anticipated that the evaluation will be completed in time to inform the development of next year’s Service Plan update and year two targets.

## ACKNOWLEDGEMENTS

We would like to express our appreciation to all Ontario Works managers for their contributions and participation in the drafting of this Service Plan. Special thanks to Jill Mills, Social Planning & Policy Analyst, for leading the 2013 Service Plan development. We would also like to thank the entire OW team for their sincere commitment to our vision and to delivering high quality service to the community.

## Contact Information

For additional information on the County of Wellington's OW programme please contact:

Stuart Beumer, Director of Ontario Works

phone: 519-837-2670 x3065 email: [stuartb@wellington.ca](mailto:stuartb@wellington.ca)

OR

Jill Mills, Social Planning & Policy Analyst

phone: 519-837-2670m x3520 email: [jillmi@wellington.ca](mailto:jillmi@wellington.ca)

Alternate formats of this document are available upon request



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

May 8, 2013  
Wellington Terrace  
Boardroom

**Present:** Warden Chris White  
Councillor Mark MacKenzie (Chair)  
Councillor Jean Innes  
Councillor Gordon Tosh  
Jennifer Dixon  
Helen Horrocks  
Walter Trachsel

**Regrets:** Councillor Lou Maieron  
Brad Whitcombe

**Staff:** Peter Barnes, Wellington Terrace Administrator  
Donna Bryce, County Clerk  
Ken DeHart, County Treasurer  
Chanda Gilpin, Assistant Chief Librarian  
Janice Hindley, Wellington Place Administrator  
Laura Holtom, Assistant Wellington Terrace Administrator  
Murray McCabe, Chief Librarian

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**1. Call to Order**

At 4:37 pm, the Chair called the meeting to order.

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

### 3. Museum and Archives

#### 3.1. Museum and Archives Financial Statements as of April 30, 2013

1/5/13

**Moved by:** Councillor Tosh

**Seconded by:** Councillor Innes

That the Financial Statements as of April 30, 2013 for the County Museum and Archives be approved.

**Carried**

#### 3.2. Proposed Names for Wellington Place Streets

2/5/13

**Moved by:** Councillor Tosh

**Seconded by:** Warden White

That Street B at Wellington Place be named "Groves Drive".

**Carried**

3/5/13

**Moved by:** Warden White

**Seconded by:** Councillor Tosh

That Streets A, C and D at Wellington Place be named by the Information, Heritage and Seniors Committee as follows:

- One street to be named after a local Centre Wellington individual
- One street to be named after a County-wide individual
- One street to be named by Wellington residents in a contest with parameters to be provided.

**Carried**

#### 3.3. Circa Newsletter - May 2013

Received for information.

3.4. Television Advertising at Service Ontario Locations

4/5/13

**Moved by:** Warden White

**Seconded by:** Councillor Innes

That the Television Advertising at Service Ontario locations report be received for information and forwarded to County Council.

**Carried**

3.5. Groves Memorial Hospital Update

5/5/13

**Moved by:** Councillor Innes

**Seconded by:** Councillor Tosh

That the verbal update provided by Ms. Janice Hindley, Wellington Place Administrator regarding the tender for servicing of the Wellington Place lands be received for information.

**Carried**

6/5/13

**Moved by:** Councillor Tosh

**Seconded by:** Warden White

That the report on the County Agreement with Groves Memorial Hospital be received for information.

**Carried**

#### 4. Seniors

##### 4.1. Wellington Terrace Financial Statements as of April 30, 2013

7/5/13

**Moved by:** Warden White  
**Seconded by:** Councillor Tosh

That the April, 2013 Financial Statements for the Wellington Terrace be received for information.

**Carried**

##### 4.2. City of Guelph Consultant's Report - Long Term Care (Verbal)

8/5/13

**Moved by:** Warden White  
**Seconded by:** Councillor Innes

That the verbal report by Mr. Peter Barnes, Wellington Terrace Administrator on the City of Guelph's Consultant Report on Long Term Care be received for information.

**Carried**

##### 4.3. Quality Report (Verbal)

Ms. Laura Holtom, Assistant Wellington Terrace Administrator advised that there was no Quality Report for this month. In future, the report would be a month behind the committee date, however would be accurate on a monthly statistical basis.

##### 4.4. Resident Satisfaction Survey 2013

9/5/13

**Moved by:** Councillor Innes  
**Seconded by:** Councillor Tosh

That the Resident Satisfaction Survey be received for information.

**Carried**

4.5. Mission, Vision and Values 2013

10/5/13

**Moved by:** Councillor Innes  
**Seconded by:** Councillor Tosh

That the Mission, Vision and Values 2013 for the Wellington Terrace be approved.

**Carried**

5. **Recess**

At 5:58 pm, the Committee recessed until 6:21 pm.

6. **Library**

6.1. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

6.2. Library Financial Statements as of April 30, 2013

11/5/13

**Moved by:** Walter Trachsel  
**Seconded by:** Jennifer Dixon

That the Financial Statements as of April 30, 2013 for the County Library Service be approved.

**Carried**

6.3. Report from Chief Librarian

12/5/13

**Moved by:** Councillor Innes  
**Seconded by:** Walter Trachsel

That the Chief Librarian's report for April 2013 be received for information.

**Carried**

6.4. Library Use Statistics - April 2013

13/5/13

**Moved by:** Warden White

**Seconded by:** Jennifer Dixon

That the Library User Statistics for April, 2013 be received for information.

**Carried**

6.5. Items for Information

a) The Next Chapter, May Edition of the Library Newsletter

14/5/13

**Moved by:** Councillor Tosh

**Seconded by:** Councillor Innes

That the May Edition of The Next Chapter Library Newsletter be received for information.

**Carried**

**7. Adjournment**

At 6:27 pm, the Chair adjourned the meeting until June 12, 2013 or at the call of the Chair.

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Mark Mackenzie  
Chair  
Information, Heritage and Seniors Committee



**County of Wellington**  
**Museum & Archives at WP**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$52,300	\$0	\$0	0%	\$52,300
Licenses, Permits and Rents	\$20,000	\$3,115	\$7,690	38%	\$12,310
User Fees & Charges	\$80,000	\$11,172	\$20,690	26%	\$59,310
Sales Revenue	\$10,000	\$307	\$823	8%	\$9,177
Other Revenue	\$0	\$600	\$620	0%	\$(620)
<b>Total Revenue</b>	<b>\$162,300</b>	<b>\$15,194</b>	<b>\$29,823</b>	<b>18%</b>	<b>\$132,477</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$1,148,200	\$85,591	\$386,425	34%	\$761,775
Supplies, Material & Equipment	\$133,800	\$6,039	\$19,991	15%	\$113,809
Purchased Services	\$286,700	\$16,643	\$82,454	29%	\$204,246
Insurance & Financial	\$16,600	\$29	\$16,671	100%	\$(71)
Internal Charges	\$100	\$0	\$3	3%	\$97
<b>Total Expenditures</b>	<b>\$1,585,400</b>	<b>\$108,302</b>	<b>\$505,543</b>	<b>32%</b>	<b>\$1,079,857</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$1,423,100</b>	<b>\$93,109</b>	<b>\$475,721</b>	<b>33%</b>	<b>\$947,379</b>
<b>Transfers</b>					
Transfer to Capital	\$250,000	\$0	\$250,000	100%	\$0
<b>Total Transfers</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$250,000</b>	<b>100%</b>	<b>\$0</b>
<b>NET COST (REVENUE)</b>	<b>\$1,673,100</b>	<b>\$93,109</b>	<b>\$725,721</b>	<b>43%</b>	<b>\$947,379</b>



## County of Wellington

Museum & Archives at WP

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
WP Servicing Design	\$100,000	\$0	\$0	\$55,654	\$55,654	56%	\$44,346
Groves Hospital Grant	\$0	\$0	\$1,876	\$0	\$1,876	0%	\$(1,876)
WP& Artifact Storage Buildings	\$605,000	\$153	\$120,971	\$14,043	\$135,014	22%	\$469,986
Poor House Barn Revitalization	\$250,000	\$1,749	\$150,132	\$102,852	\$252,984	101%	\$(2,984)
Trestle Brdg / Cemetery Stairs	\$125,000	\$34,263	\$37,126	\$90,252	\$127,378	102%	\$(2,378)
Poor House Cemetery	\$100,000	\$6,767	\$6,767	\$7,964	\$14,731	15%	\$85,269
Public Reception Area Reno	\$50,000	\$0	\$31,240	\$0	\$31,240	62%	\$18,760
<b>Total Capital</b>	<b>\$1,230,000</b>	<b>\$42,932</b>	<b>\$348,112</b>	<b>\$270,765</b>	<b>\$618,877</b>	<b>50%</b>	<b>611,123</b>



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Information, Heritage and Seniors Committee  
**From:** Janice Hindley, Administrator Wellington Place, Museum and Archives  
**Date:** Wednesday, May 8, 2013  
**Subject:** **Proposed Street Names for Wellington Place**

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### Background:

At the April 10, 2013 Committee meeting, staff were directed to propose street names for the existing Streets A and C on the Concept Plan for Wellington Place, and also for the future Streets B and D. The proposed names were to recognize individuals that have some historical significance to the Wellington Place lands and the former House of Industry.

Streets A, B, C and D will be Private roads owned by the County of Wellington; therefore, the word "street" cannot be used but rather "drive", "road", or "way" are the alternatives. The road sign would read, for example, "Griffin Drive PVT", indicating the requirement for PVT (private) on these signs as per the Township of Centre Wellington and the County.

There can be no duplication with these names on the existing County street network. The proposed names below have been checked by our County planning department and our County emergency coordinator, and there is no duplication. Once a decision has been made on the road names, they will be submitted to the Township of Centre Wellington and the County planning department.

Please refer to the attached Concept Plan map that outlines the road network at Wellington Place.

### Street B (the new road that will run from Beatty line, past the new hospital, to the existing Street C)

- Groves Drive

It may seem obvious to name the new Street B that is being constructed for public access to the hospital after Dr. Groves; however, Dr. Groves also has a very important connection with the Museum - the former House of Industry. Dr. Groves was the House of Industry physician from 1885 to 1935, and was instrumental in the decision to construct the hospital wing at the House in 1892 to separate the healthy from the sick, to prevent the spread of infectious disease and properly treat the sick inmates.

### Street C (existing road)

- McLeister Road

Street C runs directly alongside the ruins of the farmhouse of Michael McLeister who lived and worked the 52 acres of land here between 1883 and 1907. The farm changed hands with other individuals, but none lived and worked there longer than Michael McLeister. Eventually, the County purchased the 52 acres to increase the size of the Industrial Farm operating here at the Poor House. The farmhouse ruins have recently undergone a Stage 3 Archeological assessment which resulted in recognition of the significance of the site and a recommendation to proceed to a Stage 4 level. There are plans to do this in the Museum's Five Year Capital Budget.

### Street A (existing road)

- Charles Allan Drive

Unfortunately, the name "Allan" has already been taken for a street but the Allan family was so important to the lands here at Wellington Place that it should be considered. The land here was first owned by Charles Allan who also served as an Elora village councillor, County Warden from 1855 to 1857, and Member of Provincial Parliament from 1858 until his death in 1859. In 1877, the County purchased part of the Allan farm from Charles Allan's son, also named Charles, for the construction of the House of Industry and Industrial Farm. In 1919, Charles Allan Jr.'s son, David Allan, was appointed Keeper of the House of Industry and with his wife, worked as Keeper and Matron here until 1928. The Allan family farm still neighbours the County property at Wellington Place, and is still owned by a descendant of Charles Allan.

### Street D (future road)

- Griffin Drive

The Griffin family was very important in the history of the House of Industry. Mr. and Mrs. Griffin were appointed Keeper and Matron of the House by the County in 1884, and they remained here until Mr. Griffin's death in 1919. Keeper and Matron were not just jobs; they lived here, it was their home along with the home of the inmates. The three Griffin daughters were born here at the House; one died here at a young age; another was married here and we have a photograph of that wedding on the front steps of the Museum; and, Mr. Griffin died here.

Mr. and Mrs. Griffin were the longest serving Matron and Keeper employed by the County, and they were progressive in their views and treatment of the poor in society. They were credited with providing entertainment, and visits from the public and charity groups at Christmas and at other special occasions. They were part of the many improvements to the House and Industrial Farm including the hospital wing construction in 1892; the expansion of the Farm through the purchase of livestock, the construction of the silo and the poultry house; and electricity to the House, for example.

### Other Considerations

- Rea Road - John Rea was the Warden from 1876 to 1878, and the House of Industry and Barn were constructed in 1877. He was from old Eramosa Township.
- Aboyne Drive – the hamlet of Aboyne was established in 1855, and during the 1870s it boasted a population of over 200 people, with a flour mill on the north side of the River and a flax mill on the south side of the Grand.

### **Recommendation:**

That the Proposed Names for Streets A, B, C, and D be approved and forwarded to County Council.

Respectfully submitted,



Janice Hindley  
Administrator, Wellington Place, Museum and Archives



# WELLINGTON PLACE DRAFT CONCEPT PLAN

THE CONCEPT PLAN - OPTION B

- PROJECT AREA
- ROAD NETWORK
- OPEN SPACE
- STORM WATER MANAGEMENT (SWM)
- TRAIL NETWORK
- CULTURAL HERITAGE LANDSCAPE
- HOSPITAL & HEALTH
- LONG TERM CARE
- SUPPORTIVE HOUSING
- EDUCATION
- CULTURAL
- CIVIC
- FUTURE USE



DATE: APRIL 18, 2011

**+VVG ARCHITECTS**  
THE VERRIN GROUP LTD.

**PLANNING GRAND DESIGN**  
**MHBC ARCHITECTURE**

## MAY IS MUSEUM MONTH



Join us for an evening lecture:

### The Fascinating History of the Tarot: It's not what you think!

Thursday, May 23 at 7:00 pm  
Aboyne Hall – Admission by donation

For some, the Tarot is a wicked pack of cards; to others, fortune telling and even therapy.

Come and join Shelley Carter, local Tarot enthusiast, as she talks about the rich and fascinating history of the Tarot. This presentation is a prelude to the exciting Exhibit coming in October: the **Tarot Project!** Refreshments will be provided in the garden after the presentation.

## Genealogy Workshop Day

Saturday, May 11 9:00 am - 4:00 pm

- **Getting the Most out of FamilySearch.org**  
Speaker: Gwen Armstrong, Family History Centre
- **Beginning a Family History Project: 12 Steps for Success and Researching Your Ontario Roots Using Traditional and Online Resources, An Overview**  
Speaker: Rick Roberts, Global Genealogy
- **Exploring Lesser Known Resources: A Case Study of the Hollingshead-Everson Family of Wellington County**  
Speaker: Susan Dunlop, Curator, Wellington County Museum and Archives

Registration: \$35.00, light lunch included. **Call 519.846.0916 x 5225 or toll free: 1.800.663.0750 x 5225 to register.** Space is limited. Bring your own laptops to access the free, wireless Internet available in Aboyne Hall, the Archives and the Nicholas Keith room.

## Wellington County Collects

The Collection of Carl Hall of Mapleton Township  
May 18 to September 8



Collector **Carl Hall** will be displaying 60 of his 200 tea pots. Carl is the second collector to be featured in our **Wellington County Collects** exhibit that highlights the unique collections of County residents. These collections are showcased in the Archives.

"I first collected about 50 years ago in the early 1960s with my wife, Margaret. My first piece - a lady teapot - I purchased because it was unique and caught my attention," Carl said. "Some of my ceramic pieces are for display purposes only; they are not very expensive but are made to be looked at and enjoyed."

## Guess the Artifact

This wooden work bench was an essential tool for a specific trade.

The large clamp at the top was operated by a foot pedal. **What is it?**



# Events and Other Happenings

## The House of Industry Cemetery: Watch for the Official Opening in June!

Staff will be putting the final touches on the Cemetery in preparation for the official opening!

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

## The House of Industry Barn

The "green Barn," built in 1877 as part of the Industrial Farm, will open soon! It will be open over the summer, weekdays from 9:30 am to 4:30 pm and on weekends from noon to 4:00 pm. **Watch for an official opening celebration with music and square dancing at our Harvest Home festival on September 22.**

## Saturday, June 22: Doors Open Fergus-Elora Free admission

Back by popular demand, the underground tunnels will be open again this year! The Cemetery and the Barn will also be featured. Watch our website for more details.

## Did you guess the artifact?

A **saddler's bench** was a necessity for every saddler or harness maker. Leather could be held securely in the foot-operated clamp, allowing both hands to be free to work on the leather.



## Art Workshops at the Museum



All workshops run for five days unless otherwise noted. To register, please call 519.846.0916 x 5221.

### Week 1 (July 1 to 5)

- The Figure in Any Medium
- Expressive Colour
- Medieval Illumination and Gilding
- Stitch Concept: A Hand Stitching Workshop with a Non-Traditional Approach
- Solar Etching - Acid Free (four-day session, July 1 to 4)

### Week 2 (July 8 to 12)

- Creative Photography
- Photoshop Elements for Textile Artists
- Hooked On Beaded Jewellery (three-day session, July 8 to 10)
- Handcrafted Pendants in Polymer Clay (two-day session, July 11 and 12)
- Twig Garden Accents (three-day session, July 8 to 10)

### Week 3 (July 15 to 19)

- Creative Watercolour and Mixed Media
- Urban Landscape
- Textile Collage
- Whirling Through Fibre
- M is for Memory, B is for Box: Telling Stories with STUFF (Facebook login required)

### Week 4 (July 22 to 26)

- Exploring Modern Mosaics
- Watercolour Portraits and Figures in the Landscape
- Knitting: Then and Now
- Discover Beauty in the Great Outdoors

**Cost (HST included):** five-day workshop: \$254.25, four-day workshop: \$203.40, three-day workshop: \$152.55, two-day workshop: \$101.70



## A NATIONAL HISTORIC SITE

located on Wellington Road 18 between Fergus and Elora

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

T 519.846.0916 x 5221 Toll Free 1.800.663.0750 x 5221



Alternate formats available upon request



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Information, Heritage and Seniors Committee  
**From:** Janice Hindley, Administrator Wellington Place, Museum and Archives  
**Date:** Wednesday, May 8, 2013  
**Subject:** **Television Advertising at Service Ontario locations**

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### Background:

The Wellington County Museum and Archives will be advertising on the television monitors located at the Guelph, Fergus and Arthur Service Ontario locations. This is a partnership that has been arranged with Intrigue Media and the County's Communications department. The two other County departments taking part in this initiative are child care and solid waste services.

The advertisements will run continuously on the monitors facing people standing in line, visiting the Service Ontario locations for vehicle registration, health cards renewals, and other services provided. The ads will be changed on a monthly basis, and more than one advertisement can be running per month in the County "spot."

Please check out these youtube links to view the generic Museum and Archives advertisement as well as the ads for specific programmes:

<http://youtu.be/yJmX7MsarRk>

<http://youtu.be/xdNmlDifw5I>

<http://youtu.be/yTPnRSNQIY>

### Recommendation:

That the Television Advertising at Service Ontario locations report be received for information and forwarded to County Council.

Respectfully submitted,

Janice Hindley  
Administrator, Wellington Place, Museum and Archives



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Information, Heritage and Seniors Committee  
**From:** Ken DeHart, County Treasurer  
Janice Hindley, Administrator Wellington Place, Museum and Archives  
**Date:** Wednesday, May 8, 2013  
**Subject:** **Review of Hospital Agreement**

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### **Background:**

At its meeting in April, the Information, Heritage and Seniors Committee requested a report summarizing the details of the agreement between Groves Memorial Hospital and the County for the development of the Trask Lands and the responsibilities of each party. This report summarizes those details. Attached is the agreement and draft Wellington Place Concept Plan to review in connection with this report.

### **Responsibilities in the Agreement:**

#### **“Street B” – Sections 4 (a) – 4 (c) of the Agreement**

- The Hospital is responsible for the costs of construction of the road and sidewalk
- The Hospital can elect to transfer ownership of this street to the County
- The County will be responsible for the costs to maintain the road, unless the County/Hospital transfers ownership of the road to the Township of Centre Wellington

#### **“Streets A & C” – Sections 4 (d) – 4 (f) and 5**

- The County is responsible for the costs of construction of the road and sidewalk (upgrade to an urban standard)
- Ownership of the road will belong to the County
- The County will be responsible for the costs to maintain the road, unless the County transfers ownership of the road to the Township of Centre Wellington

#### **Storm Water Management Pond – Section 6**

- The Hospital is responsible for the costs of construction of the storm water management pond
- The storm water management pond will be located on County lands
- The County will be responsible for the costs of the maintenance of the pond

#### **Sanitary Sewers – Section 7**

- Hospital is fully responsible of the costs of the sewer from the centre of the hospital site to Beatty Line
- If the County elects to have additional sewers to service the County lands, the County would be fully responsible for the additional costs over and above the specifications in the consultant’s report
- The Hospital will be responsible for the costs to maintain the sewers that service the hospital lands and the County will be responsible to maintain the sewers (if any) that service the County lands (unless these costs are borne by the Township of Centre Wellington)

### **Watermain – Section 8**

- The Hospital is fully responsible for the costs of construction of the watermain from Beatty Line to the County driveway (Streets A & C)
- The Township of Centre Wellington will be responsible for the costs of maintaining the watermain

### **Permits, Approvals, etc – Section 9**

- The Hospital is responsible for paying all the miscellaneous costs relating to the development of the Hospital Lands, including Street B, the Pond, the sewers and watermain located on the Hospital Lands, including but not limited to permits, approvals and township development charges
- The Hospital is exempt from County development charges on the Hospital Lands provided the developments are for uses of a hospital as defined under the *Public Hospital Act*

### **Cost Sharing of any other Improvements benefitting both the Hospital and County Lands – Section 10**

- If the County and Hospital agree to share the cost of construction and/or maintenance of any improvements benefitting both the Hospital and County lands, the Hospital and County will share the costs at a rate of 68% to the County and 32% to the Hospital unless otherwise determined by mutual agreement of the parties

### **Easement Agreement**

- Each of the County and the Hospital shall enter into a non-exclusive agreement in perpetuity to be registered on title that would allow each other use of:
  - Streets A, B & C
  - Storm Water Management Pond
  - Sanitary Sewers
  - Watermain

### **Not Covered by the Agreement:**

#### **“Street D”**

- Construction of the Street will be a County cost, but is not currently in the construction plan
- Hydro will be installed along the Street D route and this will be a Hospital cost

#### **“The Commons”**

- The County is fully responsible for the costs of the development of the Commons.

#### **The Roundabout Connecting Streets A, B & C**

- The County will be responsible for the cost of construction of the roundabout

### **Financial Implications:**

The County is responsible for the reconstruction of Streets A & C up to an urban standard. These costs are estimated at \$1 million and have been budgeted under the Property capital budget (\$500,000 approved in 2013; \$500,000 projected for 2014) and will be funded from the County Property Reserve. Development of “The Commons” and “Street D” are not currently in the County’s five-year plan.

The Hospital is responsible for the construction costs of Street B, the Storm Water Management Pond, the Sanitary Sewers related to the Hospital Lands, the watermain, the hydro connection and any associated permits and approvals. It is the intent of the County to pay for these directly and they will be paid out of the County’s remaining approved Grant to Groves Memorial Hospital at \$3,940,000. The timing of this grant was projected to be in 2014 and will be funded by the County’s Hospital Capital Grants Reserve.

**Recommendation:**

That the report on the County Agreement with Groves Memorial Hospital be received for information.

Respectfully submitted,



Ken DeHart, CGA  
County Treasurer



Janice Hindley  
Administrator Wellington Place, Museum & Archives



THE CORPORATION OF THE COUNTY OF WELLINGTON

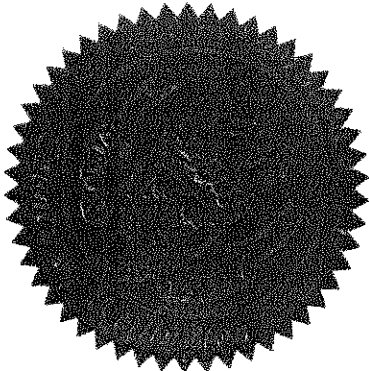
BY-LAW NUMBER 5014-08

A by-law to authorize the Warden and Clerk to execute an Agreement between Groves Memorial Community Hospital and The Corporation of the County of Wellington.

**NOW THEREFORE**, The Council of The Corporation of the County of Wellington enacts as follows:

1. **THAT** the Warden and Clerk are hereby authorized to execute an Agreement between Groves Memorial Community Hospital and The Corporation of the County of Wellington whereby the County desires to purchase part (approximately 75 acres) of the approximately 105 acres purchased by the Hospital from the Trasks, legally described as Part of Lot 8, Concession 14, Broken Front Concession, Northwest of the Grand River, Part Park Lots A, G, H, I, J, K and L, Geographic Township of Nichol, Township of Centre Wellington.

**READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 26<sup>TH</sup>, DAY OF JUNE, 2008.**



  
\_\_\_\_\_  
JOHN GREEN - WARDEN

  
\_\_\_\_\_  
DONNA VAN WYCK - CLERK

THIS AMENDING AGREEMENT is made as of November 26<sup>th</sup>, 2008.

**BETWEEN:**

**GROVES MEMORIAL COMMUNITY HOSPITAL**

(the "**Hospital**")

- and -

**THE CORPORATION OF THE COUNTY OF WELLINGTON**

(the "**County**").

**RECITALS:**

- A. The Hospital and Karen Trask, Kevin Trask, Eric Trask and Jean Trask (collectively, the "**Vendors**") entered into an Option Agreement made as of November 28, 2007 (the "**Original Option Agreement**") wherein the Vendors granted to the Hospital, inter alia, an option to purchase the lands described in Schedule "A" thereto (the "**Lands**"), comprising approximately 105 acres.
- B. The Original Option Agreement was amended by an Amending Agreement dated March 21, 2008 between the Vendors and the Hospital (the Original Option Agreement, as so amended, is referred to herein as the "**Option Agreement**").
- C. The Hospital and the County entered into an Agreement made as of July 31, 2008 (the "**Wellington Agreement**") wherein the Hospital granted to the County the option to purchase the County Lands.
- D. The Hospital and the County have determined that, subject to minor adjustments, the Hospital Lands shall consist of Parts 1 and 2 on the draft reference plan attached as Schedule "A" ("**Draft Reference Plan**") herein and the County Lands shall consist of Parts 3 and 4 on the Draft Reference Plan.
- E. All capitalized terms not defined herein shall have the meanings ascribed to them in the Wellington Agreement.

**THEREFORE**, in consideration of the mutual covenants and agreements set forth in this Amending Agreement and the sum of Ten (\$10.00) Dollars paid by each of the Hospital and the County to the other and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each party), the parties hereto covenant and agree as follows:

TOR\_H20-3737853.5

## 1. Consultant Report

The County and the Hospital acknowledge that they jointly retained Triton Engineering Services Limited to investigate into various matters relating to the construction of certain facilities on the Lands. A copy of the two memoranda dated September 29, 2008 and October 21, 2008 respectively are attached as Schedule "A". The parties agree that such memoranda may be updated and or expanded from time to time upon mutual agreement by the County and the Hospital. Such updated and /or expanded memoranda are herein referred to as the "**Consultant Report**".

## 2. Amendment to Provisions

The parties hereby amend the Wellington Agreement as follows:

- (a) throughout the Wellington Agreement, each reference to "30 acres" shall be replaced with "34.03260 acres";
- (b) throughout the Wellington Agreement, each reference to "75 acres" shall be replaced with "71.15147 acres";
- (c) The following two paragraphs shall be added as the second and third paragraphs in Section 3:

"The parties agree that each party may at any time and from time to time before Closing (as the term is defined in the Option Agreement) request the consent of the other party to make minor adjustments to the boundary between the Hospital Lands and the County Lands. Upon receiving such request, a party shall act reasonably and in good faith to co-operate with the other party in such adjustments. For greater certainty, the County acknowledges that part of Part 2 on the Draft Reference Plan near the Beatty Line may need to be widened to allow the Hospital to install signage and construct traffic lanes thereon.

Resulting from the adjustments pursuant to the preceding paragraph, the parties agree that the Purchase Price for the County Lands and the purchase price to be paid by the Hospital to the Vendors for the Hospital Lands shall be adjusted accordingly based on \$48,000 per acre.

If the Purchase Price is adjusted pursuant to the preceding paragraph, the charitable donation set out in Section 8 herein shall be adjusted such that the charitable donation shall be equal to the purchase price to be paid by the Hospital for the Hospital Lands less \$250,000."

- (d) in Section 4, the reference to "\$3,650,000" shall be replaced with "\$3,456,435.20, subject to adjustment pursuant to Section 3";
- (e) Section 5 shall be deleted in its entirety and replaced with "Intentionally deleted";
- (f) the following text in paragraph 6 shall be deleted "(a) Rezoning (as the terms is defined in the Option Agreement), if requested by the Hospital, is complete; and (ii)";
- (g) Section 7 shall be deleted in its entirety and replaced with "Intentionally Deleted".

- (h) In Section 8, the reference to "\$750,000" shall be replaced with "\$943,564.80, as such may be adjusted pursuant to Section 3."

### **3. Representation of the County**

The County represents and warrants that it has obtained all necessary approvals to enter into this Amending Agreement and complete all of its obligations hereunder and under the Wellington Agreement.

### **4. Mutual Roadway**

- (a) At any time as determined by the Hospital in its sole and absolute discretion, the Hospital shall construct a road and associated sidewalk on Part 2 (the "Part 2 Road") on the Draft Reference Plan at the sole cost and expense of the Hospital in accordance with the Consultant Report and to the standard required for a municipal road. Upon completion of the construction, the Hospital shall provide an engineer's certificate certifying that the Part 2 Road has been constructed in accordance with the approved site plan, together with a survey of the road.
- (b) The Hospital shall maintain the Part 2 Road at all times while the Part 2 Road is owned by the Hospital to the standard required for a municipal road.
- (c) At any time after the first anniversary of the date of the engineer's certificate referred to in subparagraph (a) above, the Hospital may elect to transfer the ownership of the Part 2 Road to the County at no cost to the County, and after which transfer, the County shall be responsible for maintaining the Part 2 Road at the sole cost and expense of the County, but the Hospital shall retain its right to use the Part 2 Road. For greater certainty, the County shall be permitted to transfer the Part 2 Road to the Township of Centre Wellington, provided that the Hospital shall retain its right to use the Part 2 Road.
- (d) At any time as determined by the County in its sole and absolute discretion, the County shall construct a road and associated sidewalk on Part 3 (the "Part 3 Road") on the Draft Reference Plan at the sole cost and expense of the County in accordance with the Consultant Report and to the standard required for a municipal road. Upon completion of the construction, the County shall provide an engineer's certificate certifying that the Part 3 Road has been constructed in accordance with the approved site plan, together with a survey of the road.
- (e) The County and shall maintain the Part 3 Road at all times while such road is owned by the County to the standard required for a municipal road. For greater certainty, the County shall be permitted to transfer the Part 3 Road to the Township of Centre Wellington, provided that the Hospital shall retain its right to use the Part 3 Road.
- (f) Each of the County and the Hospital shall have a non-exclusive easement in perpetuity over the Part 2 Road and the Part 3 Road respectively, with such easement to be registered on title and run with the land. The Hospital and the County shall enter into an easement agreement, the form of which shall be settled prior to closing.

## 5. County Driveway

At the request of the Hospital, the County shall grant in favour of the Hospital an easement in perpetuity over the driveway system previously constructed by the County between Colbourne Street and County Road 18 for access purposes. The easement shall be registered on title and run with the land. The Hospital and the County shall enter into an easement agreement, the form of which shall be settled prior to Closing.

## 6. Storm Water Management Pond

- (a) At any time as determined by the Hospital in its sole and absolute discretion, the Hospital shall, at the sole cost and expense of the Hospital, construct a storm water management pond (the "Pond") in accordance with the Consultant Report.
- (b) Prior to such construction, the County and the Hospital, each acting reasonably and in good faith, shall determine the location, configuration, size and other specifications of the Pond.
- (c) The County shall use best efforts to co-ordinate with the Hospital with respect to the construction of the Pond, including but not limited to, allowing the Hospital (and its workmen, engineers and other representatives) to have access to lands located on the County Lands necessary for the construction, and assisting the Hospital in obtaining the necessary permits and approvals for construction.
- (d) Upon completion of the construction of the Pond, the Hospital shall provide an engineer's certificate certifying that the Pond has been constructed in accordance with the approved site plan.
- (e) Upon completion of the construction of the Pond, the County shall be responsible, at the County's sole cost and expense, to maintain the Pond.
- (f) The Hospital shall have an easement in perpetuity over lands located on the County Lands necessary or desirable for the Hospital's use of the Pond. The easement shall be registered on title and run with the land. The Hospital and the County shall enter into an easement agreement, the form of which shall be settled prior to closing.

## 7. Sanitary Sewers

- (a) At any time as determined by the Hospital in its sole and absolute discretion, the Hospital shall, at the sole cost and expense of the Hospital, construct sanitary sewers (the "Sewers") in accordance with the Consultant Report.
- (b) Prior to the construction of the Sewers, the County may elect to have the Sewers service the County Lands, in which case the County shall be responsible for any and all additional costs incurred for the construction of such Sewers above and beyond the specifications set out in the Consultant Report.
- (c) Upon completion of the construction of the Sewers, the Hospital shall be responsible, at the sole cost and expense of the Hospital, to maintain the Sewers (unless such costs are borne by the Township of Centre Wellington); and if the Sewers also service the County Lands, the cost of maintenance shall be shared in a proportion to be agreed by the parties, each acting reasonably and in good faith.

- (d) The County shall have a non-exclusive easement in perpetuity over lands where the Sewers are located necessary or desirable for the County's use of the Sewers. The easement shall be registered on title and run with the land. The Hospital and the County shall enter into an easement agreement, the form of which shall be settled prior to closing.

**8. Watermain**

- (a) At any time as determined by the Hospital in its sole and absolute discretion, the Hospital shall, at the sole cost and expense of the Hospital, construct on behalf of the Township of Centre Wellington, a watermain (the "**Watermain**") on Part 2 and Part 3 on the Draft Reference Plan in accordance with the Consultant Report. The County shall use best efforts to co-ordinate with the Hospital with respect to the construction of the Watermain on Part 3, including but not limited to, allowing the Hospital (and its workmen, engineers and other representatives) to have access to Part 3, and assisting the Hospital in obtaining the necessary permits and approvals for construction.
- (b) The Hospital shall not be responsible to maintain the Watermain on Part 2 or Part 3 on the Draft Reference Plan. The County and the Hospital agree that the Township of Centre Wellington shall be responsible for maintaining the Watermain.
- (c) Each of the County and the Hospital shall have an easement in perpetuity over the part of the Watermain located under Part 2 and under Part 3 respectively, with such easement to be registered on title and run with the land. The Hospital and the County shall enter into an easement agreement, the form of which shall be settled prior to closing.

**9. Permits, Approvals etc.**

The Hospital shall pay for all miscellaneous costs relating to the developments of the Hospital Lands, the Part 2 Road, the Pond, the Sewers (subject to Section 7(b)) and the Watermain located on the Hospital Lands, including but not limited to permits, approvals and township development charges. The Hospital is exempt from County development charges provided such developments are related to the development of the Hospital Lands for uses of a hospital (and any uses ancillary thereto) as defined under the *Public Hospital Act* of Ontario as may be amended from time to time.

**10. Cost Sharing**

The Hospital and the County agree that, if the parties agree to share the cost of construction and/or maintenance of any improvements benefiting both the Hospital Lands and the County Lands, the Hospital and the County shall share such costs at a rate of 68% to the County and 32% to the Hospital unless otherwise determined by the mutual agreement of the parties, or unless such proportion would render the arrangement inequitable.

**11. Letter**

Schedule "C" outlines the preliminary understanding of the parties relating to the matters set out in Sections 4 to 10 hereof. Should there be any conflict between the provisions in this Amending Agreement and those set out in the letter attached as Schedule "C", the provisions in this Amending Agreement shall prevail.

**12. Off-Title Searches**

The County agrees to provide the Hospital on or before Closing with copies of its results of all off title enquiries.

**13. Re-Zoning**

The Hospital acknowledges that municipal, regional and provincial laws, regulations and policies (including but not limited to, the by-laws) govern the use of the Hospital Lands.

Notwithstanding the foregoing, the County shall use best efforts to assist the Hospital in obtaining the zoning required to enable the Hospital Lands to be used for hospital and other medical purposes (and any uses ancillary thereto) as contemplated by the Hospital from time to time.

**14. Payment Schedule and GST**

The County and the Hospital acknowledge that the Vendors have requested that the purchase price under the Option Agreement be paid in instalment such that parts of the purchase price shall be payable in 2009. The County shall co-operate with the Hospital and with the Vendors in this regard.

Each of the County and the Hospital acknowledges that it shall be responsible for the goods and services tax ("GST") applicable to its purchase of the County Lands or the Hospital Lands (whichever is applicable), and each shall provide a GST Undertaking and Indemnity in the form attached as Schedule C in the Option Agreement in favour of the Vendors to the extent of the purchase price applicable to the parcels it is purchasing.

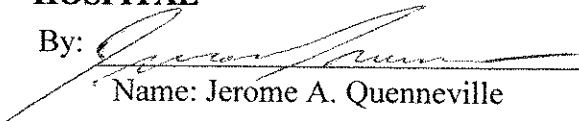
**15. Other Provisions**

- (a) Time is of the essence in the performance of the parties' respective obligations.
- (b) This Amending Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario, and the federal laws of Canada applicable in Ontario.
- (c) This Amending Agreement enures to the benefit of and is binding upon the parties and their successors and permitted assigns.
- (d) Except as modified herein, all provisions of the Wellington Agreement shall remain in full force and effect.

- (e) This Amending Agreement may be executed by facsimile and in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, and it shall not be necessary in making proof of this Amending Agreement to produce or account for more than one such counterpart.

**IN WITNESS OF WHICH** the parties have duly executed this Amending Agreement.

**GROVES MEMORIAL COMMUNITY HOSPITAL**

By: 

Name: Jerome A. Quenneville

Title: President

By: 

Name: Gord Feniak

Title: Vice Chair

**THE CORPORATION OF THE COUNTY OF WELLINGTON**

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name:

Title:

I/We have authority to bind the Corporation.

- (e) This Amending Agreement may be executed by facsimile and in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, and it shall not be necessary in making proof of this Amending Agreement to produce or account for more than one such counterpart.

**IN WITNESS OF WHICH** the parties have duly executed this Amending Agreement.

**GROVES MEMORIAL COMMUNITY HOSPITAL**

By: \_\_\_\_\_  
 Name:  
 Title:

By: \_\_\_\_\_  
 Name:  
 Title:

I/We have authority to bind the Corporation.

**THE CORPORATION OF THE COUNTY OF WELLINGTON**

By: Sean Wilson  
 Name: SWILSON  
 Title: CAO

By: John Chen  
 Name:  
 Title: WARDEN

I/We have authority to bind the Corporation.

**SCHEDULE A**  
**Draft Reference Plan**

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**SCHEDULE B - CONSULTANT  
REPORT**



**TRITON  
ENGINEERING  
SERVICES  
LIMITED**  
Consulting Engineers

**Memorandum**

DATE: October 21, 2008  
 TO: DBM  
 FROM: DGD  
 RE: New Groves Memorial  
 Hospital (Option 3) Site  
 Servicing Cost Estimate  
 FILE: A2313A

**Estimated On-Site Costs**

Roads and Drainage	\$1,603,313.00
Sanitary Sewers	\$200,000.00
Watermain	\$312,500.00
Storm Water Management Facility	\$330,000.00
Miscellaneous	\$80,313.00
<b>Total Estimated On-Site Costs</b>	<b>\$2,526,126.00</b>

**Estimated Off-Site Costs**

Roads and Drainage	\$892,700.00
Sanitary Sewers	\$284,400.00
Watermain	\$233,800.00
<b>Total Estimated Off-Site Costs</b>	<b>\$1,410,700.00</b>

TO	INIT	DATE	REMARKS

TO	INIT	DATE	REMARKS

TOR\_H2O:3737853.5



**TRITON  
ENGINEERING  
SERVICES  
LIMITED**  
Consulting Engineers

## Memorandum

DATE:	September 29, 2008
TO:	File
FROM:	Ray Kirtz
RE:	County of Wellington, New Groves Memorial Community Hospital: Servicing Costs
FILE:	A2313A

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### Assumptions:

- Based on Option 3 (i.e. hospital adjacent to trail, link road to south of site).
- 2008 Benchmark costs used.
- Infrastructure constructed to Township municipal standards.
- Sanitary sewer to be 200 mm diameter. Length measured from Beatty Line to center of hospital site (500m).
- Watermain to be 200 mm diameter. Main to follow link road with connection at Beatty Line and County Lands road, 200 mm service to hospital from link road . Total length 1000 m.
- Service road to be 8.0 m wide with curb/gutter and storm sewer. Road is independent of site development (i.e. parking lot). Total length 900 m. Allow for filling of low area to accommodate sanitary.
- Storm servicing includes SWM facility (i.e. wetland/ wetpond) to service hospital site, conveyance works (i.e. ditch) from hospital site to SWM facility (length= 600 m), allowance for improvements to existing outlets.
- No allowance for on-site works other than services mentioned.
- No allowance for required utilities has been included (Gas, Bell, Cable, Hydro, Street Lighting)
- No allowance has been included for testing of construction work/materials including subgrade/granular compaction, granular/asphalt/concrete materials testing
- No allowance has been included for any improvements of roadworks for any side streets (in particular Beatty Line) including turning lanes and traffic impact studies.

## SCHEDULE C - Letter from the Hospital



November 18, 2008

Scott Wilson, CAO  
County of Wellington  
55 Woolwich Street  
Guelph, Ontario N1H 3T9

**Re: Groves Memorial Hospital**

Dear Mr. Wilson,

Further to our meetings of October 7 and October 21, 2008 the Groves Memorial Hospital (the "Hospital") board has met and provided direction as previously communicated regarding the purchase of additional lands on behalf of the Hospital for the expected size of driveway and road construction. I am hereby further providing you with the Hospital's position on the servicing of the proposed new hospital site. This is in response to the resolution passed (in camera) at the County Council Meeting of September 25, 2008. This response has been formulated after local consultations as well as guidance from Toronto representatives. For clarity, I would like to record our understanding of the County's resolution, as well as the expected funding situation for hospitals in Ontario.

**County Resolution** - The resolution recognizes the existing agreement between the County and the Hospital; recognizes that both the Hospital and the County are purchasing developable land; approves the general boundary between County and Hospital's land; and requires confirmation from the Hospital in writing that all site servicing costs, including all additional access roads, will be the responsibility of the Hospital.

**Hospital Funding** - The Hospital has received a grant that enables it to initiate planning for a new hospital. In order to reach the next step of the process, the Hospital must go through further reviews of the plans in preparation for the Ministry's review and approval of the new hospital to be added to a 5 year capital construction list of hospitals before proceeding to construction. It is unknown when we may be added to that list.

The current expectation is that new hospitals receive 90% funding on some of their costs. Costs that do not receive funding include land acquisition, internal equipment and generally servicing costs outside of hospital property. As well, the Ministry of Health reviews all specific costs and will approve or disapprove various items depending on the specific plans and rules that change from time to time. As a rule of thumb, the net funded portion of the total cost of a new hospital is in the range of 70%. For budget purposes, we are assuming that the total hospital cost will be in the range of \$100M, and so approximately \$30M will need to be raised locally. To date, the new Hospital has received commitment for \$15M in local pledges which has the target under a previous regime. Of that \$15M that has been pledged, \$5M has been pledged by the County of Wellington.

235 Union St. E., Fergus, ON N1M 1W3 tel 519.843.2010 • fax 519.843.7420  
www.gmch.ca

TOR\_H2O:3737853.5

**Servicing Costs-** Estimated by Triton Engineering and reported in a memorandum dated October 21, 2008. Note that we did not receive a detailed breakdown of these costs and further refinement may be needed in order to finalize our servicing commitment.

***Storm water Management-*** \$330,000

Estimate Includes:

- storm water management pond sized for Hospital only

The estimate does not include the eventual cost of building the pond to also accommodate the County's land, although it was discussed at our meeting of October 21 and everyone agreed it makes sense to build the pond now to its ultimate capacity. Without any engineering input, we are assuming that the entire pond could be built for \$400,000.

There is also the cost of land, which was not included in the estimate. The Hospital's original agreement with Mr. Trask allowed it to purchase additional land at an amount of \$40,000 per acre (up to 10 acres). However, the blended County rate for purchasing any land in addition to the Hospital's 30 acres is \$48,000 per acre. We do not know the land requirements for a storm water facility. They were roughly estimated to be 3-5 acres at the meeting of October 21. Assuming the worst case of a 5 acre pond and using the County rate of \$48,000 per acre leads to a land cost of \$240,000. We note that the location of this land is less developable than other Trask lands and its cost per acre would actually be less than the average of \$48,000 per acre.

To date, costs have been shared between on the basis of the ratio of land being purchased (30 acres for the Hospital, 75 acres for the County). This has allocated 28% of the cost to the Hospital and 72% to the County. We acknowledge that the County's portion should be reduced to 65 developable acres, removing 10 acres for roadways and storm water management ponds. This would change the allocation to 32% Hospital and 68% County.

We propose that the Hospital should pay the entire amount of construction costs for a pond sized to accommodate both the Hospital and the County lands. We propose that the pond be constructed on the County's land, and the County should grant any easement or right-of-way required for the Hospital's use of and access to the pond. We note that this leaves the Hospital paying considerably more than its share, based on the ratio of 32% Hospital, 68% County. We also note that the County's contribution will be reduced if the pond actually consumes less than 5 acres. However we also accept that the Hospital will consume some land in draining from the Hospital to the pond. Further, we propose that the County should maintain the pond on an ongoing basis at the County's expense and we feel that this arrangement will provide fair compensation.

*Roads and Drainage-* \$1,603,313

Estimate Includes:

- open ditch connection between Hospital's site and pond
- curbed road between Beatty Line and existing County driveway
- Upgrade of County driveway to curbed standard on east-west portion only
- Does not include street lighting, which should be added. We will request that Triton provides an estimate, but for now we have assumed it to be about \$25,000
- Does not appear to include sidewalks either, but these should be expected as part of this campus development

The area of land that is needed has not yet been determined, but for budget purposes we anticipate a need for 5 acres, or a total land cost of \$240,000.

The County of Wellington has confirmed that development charges do not apply due to exemption for Hospital developments at our recent planning meeting with the Hospital.

The Hospital accepts full responsibility for construction and land costs of a road from the hospital site to Beatty Line. We note that such a road provides benefit to the County in development of its property on the south side of the new development road. We define the "hospital site" as being the midpoint of the frontage of the hospital site along the proposed roadway.

We do not view the roadway between the County driveway and the hospital site as being our sole responsibility. It is our position that this portion of the roadway is of some benefit to the County in improving the land it is purchasing from Trask. We do acknowledge that the access is also beneficial to the Hospital. We propose that the Hospital will pay 100% of the land and construction costs of the roadway between the hospital site and the County driveway.

We do not accept any responsibility for upgrading the existing driveway east of the Terrace to a curbed standard and the cost for it.

We propose that upon completion of the construction of the road and associated sidewalk, the road and associated sidewalk may be, at the option of the Hospital, transferred to the County for ongoing maintenance at the expense of the County, which is consistent with our proposal for the storm water pond. We will have no objection if the County arranges to transfer the road and associate sidewalk to the Township of Centre Wellington.

*Sanitary Sewers- \$200,000*

Estimate includes

- Sewer from centre of hospital site to Beatty Line

We propose that the Hospital will be fully responsible for the cost of this sewer. We note that it will provide a benefit to the County in its eventual development of lands it acquires from Trask. However, we also acknowledge that the Hospital benefits from the driveway system previously constructed by the County between Colburne Street and County Road 18.

*Water main- \$312,500*

- From Beatty Line to County driveway

We propose that the Hospital will be fully responsible for the cost of this water main. We note that it will provide a benefit to the County in its eventual development of lands it acquires from Trask. However, we also acknowledge that the Hospital benefits from the driveway system previously constructed by the County between Colburne Street and County Road 18.

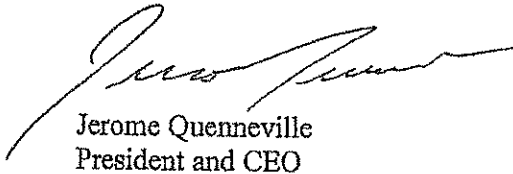
*Miscellaneous - \$80,313*

Estimate includes:

- Permits, Approvals etc

We propose that the Hospital will pay these miscellaneous costs and note that it will be of benefit to the County in the future development of lands being acquired from Trask.

We hope that you will find our proposal to be fair and acceptable. I believe that it meets your Council's criteria that all site servicing costs be the responsibility of the Hospital. The only exception would occur if and when the County develops its lands, which we feel is fair and reasonable. Please let me know if I can be of further assistance.



Jerome Quenneville  
President and CEO

cc Michael Wood, Township of Centre Wellington, CAO



**County of Wellington**  
**Homes for the Aged**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$7,640,400	\$631,089	\$2,605,085	34%	\$5,035,315
Municipal Recoveries	\$1,201,900	\$126,003	\$383,599	32%	\$818,301
User Fees & Charges	\$4,115,100	\$338,679	\$1,352,649	33%	\$2,762,451
Other Revenue	\$0	\$1,859	\$2,282	0%	\$(2,282)
<b>Total Revenue</b>	<b>\$12,957,400</b>	<b>\$1,097,630</b>	<b>\$4,343,616</b>	<b>34%</b>	<b>\$8,613,784</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$13,456,200	\$1,182,267	\$4,389,791	33%	\$9,066,409
Supplies, Material & Equipment	\$1,162,000	\$143,052	\$403,051	35%	\$758,949
Purchased Services	\$852,200	\$77,223	\$305,425	36%	\$546,776
Insurance & Financial	\$27,800	\$0	\$27,902	100%	\$(102)
Debt Charges	\$1,964,200	\$9,258	\$553,345	28%	\$1,410,855
Internal Charges	\$1,028,700	\$83,802	\$318,988	31%	\$709,712
<b>Total Expenditures</b>	<b>\$18,491,100</b>	<b>\$1,495,601</b>	<b>\$5,998,501</b>	<b>32%</b>	<b>\$12,492,599</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$5,533,700</b>	<b>\$397,972</b>	<b>\$1,654,885</b>	<b>30%</b>	<b>\$3,878,815</b>
<b>Transfers</b>					
Transfer to Reserves	\$1,327,800	\$0	\$250,000	19%	\$1,077,800
<b>Total Transfers</b>	<b>\$1,327,800</b>	<b>\$0</b>	<b>\$250,000</b>	<b>19%</b>	<b>\$1,077,800</b>
<b>NET COST (REVENUE)</b>	<b>\$6,861,500</b>	<b>\$397,972</b>	<b>\$1,904,885</b>	<b>28%</b>	<b>\$4,956,615</b>



## County of Wellington

Homes for the Aged

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Resident Vans	\$85,000	\$0	\$0	\$21,821	\$21,821	26%	\$63,179
Phone System Upgrade	\$150,000	\$8,395	\$10,348	\$2,988	\$13,336	9%	\$136,664
Terrace Roof Replacement	\$2,500,000	\$0	\$48,840	\$96,151	\$144,991	6%	\$2,355,009
<b>Total Capital</b>	<b>\$2,735,000</b>	<b>\$8,395</b>	<b>\$59,188</b>	<b>\$120,960</b>	<b>\$180,148</b>	<b>7%</b>	<b>2,554,852</b>

WELLINGTON TERRACE LONG TERM CARE HOME  
 2013 RESIDENT / FAMILY SATISFACTION SURVEY  
 TOTALS

68 respondents/176  
 1/3

<b>RESIDENT CARE</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
<b>1</b>	OPPORTUNITIES FOR ME TO BE INVOLVED IN DECISIONS THAT RELATE TO MY CARE HAVE BEEN:	32	19	1	0	9
	<i>OVERALL RATING ON ASSISTANCE RECEIVED IN FOLLOWING AREAS:</i>	6	4	2	0	3
<b>A</b>	EATING	37	25	0	0	7
<b>B</b>	BATHING	35	21	3	0	7
<b>C</b>	DRESSING	28	23	5	0	9
<b>D</b>	GROOMING	26	22	6	0	9
<b>E</b>	GOING TO THE BATHROOM	24	21	2	0	16
<b>2</b>	MY SATISFACTION WITH THE RANGE AND QUALITY OF CONTINENCE CARE PRODUCTS	26	18	4	0	9
<b>3</b>	MY PRIVACY IS RESPECTED	27	13	2	0	1
	<i>AVAILABILITY OF NURSING STAFF IS:</i>	11	9	0	0	0
<b>4</b>	DAYS	25	16	2	1	0
<b>5</b>	EVENINGS	27	18	4	0	1
<b>6</b>	NIGHTS	27	14	2	0	1
<b>7</b>	HELFULNESS OF NURSING STAFF IS:	37	16	8	0	0
<b>8</b>	PHYSICIAN AVAILABILITY FOR CONSULTATION AND CARE IS:	21	27	10	0	1
<b>9</b>	HELFULNESS OF PHYSICIANS IS:	27	31	6	0	3
<b>10</b>	THE MEDICAL CARE I RECEIVE IS:	23	28	6	0	4
<b>11</b>	IF YOU ARE CURRENTLY RECEIVING THERAPY, THE QUALITY OF THE PROGRAM (PHYSIO/OCCUPANL) IS:	13	12	2	0	22
<b>HOUSEKEEPING &amp; ENVIRONMENTAL SERVICES</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
<b>11</b>	CLEANLINESS OF THE HOME IS:	59	7	0	0	0
<b>12</b>	GENERAL REPAIR & UPKEEP OF BUILDING & GROUNDS IS:	58	8	1	0	0
<b>13</b>	LAUNDRY SERVICE IS:	42	22	0	0	2
<b>14</b>	AVAILABILITY AND HELFULNESS OF THE HSKPG, LAUNDRY & BLDG SERVICES STAFF IS:	48	17	1	0	0
<b>ADMINISTRATION:</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
<b>15</b>	EFFICIENCY IN DEALING WITH MY FINANCES/ACCOUNTING IS:	55	11	0	0	1
<b>16</b>	AVAILABILITY AND HELFULNESS OF THE ADMINISTRATION STAFF IS:	54	10	1	0	1
<b>FOOD SERVICES:</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
<b>17</b>	MENU VARIETY IS:	34	27	2	1	2
<b>18</b>	THE DINING EXPERIENCE IS:	30	30	4	0	0

WELLINGTON TERRACE LONG TERM CARE HOME  
 2013 RESIDENT / FAMILY SATISFACTION SURVEY  
 TOTALS

68 respondents/176  
 1/3

19	SPECIAL DIET NEEDS (I.E. DIABETIC, SWALLOWING PROBLEM, ETC.) ARE BEING MET:	24	10	6	0	22
20	AVAILABILITY AND HELPFULNESS OF THE FOOD SERVICES STAFF IS:	42	21	3	0	0
<b>LIFE ENRICHMENT SERVICES:</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
21	LEVEL OF SUPPORT RECEIVED IN ADJUSTING TO LIVING IN THE HOME IS:	36	18	2	0	4
22	LEVEL OF SUPPORT I RECEIVE FROM THE HOME (SUPPORT GRP,COUNS.,PROB. RESOL.)IS:	24	23	2	0	8
22	SPIRITUAL CARE NEEDS ARE BEING MET:	21	16	3	0	12
23	HOW WOULD YOU RATE THE VOLUNTEERS' SERVICES IN THE HOME?	37	19	1	0	1
24	QUALITY AND VARIETY OF ACTIVITIES OFFERED ARE:	24	28	6	0	0
25	AVAILABILITY AND HELPFULNESS OF THE LIFE ENRICHMENT STAFF IS:	25	23	7	0	4
<b>OVERALL:</b>		<b>EXCELLENT</b>	<b>GOOD</b>	<b>FAIR</b>	<b>POOR</b>	<b>N/A</b>
26	PLEASE INDICATE YOUR OVERALL RATING OF THE HOME AS A PLACE TO LIVE:	39	8			
		0	0			
		<b>YES</b>	<b>NO</b>			
27	DO YOU FEEL SAFE AT THE HOME?	65	0			
28	DOES THE HOME PROVIDE AN ENVIRONMENT THAT PROMOTES CLIENT SAFETY?	64	1			
29	I WOULD RECOMMEND THE HOME TO FAMILY / FRIENDS	65	1			
<b>COMMENTS:</b>						



## **Wellington Terrace Long Term Care Home**

### **Mission**

Together our team is committed to providing compassionate care, honouring the unique needs of each resident.

### **Vision**

To be dynamic leaders in long term care

### **Values**

We embrace a culture of respect

We are mindful we work in our residents' home

We are guided by the preferences, choices, and rights of our residents

We foster supportive relationships that build trust

We are accountable for ourselves, our actions and our interactions

We value our history

We welcome the opportunities for growth and the challenges they present

We recognize the value of collaboration

We share and celebrate our successes

We support professional growth and development through education and mentorship

We accept the responsibility for sustaining a safe and secure environment

We are champions of change for the benefit of long term care



**County of Wellington**  
**Library Services**  
Statement of Operations as of  
30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Grants and Subsidies	\$152,500	\$152,454	\$(46)	0%	\$152,546
Municipal Recoveries	\$24,700	\$0	\$0	0%	\$24,700
Licenses, Permits and Rents	\$25,000	\$1,725	\$10,845	43%	\$14,155
User Fees & Charges	\$99,100	\$6,392	\$26,578	27%	\$72,522
Sales Revenue	\$7,900	\$836	\$3,647	46%	\$4,253
Other Revenue	\$0	\$0	\$4,072	0%	\$(4,072)
<b>Total Revenue</b>	<b>\$309,200</b>	<b>\$161,408</b>	<b>\$45,097</b>	<b>15%</b>	<b>\$264,103</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$3,433,700	\$282,098	\$1,149,495	33%	\$2,284,205
Supplies, Material & Equipment	\$772,200	\$41,536	\$158,312	21%	\$613,888
Purchased Services	\$720,000	\$69,157	\$271,518	38%	\$448,482
Insurance & Financial	\$21,800	\$(9)	\$21,804	100%	\$(4)
Minor Capital Expenses	\$86,000	\$0	\$4,528	5%	\$81,472
Debt Charges	\$570,900	\$8,619	\$239,586	42%	\$331,314
Internal Charges	\$1,900	\$0	\$358	19%	\$1,542
<b>Total Expenditures</b>	<b>\$5,606,500</b>	<b>\$401,401</b>	<b>\$1,845,601</b>	<b>33%</b>	<b>\$3,760,899</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$5,297,300</b>	<b>\$239,994</b>	<b>\$1,800,505</b>	<b>34%</b>	<b>\$3,496,795</b>
<b>Transfers</b>					
Transfers from Reserves	\$(243,800)	\$0	\$0	0%	\$(243,800)
Transfer to Capital	\$62,800	\$0	\$62,800	100%	\$0
<b>Total Transfers</b>	<b>\$(181,000)</b>	<b>\$0</b>	<b>\$62,800</b>	<b>(35%)</b>	<b>\$(243,800)</b>
<b>NET COST (REVENUE)</b>	<b>\$5,116,300</b>	<b>\$239,994</b>	<b>\$1,863,305</b>	<b>36%</b>	<b>\$3,252,995</b>



## County of Wellington

### Library Services

#### Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Facade Improv. Aboyne Branch	\$250,000	\$0	\$0	\$0	\$0	0%	\$250,000
Aboyne Branch Roof	\$200,000	\$0	\$0	\$0	\$0	0%	\$200,000
Aboyne Branch Exterior Impr	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Fergus Branch Exp and Reno	\$5,000,000	\$9,440	\$88,099	\$145,768	\$233,867	5%	\$4,766,133
Aboyne Washrooms & Flooring	\$70,000	\$0	\$0	\$0	\$0	0%	\$70,000
Fergus Branch Coll Enhancement	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Harriston Library Sign	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
Harriston Branch Expand Reno	\$3,197,400	\$87	\$169	\$3,153,948	\$3,154,117	99%	\$43,283
<b>Total Capital</b>	<b>\$8,867,400</b>	<b>\$9,528</b>	<b>\$88,268</b>	<b>\$3,299,716</b>	<b>\$3,387,984</b>	<b>38%</b>	<b>5,479,416</b>



# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Information, Heritage and Seniors Committee  
**From:** Murray McCabe, Chief Librarian  
**Date:** Monday, April 29, 2013  
**Subject:** Report from Chief Librarian

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

### **Reciprocal Borrowing Agreements**

At the request of the Wellington County Library Board, a letter has been sent to the attention of the Chair and Chief Executive Officer of the Guelph Public Library Board asking that they consider entering into a reciprocal borrowing agreement with the County library system. I am hopeful that the request will be considered at the May meeting of the Guelph Board.

Wellington has existing agreements with Halton Hills, Milton, and Waterloo Region. The Chief Librarians at the partnering libraries all report that the existing agreements are working well and they are happy to assist the few County patrons that make use of their facilities.

### **Power outage closes libraries:**

As a result of a wide spread power outage on Friday, April 12 all County libraries were closed at the start of the day. On Saturday, the Drayton branch remained closed with power still out. As a result of the inclement weather and its impact on the electricity grid, some libraries such as Erin and Puslinch had to have their heating systems restarted. Perhaps owing to the original ice storm the sump-pump in the basement of Palmerston Branch failed causing a flood. Once the problem was found, County maintenance staff worked quickly to replace the pump and make other necessary repairs. The basement is used by the local scout troop for its regular meetings and as a result, they were the first to discover the flooding.

### **Staff Development Day**

On Monday, June 17 the libraries will close so that an all staff meeting can be held to provide training on electronic databases and general library service to the 80+ staff. The session will also include training on personal safety in the libraries, marketing your library collection, collection development and readers' advisory. Staff very much appreciates this day of training and the opportunity to share time with each other.

**Ontario Library Association: Architecture Awards**

As mentioned in a previous report, the Chief Librarian with the assistance of Grinham Architects has submitted an application to the Ontario Library Association to have the architectural design of the Puslinch Branch recognized. The awards this year are aimed at recognizing newly constructed library buildings whereas last year, the reviewing panel judged only renovation and expansion projects. The awards will be announced in July 2013 as part of a larger library event being held in Toronto.

**Fergus Branch:**

By mid May a firm date for the library's move to the temporary location at 181 St. Andrew St. East should be set. The temporary location will provide a smaller collection and offer space for children's and adult services along with access to computers and the internet. The staff will host a few special events, once at the new location to ensure patrons are aware of the move and become comfortable with the new location. It's possible that the temporary site could be up and running before the meeting of the Library Board in June.

**Recommendation:**

That the Chief Librarian's report for April 2013 be received for information.

Respectfully submitted,

*Murray McCabe*

**Chief Librarian**

# Wellington County Library

## APRIL 2013

### Use Statistics

Prepared for: Wellington County Library Board

Meeting Date: May 8, 2013

Prepared by: Chanda Gilpin, Assistant Chief Librarian

Date: May 1, 2013



# Use Statistics

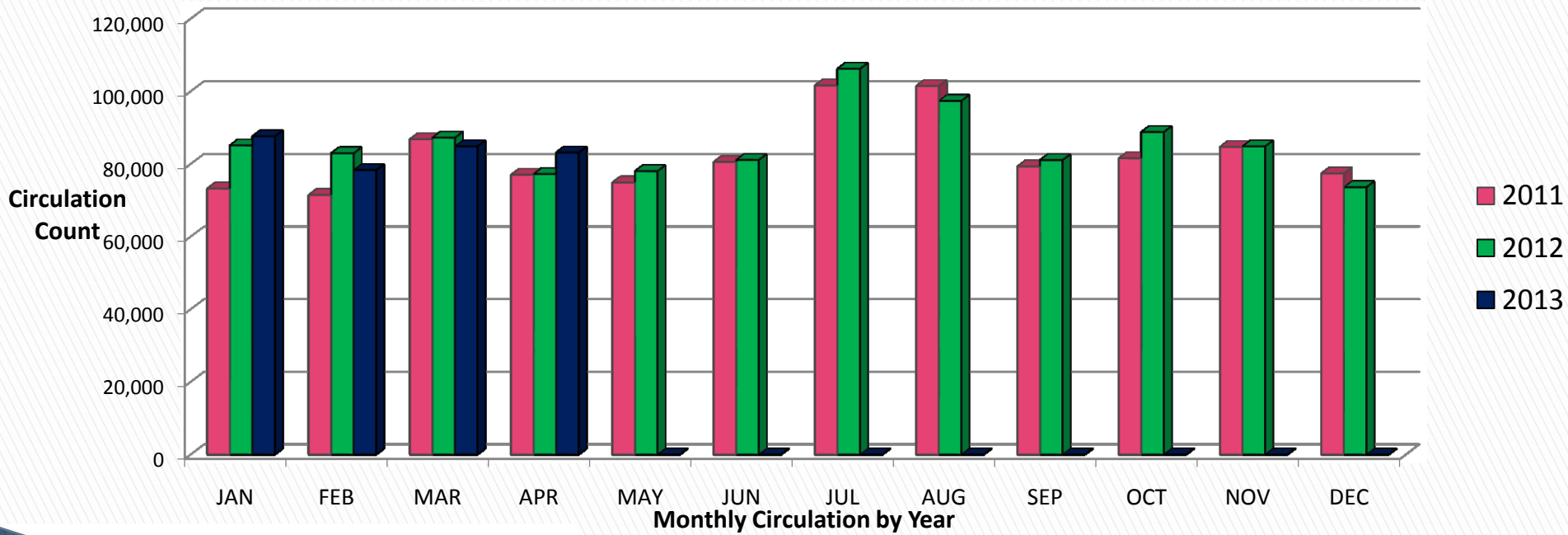
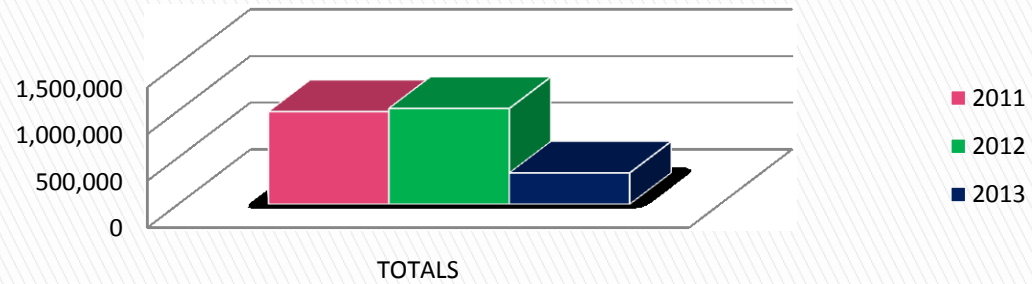
	2013	2012
<b>System wide circulation:</b>	April	April
Print, cds, dvds, magazines and audiobooks:	83,174	77,140
eBooks borrowed:	3,065	1,759
Inter-library loan, material loaned:	403	6
Public computer usage within the libraries:	4895	4,837
Programme attendance:	3,021	3,094
Database usage	6,649	8,393
*Public wireless users:	3,062	*

\*Network changes have altered the method of collecting wireless use statistics.



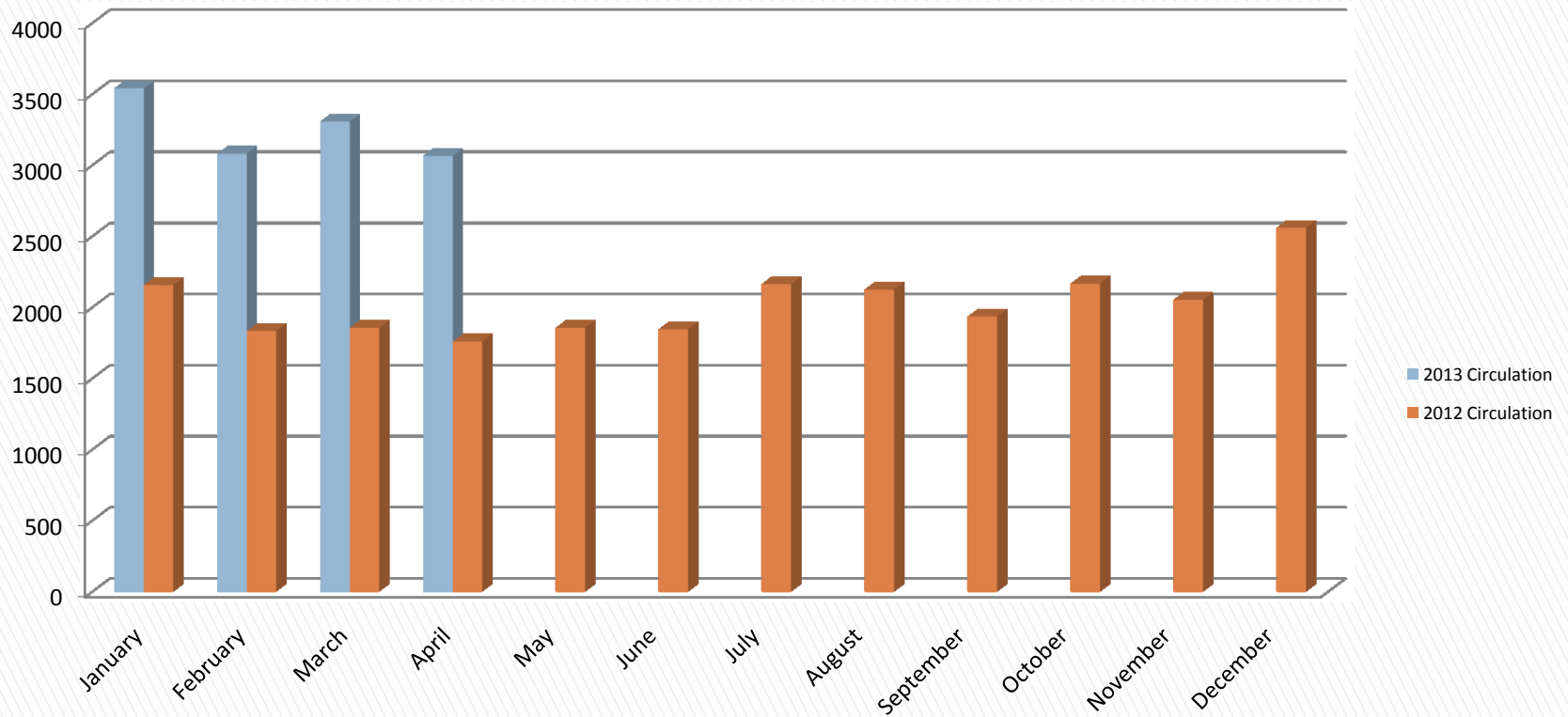
# Circulation Activity

## 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.

# Programming Report

April 2013

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			TOTAL PARTICIPANTS
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	15	206	118	26	3021
ARTHUR	16	130	58	39	
CLIFFORD	11	44	19	5	
DRAYTON	36	404	196	0	
ELORA	8	104	53	20	
ERIN	16	331	54	14	
FERGUS	6	26	12	27	
HARRISTON	23	71	26	39	
HILLSBURGH	13	99	59	40	
MARDEN	15	136	44	15	
MT FOREST	10	53	14	23	
PALMERSTON	8	56	30	22	
PUSLINCH	18	95	49	30	
ROCKWOOD	23	133	55	46	
<b>TOTALS</b>	<b>218</b>	<b>1888</b>	<b>787</b>	<b>346</b>	

April 2012

BRANCH	TOTAL NUMBER OF PROGRAMMES OFFERED	ATTENDEES			TOTAL PARTICIPANTS
		CHILDREN/ TEENS	PARENTS/ CAREGIVERS	ADULTS	
ABOYNE	11	225	116	27	3094
ARTHUR	11	64	39	36	
CLIFFORD	11	44	23	7	
DRAYTON	35	276	67	36	
ELORA	11	126	20	10	
ERIN	15	315	56	12	
FERGUS	23	258	114	165	
HARRISTON	15	161	17	19	
HILLSBURGH	18	148	75	41	
MARDEN	8	121	8	12	
MT FOREST	9	41	12	20	
PALMERSTON	7	42	20	0	
PUSLINCH	20	89	66	38	
ROCKWOOD	20	92	13	23	
<b>TOTALS</b>	<b>214</b>	<b>2002</b>	<b>646</b>	<b>446</b>	

# May the 4th Be With You

Celebrate Star Wars Day on May 4 by checking out some of the Library's Star Wars collection:

## For the Kids

- **Lego Star Wars; The Padawan Menace** (Junior DVD)
- **Use the force, Luke!/Lee, Quinlan B., Star Wars Phonics Series** (Junior Easy Reader)
- **Fry Darth Maul; Shadow Conspiracy/** Fry, Jason (Junior Fiction)
- **The Phantom Menace: the Expanded Visual Dictionary** Reynolds, David West. (Junior Non-Fiction)
- **The Adventures of Han Solo/**Kent, Lindsay (Junior Non-Fiction)
- **Boba Fett and the Ship of Fear/**Barlow, Jeremy (Junior Graphic Novel)

## For the Adults

- **Star Wars. Scoundrels/**Zahn, Timothy (Adult Fiction)
- **The Lost Suns/**Freed, Alexander (Graphic Novel)
- **Star Wars: the Ultimate Visual Guide/**Windham, Ryder (Non-Fiction)
- **Star Wars Super Collector's Wish Book: Identification and Values/**Carlton, Geoffrey (Non-Fiction)

## Recently Arrived

Check out some of our recently arrived DVDs for your next movie night!

- **Cosmopolis**
- **Here Comes the Boom**
- **The Intouchables**
- **Life of Pi**
- **Lincoln**
- **Parental Guidance**
- **Zero Dark Thirty**
- **Breaking Dawn Part 2**
- **The Perks of Being a Wallflower**
- **The Master**

Please check with your local branch for availability.



## Make Your Opinion Count

Now is your chance to let us know how we are doing!

Wellington County Library has launched a new customer service survey called Counting Opinions. The survey comes in three versions – short, medium, and long. You can answer as many of the questions as you want, and it is completely anonymous unless you choose to fill in your contact information at the end. You can complete the survey at [www.wellington.ca/Library](http://www.wellington.ca/Library) under Online Resources, or you can pick up a paper copy at your local branch.



Wellington County Library  
552 Wellington Rd 18, RR 1, Fergus ON N1M2W3  
519.846.0918 • [www.wellington.ca/Library](http://www.wellington.ca/Library)



ALTERNATE FORMATS AVAILABLE UPON REQUEST.

## Spring eBooks

Spring is in the air at Wellington County. Why not let the library's ebook collection help you welcome its much anticipated arrival? We have a vast collection of fiction titles from many popular authors, but did you know we also carry an excellent selection of non-fiction work? Our non-fiction titles offer information on everything from biographies, self-improvement, history, home design and much more!

For spring-time gardeners, the **eBook gardening collection** not only has general reference books, but also books on speciality gardening—like organic, heirloom, and container. People who like to cook and garden will enjoy titles on sustainable growing that aim to keep your vegetable crisper stocked and put delicious meals on the table.



With May comes the celebration of **Mother's Day** - a day to honour a very special person in our lives. Not sure what

to get Mom? Check out our eBooks on crafts, home design and décor, or health & fitness for some helpful suggestions.

Looking to get closer to Mom? Try out our titles on family and relationships or religion and spirituality for some thoughtful ideas. **Erin, Marden, Mount Forest, Palmerston, Puslinch, Harriston, and Hillsburgh branches will all be offering special Mother's Day programmes.** Visit the library website for more information.

To browse our eBook collection, go to [www.wellington.ca/library](http://www.wellington.ca/library) and look under Online Resources for Overdrive. eBooks can be downloaded onto your eReader (except Kindles), Tablet, Android, Blackberry or iOS device.

Having trouble? Make an appointment with your local library staff for help.

## What's Inside:

Staff Pick: Book Review	Page 2
Calling All Gardeners!	Page 2
May Programme Highlights	Page 3
Recently Arrived - DVDs	Page 4

**PLEASE NOTE: All branches of Wellington County Library will be closed on Victoria Day, Monday, May 20.**

**"At the moment that we persuade a child, any child, to cross that threshold, that magic threshold into a library, we change their lives forever, for the better."**

**-- President (then Senator) Barack Obama**



## Calling All Gardeners!



Both aspiring and experienced gardeners alike should take note of two fantastic gardening resources available through the Wellington County Library:

### The Gardening, Landscape and Horticulture Database

The collection includes full-text articles from:

- magazines such as **Martha Stewart Living** and **Harrowsmith Country Life**;
- journals, including **Yard & Garden** and **Mother Earth News**;
- books such as **An Illustrated Guide to Pruning** and **Plan It! Dig It! Build It! Your Step-by-Step Guide to Landscaping Projects**.

Find everything you could ever want to know about gardening, landscaping, horticulture, floral arranging, tree planting, and many other helpful topics!

### The Home, Gardening and DIY NextReads Newsletter

Want to keep up-to-date on new Home, Gardening, and Do-It-Yourself books in the Wellington County Library system? Sign up for the Home/Gardening/DIY NextReads electronic newsletter and receive book reviews in your email inbox every other month. Conveniently, each book review is linked directly to our library catalogue if you'd like to place a hold on that book title. To sign up for the NextReads e-newsletter service or visit the Gardening, Landscape and Horticulture database, visit [www.wellington.ca/library](http://www.wellington.ca/library),

## Bog Child

By: Siobhan Dowd  
Reviewer: Leah McLeod  
Hillsburgh Branch



BOG CHILD is a magical tale set in a desperate period of Ireland's history. Siobhan Dowd has managed to weave together the discovery of a child in the peat bogs near the north-south border of Ireland in 1981, with the deep political unrest of the Troubles. She explores the nature of family, community and peer pressure in the face of injustice and how the outcomes of our decisions under these demands can have an impact on our lives and on the lives of those whom we love.

The story centres on Fergus, a young man preparing to write his exams for university entrance. When he and his Uncle are out cutting peat in the bog fields, they discover the mummified remains of a child. But this is only one aspect of Fergus' story. Fergus is also caught up in the Troubles of Ireland in 1981. His brother, a member of the Provisional IRA, is in Long Kesh Prison. At this time, many of these prisoners were taking part in a hunger strike to force the British government to acknowledge them as political prisoners. Fergus' brother was one of these strikers.

BOG CHILD is a compelling read that unites past and present in a story that sheds new light on this recent chapter in Ireland's history.

## May Programme Highlights

### For the Adults

#### Dog Tales: Writing Workshop

Thursday, May 14 at 6:00 pm  
Erin Branch, 519.833.9762

A hands-on introductory workshop with feedback on your stories! Learn how to write your own short doggie vignettes and capture your favourite dog memories. Adults, please register.

#### Backyard Composting Workshop

Thursday, May 4 at 10:00 am  
Mount Forest Branch, 519.323.4541

Join us to learn about the science of composting, how to use your finished compost or just grab some free advice on composting at home! There will be a draw for a free backyard composter at the workshop. Presented by Wellington County Solid Waste Services. Adults, please register.



### For the Teens

#### Teen Cafe @ Harriston Branch

Tuesday, May 28 at 6:00 pm

Movie night! Join us for pizza and snacks. Grades 7 and up. Please register.

#### Teen Cafe @ Mount Forest Branch

Thursday, May 30 at 6:30 pm

Last session before summer break! Enjoy cafe snacks while brainstorming ideas for next year. Teens. Please register.



### For the Kids

#### TD Canadian Children's Book Week

Experience the magic of books and reading during Children's Book Week from May 4 to May 11. The theme this year is **All the Bookshelf's a Stage: Celebrating the Performing Arts**. To celebrate, the Library will be hosting a storyteller, a local author and picture book draws throughout the week!

#### Join us at the following programmes:

##### Storytelling with Mary-Eileen McClear

No batteries required! Mary-Eileen McClear's storytelling has taken her from Newfoundland to British Columbia and now she's bringing her stories, songs and folk toys to Wellington County Library. Family fun for school-aged kids (Grades K - 6). Please register.

##### Saturday, May 4

Harriston Branch at 11:00 am, 519.338.2396  
Drayton Branch at 1:00 pm, 519.638.3788

##### Saturday, May 11

Mount Forest Branch at 11:00 am, 519.323.4541  
Clifford Branch at 1:00 pm, 519.327.8328

##### Author Visit with Marilyn Helmer

Thursday, May 9 at 10:30 am  
Aboyne Branch, 519.846.0918

Drop in to meet local children's author Marilyn Helmer. Marilyn will be sharing a variety of story-telling experiences including stories, poems and visuals. Ages 3 - 5 years old.

For a complete list of library programmes, visit our website [www.wellington.ca/Library](http://www.wellington.ca/Library).

## Mother's Day Reads

- **The Gift of an Ordinary Day: a Mother's Memoir** by Katrina Kenison (Non-Fiction)
- **A Spoonful of Sugar: Old Fashioned Wisdom for Modern Day Mothers** by Liz Fraser (Non-Fiction)
- **Power of a Positive Mom** by Karol Lad (Non-Fiction)
- **Welcome to the Departure Lounge: Adventures in Mothering Mother** by Meg Federico (Non-Fiction)
- **Chicken Soup for Every Mom's Soul** (Non-Fiction)
- **Little Earthquakes** by Jennifer Weiner (Fiction)
- **Momzillas** by Jill Kargman (Fiction)  
\*Also available as an eBook
- **Mother's Day Murder** by L. Meir (Fiction)
- **Night Road** by Kristin Hannah (Fiction)  
\*Also available as an eBook
- **Every Last One** by Anna Quindlen (Fiction, audiobook)
- **Mommy Poems** by John Micklos (Junior Non-Fiction)

Please check with your local branch for availability.





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

May 9, 2013  
County Administration Centre  
Keith Room

**Present:** Councillor Bruce Whale  
Councillor Shawn Watters  
Councillor John Green

**Regrets:** Warden Chris White  
Councillor Lou Maieron (Chair)

**Staff:** Nicole Cardow, Deputy Clerk  
Gary Cousins, Director of Planning and Development  
Ken DeHart, County Treasurer  
Linda Dickson, Emergency Management Coordinator  
Mark Paoli, Senior Policy Planner  
Sarah Wilhelm, Planner

---

**1. Call to Order**

At 10:45 am, the Chair called the meeting to order.

**2. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**3. Planning and Green Legacy Financial Statements as of April 30, 2013**

1/5/2013

**Moved by:** Councillor Whale

**Seconded by:** Councillor Green

That the Planning and Green Legacy Financial Statements as of April 30, 2013 be received for information.

**Carried**

**4. Wellington County Fire Training Officer - Activity Report**

Mr. Brad Patton, Wellington County Fire Chief; and Mr. Jonathan Karn, Wellington County Training Officer; presented the April 29, 2013 County Training Officer's Activity Report to the Committee.

**5. Green Legacy Minutes - March 25, 2013**

2/5/2013

**Moved by:** Councillor Green

**Seconded by:** Councillor Whale

That the March 25, 2013 Green Legacy Minutes be received for information.

**Carried**

**6. Public Meeting- Official Plan - 5 Year Review**

Mr. Gary Cousins, Director of Planning and Development, reminded the Committee of the Public Meeting date for the 5 Year Official Plan, which will take place May 28, 2013, 7pm at Aboyne Hall.

**7. 2013 Trail Update (PD2013-14)**

3/5/2013

**Moved by:** Councillor Green

**Seconded by:** Councillor Whale

That the County of Wellington, in concert with the Region of Waterloo, re-appoint the following persons to the Kissing Bridge Trailway Advisory Board for three-year terms ending December 31, 2015:

Doug Martin (Lions Club of Elmira nominee)

Bob Orth (Golden Triangle Snowmobile Club nominee - alternative representative)

Al Murray (Conestoga-Winterbourne Optimist Club nominee)

Art Woods (Lions Club of Elmira nominee- alternative nominee)

Nick Wetzel (Golden Triangle Snowmobile Association nominee)

Jamie Bennett (Conestoga Winterbourne Optimist Club nominee - alternative representative)

Derek Kidnie (Linwood and District Lions Club nominee)

Glen Martin (Agricultural community representative), subject to his being formally nominated by the Waterloo Federation of Agriculture; and

That the 2012 Annual Report of the Kissing Bridge Trailway Advisory Board be received for information; and

That the 2013 work plan be received for information.

**Carried**

**8. Active Transportation (PD2013-15)**

4/5/2013

**Moved by:** Councillor Whale

**Seconded by:** Councillor Green

That the Report regarding Active Transportation be circulated to local municipalities for comment, including the local municipal cost share proposal; and

That staff develop a more detailed costing to complete the Trans Canada Trail in Wellington County; and

That the Report and local input be used to address Active Transportation in the 5 Year Plan process.

**Carried**

**9. Adjournment**

At 11:40 am, the Chair adjourned the meeting until June 13, 2013 or at the call of the Chair.

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Shawn Watters  
Acting- Chair  
Planning Committee



**County of Wellington**  
**Planning**  
 Statement of Operations as of  
 30 Apr 2013

	Annual Budget	April Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
<b>Revenue</b>					
Municipal Recoveries	\$40,000	\$1,704	\$9,319	23%	\$30,682
User Fees & Charges	\$230,000	\$18,320	\$69,405	30%	\$160,595
Internal Recoveries	\$500	\$0	\$2	0%	\$498
<b>Total Revenue</b>	<b>\$270,500</b>	<b>\$20,024</b>	<b>\$78,726</b>	<b>29%</b>	<b>\$191,774</b>
<b>Expenditures</b>					
Salaries, Wages and Benefits	\$1,613,300	\$139,819	\$519,935	32%	\$1,093,365
Supplies, Material & Equipment	\$48,000	\$17,586	\$21,945	46%	\$26,055
Purchased Services	\$424,400	\$5,129	\$102,907	24%	\$321,493
Transfer Payments	\$661,000	\$0	\$0	0%	\$661,000
Internal Charges	\$6,100	\$297	\$1,642	27%	\$4,458
<b>Total Expenditures</b>	<b>\$2,752,800</b>	<b>\$162,832</b>	<b>\$646,430</b>	<b>23%</b>	<b>\$2,106,370</b>
<b>NET OPERATING COST / (REVENUE)</b>	<b>\$2,482,300</b>	<b>\$142,808</b>	<b>\$567,704</b>	<b>23%</b>	<b>\$1,914,596</b>
<b>Transfers</b>					
Transfer to Capital	\$60,000	\$0	\$60,000	100%	\$0
Transfer to Reserves	\$225,000	\$0	\$0	0%	\$225,000
<b>Total Transfers</b>	<b>\$285,000</b>	<b>\$0</b>	<b>\$60,000</b>	<b>21%</b>	<b>\$225,000</b>
<b>NET COST (REVENUE)</b>	<b>\$2,767,300</b>	<b>\$142,808</b>	<b>\$627,704</b>	<b>23%</b>	<b>\$2,139,596</b>



## County of Wellington

### Planning

#### Capital Work-in-Progress Expenditures by Department All Open Projects For The Period Ending April 30, 2013

	Approved Budget	April Actual	LIFE-TO-DATE ACTUALS			% of Budget	Remaining Budget
			Current Year	Previous Years	Total		
Upgrade Fire Paging Equip	\$50,000	\$0	\$0	\$25,605	\$25,605	51%	\$24,395
Emergency Management Vehicle	\$35,000	\$24,582	\$24,582	\$0	\$24,582	70%	\$10,418
Northern Internet Fibre Con	\$150,000	\$0	\$0	\$0	\$0	0%	\$150,000
Official Plan Update	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
<b>Total Capital</b>	<b>\$275,000</b>	<b>\$24,582</b>	<b>\$24,582</b>	<b>\$25,605</b>	<b>\$50,186</b>	<b>18%</b>	<b>224,814</b>



# Wellington County Training Officer

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Centre Wellington Fire & Rescue Department  
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Tel: (519) 843-1950 ext. 228 • Fax: (519) 843-8801  
e-mail: [jkarn2@centrewellington.ca](mailto:jkarn2@centrewellington.ca)  
website: [www.centrewellington.ca](http://www.centrewellington.ca)

Office of the  
Wellington County  
Training Officer

Date: April 29<sup>th</sup> 2013

Subject: County Training Officers' Activity Report

The County Training Officers position has now been in place for approximately 18 months. This report will outline details from 2012 and the first quarter of 2013 in respect to firefighter training throughout Wellington County.

The previous activity report dated November 21, 2011 contained details of items that were in the beginning stages of implementation. These items included:

- Development of a County Training Officers website;
- Provide Live Fire Training for firefighters;
- Company Officer Development;
- Standardized Lesson Plans; and
- Firefighter Certification.

Each of the above items has been addressed and the following outlines the success of their implementation.

The "Wellington County Training Officers Website" is fully operational and is proving to be a valuable asset to the Station Training Officers and Firefighters.

As the County Training Officer, I post materials to the website that include lesson plans, presentations, important notices and information, videos, links to various fire service websites, and copies of various training forms and documentation. This site has enabled the Station Training Officers to prepare for training nights in advance by downloading materials when it is convenient for them to do so.

To date, approximately twenty-five different lesson plans following the Ontario Fire Marshal Firefighter Curriculum have been developed as well as numerous supporting presentations and videos. As of April 16<sup>th</sup>, 2013 the site had received 4400 views. Our website can be viewed at [www.wctoa.com](http://www.wctoa.com) (password is "training").

Live Fire Training began in the fall of 2012, where several stations from Wellington County participated in scenarios at the Cambridge Fire Department Burn Tower. Live Fire Training will

# *Wellington County Training Officer*

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continue on a yearly basis and will see a greater number of stations participating as we begin to utilize the Guelph Fire Department “Burn Trailer”. This trailer is a mobile unit that can be moved to municipalities throughout Wellington County. The use of this unit will allow firefighters to participate in and receive valuable and realistic training in “Search and Rescue” and “Fire Suppression Operations”. Operators of the unit will be shared amongst the departments instead of each station requiring a specially trained person. This will be a cost effective way to deliver this style of training.

Company Officer training was a priority for firefighters and existing officers. During 2012 several Ontario Fire College Company Officer courses were held and delivered within the County. The Ontario Fire College courses completed in 2012 included: “*Company Officer 401*”, “*Introduction to Incident Management System*”, “*Trainer Facilitator*” and “*Community and Environmental Impact of Fire*”. A total of fifty firefighters participated in these courses.

A Wellington County course calendar was developed at the beginning of 2013 to continue to provide necessary Ontario Fire College courses to firefighters. During the first quarter of 2013, three Ontario Fire College courses have been delivered: “*Company Officer 101*”, “*Company Officer 401*” and “*Pump Operations*” with a total of sixty participants that have successfully completed these courses.

There has been an outstanding response and a high rate of participation for the Ontario Fire College courses being delivered at the local level. A “night school” method of course delivery is being used for 2013 instead of the traditional weekend offerings and has been well received. Currently the County Training Officer has the ability to deliver these Ontario Fire College courses at the local level which results in a dramatic decrease in student costs. An attachment accompanies this report that shows cost comparisons for courses delivered at traditional locations vs. the same courses being delivered at the local level.

Many of the firefighters that participated in the courses have received a “Level 1 Company Officer” designation from the Ontario Fire Marshal’s Office. This designation has become what Fire Chiefs across the province believe to be “best practice” for those acting in a command or supervisory role on the fire ground. The remainder of the 2013 schedule will see the next step in Officer development with “Level II Company Officer” courses being offered locally.

“Firefighter Certification” continues to move forward with many firefighters enrolled in the Provincial program. A large portion of weekly training sessions delivered at the local stations follow the Ontario Firefighter Curriculum. This allows firefighters to enroll in the certification process and participate in a series of four Provincial Firefighter exams which have been scheduled and held locally. Once completed, firefighters will receive their “Certified Firefighter” Designation and Certificate from the Ontario Fire Marshal.

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In 2012, seventy-eight firefighters participated in exams and so far in 2013 there have been thirty-two participants. Additional exams will be scheduled for 2013 and expect to see a high number of individuals continue to work towards completion and their certification.

In 2012 the Ontario Fire Marshal implemented a program for firefighters to become Certified “Incident Safety Officers”, a designation that is recognized throughout North America. This designation is a fire ground and emergency scene position that is deemed necessary to provide for firefighter safety as per Ontario’s Ministry of Labour. Fifty firefighters from Wellington County participated and received this very important certification at no cost to their department. The final exam was held at the Wellington County Museum in February of this year.

In order to support local fire departments a “County Training Library” was established where materials are moved around to the departments when requested or needed. This sharing of new resources not only reduced budget costs for individual departments, but also works to eliminate unnecessary duplication of expensive materials and publications. To supplement existing materials currently in use at local departments, \$1,330.37 was spent in 2012 to purchase educational materials which included books and DVD’s. The library will be expanded on a yearly basis.

As a way to supplement the efforts of local fire departments, the County Training Officer has begun to respond to daytime emergencies that would require the use of an Incident Safety Officer, which enables more flexible use of departmental manpower for other firefighting functions.

Wellington Dufferin Guelph Public Health offered “Designated Officer” training to the Emergency Services in 2012. Fire, police and ambulance all participated in this training session. Trained “Designated Officers” are an important resource for firefighters that may be exposed to infection or disease during their duties as a firefighter. Eight (8) fire personnel from local Fire Departments participated in the training and received their Designation. A master list of the Designated Officers has been created and can be utilized by all municipal firefighters.

New initiatives for 2013 include a joint “County Recruit Training Program” as well as a major shift in Firefighter Training Standards for Ontario.

Joint recruitment training would see new firefighters from the various stations come together as a single recruit class. This will result in the recruits having all learned identical skills required to become firefighters across the county and will decrease the training costs for participating departments.

The shift in Firefighter Training Standards will see the Province move from Ontario-based firefighter standards to the widely accepted National Fire Protection Association Standards for professional qualifications of firefighters. This change will impact content currently contained in lesson plans

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and taught to firefighters. Continual updating of lessons, content and skills-based testing will be necessary for the transition from Ontario standards to NFPA standards. Current participation in Ontario Fire College company Officer courses and Firefighter Certification will put municipal firefighters in Wellington County in an excellent position for successful transition to the National Fire Protection Association standards slated for April of 2014.

In order to continue to provide the best possible training to our firefighters we have committed to deliver courses and provide a flexible timetable that meets the needs of each of the local fire departments in Wellington County.

Respectfully Submitted by

Jonathan Karn  
Fire Training Officer for Wellington County

# Wellington County Training Officer

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## Cost comparison – Intro To IMS (held in Puslinch)

Station	OFC	ESTC - Blyth	Off-campus (using outside instructors)	Local Delivery (Cty T.O and 2 <sup>nd</sup> AI)
Puslinch (5 students)	\$325.00	\$2250.00	\$250.00	\$100.00
Eramosa (3 students)	\$195.00	\$1350.00	\$150.00	\$60.00
Centre Wellington (2 students)	\$130.00	900.00	\$100.00	\$40.00
Arthur (3 students)	\$195.00	\$1350.00	\$150.00	\$60.00
Mt. Forest (3 students)	\$195.00	\$1350.00	\$150.00	\$60.00
Minto (1 student)	\$65.00	\$450.00	\$50.00	\$20.00
County Totals	\$850.00	\$7650.00	\$850.00	\$340.00

## Cost comparison CO-401 (held in Fergus)

Station	OFC	ESTC - Blyth	Off-campus (using outside instructors)	Local delivery
Puslinch (1 student)	\$65.00	295.00	\$53.00	\$0
Eramosa (9 students)	\$585.00	\$2655.00	\$477.00	\$0
Centre Wellington (1 students)	\$65.00	\$295.00	\$53.00	\$0
Arthur (5 students)	\$325.00	\$1475.00	\$265.00	\$0
Mt. Forest (2 students)	\$130.00	\$590.00	\$106.00	\$0
Mapleton (1 student)	\$65.00	\$295.00	\$53.00	\$0
County Totals	\$1235.00	\$5605.00	\$1000.00	\$0

**Note** : highlighted area denotes actual costs charged per dept.  
 : local delivery resulted in high student enrollment for this course



**The County of Wellington  
THE GREEN LEGACY MINUTES**



**March 25 at 9:00 am  
Guthrie Room, Administration Centre**

**Attendance:** John Brennan, Paul Day, Mark Funk, Larry Halyk, Rob Johnson, Aldo Salis, Terry Schwan, John Scott, Walter Traschel, Mark Van Patter, Walt Visser, Brad Whitcombe

**Absent:** Warden Chris White, Lou Maieron, Gary Cousins, Andrea Ravensdale, Tracey Ryan, Scott Wilson

**1. Review of November minutes / Changes to Agenda**

There were no changes to the January minutes.

**2. Communications**

Mr. Van Patter went over the communications information provided by Ms. Ravensdale.

- An article on the Green Legacy and the County's Green Building Standards ran in the March issue of Business Review North America
- County Page features:
  - February 15 – Living Snow Fences Launch.
  - March 15 – Crop Yield Benefits
  - April 5- Municipal Tree Days and Site Preparation
  - April 19- Municipal Tree Days and Site Preparation
  - May 17- Tree Maintenance
- The Green Legacy will be an exhibitor at the FCM Conference in June
- The Green Legacy will not be an exhibitor at the AMO Conference this year

Mr. Johnson noted that he would be speaking about the Green Legacy to the Guelph Men's Club on April 1.

**3. Nursery Update**

Packaging of Orders

Mr. Johnson said that packaging of orders was on schedule. The Conservation Authority orders are down about 20,000 trees; however, there has been an increase in private orders. He felt that we might have 10,000 Norway Spruce leftover this season and that they would be potted. [Note: That these have largely been spoken for since the meeting].

#### School Seeding and Planting Days

Ms. Walsh and Mr. Remmer, staff, are in the schools now doing seeds in the classroom with the younger grades – approximately 300 styroblocks. Mr. Johnson is determining tree planting sites with the older grades. The actual planting is to begin in early April. He is anticipating an increase in school plantings, with a total of 15,000 to 20,000 trees this year.

#### Green Legacy Needs This Spring

Mr. Johnson felt that everything was on schedule for the upcoming season, and that staff was on top of everything. Additional help will not be needed.

#### **4. Municipal Tree Days**

We have scheduled the following days for the local municipalities:

- Saturday, April 27 – Mapleton, Puslinch
- Saturday, May 4 - Guelph/Eramosa, Wellington North, Erin
- Saturday, May 11 – Centre Wellington, Minto

Each municipality is to receive the following trees:

#### **GREEN LEGACY TREE DISTRIBUTION 2013**

<b>Species Name</b>	<b>Quantity</b>
<b>White Cedar</b>	1000
<b>White Pine</b>	1000
<b>Norway Spruce</b>	200
<b>White Spruce</b>	1480
<b>Tamarack</b>	180
<b>White Ash</b>	70
<b>Red Oiser Dogwood</b>	150
<b>Silky Dogwood</b>	70
<b>Common Elderberry</b>	70
<b>American Elm</b>	150
<b>Silver Maple</b>	230
<b>Sugar Maple</b>	200
<b>Red Oak</b>	110
<b>Black Walnut</b>	90
<b>TOTAL</b>	<b>5000</b>

Mr. Van Patter has arranged to have rented mobile signs in each municipality, the week prior to tree days. The cost is approximately \$60 to \$80 per sign per week. Guelph / Eramosa has its own sign, so only 6 signs will need to be rented. We have consulted with the Roads Division to ensure the signs are in compliance with the County's sign by-law. Since they are for a temporary special event, they are permitted. The Committee supported this purchase. Mr. Van Patter will organize getting the signs rented.

Tree information sheets will be provided again this year for local municipalities to hand out. Staff will be available to pick up any trees not taken and return them to the nursery.

## 5. Living Snow Fences

The following ad was placed on the County Page in Wellington Advertiser on February 15.

**LIVING SNOW FENCE  
PROGRAMME**

Wellington County has partnered with the Grand River Conservation Authority to announce an exciting new programme! The living snow fence programme will use Green Legacy trees as windbreaks to reduce snow drifting onto roads. The living snow fence programme is free to any County resident with property along the rural roadside. Living snow fences have been proven to save lives and offer a variety of benefits, including:

- Keeping roads safer and open
- Reducing winter road maintenance costs
- Increasing farm crop yields

Programme conditions, include:

- Trees planted 30 metres inside property boundary
- Agree to keep trees for 15 years
- \$750 / acre incentive paid to landowner
- Priority sites - additional \$700 / acre

For more information, contact:  
Mark Funk, Forestry Specialist, Grand River  
Conservation Authority  
T: 519.621.2763 x 2262 E: [mfunk@grandriver.ca](mailto:mfunk@grandriver.ca)

Mr. Funk noted that the GRCA had several inquiries after the article appeared.

County Road foremen have developed a list of priority sites on County roads, where winter white outs and drifting are a problem. Mr. Van Patter is to mail out programme information to these owners. The owners have been mapped on our GIS system. The Committee requested that Mr. Van Patter send out the map to Committee members as well as to local municipalities.

## **6. Forest Conservation By-law Issues**

There have been a few Forest Conservation By-law issues arising, that Mr. Van Patter thought would be of interest to the Committee. With high crop prices, there is increased pressure to clear land for agricultural use.

### North of Drayton

A landowner who recently purchased a property destroyed several thousand trees. The trees were planted in 2010 and 2011 with plastic mulch at a cost of \$20,000 dollars. Most of the shallow rooted conifers were ripped out when the plastic was pulled off. Fortunately, most of the hardwoods with deep taproots survived. We have reached agreement with the owner to replant, rather than be charged under the Forest Conservation By-law. Several thousand have been planted already, with more to follow in the fall.

### West Luther

Over several years, a landowner has been removing trees. Mr. Johnson heard of this and approached the owner. The owner has agreed to replant a similar area of trees. We are also trying to get an audience with local church elders, to educate the community about the Forest Conservation By-law.

## **7. Next Meeting**

The next Green Legacy Committee meeting will be held on Monday, May 27 at 9:00 in the Guthrie Room at the County Administration Centre.



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

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**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Senior Planner  
**Date:** Wednesday, February 6, 2013  
**Subject:** **PD2013-14 2013 Trail Update**

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### 1. Purpose

The purpose of this report is as follows:

- to consider appointments to the Kissing Bridge Trailway Advisory Board;
- receive the 2012 Kissing Bridge Trailway Annual Report; and
- outline the 2013 trail work plan.

### 2. 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 17 members and 6 alternates appointed for staggered terms. The terms of eight board members expired at the end of 2012. The nominees recommended for re-appointment to the Kissing Bridge Trailway Advisory Board for three-year terms ending December 31, 2015 are as follows:

- Doug Martin (Lions Club of Elmira nominee)
- Bob Orth (Golden Triangle Snowmobile Club nominee – alternate representative)
- Al Murray (Conestoga-Winterbourne Optimist Club nominee)
- Art Woods (Lions Club of Elmira nominee – alternate representative)
- Nick Wetzal (Golden Triangle Snowmobile Association nominee)
- Jamie Bennett (Conestoga-Winterbourne Optimist Club nominee – alternate representative)
- Derek Kidnie (Linwood and District Lions Club nominee); and
- Glen Martin (Agricultural community representative), subject to his being formally nominated by the Waterloo Federation of Agriculture.

### 3. Annual Report

The Kissing Bridge Trailway Advisory Board reports on trail development and operation on a yearly basis. The "Fifteenth Annual Report of the Kissing Bridge Trailway Advisory Board for the Year 2012" is attached.

### 4. 2013 Work Plan

We intend to focus the majority of the Planning and Development Department's \$30,000 trail budget this year on maintenance and trail signage.

#### Maintenance

PRELIMINARY ESTIMATE: \$18,000

We maintain a combined distance of 11 km of the Kissing Bridge Trailway and Trestle Bridge Trail. In 2012, we plan to mow both trails three times, including trimming around barrier gates at road crossings. Annual mowing costs are approximately \$1,000 per km. On an as needed basis, we also control noxious weeds, tree pruning/removal and garbage removal. We have 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 near the Trestle Bridge. We will need to have the area assessed and repaired. We have set aside \$5,000.00 in the budget for these improvements.

#### **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.

#### **Trail Signage**

PRELIMINARY ESTIMATE: \$9,500

In our 5 Year Trail Plan we recommended that \$9,500 of the trail budget be used for design, fabrication and installation of identification, regulatory and directional signage for the Trestle Bridge Trail, Museum Trail and Aboyne Trail in 2012. We expect design guidelines for signage to be included in the Centre Wellington Trails Master Plan. In anticipation of the completion of the Plan this year, we shifted the signage work to the 2013 budget to ensure that we can implement the recommendations of the Plan in our work.

### **5. Recommendations**

That the County of Wellington, in concert with the Region of Waterloo, re-appoint the following persons to the Kissing Bridge Trailway Advisory Board for three-year terms ending December 31, 2015:

Doug Martin (Lions Club of Elmira nominee)

Bob Orth (Golden Triangle Snowmobile Club nominee – alternate representative)

Al Murray (Conestoga-Winterbourne Optimist Club nominee)

Art Woods (Lions Club of Elmira nominee – alternate representative)

Nick Wetzel (Golden Triangle Snowmobile Association nominee)

Jamie Bennett (Conestoga-Winterbourne Optimist Club nominee – alternate representative)

Derek Kidnie (Linwood and District Lions Club nominee); and

Glen Martin (Agricultural community representative), subject to his being formally nominated by the Waterloo Federation of Agriculture.

That the 2012 Annual Report of the Kissing Bridge Trailway Advisory Board be received for information.

That the 2013 work plan be received for information.

Respectfully submitted,

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

Sarah Wilhelm, MCIP, RPP  
Senior Planner



**Fifteenth Annual Report  
of the Kissing Bridge Trailway Advisory Board  
for the Year 2012**

Submitted to the Councils of  
The County of Wellington  
and  
The Regional Municipality of Waterloo



February 2013



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# Fifteenth Annual Report of the Kissing Bridge Railway Advisory Board

## Introduction



In September 1997, the County of Wellington and Region of Waterloo jointly leased a 44.5 kilometre stretch of abandoned rail right-of-way from the Province for development as a multi-use recreational railway between the outskirts of the City of Guelph and the Village of Millbank. During the winter and spring of 1998, the County and Region concluded Railway Steward agreements with five community groups to develop and operate sections of the Railway. They are as follows:


Segment	→	Trailway Steward Group
Guelph to Grand River	→	Guelph Hiking Trail Club
Grand River to East Limit of Elmira	→	Conestogo-Winterbourne Optimist Club
East Limit of Elmira to Wallenstein	→	Lions Club of Elmira
Wallenstein to Linwood (Ament Line)	→	Linwood Lions Club
Linwood (Ament Line) to Millbank	→	Golden Triangle Snowmobile Association



## Kissing Bridge Railway

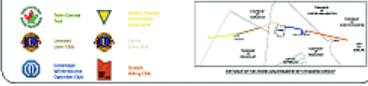
Guelph to Millbank, Est. 1998




**Our Trail Partners**

In 1997, the County of Wellington and Regional Municipality of Waterloo jointly leased the 45 kilometre right-of-way from Guelph to Millbank from the Province. Within months, they had signed agreements with five community groups who volunteered to steward sections of the line. The development and operation of the Railway is now being carried out by a volunteer Trailway Advisory Board jointly appointed by the County and Region at virtually no expense to taxpayers.



**A Legacy of the Past**

Built in 1911, at the height of the railway building boom, the Canadian Pacific Railway line from Guelph to Goderich once transported goods and passengers to Lake Huron. After it was abandoned in 1996, the Province of Ontario purchased the right-of-way for potential future use as a utility corridor. In the interim, multi-use recreation trails are being developed at the western end of the line in Goderich and at the eastern end in Waterloo Region and Wellington County.




**Trail Uses**

PERMITTED: HIKING AND CYCLING  
CROSS-COUNTRY SKIING  
SNOWSHOEWING  
SNOWMOBILE (UNDESIGNATED SECTIONS ONLY)  
ARCHERY, HUNTING, HORSES, MOTORCYCLES AND ALL TERRAIN VEHICLES ARE NOT PERMITTED ON TRAILWAY

PLEASE OBSERVE TRAIL RULES

- FOR USE ONLY DURING DAYLIGHT HOURS
- USE AT YOUR OWN RISK
- NO UNAUTHORIZED VEHICLES
- STAY ON TRAIL, RESPECT PRIVATE PROPERTY
- GOODS MUST BE KEPT UNDER CONTROL AT ALL TIMES

\*YIELD TO FARM VEHICLES  
\*SEASONAL USE OF PESTICIDES  
\*NO OVERNIGHT CAMPING OR FIRE  
\*NO CONSUMPTION OF ALCOHOL OR DRUGS  
\*NO REMOVING OF TREES OR VEGETATION



In May 1998, the County and Region jointly approved Terms of Reference for the Trailway Advisory Board, and appointed fifteen persons and four alternate representatives to the Board. Section 1.8 of the Terms of Reference states that the 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." This is the fifteenth such annual report, and covers the year 2012.

In 2009, the Village of Millbank Association signed a co-stewardship agreement with the Golden Triangle Snowmobile Association and the County and Region to become steward of the segment between the Perth Waterloo boundary and Road 121 in Millbank. The Association now has a representative and alternate on the Board like the other Trailway Steward Groups.

During 2012 the steward groups carried out a range of activities including trail maintenance, installation of distance markers, and generally improving the overall appearance of the Trailway. The new Spring on the Trail Event has also been successful in promoting and raising funds for the trail. These activities have had a positive impact on the profile and use of the trail, particularly among local residents.

## **Trailway Advisory Board Activities**

The Trailway Advisory Board met three times in 2012. For the most part, the meetings focused on activities involving development of infrastructure, promotion of trail use and maintenance required to ensure that Trailway users are provided with a safe and enjoyable experience.

Mike Curtis, representative of the Guelph Hiking Trail Club was re-elected Chair of the Trailway Advisory Board for 2012 and Doug Cerson, a business representative, was elected as vice-chair.

## **Renewal of Trailway Lease**

The Trailway Lease expired in 2012. Subject to final signatures, the lease renewal has been arranged and includes a five year renewal to 2017. During the next lease period, both the Region and the County intend to seek a more permanent arrangement with the Province in light of the investment that would be involved in constructing a bridge over the Grand River. The Ontario Realty Corporation (ORC) has at different times indicated that it is satisfied with the maintenance of the property to date. During the lease negotiation, the Trans Canada Trail will also be addressed.

## **Trans Canada Trail**

A major gap in the Kissing Bridge Trailway continues to be the Grand River near West Montrose in Woolwich Township. The missing bridge results in a significant detour for trail users travelling between Guelph and Elmira and has been identified as a major gap in the Trans Canada Trail in Southern Ontario. Regional Transportation and Environmental Services staff are providing technical advice on potential design solutions which address the configuration of the century-old abutments and piers which remain from the original bridge.

The County of Wellington has been working with adjoining landowners and local communities to align a section of the Trans Canada Trail along a portion of the former CN right-of-way between the eastern end of the Kissing Bridge Trailway and Elora. This is an essential link to connect the Waterloo-Wellington segment of the Trans Canada Trail to the route further east. In addition, the City of Guelph is preparing the southern approach to the Trailway as well as the connection to

the Kissing Bridge Trailway. This will link the eastern terminus of the Trailway with the River Run Centre in downtown Guelph. In 2002, it was determined to link the two trailways through the GRCA-owned Marden Tract.

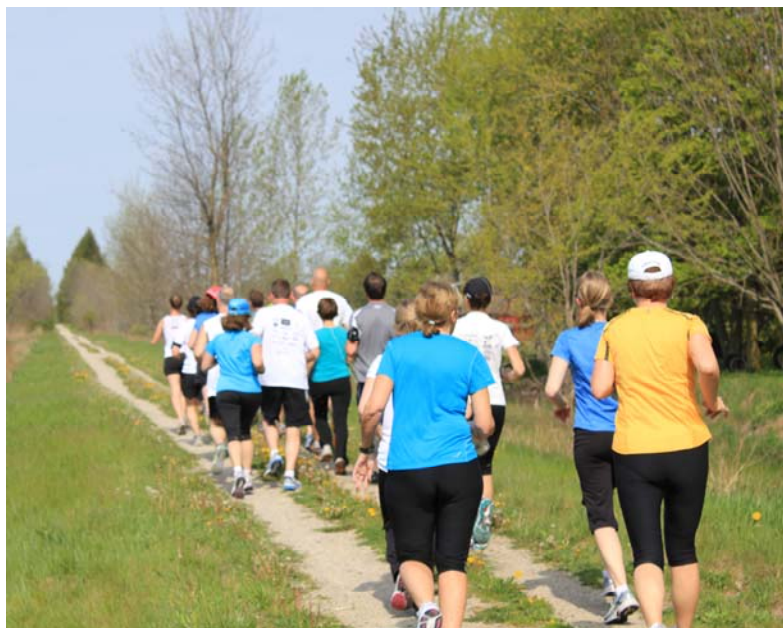
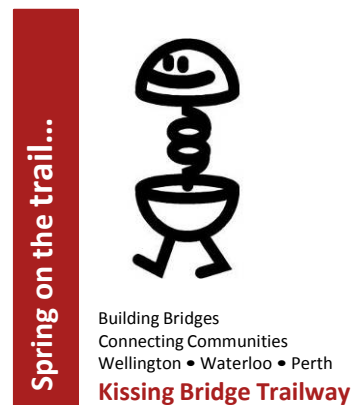
Ongoing negotiations of County and City of Guelph staff have not secured necessary user lease agreements with Hydro One. Due to a prohibition of snowmobiling in the corridor by Hydro One, the Fergus/Elora/Belwood Snowmobile Club has withdrawn its earlier offer to steward this section. New steward group support will need to be secured to help build and maintain the trail.

When user lease agreements are in place for this 17 km trail, consideration will be given to bringing it under the auspices of the Kissing Bridge Trailway Advisory Board. The Board has already supported this concept in principle.

### Spring on the Trail

In 2010, a proposal was put forward by Doug Cerson, the business community representative, to organize an annual trail event. A subcommittee was formed to explore possibilities for such an event. The event is intended to promote activities along the length of the trail and to help to raise the local profile of the Trailway. The priority for the event is to raise funds for the two major bridges required across the Conestogo River (near Wallenstein) and the Grand River (near West Montrose).

On May 12, 2012, the second annual “Spring on the Trail” event was held. Attendance for this years event was very good, with over 1,000 participants and volunteers. Based on conversations with visitors, it appears that there is still an uneven level of awareness of trail within the communities it traverses. Thanks to various sponsors and donors who helped raise \$17,225 in prizes and donations, as well as the Grand River Amazing Race which raised approximately \$2000 for the trail. The next Spring on the Trail event is planned for May 11, 2013.



A website dedicated to the promotion of Spring on the Trail has been established at [www.springonthetrail.com](http://www.springonthetrail.com) and continues to develop as time goes on. The website provides information on the event itself as well as about the Trailway in general and provides visitors with an opportunity to purchase a “passport” for the event on-line.

### **Promotion, Marketing, Awareness**

In addition to the website devoted to promoting the annual trail event, a new Kissing Bridge Trailway website ([www.kissingbridgetrailway.ca](http://www.kissingbridgetrailway.ca)) was also launched through the volunteer efforts of a Research in Motion (RIM) employee. This website provides another way to expand awareness and provide information about the trail.

Regional Tourism Organization 4 (RTO4) which takes in Huron County, Perth County, Waterloo Region and Wellington County fits the trail geography well. The overall vision for the extension to Goderich provides a strong tourism draw across the RTO4 area. RTO4 sees trails and waterways as a huge tourism asset.

### **Trailway Extension**

**Huron and Perth.** Discussions have been ongoing with the Counties of Huron and Perth with regard to extending the Trailway to the west. The Ontario Trails Council has been present at these discussions and is committed to working with the various organizations seeking to make it happen. Having Perth and Huron join Wellington and Waterloo in leasing the rail bed in its entirety from Guelph to Goderich would be of value in the renegotiation of the lease as well as securing a new lease in Perth and Huron. Also lending credence to the notion of the Guelph to Goderich trail is the fact that residents living in vicinity of rail corridor are already using the old rail bed in an informal fashion and are willing to support extension of the Kissing Bridge Trailway. Perth County has approved moving forward with the lease, while Huron County has yet to commit. Continuing to work along side with Huron County on the rail bed lease is an important factor which must be continued. This partnership will contribute to the comprehensiveness of the Kissing bridge trail and its lasting success.

### **Capital Improvements**

**Stairs to Trailway at Katherine Street.** The completion of the Cox Creek bridge has forced the Board and the Guelph Hiking Trail Club to consider installing stairs from the trailway up to the east side of Katherine Street because this intersection is grade separated, and the side slopes of the trailway are very steep and densely treed with cedars. Board members were updated about recent progress toward the installation of the new stairs at Katherine Street. This project will proceed due to the monetary and in-kind donations. The stairs will include a bike trough and have turns incorporated into them.

The access will permit users easy access between the Trailway and Katherine Street which is the designated detour route on the east bank of the Grand River. Such a trail will also likely be associated with a small staging area and parking lot off Katherine Street. Even after the anticipated replacement of the Grand River bridge, a staging area will be required at this location to permit easy access to the Grand River.

**Bridge(s) over the Grand and Conestogo Rivers.** DEL Management, which looks after the province’s real estate holdings, has indicated that they would be willing to entertain proposals for suspension bridges over the Grand and Conestogo River provided that there would be barricades and the bridges were properly designed. Previously, it had been understood that all

bridge crossings had to permit the passage of a small pickup truck.



As part of the planning process, an Engineering Feasibility Study will be required to evaluate the condition and usability of the existing abutments and piers. Recent inquiries into bridge construction provided an approximate value of 1 to 1.5 million dollars for the project; costs can be reduced if existing in-water piers can be utilized as a support structure.

The Trans Canada Trail (TCT) Foundation has previously expressed interest in investing in the bridge, however, prior to any move toward building the bridge over the Grand River, full consultation and approval by Six Nations will be required. In response to a TCT Foundation request that a contribution from Kissing Bridge Trailway be made toward the cost of a feasibility study, the Advisory Board approved a contribution of up to \$1,000.00.

## **Fencing**

At times, the Advisory Board receives requests from adjacent neighbours to have fencing installed between the Trailway and land that is being used for crops or pasture. The Fencing Sub-committee is headed by Glen Martin who is the agricultural community representative from Woolwich Township and is responsible for recommending reimbursement for fences. In recent years, the requests for fencing have been few indicating that in general there are few problems being experienced by landowners adjacent to the Trailway.

There have been some concerns identified by DEL management and neighbouring land owners that may be addressed through additional fencing. These concerns were related to issues of safety on the trail near problem areas such as ponds and roads. Fencing requests were also brought forward regarding the encroachment of farming practices onto trail property. These concerns will be further investigated by trail steward groups and Regional staff to help ensure the safety of users on the trail and define the right-of-way boundary of the trail.

## **Concerns**

### **Trail Conditions**

The Spring on the Trail event has brought Advisory Board members into more contact with neighbouring residents. With this increased contact has come additional comments about the need to address trail maintenance in specific areas. The comments have been communicated back to the responsible steward groups. Trail steward groups were asked to review their trail sections for hazards and routine maintenance requirements, particularly in light of increased use during the Spring on the Trail event.

## **Fundraising**

The completion of the Trailway depends in large measure upon successful fundraising by the Trailway Steward Groups. Each group has held activities to generate moneys for trail construction. The Board has developed a brochure for use by steward groups in fundraising initiatives. Experience to date has shown that fundraising is more effective when members of the community groups approach others in their respective social and business networks to solicit contributions to their group's Trailway project rather than seek a donation to the Kissing Bridge Trailway as such.

The Spring on the Trail event is proving to be an effective means for raising funds as well as awareness of the Trailway. As the event goes forward each year, it is anticipated that the level of funds raised will continue to increase. Currently, efforts are underway to investigate means by which people will be able to make donations electronically and receive an appropriate tax credit.

## **Motorized vehicles**

Electric Bikes (E-bikes) are becoming a concern on Trails throughout the province. After some discussion, the Board concluded that these sorts of vehicles would be considered a motorized vehicle and therefore, not be allowed. It was also noted that a motorized wheel chair would be allowed for accessibility purposes. No action is being taken at this time, but the issue will be discussed further as needed.

## **Activities Planned for 2013**

### **Bridge Construction**

Regional staff will continue to work with the Trans Canada Trail Foundation to explore financial and engineering options to replace the Grand River and Conestogo River bridges.

### **Trail Inspection and Maintenance**

Each steward group will continue to conduct periodic inspection of their section of the Trailway and complete a Trail Condition Report. The steward groups will make sure that any required repairs are made in a timely fashion to ensure the safety and well-being of Trailway users and to provide a pleasurable experience for all. Steward groups will also check to see that signage and informational markings are intact and easily readable by Trailway users. Deficiencies and shortfalls not corrected by the steward groups themselves are reported to Regional and County staff for remediation.

## **Fundraising**

The amount of money raised to date by the respective Trailway Steward Groups from private and corporate donors in the community demonstrates that local individuals value the Trailway in their community, and are prepared to provide financial support for its completion. Further, the Trailway has also attracted contributions from larger fundraising organizations such as the Trillium Foundation, TD Friends of the Environment, RInC, Wellington County and Waterloo Region. Improved signage at road intersections and kiosks is anticipated to further motivate additional giving.

The Spring on the Trail event has been a successful fundraising initiative for the trail. The event has also had spin off benefits in monetary, material and in-kind donations for specific trail improvements.

## Conclusion

In conclusion, the Advisory Board is confident that the enthusiasm generated by the ongoing “Spring on the Trail” event and the increased interest in extending the Trailway into Perth and Huron Counties will provide increased overall support for the Kissing Bridge Trailway. The board is looking forward to a year of ongoing maintenance and promotional activities in 2013.

Respectfully submitted,



Mike Curtis, Chair (2012)  
Trailway Advisory Board

February 2013





# COUNTY OF WELLINGTON

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## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Gary Cousins, Director of Planning  
**Date:** Thursday, May 9, 2013  
**Subject:** PD2013-15 Active Transportation - 5 Year Plan

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1. **Background:**

Wellington County, the Health Unit and seven local municipalities formed an Active Transportation Steering Committee in 2010 and engaged consultants to develop a Master Plan between June 2011 and September 2012. The goals of the Master Plan were:

- a system promoting walking and cycling for leisure and commuting
- a county wide system both on and off road
- increased safety standards to encourage more residents to walk or cycle

The Master Plan was completed in September 2012 and was presented to all Councils. In January 2013 County Council set aside \$225,000 for active transportation but asked Planning Committee to report back before spending any money.

2. **Concerns:**

While the Plan fulfills the Terms of Reference as originally set out, it also has raised a number of significant concerns with County and local councilors, including:

- a) the \$23 million cost is too great
- b) safety concerns and unclear provincial legislation related to paved shoulders
- c) the need for the north south spine related to the potential for long distance biking
- d) County-local cost sharing placing pressure on local budgets if County wanted to proceed
- e) spending County money on local road infrastructure
- f) the need for equity in spending across the County

The most significant concerns seemed to be cost and safety.

2a) **Costs**

Table 1 (attached) shows the County, local and total cost of various active transportation facilities. County costs would be \$13.5 million and local costs \$9.7 million for a total cost of over \$23 million.

The majority of county costs were for paved shoulders while the majority of local costs were for trails.

2b) **Safety**

Safety issues primarily relate to the development of paved shoulders. There are concerns that encouraging increased cycling on rural roads will lead to greater conflict between cars and bikes.

Unclear provincial legislation which currently prohibits vehicles (including bicycles) from travelling on the shoulder also raises issues of liability for many. The province has not addressed this issue to date.

In June 2012 the Office of the Chief Coroner of Ontario issued a review of all accidental cycling deaths from January 1, 2006 to December 31, 2010. One of the recommendations of the report was to prioritize the development of paved shoulders on provincial highways.

The Ontario Ministry of Transportation published a draft “Cycling Strategy” in November 2012 which stated “Examples of the ways that cycling can be accommodated include bike lanes in urban areas, shoulder bikeways in rural areas, off road trails or paths and where traffic volume and speed is low enough, simple signage. Providing paved shoulders where appropriate could also improve the safety of all road users.”

3. **Active Transportation Facilities**

The Active Transportation Master Plan contained three main facilities:

- paved shoulders
- off road trails
- signed routes

Table 1 shows the cost breakdown for each type of facility.

3a) **Paved Shoulders**

The most contentious facility in the Plan is paved shoulders. Concerns are;

- safety
- cost / liability
- unclear provincial legislation

Recent reports from the Ontario Coroner and MTO seem to indicate a growing view that paved shoulders represent an improvement in safety for all road users. There is a movement to support paved shoulders on relatively high volume and high speed roads whereas the County Active Transportation Plan tried to use lower volume and lower speed local roads to locate paved shoulders. This has also raised a concern about the County funding local infrastructure.

The issues of cost and unclear provincial legislation remain. The financial impact of removing paved shoulders from the Master Plan is shown on Table 2 (below). Under the funding formula in the Master Plan, the majority of costs shift to local municipalities.

**Table 2 Cost Impacts**

□ Removing paved shoulders from the Active Transportation Plan (except for limited purposes) will reduce costs as follows\*:

	With Paved Shoulders	Without Paved Shoulders
<b>County</b>	\$13.5 million	\$2.5 to 3 million
<b>Local</b>	\$9.7 million	\$7.5 million
<b>Total</b>	\$23.2 million	\$10 to 10.5 million

\*based on Active Transportation Plan funding model

4. **Trails**

There seems to be general support for trail development as it is off road and can support both walking and cycling.

Tables 1 and 2 illustrate that over 70% of trail costs are local under the proposed funding formula. Local trail development is largely confined to urban areas. The one major County Trail identified in the Plan is the completion of the Trans Canada Trail.

The Trans Canada Trail would cost over \$2 million to complete as set out in the Plan; (Option 1) however, a much less expensive alternative is possible (Option 2). By linking Elora to Ariss and the Kissing Bridge Trail the cost can be reduced to \$375,000, (it should be noted that the report relies on unit costs rather than pricing individual routes – it is likely that the development of the Trans Canada Trail along Cottontail Road would cost significantly less as the route is cleared and has a good base already).

5. **Signed Routes**

Signed routes are on-road bicycle routes on low volume paved roads – usually local roads. The routes are intended to provide safer links between communities or destinations such as Conservation Areas. They are a very low cost facility because the only cost is for signage.

An example of a signed route would be in Minto and Wellington North connecting Harriston and Mount Forest and Pike Lake. The proposal from the Active Transportation Study is shown as Option 1 while a lesser cost option relying mostly on signed routes is shown as Option 2.

6. **Developing a Short Term Plan**

Active Transportation is a field that is currently evolving and there are significant questions related to value for money, liability, legislation and technical approaches.

Given the concerns that have been expressed, County Council and local councils could consider moving forward with facilities that have broad support and which can be accomplished with reasonable costs over a short term period (5 years).

The following plan could be considered:

- a) Set aside “paved shoulder” facilities until there is clear provincial legislation governing bicycling on the shoulders of roads and until the provincial cycling strategy is approved. (Small paved segments could be considered if necessary to develop other facilities)
- b) Establish a County funding programme in which the County will contribute 50% of the cost of local municipally initiated projects for:
  - off road trails
  - signed routes
- c) Complete the Trans Canada Trail from Elora to Ariss as a County project.
- d) Review the Active Transportation Plan in 5 years

7. **Budget Impacts**

Completing the Trans Canada Trail would be a priority project and could start this year or next. The estimated cost using unit costs from the study is \$375,000. Based on the County’s experience in developing the Kissing Bridge Trail and the Library Trail, it could be completed for less money. We would need to get some detailed cost estimates to move forward.

Providing County funding to cost share locally initiated projects can address issues of:

- equity
- local control of budget process
- value for money (based on local perception)

County Council can determine a budget amount that it is prepared to fund over 2013-2017 and make a portion available to each municipality. As an example, if County Council was prepared to contribute \$100,000 to each local municipality over the period the total 5 Year Budget for Active Transportation would be \$1,075,000 or \$215,000 per year (\$700,000 local projects, \$375,000 Trans Canada Trail). The actual amount to be raised could be determined through the 5 Year Plan and 2014 Budget process.

**8. Recommendations:**

1. That this report be circulated to local municipalities for comment, including the local municipal cost share proposal.
2. That staff develop a more detailed costing to complete the Trans Canada Trail in Wellington County.
3. That this report and local input be used to address Active Transportation in the 5 Year Plan process.

Respectfully submitted,



Gary Cousins,  
Director of Planning

**Attachments:**

Table 1	Total Cost Breakdown
Figure 1	Option 1 – Trans Canada Trail
Table 3	Cost Breakdown, Option 1 – Trans Canada Trail
Figure 2	Option 2 – Trans Canada Trail
Table 4	Cost Breakdown, Option 2 – Trans Canada Trail
Figure 3	Option 1 – Harriston/Mount Forest/Pike Lake
Table 5	Cost Breakdown, Option 1 – Harriston/Mount Forest/Pike Lake
Figure 4	Option 2 – Harriston/Mount Forest/Pike Lake
Table 6	Cost Breakdown, Option 2 – Harriston/Mount Forest/Pike Lake

**Table 1 Total Cost Breakdown**  
**Timeframe: Beyond 20 Years**

Facility Type	Length	County Cost	Local Cost	Combined
	km	\$	\$	\$
Paved Shoulder (County Road)	151.7	8,343,500	-	8,343,500
Paved Shoulder (Local Road on Spine)	8.9	489,500	-	489,500
Paved Shoulder (Local Road)	82.4	2,266,000	2,266,000	4,532,000
Bike Lane (County Road)	0.8	160,000	-	160,000
Signed Route (County Road)	76.1	30,440	-	30,440
Signed Route (Local Road on Spine)	78.2	31,280	-	31,280
Signed Route (Local Road)	337.1	67,420	67,420	134,840
Signed Sharrow Route (County Road)	16.7	116,900	-	116,900
Signed Sharrow Route (Local Road on Spine)	1.6	11,200	-	11,200
Signed Sharrow Route (Local Road)	8.6	1,720	1,720	3,440
Trail (County)	13.1	1,965,000	-	1,965,000
Trail (Local)	49.2	-	7,380,000	7,380,000
<b>TOTAL</b>	<b>824.4</b>	<b>13,482,960</b>	<b>9,715,140</b>	<b>23,198,100</b>



**Table 3 Cost Breakdown  
Option 1 – Trans Canada Trail**

Segment	Facility Type	Length	Unit Cost	Total Cost
		km	\$	\$
Wellington Road 21 (from Cottontail Road to HWY 7)	Paved Shoulder	0.6	55,000	33,000
Cottontail Road	Multi-Use Trail	2.6	130,000	338,000
Second Line	Signed Route	1.0	200	200
Second Line	Multi-Use Trail	2.2	130,000	286,000
Sideroad 10 (from Second Line to Sixth Line)	Signed Route	2.5	200	500
Sixth Line (from SR 10 to SR 12)	Signed Route	1.8	200	360
Sideroad 12 (from Sixth Line to Weisenberg Road)	Signed Route	2.4	200	480
Railway ROW (Sideroad 10 to Sideroad 14)	Multi-Use Trail	2.8	130,000	364,000
Railway ROW (Sideroad 14 to WR 51)	Multi-Use Trail	3.0	130,000	390,000
Railway ROW (WR 51 to WR 30: Marden Park)	Multi-Use Trail	3.3	130,000	429,000
Railway ROW (WR 30 to Guelph Limit)	Multi-Use Trail	2.0	130,000	260,000
	Bridge	1	100,000	100,000
<b>TOTAL</b>				<b>2,201,540</b>



**Table 4 Cost Breakdown  
Option 2 – Trans Canada Trail**

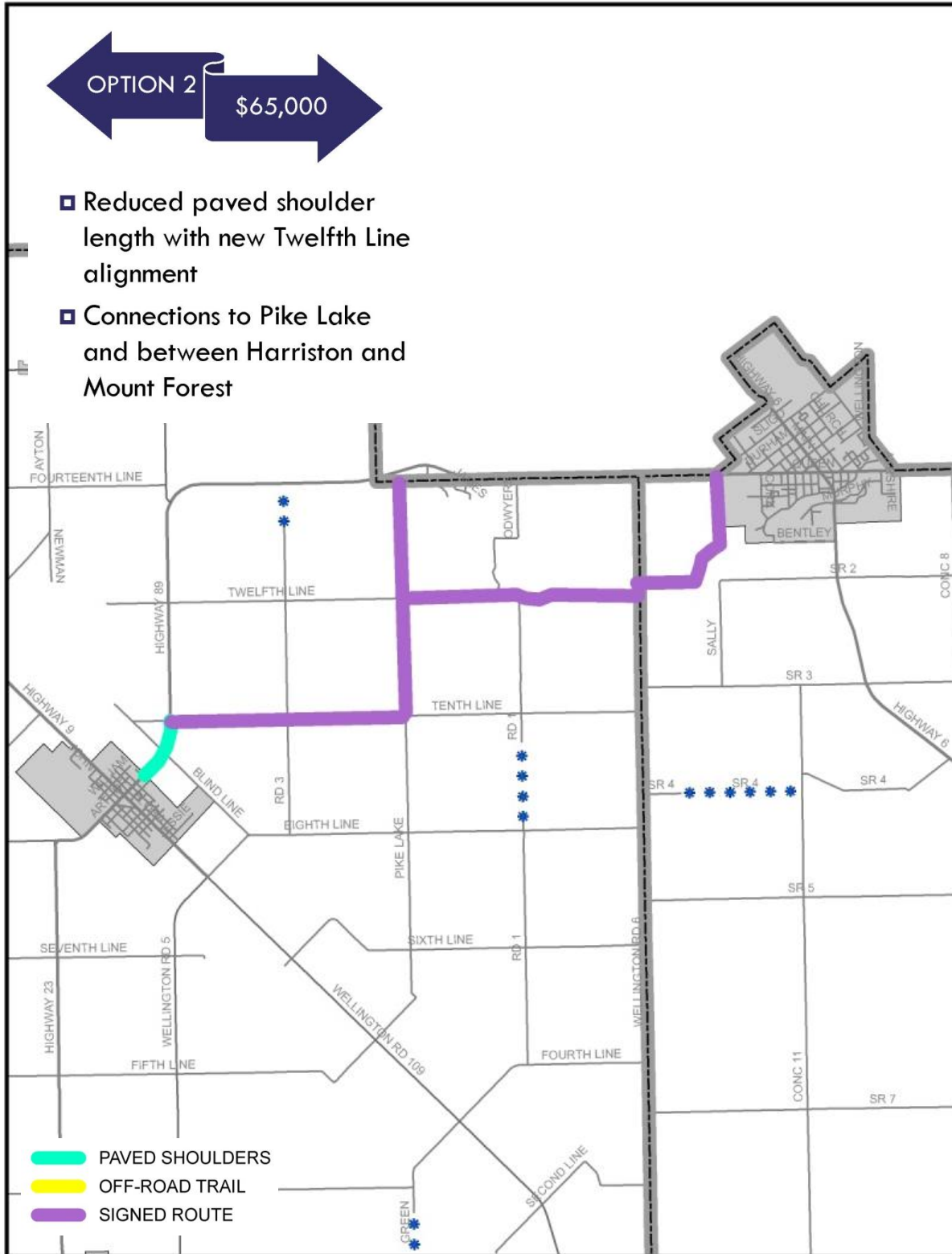
Segment	Facility Type	Length	Unit Cost	Total Cost
		km	\$	\$
Wellington Road 21 (from Cottontail Road to HWY 7)	Paved Shoulder	0.6	55,000	33,000
Cottontail Road	Multi-Use Trail	2.6	130,000	338,000
Second Line	Signed Route	1.0	200	200
Second Line	Signed Route	2.2	200	440
Sideroad 10 (from Second Line to Sixth Line)	Signed Route	2.5	200	500
Sixth Line (from SR 10 to SR 12)	Signed Route	1.8	200	360
Sideroad 12 (from Sixth Line to Weisenberg Road)	Signed Route	2.4	200	480
<b>TOTAL</b>				<b>372,980</b>



**Table 5 Cost Breakdown**  
**Option 1 – Harriston/Mount Forest/Pike Lake**  
**Signed Route**

Segment	Facility Type	Length	Unit Cost	Total Cost
		km	\$	\$
Highway 89 (from Harriston limit to Blind Line)	Paved Shoulder	0.6	55,000	33,000
Highway 89 (from Blind Line to Tenth Line)	Paved Shoulder	0.5	55,000	27,500
Tenth Line (from Hwy 89 to Rd 3)	Signed Route	1.9	200	380
Tenth Line (from Road 3 to Pike Lake Road)	Signed Route	2.0	200	400
Tenth Line (from Pike Lake Road to Road 1)	Signed Route	2.1	200	420
Tenth Line (from Road 1 to WR 6)	Signed Route	2.0	200	400
Wellington Road 6 (from Tenth Line to Twelfth Line)	Paved Shoulder	2.0	55,000	110,000
Pike Lake Road (from Tenth to Twelfth Line)	Signed Route	2.0	200	400
Pike Lake Road (from Twelfth Line to Hwy 89)	Signed Route	2.0	200	400
Lover's Lane (from HWY 89 to WR 6)	Signed Route	2.9	200	580
<b>TOTAL</b>				<b>173,480</b>

**Figure 4 Option 2 - Harriston/Mount Forest/Pike Lake Signed Route**



**Table 6 Cost Breakdown**  
**Option 2 – Harriston/Mount Forest/Pike Lake**  
**Signed Route**

Segment	Facility Type	Length	Unit Cost	Total Cost
		km	\$	\$
Highway 89 (from Harriston limit to Blind Line)	Paved Shoulder	0.6	55,000	33,000
Highway 89 (from Blind Line to Tenth Line)	Paved Shoulder	0.5	55,000	27,500
Tenth Line (from Hwy 89 to Rd 3)	Signed Route	1.9	200	380
Tenth Line (from Road 3 to Pike Lake Road)	Signed Route	2.0	200	400
Tenth Line (from Pike Lake Road to Road 1)	Signed Route	2.1	200	420
Road 1 (from Tenth to Twelfth Line)	Signed Route	2.0	200	400
Twelfth Line (from Road 1 to WR 6)	Signed Route	2.2	200	440
Pike Lake Road (from Tenth to Twelfth Line)	Signed Route	2.0	200	400
Pike Lake Road (from Twelfth Line to Hwy 89)	Signed Route	2.0	200	400
Lover's Lane (from HWY 89 to WR 6)	Signed Route	2.9	200	580
<b>TOTAL</b>				<b>63,920</b>



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of County Council  
**From:** Ken DeHart, County Treasurer  
**Date:** Thursday, May 23, 2013  
**Subject:** **June 3 2013 debenture issue report**

### Background:

On April 25, 2013 County Council authorized the syndicate of National Bank Financial Inc. and RBC Dominion Securities Inc. to place a debenture issue for the County of Wellington. An \$8.2 million (\$Cdn) upset limit was established.

The actual amount required was determined to be \$8,200,000 million and on May 10, 2013 the issue was priced and sold. Issue details are as follows:

Participant	Type of Debenture	Term	Amount	Average cost of borrowing
County of Wellington	Installment	10 years	\$ 2,500,000	2.76%
County of Wellington	Installment and Refundable	10 years, based on a 20 year amortization – \$3,135,000 of the principal amount is refundable at the end of the 10 <sup>th</sup> year for a term not to exceed an additional 10 years	\$ 5,700,000	3.14%
		<b>Total</b>	<b>\$ 8,200,000</b>	<b>3.05%</b>

The cost of borrowing includes commission. Comparable borrowing costs from the previous County issue dated October 30, 2012 were 2.75% for a straight 10 year term and 3.17% for a 10 year term with a 15 year refundable portion.

Proceeds from the issue will be used to fund the Fergus Library Renovation and Expansion (\$1,250,000), the North Wellington O.P.P Operations Centre (\$1,250,000), the Health Unit Facilities in Guelph and Orangeville (\$5,006,000), and the Central Garage Redevelopment – growth portion (\$694,000).

The debenture issuance process requires certain documents to be signed by the Clerk and Treasurer of participating municipalities. In addition, the necessary debenture by-law has been prepared and will be brought forward for approval by Council on May 23, 2013. The settlement date is June 3, 2013 at which point the County will receive the funds.

**Recommendation:**

That the County Clerk and Treasurer be directed to prepare the debenture by-law and sign all necessary documents pertaining to the County debenture issue dated June 3, 2013.

Respectfully submitted,

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

Ken DeHart, CGA  
County Treasurer