



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH  
January 2, 2020 CAPITAL BUDGET MEETING

**A G E N D A**

**DATE:** Thursday January 2, 2020

**BUDGET MEETING:** 9:00 A.M.

**≠ Denotes resolution prepared**

1. Call the Meeting to Order

2. Disclosure of Pecuniary Interest & the General Nature Thereof.

3. **Delegations and Presentations**

9:05 a.m. – Art Zymerman, Puslinch Lake Conservation Authority, with respect to a grant request.

4. **REPORTS≠**

**Finance Department**

1. Report FIN-2020-004 – 2020 Grant Application Program
2. Report FIN-2020-005 – 2020 Capital and Operating Budget Update
3. Report FIN-2020-006 – 2019 Completed Capital Projects
4. Report FIN-2020-007 – Balances in Discretionary and Restricted Reserves

5. **CONFIRMING BY-LAW ≠**

(a) By-law to confirm the proceedings of Council for the Corporation of the Township of Puslinch.

6. **ADJOURNMENT ≠**



## **REPORT FIN-2020-004**

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TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: January 2, 2020

SUBJECT: 2020 Grant Application Program  
File: F11 – GRA and A09 GRA

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### **RECOMMENDATIONS**

**THAT Report FIN-2020-004 regarding the 2020 Grant Application Program be received; and**

**That Council approves the grant allocations amounting to \$\_\_\_\_\_ as outlined below:**

<b>Organization</b>	<b>2020 Approved Grant Allocation</b>
Aberfoyle Agricultural Society	
Aberfoyle Farmers' Market	
Friends of Mill Creek – Grand River	
Optimist Club of Puslinch	
Puslinch Lake Conservation Association	
Sunrise Therapeutic Riding and Learning Centre	
Wellington County Plowmen's Association	
Whistle Stop Cooperative Preschool	

### **Purpose**

The purpose of this report is to provide Council a summary of the 2020 Community Grant Requests to determine Council approved allocations as part of the 2020 budget process.

### **Background**

Township staff advertised the 2020 Grant Application Program on the Township's website and the Puslinch Pioneer and indicated a deadline of August 30, 2019 to submit a grant application.

The applications from each community group are attached as Schedules A to H.

Outlined in the table below are the 2019 grant payments processed based on the 2019 approved budget and the 2020 requests received:

Organization	2019 Payments	2020 Request	Attachment	Comments
Aberfoyle Agricultural Society	\$3,000	\$3,000	Schedule A	
Aberfoyle Farmers' Market	\$2,500	\$3,000	Schedule B	
Friends of Mill Creek – Grand River	\$1,250	\$3,000	Schedule C	
Optimist Club of Puslinch	\$2,636.90	\$2,231.83	Schedule D	
Puslinch Lake Conservation Association	\$25,000	\$25,000	Schedule E	
Sunrise Therapeutic Riding and Learning Centre	\$2,000	\$2,000	Schedule F	
Wellington Farm and Home Safety Association	\$500	\$0		
Wellington County Plowmen's Association	\$0	\$180	Schedule G	
Whistle Stop Cooperative Preschool	\$666.50	\$877.96	Schedule H	<b>Note A</b>
<b>Total</b>	<b>\$37,553.40</b>	<b>\$39,289.79</b>		

**Note A:** The grant application submitted by this organization was submitted late on October 1, 2019. Also, the Township's grant application policy indicates that personnel costs including bartending are not eligible requests for funding. Therefore, should Council approve a grant allocation to Whistle Stop Cooperative Preschool, Township staff recommend that the \$877.96 request be reduced to \$584.15 for only the facility rental fees (excluding bartending costs) in accordance with the Township's Grant Application Policy.

### **Religious Organizations**

Mayor Seeley requested that staff report to Council regarding including groups or organizations of a religious nature as organizations eligible for funding under the Township's Grant Application Policy. Due to time constraints, preliminary information has been provided below.

There have been groups or organizations of a religious nature that have requested reduced facility rental fees and to be able to submit grant applications under the Township's Grant Application Program.

The Township's current Grant Application Policy indicates that groups or organizations of a religious nature are not eligible for funding.

The Township's User Fees and Charges By-law No. 069-2019, clause 28a indicates that religious services are not eligible for a fee reduction or waiver. There are however organized events that have been eligible for a reduced rental fee in the past (ie. seniors' luncheon event organized by a religious organization).

Under the Religious Organizations' Lands Act a religious organization means an association of persons,:

- (a) that is charitable according to the law of Ontario,
- (b) that is organized for the advancement of religion and for the conduct of religious worship, services or rites, and
- (c) that is permanently established both as to the continuity of its existence and as to its religious beliefs, rituals and practices, and includes an association of persons that is charitable according to the law of Ontario and that is organized for the advancement of and for the conduct of worship, services or rites of the Buddhist, Christian, Hindu, Islamic, Jewish, Baha'i, Longhouse Indian, Sikh, Unitarian or Zoroastrian faith, or a subdivision or denomination thereof; ("organisation religieuse")

Based on a review of a sample of municipal grant application policies, it is common practise that religious organizations are not eligible for funding (ie. Town of Caledon, Town of Oakville, Town of Halton Hills, etc.)

The financial impact of providing fee reductions and/or grant allocations to all religious organizations is not quantifiable at this time but could have significant financial implications. Should Council wish that this be explored further, please provide direction on the type of information required in order to make this determination.

### **Financial Implications**

The 2020 Operating Budget as presented includes \$37,553 for Community Grants.

The Grant Application Policy approved by Council sets a dollar threshold as outlined below:

*Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.*

Based on the tax levy of \$3,974,776 approved in the 2019 budget, this would amount to \$19,874 in grant funds to be provided in 2020.

### **Applicable Legislation and Requirements**

Municipal Act, 2001

## **Attachments**

Schedule A - Aberfoyle Agricultural Society

Schedule B - Aberfoyle Farmers' Market

Schedule C – Friends of Mill Creek – Grand River

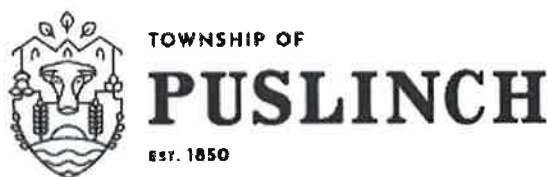
Schedule D - Optimist Club of Puslinch

Schedule E - Puslinch Lake Conservation Association

Schedule F - Sunrise Therapeutic Riding and Learning Centre

Schedule G - Wellington County Plowmen's Association

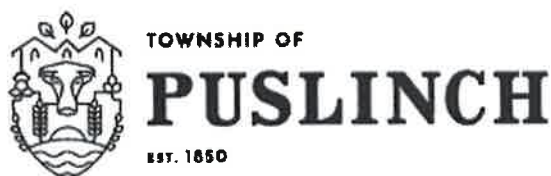
Schedule H - Whistle Stop Cooperative Preschool



RECEIVED

AUG 23 2019

Township of Puslinch



# Township of Puslinch

## Grant Application Form

Please review the Grant Application Policy (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant Application Policy.pdf) prior to submission

\*For the printable PDF form, please follow the link (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant-Application-3.pdf)

### Applicant information



You must select a file before you upload

#### Organization name \*

Aberfoyle Agricultural Society

#### Contact name and position \*

Don McKay, Past President

**Organization mailing address \***

7 Clair Rd West PO Box27011 RPO Clair Guelph, ON N1L0C

**Website**

www.aberfoyleagriculturalsociety.com

**Telephone Number \***

519-822-2984

**Ext.****Email Address \***

donmckay@golden.net

## Questionnaire

**Grant amount applied for \***

\$3000.00

**Organization's goals and objectives related to the grant request \***

The society has as its mandate to "increase the awareness of, and to improve the quality of, agriculture, home crafts, and the rural lifestyle, by presenting an annual Fall Fair to exhibit livestock, produce, crafts, pets and equipment". We have a special emphasis on remaining an Agricultural event, and try constantly to live up to our motto as "The Classiest Class 3 Fair." We also assist in 4-H and Junior Garden Club activities.

567 remaining

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

Over two days September 11&12, 2020 the Aberfoyle Agricultural Society for its 180th year will provide a fall fair for the residents of Puslinch and surrounding communities. The fair will be held on the grounds of the Puslinch Community Centre.

756 remaining

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

Financing of the fair is from donations, provincial and municipal grants, corporate and private sponsorships and from membership and fair admissions. Township support will help the society to leverage funding from corporate and private individuals by demonstrating that the Township believes in and supports the mission and goals of the Society and sees the benefits to the community of holding an annual fall fair.

585 remaining

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

If the Society does not receive a grant from the Township the fair will still go ahead. However it will make it harder to leverage funds from corporate and private supporters. As well it would send a message to Puslinch residents that the Township is not supportive of an organization that has existed in the Township for 180 years

669 remaining

**Choose one category of funds requested \***

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)



Schedule A to Report  
FIN-2020-004**Please provide a copy of the most current budget (mandatory) \***

Browse...

ATTACHED Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide a copy of the most current financial statements (mandatory) \***

Browse...

ATTACHED Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

Browse...

N/A Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Submission of the following three items is required for the initial application only:****Please provide a copy of letters patent or articles of incorporation, if applicable**

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Schedule A to Report

FIN-2020-004

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide a copy of mandate, constitution and by-laws, as applicable**

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please check if applicable:**

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the Grant Application Policy (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant Application Policy.pdf) prior to submitting a grant application.

## Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant Application Policy.pdf). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

**Dated this day: \***

August 23 2019



**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

Don McKay PAST President

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Don McKay Past President

**Signature of Applicant on behalf of Organization \***

dlb McKay

Clear

**Signature of Applicant on behalf of Organization**

dlb McKay

Clear

**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Submit



Township of Puslinch,  
7404 Wellington Road 34,  
Puslinch, ON N0B 2J0,  
Tel: (519) 763-1226,  
Fax: (519) 763-5846,  
[admin@puslinch.ca](mailto:admin@puslinch.ca)

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[Accessibility](#)

[Privacy](#)

[Contact](#)

[Sitemap](#)

Designed by eSolutions

**Aberfoyle Agricultural Society  
Budget**

January through December 2019

Jan - Dec 18

Schedule A to Report FIN-2020-004

**Ordinary Income/Expense**

**Income**

**Donations**

Donations - 4-H Activities	\$ 450.00
Donations - General	\$ 3,075.00
Donations - Junior Garden Club	\$ 665.00
Donations - Other	\$ 3,000.00

**Total Donations** \$ 7,190.00

**Fair Revenue**

Fair - ATV	\$ 1,980.00
Fair Entry Fees	\$ 500.00
Fair Gate Admissions	\$ 12,000.00
Fair Other Revenue	\$ 500.00
Food Vendors	\$ 150.00
Pony Club	\$ 840.00
Tractor Pull	\$ 700.00
Wrist Bands	\$ 2,800.00

**Total Fair Revenue** \$ 19,570.00

**Fundraising Activities**

**Chicken BBQ - Revenue**

Chicken BBQ-Silent Auction	\$ 1,019.00
Chicken BBQ Expenses	\$ (3,365.00)
Chicken BBQ - Revenue - Other	\$ 7,225.00

**Total Chicken BBQ - Revenue** \$ 4,879.00

**Total Fundraising Activities** \$ 4,879.00

**Government & Municipal Grants**

Govt & Municipal Grants-Guelph	\$ 100.00
Govt & Municipal Grants-Omafra	\$ 3,000.00
Govt & Municipal Grants-Puslin	\$ 3,000.00
Govt & Municipal Grants-Welling	\$ 500.00
Grand River Grant	\$ 1,000.00

**Total Government & Municipal Grants** \$ 7,600.00

**Miscellaneous Income** \$ 225.00

**Paid Memberships** \$ 325.00

**Quilt Raffle** \$ 700.00

**Sponsorships**

**Corporate Donations/Sponsorship** \$ 7,750.00

**Total Sponsorships** \$ 7,750.00

**Total Income** \$ 48,239.00

**Gross Profit** \$ 48,239.00

**Expense**

**Amortization Expense** \$ 260.40

**Bank Service Charges** \$ 350.00

**Donation** \$ 600.00

**Dues/Conventions** \$ 1,100.00

**Fall Fair Expenses**

4H	\$ 990.00
Advertising	\$ 1,175.00
ATV Pull	\$ 800.00
Dance Expenses	\$ 100.00
Entertainment	\$ 3,500.00
Fair Supplies/Repairs	\$ 2,500.00
Insurance - Fair	\$ 2,000.00
Judges Fees	\$ 875.00
P.A. Systems	\$ 1,000.00
Permits	\$ 300.00
Pony Club Horse Show Expenses	\$ 810.00
Printing	\$ 2,500.00
Prize Money	
Games	\$ 610.00

**Aberfoyle Agricultural Society  
Budget**

Schedule A to Report FIN-2020-004

**January through December 2019**

	<u>Jan - Dec 18</u>
Prize Money - Other	<u>\$ 8,000.00</u>
Total Prize Money	<u>\$ 8,610.00</u>
Ribbons/Awards	<u>\$ 1,000.00</u>
Sanitation	<u>\$ 600.00</u>
Security	<u>\$ 315.00</u>
Tent Rentals	<u>\$ 6,000.00</u>
Tractor Pull Expenses	<u>\$ 1,175.00</u>
Total Fall Fair Expenses	<u>\$ 34,250.00</u>
HST Expense	<u>\$ 1,780.00</u>
Jr. Garden Club	<u>\$ 1,000.00</u>
Postage/Delivery	<u>\$ 68.00</u>
Supplies	
Office	<u>\$ 100.00</u>
Supplies - Other	<u>\$ 100.00</u>
Total Supplies	<u>\$ 200.00</u>
Wages/Honorarium	<u>\$ 3,500.00</u>
Total Expense	<u>\$ 43,008.40</u>
Net Ordinary Income	<u>\$ 5,230.60</u>
Net Income	<u><u>\$ 5,230.60</u></u>

9:12 AM  
08/22/19  
Accrual Basis

**Aberfoyle Agricultural Society**  
**Balance Sheet**  
As of August 12, 2019

Schedule A to Report FIN-2020-004

	Aug 12, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Chequing/Savings	
TDCanada Trust - 25002-0308002	13,520.62
<b>Total Chequing/Savings</b>	<b>13,520.62</b>
<b>Other Current Assets</b>	
Change Fund/Floats	350.00
Fair/Office Supplies	1,610.00
HST Receivable	3,269.20
<b>Total Other Current Assets</b>	<b>5,229.20</b>
<b>Total Current Assets</b>	<b>18,749.82</b>
<b>Fixed Assets</b>	
Banners/Signage	
Accum Dep'n-Banners/Signage	-2,204.50
Banners/Signage - Other	2,204.50
<b>Total Banners/Signage</b>	<b>0.00</b>
Homecraft/Juniors/Hall Equipmen	
Accum Dep'n-Homecraft/Juniors/H	-2,055.25
Homecraft/Juniors/Hall Equipmen - Other	2,662.85
<b>Total Homecraft/Juniors/Hall Equipmen</b>	<b>607.60</b>
Mobile/Horse Equipment	
Accum Dep'n-Mobile/Horse Equipm	-1,332.45
Mobile/Horse Equipment - Other	5,572.45
<b>Total Mobile/Horse Equipment</b>	<b>4,240.00</b>
Office Equipment	
Accum Dep't-Office Equipment	-463.33
Office Equipment - Other	463.33
<b>Total Office Equipment</b>	<b>0.00</b>
Pens/Gates/Fencing/Seating	
Accum Dep'n-Pens/Gates/Fencing/	-1,538.16
Pens/Gates/Fencing/Seating - Other	1,538.16
<b>Total Pens/Gates/Fencing/Seating</b>	<b>0.00</b>
Speaker/Sound System	
Accum Dep'n-Speaker/Sound Syste	-606.63
Speaker/Sound System - Other	606.63
<b>Total Speaker/Sound System</b>	<b>0.00</b>
<b>Total Fixed Assets</b>	<b>4,847.60</b>
<b>TOTAL ASSETS</b>	<b>23,597.42</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	141.50
Retained Earnings	12,488.63
Net Income	10,967.29
<b>Total Equity</b>	<b>23,597.42</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>23,597.42</b>

**Aberfoyle Agricultural Society**  
**Profit & Loss**  
January 1 through August 12, 2019

Schedule A to Report FIN-2020-004

	Jan 1 - Aug 12, 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Donations</b>	
Donations - Bill Crow	330.00
Donations - General	1,877.00
Donations - Junior Garden Club	410.00
<b>Total Donations</b>	<b>2,617.00</b>
<b>Fair Revenue</b>	
Food Vendors	-130.00
<b>Total Fair Revenue</b>	<b>-130.00</b>
<b>Fundraising Activities</b>	
Chicken BBQ - Revenue	
Chicken BBQ-Silent Auction	1,019.00
Chicken BBQ Expenses	-3,364.86
Chicken BBQ - Revenue - Other	7,224.84
<b>Total Chicken BBQ - Revenue</b>	<b>4,878.78</b>
<b>Total Fundraising Activities</b>	<b>4,878.78</b>
<b>Government &amp; Municipal Grants</b>	
Govt & Municipal Grants-Guelph	100.00
Govt & Municipal Grants-Omafra	3,000.00
Govt & Municipal Grants-Puslin	3,000.00
Govt & Municipal Grants-Welling	500.00
Grand River Grant	1,000.00
<b>Total Government &amp; Municipal Grants</b>	<b>7,600.00</b>
<b>Paid Memberships</b>	<b>180.00</b>
<b>Sponsorships</b>	
Corporate Donations/Sponsorship	5,250.00
<b>Total Sponsorships</b>	<b>5,250.00</b>
<b>Tea</b>	
Tea Expenses	-830.98
Tea - Other	1,958.23
<b>Total Tea</b>	<b>1,127.25</b>
<b>Total Income</b>	<b>21,523.03</b>
<b>Gross Profit</b>	<b>21,523.03</b>
<b>Expense</b>	
Bank Service Charges	91.39
Dues/Conventions	200.00
<b>Fall Fair Expenses</b>	
Entertainment	1,159.96
Printing	1,269.80
Prize Money	4.00
Tent Rentals	2,012.38
<b>Total Fall Fair Expenses</b>	<b>4,446.14</b>
HST Expense	539.85
Office Supplies	990.00
Supplies	
Office	788.36
<b>Total Supplies</b>	<b>788.36</b>
<b>Wages/Honorarium</b>	<b>3,500.00</b>
<b>Total Expense</b>	<b>10,555.74</b>
<b>Net Ordinary Income</b>	<b>10,967.29</b>
<b>Net Income</b>	<b>10,967.29</b>





TOWNSHIP OF

**PUSLINCH**

EST. 1850

Schedule B to Report FIN-2020-004

# Township of Puslinch

## Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

### Applicant information

**Organization name \***

Aberfoyle Farmers' Market Association

**Contact name and position \***

Greg Stevenson, AFMA 2019 President

**Organization mailing address \***

AFMA / 4370 Victoria Road South / Puslinch, Ontario / N0B 2J0

**Website**

www.aberfoylemarket.ca

**Telephone Number \***

226-218-8304

**Ext.**

**Email Address \***

yourmarket@afma.ca

### Questionnaire

**Grant amount applied for \***

\$3,000

**Organization's goals and objectives related to the grant request \***

The AFMA is currently in the planning stages of refreshing it's website (www.aberfoylemarket.ca). The new website will allow new and returning visitors to digitally explore our market by browsing updated photos, videos and vendor content. We believe that the AFM is an important part of our community and our objective is to use the sponsorship grant to increase our online presence so that we can continue to attract and retain more customers and vendors to the market. Our ultimate goal continues to be to maintain a sustainable community space for all to share, while supporting local producers, businesses and crafters through customer sales at the market.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

The AFM is requesting sponsorship funding so that we can hire a professional photographer / videographer to help us create online content for our new website. We will also use some of the grant dollars to fund the website rebuild as well. In the end, all of the funds would go towards activities designed to increase the visibility of the market and attract more customers and vendors.

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

The AFM is a non-profit organization that derives it's funding from vendor stall rental fees, donations and from the support of local businesses. The AFMA Board is hopeful that the Township will continue to see the value in supporting the market by approving a sponsorship grant to the AFM. With this funding the AFMA will continue to increase the visibility of the market, which in turn supports our local vendors and provides value to our customers and the greater community.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

We continue to believe strongly in the saying ... "Build it and they will come". The AFMA Board is encouraged by the results we have seen so far in our 2019 market season. We've seen a nearly 100% vendor occupancy rate for most dates this year along with increased visitor traffic as well. The AFMA Board is energized by our success this year and we owe a big THANK YOU to the Township for the \$2,500 grant which helped us fund our mobile advertising campaign this season. We are seeing the results of the Township's support!

If the AFMA is unsuccessful in receiving additional support from the Township sponsorship via a grant, we will soldier on, re-prioritize our 2020 budget and continue to manage a consistent, enjoyable and community focused market. Our dedicated volunteers will ensure the market is open for business each market day and that we put forth the best market experience possible.

**Choose one category of funds requested \***

Schedule B to Report FIN-2020-004

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

**File Name**



[AFMA 2019 Budget and YTD Results - July 2019.pdf](#)

130.3 KB

**Please provide a copy of the most current financial statements (mandatory) \***

**File Name**



[AFMA Balance Sheet as at August 14, 2019.pdf](#)

44.5 KB

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

**File Name**



[AFM 2018 Annual Report.pdf](#)

725.2 KB

Submission of the following three items is required for the initial application only:

**Please provide a copy of letters patent or articles of incorporation, if applicable**

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

Please provide a copy of mandate, constitution and by-laws, as applicable

Schedule B to Report FIN-2020-004

Please check if applicable:

☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

## Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

Dated this day: \*

8/27/2019



Name and Office/Position: I/We have authority to bind the Corporation/Organization \*

Greg Stevenson, AFMA 2019 President

Name and Office/Position: I/We have authority to bind the Corporation/Organization

Signature of Applicant on behalf of Organization \*

Signature of Applicant on behalf of Organization

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**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

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Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.



*“food you love, farmers you know”*

Aberfoyle Farmers' Market Association Inc.  
2018 Annual Report  
Presented  
March 19, 2019

## 1. Preamble

The Aberfoyle Farmers' Market Association Inc. (AFMA) was established as a not for profit corporation in June of 2010. Each year the AFMA holds an Annual General Meeting of the members to review activities of the AFMA and elect the new board of directors. This Annual Report has been prepared to provide the general membership information regarding the significant activities of the AFMA since the previous Annual General Meeting.

## 2. Governance

The AFMA is governed by a volunteer board of up to ten Directors elected by the membership at the Annual General Meeting. The Executive, President, Secretary and Treasurer are then appointed by the new board of directors. On March 14th, 2018 the AFMA held their seventh Annual General Meeting and installed the current board and officers. This elected board is guided by the Vision, Mission and Values expressed in our Market Handbook and are committed to creating an atmosphere of possibility, where the members have the ability to create a farmers' market that reflects the values of this small community.

As part of creating a thriving organization the AFMA board participated in a governance review in January of 2014 to determine if the existing structure met the needs of the members and served the needs of the market. This review revealed that separating board duties from operational duties would allow the members an opportunity to participate in ways that suited both their interests and their time constraints, which would be better for both the members and the market. As a result, during the 2014 season, the process began to create a calendar of board meetings, that focus on governance items, such as the annual budget and market policies, with separate meetings being held for our members and volunteers to work on operational details for our special events and community involvement. This approach continued in 2015 with board meetings being scheduled on a quarterly basis to address governance matters and meetings open to all members scheduled in between, to work on operational matters. During the 2015 season concerns were raised regarding this division of roles since it was the same people that came to both meetings and if there were no governance matters to warrant a board meeting, there could be long gaps between meetings. As a result, operational and governance matters were combined again during the latter half of the 2015 term of the board. In order to facilitate this change, the 2016 board adopted a new agenda format that more clearly divided governance and operations to ensure that each are considered properly during our meetings. This new agenda format was adjusted during the 2016 season and now clearly delineates the corporate care, operational awareness and strategic development roles of the board.

## 3. Funding

Operating funds for 2018 consisted of four revenue streams. These sources were vendor fees, ATM user fees, donations and AFM stall sales. The AFM stall fees were generated by AFM board members and volunteers running a breakfast and soup stall with all profits going to the AFMA. Our donations came from 2 sources, TMMC and The Puslinch Pioneer. The market was also fortunate to receive in kind support from volunteers at our special events and help with marketing. These community donations serve as a strong reminder that at their core, farmers' markets are about building community.

## 4. Facilities

The AFM Board recently sign a new agreement with the Township with a modest fee increase.

## 5. Operations

The operations of the organization are overseen by the AFM Board and delivered by the market manager. During the 2018 market season the AFM Board created a subcommittee called 'The Operations Committee' that consisted of 3 AFM Board members as well as the market manager. The Operations Committee was established to streamline the communication channels for managing the logistics of the market and to improve the efficiency of the daily operations. The Operations Committee reports into the AFM Board as needed.

Averages / Week	2015	2016	2017	2018
Visitors	670	702	763	710
Stalls Rented	29	28	28	
ATM Usage	\$1720	\$2260	\$1420	\$2180
% Farmers	54	49	57	
% Crafters	18	13	15	

## 6. Marketing

A number of activities were undertaken to promote the market during the 2018 season, the activities were very similar to past years. Near the end of the 2018 market season the AFM Board put additional effort in attracting visitors to the market via social media. The results of these activities proved successful and the final market day of the year generated many out-of-town visitors and vendors reported increased sales as a result.

The AFM continues to maintain a web site which is used to provide both customers and vendors access to information about the market. For the vendors, the site included an online application and a blog where vendors could promote themselves and their products. For customers, the site provided an organized list of vendors and products, contact information, maps and market hours and dates. The domains are being used to support the website and market emails. During 2018 The Board may gained control of these domains, via transfer of ownership, to ensure continued use.



## **7. External Media Coverage**

During the 2017 market season, Gusto World Media visited the market to film content for air on their network. The content was aired during the 2018 market season.

## **8. Visitor Counts**

Visitor counts were introduced in 2012. Volunteers were used to count visitors each week. For several weeks counts were done at both entrances until a predictable ratio was established. Visitor counts were done again in 2016. However, due to the wide variety of individuals doing the counting and some days having very little visitor count data, it is difficult to compare individual day results to previous year results for the same day or event. In 2016 the Board approved the purchase of an automated visitor counter. Near the end of the season testing and calibration of this new counter was started and was utilized for the entire 2017 season. The tracking of visitor counts continued in 2018.

## **9. Partnerships and Memberships**

The AFMA maintained its membership in Farmers' Markets Ontario and Taste Real for 2018. Our membership with FMO provides us access to a variety of resources such as insurance and training programs for our vendors. The market also maintained a connection with the Green Belt Farmers' Market Network. This involvement also provides access to professional development and grants for the market and our vendors.

## Schedule B to Report FIN-2020-004

CURRENT  
YEAR  
BUDGET  
2019/2020

## Aberfoyle Farmers' Market

## Profit &amp; Loss Analysis

Jul-19										
	Month Actuals	Month Budget	Month Variance	%	YTD Actuals	YTD Budget	YTD Variance	%	FY Budget	Remaining for the year
<b>INCOME</b>										
4000 Revenue										
4010 Stall rentals	1,169.96	3,788.14	(2,618.18)	-69%	13,599.56	13,876.77	(277.21)	-2%	18,000.00	4,400.44
4090 Vendor registration fees	195.00	240.70	(45.70)	-19%	1,950.03	1,609.88	340.15	21%	1,650.00	(300.03)
4200 ATM fees	425.00	346.35	78.65	23%	830.00	768.54	61.46	8%	1,800.00	970.00
Total 4000 Revenue	1,789.96	4,375.19	(2,585.23)	-59%	16,379.59	16,255.19	124.40	1%	21,450.00	5,070.41
4030 Donations & Contributions										
4060 Donations	100.00	89.74	10.26	11%	122.27	89.74	32.53	36%	350.00	227.73
4110 Grants	-	-	-	0%	2,500.00	2,500.00	-	0%	2,500.00	-
Total 4030 Donations & Contributions	100.00	89.74	10.26	11%	2,622.27	2,589.74	32.53	1%	2,850.00	227.73
<b>Total Income</b>	<b>1,889.96</b>	<b>4,464.94</b>	<b>(2,574.98)</b>	<b>-58%</b>	<b>19,001.86</b>	<b>18,844.93</b>	<b>156.93</b>	<b>1%</b>	<b>24,300.00</b>	<b>5,298.14</b>
<b>GROSS PROFIT</b>	<b>1,889.96</b>	<b>4,464.94</b>	<b>(2,574.98)</b>	<b>-58%</b>	<b>19,001.86</b>	<b>18,844.93</b>	<b>156.93</b>	<b>1%</b>	<b>24,300.00</b>	<b>5,298.14</b>
<b>EXPENSES</b>										
5005 Bank fees										
5010 Bank Fees BMO	3.75	-	(3.75)	0%	3.75	-	(3.75)	0%	-	(3.75)
5015 Bank Fees ATM	34.95	30.97	(3.98)	-13%	69.90	30.97	(38.93)	-126%	130.00	60.10
5005 Bank Fees - Other	-	-	-	0%	-	5.00	5.00	100%	10.00	10.00
Total 5050 Bank Fees	38.70	30.97	(7.73)	-25%	73.65	35.97	(37.68)	-105%	140.00	66.35
5020 Mileage	288.52	550.00	261.48	48%	318.52	550.00	231.48	42%	550.00	231.48
6000 Advertising										
6021 Facebook ads	-	-	-	0%	-	-	-	0%	-	-
6036 Curious	-	-	-	0%	185.00	185.00	-	0%	185.00	-
6040 WEB Site	117.43	-	(117.43)	0%	117.43	-	(117.43)	0%	250.00	132.57
xxxx Website Redesign	-	-	-	0%	-	-	-	0%	5,000.00	5,000.00
6045 Pioneer	-	-	-	0%	95.00	500.00	405.00	81%	500.00	405.00
6048 Event flyers	-	-	-	0%	-	500.00	500.00	100%	500.00	500.00
6060 Other advertising	-	-	-	0%	2,918.76	3,325.00	406.24	12%	3,325.00	406.24
Total 6000 Advertising	117.43	-	(117.43)	0%	3,316.19	4,510.00	1,193.81	26%	9,760.00	6,443.81
6195 Contract Labour	-	-	-	0%	-	-	-	0%	-	-
6196 Market Manager	-	1,123.92	1,123.92	100%	2,871.00	5,395.62	2,524.62	47%	10,250.00	7,379.00
6198 Assistant	-	-	-	0%	-	-	-	0%	-	-
Total 6195 Contract Labour	-	1,123.92	1,123.92	100%	2,871.00	5,395.62	2,524.62	47%	10,250.00	7,379.00
6200 Gifts	40.00	200.00	160.00	80%	50.40	353.85	303.45	86%	200.00	149.60
6400 Manage My Market	948.00	-	(948.00)	0%	948.00	720.00	(228.00)	-32%	720.00	(228.00)
6426 Membership Fees	-	-	-	0%	300.00	485.00	185.00	38%	485.00	185.00
6670 Program Expense	-	-	-	0%	335.84	850.00	514.16	60%	850.00	514.16
6770 Supplies										
6775 Facility	341.67	-	(341.67)	0%	341.67	373.91	32.24	9%	500.00	158.33
6780 Marketing	-	-	-	0%	-	-	-	0%	-	-
6785 Office	-	-	-	0%	-	188.23	188.23	100%	300.00	300.00
Total 6770 Supplies	341.67	-	(341.67)	0%	341.67	562.14	220.47	39%	800.00	458.33
6800 Rent										
6801 Facility rental	-	-	-	0%	1,850.54	1,571.80	(278.74)	-18%	3,100.00	1,249.46
6802 Other rental	-	-	-	0%	-	25.00	25.00	100%	50.00	50.00
Total 6800 Rent	-	-	-	0%	1,850.54	1,596.80	(253.74)	-16%	3,150.00	1,299.46
Insurance										
6425 Liability Insurance	-	-	-	0%	975.00	1,100.00	125.00	11%	1,100.00	125.00
Total Insurance	-	-	-	0%	975.00	1,100.00	125.00	11%	1,100.00	125.00
<b>Total Expenses</b>	<b>1,774.32</b>	<b>1,904.89</b>	<b>130.57</b>	<b>7%</b>	<b>11,380.81</b>	<b>16,159.37</b>	<b>4,778.56</b>	<b>30%</b>	<b>28,005.00</b>	<b>16,624.19</b>
<b>PROFIT</b>	<b>115.64</b>	<b>2,560.05</b>	<b>(2,444.41)</b>	<b>-95%</b>	<b>7,621.05</b>	<b>2,685.56</b>	<b>(4,935.49)</b>	<b>-184%</b>	<b>(3,705.00)</b>	<b>(11,326.05)</b>

# Aberfoyle Farmers' Market

## BALANCE SHEET

As of August 14, 2019

Schedule B to Report FIN-2020-004

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1000 Cash accounts	0.00
1010 Chequing	22,107.38
1015 Petty Cash	0.00
1030 ATM Cash Machine Float	-280.51
<b>Total 1000 Cash accounts</b>	<b>21,826.87</b>
1499 Undeposited Funds	0.00
<b>Total Cash and Cash Equivalent</b>	<b>\$21,826.87</b>
Accounts Receivable (A/R)	
1200 Accounts Receivable	0.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$0.00</b>
1225 Miscellaneous receivables	0.00
<b>Total Current Assets</b>	<b>\$21,826.87</b>
Non-current Assets	
Property, plant and equipment	
1301 ATM	2,614.65
1302 Grant ATM	-1,500.00
1303 Accum Dep ATM	-785.85
<b>Total Property, plant and equipment</b>	<b>\$328.80</b>
1250 Investments	0.00
1999 Suspense	0.00
<b>Total Non Current Assets</b>	<b>\$328.80</b>
<b>Total Assets</b>	<b>\$22,155.67</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	0.00
<b>Total Accounts Payable (A/P)</b>	<b>\$0.00</b>
2200 GST Payable	1,157.92
<b>Total Current Liabilities</b>	<b>\$1,157.92</b>
<b>Total Liabilities</b>	<b>\$1,157.92</b>
Equity	
3000 Opening Bal Equity	0.00
Retained Earnings	16,011.93
Profit for the year	4,985.82
<b>Total Equity</b>	<b>\$20,997.75</b>
<b>Total Liabilities and Equity</b>	<b>\$22,155.67</b>



TOWNSHIP OF  
**PUSLINCH**  
EST. 1850

# Township of Puslinch

## Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

**RECEIVED**

AUG 29 2019

Township of Puslinch

### Applicant information

**Organization name \***

Friends of Mill Creek

**Contact name and position \***

Ron Van Ooteghem

**Organization mailing address \***

c/o Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON, N0B 2J0

**Website**

www.friendsofmillcreek.org

**Telephone Number \***

416-524-0027

**Ext.**

**Email Address \***

ron.vanooteghem@ca.crh.com

### Questionnaire

**Grant amount applied for \***

\$3,000

**Organization's goals and objectives related to the grant request \***

Our mission is to develop, promote and implement projects in the watershed that maintain and enhance Mill Creek as a cold water stream. This is done primarily through the FOMC Stewardship Ranger Program that has been on-going since 2003. This grant, in part, will provide funding to ensure that the Ranger Program can continue successfully in 2020.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

The Ranger Crew is an environmental stewardship work team comprised of four local grade 11 and 12 students and a crew leader. In-stream projects are completed over a period of eight weeks during July and August under the direction of the FOMC technical committee and the GRCA. As part of the work plan, restoration was completed in and around the creek near the Puslinch Community Center in the Aberfoyle creek tributary. To name a few, past projects in the township include work at the Bond Tract and at the Lake, MacKinnon and Wozniak properties.

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

The primary focus of the FOMC and the Ranger Program is to enhance the health of Mill Creek, a valuable natural resource in the Township of Puslinch. In addition, this program continues to inspire and support local youth to pursue careers in environmental studies.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

The FOMC is very proud of what the Ranger Program has achieved. Without on-going funding from the Township of Puslinch and other community partners, continuation of the Ranger Program and the benefits of this work to Mill Creek would be at risk. There has been a significant amount of work completed in the creek by the hard working Ranger crews over the past 16 years and a lot of work still needs to be done. Also, the opportunity for the Ranger Program to develop future environmental leaders by providing valuable hands-on skills and education would be equally at risk.

**Choose one category of funds requested \***

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current financial statements (mandatory) \***

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

**Submission of the following three items is required for the initial application only:**

**Please provide a copy of letters patent or articles of incorporation, if applicable**

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

**Please provide a copy of mandate, constitution and by-laws, as applicable**

**Please check if applicable:**

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

**Please review the Grant Application Policy prior to submitting a grant application.**

## **Terms and Conditions:**

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

**Dated this day: \***

August 29, 2019

**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

Don McKay, President

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

Ron Van Ooteghem, Treasurer

**Signature of Applicant on behalf of Organization \***



**Signature of Applicant on behalf of Organization**



**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

**Thank You**

## MILL CREEK RANGERS PROGRAM FUND

### Statement of Operations

For the twelve months ending 31 December 2018 with comparative figures for full year 2017

	<b>2018 Actual</b>	<b>2018 Budget</b>	<b>2017 Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Revenue</b>			
Grants (Gov't)			
City of Cambridge	1,200.00	1,500.00	1,500.00
Township of Puslinch	1,250.00	2,500.00	1,250.00
Wellington County	500.00	1,000.00	500.00
Dept. of Fisheries and Oceans (Fed.)	12,232.24	12,232.24	0.00
Donations	18,553.50	17,767.76	18,198.75
<b>Total revenue</b>	<b>33,735.74</b>	<b>35,000.00</b>	<b>21,448.75</b>
<b>Expenditures</b>			
Salaries & benefits - Crew Leader/ Rangers	23,776.22	25,500.00	23,948.27
H & S Equipment	407.80	200.00	180.16
Equipment & materials - Ranger Crew	1,375.72	2,000.00	918.23
Vehicle rental - Crew Leader/ Rangers	3,089.90	4,000.00	2,617.68
Donor plaques	0.00	400.00	0.00
Website Maintenance	0.00	300.00	0.00
Liability Insurance	1,244.16	2,100.00	1,225.80
GRC Foundation Admin. Fees (- Interest)	0.00	500.00	0.00
Puslinch Community Center Room Rental	121.16	0.00	0.00
<b>Total expenditures</b>	<b>30,014.96</b>	<b>35,000.00</b>	<b>28,890.14</b>
<b>Net income (loss) from operations</b>	<b>3,720.78</b>	<b>0.00</b>	<b>-7,441.39</b>

**Note:**

The Mill Creek Ranger crew has just completed their summer work program and financial data for the 2019 season is not yet available from the GRCA. This will be available later this fall and the above data for 2019 can be updated and re-submitted at that time.



# MILL CREEK RANGERS PROGRAM FUND

## Statement of Financial Position

For the twelve months ending 31 December 2018 with comparative figures for full year 2017

	<b>2018</b>	<b>2018</b>	<b>2017</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Assets</b>			
Restricted funds held in Trust	47,356.57	43,635.79	43,635.79
<b>Total assets</b>			<b>43,635.79</b>
<b>Liabilities &amp; reserve balances</b>			
Student Ranger reserve fund	43,635.79	43,635.79	51,077.18
Accumulated net revenue	3,720.78	0.00	-7,441.39
<b>Total liabilities &amp; reserve balances</b>	<b>47,356.57</b>	<b>43,635.79</b>	<b>43,635.79</b>



TOWNSHIP OF

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EST. 1850

# Township of Puslinch

## Grant Application Form

Please review the Grant Application Policy (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant Application Policy.pdf) prior to submission

\*For the printable PDF form, please follow the link (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant-Application-3.pdf)

### Applicant information

**Organization name \***

Optimist Club Of Puslinch

**Contact name and position \***

Ken Williams

**Organization mailing address \***

7376 Wellington Rd 34

**Website**

optimistclubofpuslinch.com

**Telephone Number \***

519-763-0309

**Ext.****Email Address \***

kwilliams@wilfiveholdings.ca

### Questionnaire

**Grant amount applied for \***

Total Request \$2231.83- 6Dinner Mtngs \$644.46+7general Mtngs \$102.90+1 Fish Fry\$180+2 Steak Nights \$\$1303.56

## Schedule D to Report FIN-2020-004

**Organization's goals and objectives related to the grant request \***

Our original goal has always been to improve the lives of Youth in our community. In recent years this Goal has been expanded to include all residents of our community. Our club funds several groups in the community which allows them to meet their goals. All funds raised by the club, through our fund raising events either go directly to groups or individuals in the community. None of the funds we raise are used by the club to fund activities for our membership. The club membership either pays their own way or we will raise funds within the club for club membership activities.

418 remaining

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

If we are successful in our application for reduction is cost of facility rentals the reduction would be added to the funds we have available for community activities and community groups and would be distributed 100% to the community.

765 remaining

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

As already mentioned all funds we raise go directly back into the community. Any reduction in cost made available would allow us to provide more funds to the community.

832 remaining

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

If we are unsuccessful in our application we would have less funds available to distribute to the community.

892 remaining

## Schedule D to Report FIN-2020-004

**Choose one category of funds requested \***

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide a copy of the most current financial statements (mandatory) \***

Browse...

Upload

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Browse...

Upload

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Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

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Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide a copy of mandate, constitution and by-laws, as applicable**

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

## Schedule D to Report FIN-2020-004

**Please check if applicable:**

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the Grant Application Policy (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant Application Policy.pdf) prior to submitting a grant application.

**Terms and Conditions:**

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the Grant Application Policy (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant Application Policy.pdf). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

**Dated this day: \***

Aug 30 2019

**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

President

**Name and Office/Position: I/We have authority to bind the Corporation/Organization****Signature of Applicant on behalf of Organization \***

*Am Willet*

Clear

**Signature of Applicant on behalf of Organization**

Clear

**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

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Township of Puslinch, 7404 Wellington Road 34, Puslinch, ON N0B 2J0, Tel: (519) 763-1226, Fax: (519) 763-5846, [admin@puslinch.ca](mailto:admin@puslinch.ca)

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## Optimist Club Of Puslinch Budget Document 2020

Donations	
Leadership Conference	\$1500
Badenoch 4H	\$500
Oratorical Contest	\$1000
OPP Abuse& violence avoidance	\$500
Puslinch 4H Sheep Club	\$1000
Childrens Foundation	\$500
In Memorial	\$500
Scholarships	\$3000
Puslinch Agric Youth	\$500
Aberfoyle Agric Society	\$3500
Challenge Day	\$4000
Junior Garden Club	\$500
Guelph Spec Needs Hockey	\$250
Empowerment Day	\$500
Childhood Cancer	\$2000
Special Olympics	\$2500
Puslinch Youth Group	\$500
Gateway To Success	\$500
Sunrise Therapeutic	\$3000
Juvenile Diabetes	\$500
Aberfoyle Public Sch lunch boxes	\$1000
Parrish Nurse	\$1500
Puslinch Fire Dept	\$2500
Friends of Mill Creek	\$1000
Kids Ability	\$3000
Veterans Dinner	\$1000
 Total Donations	 \$36750
 Community Activities	
Aberfoyle Sch Barbeque	\$2500
Santa Parade	\$4500
Remembrance Day	\$500
Volunteer Thank you Dinner	\$3000
Dinner – Spouses& Volunteers	\$2500
Family Day Weekend	\$4500
Canada Day	\$5500
Township Cleanup	\$1000
Total Community Activities	\$24000
 Operating Expenses	
Ie Insurance,Maintenance.etc.	\$5000
Total Operating Budget	\$65750

# Optimist Club of Puslinch

## Profit & Loss Fund Raising Activities

October 2010 - September 2012

Schedule D to Report FIN-2020-004

	Oct '17 - Sep 18	Oct '16 - Sep 17
<b>Income</b>		
<b>4300 · Fund Raising Activities</b>		
<b>4310 · Fall Classic</b>		
4311 · Ticket sales	8,250.00	7,860.00
4312 · Bar	3,377.00	851.20
4313 · Raffle tickets	1,235.08	1,403.00
4314 · 50/50 Draw	460.00	400.00
4315 · Food	100.00	740.00
4310 · Fall Classic - Other	0.00	40.00
<b>Total 4310 · Fall Classic</b>	<b>13,422.08</b>	<b>11,294.20</b>
<b>4320 · Sportsman's Night</b>		
4321 · Ticket sales	5,600.00	7,820.00
4322 · Bar	1,901.52	3,189.00
4323 · Optimist Members	500.00	0.00
4324 · 50/50 Draw	400.00	800.00
4325 · Raffle	570.00	590.00
4326 · Miscellaneous	60.00	1,000.00
4327 · Food only sales	0.00	160.00
<b>Total 4320 · Sportsman's Night</b>	<b>9,031.52</b>	<b>13,559.00</b>
<b>4370 · Fish Fry</b>		
4371 · Ticket sales	7,315.00	7,185.00
4372 · Refreshment sales	72.00	46.00
4373 · Bar sales	890.00	814.00
4370 · Fish Fry - Other	110.00	87.17
<b>Total 4370 · Fish Fry</b>	<b>8,387.00</b>	<b>8,132.17</b>
<b>4400 · Multi Use Recreational Facility</b>		
4402 · Donations ORC Skating	81.00	0.00
<b>Total 4400 · Multi Use Recreational Facility</b>	<b>81.00</b>	<b>0.00</b>
<b>4500 · Food Trailer Sales</b>		
45002 · Telling Tales	2,531.51	3,220.00
45003 · Aberfoyle Fall Fair	6,335.00	3,560.00
<b>Total 4500 · Food Trailer Sales</b>	<b>8,866.51</b>	<b>6,780.00</b>
<b>4700 · Donations</b>	<b>1,342.71</b>	<b>1,106.00</b>
<b>Total 4300 · Fund Raising Activities</b>	<b>41,130.82</b>	<b>40,871.37</b>
<b>Total Income</b>	<b>41,130.82</b>	<b>40,871.37</b>
<b>Gross Profit</b>	<b>41,130.82</b>	<b>40,871.37</b>
<b>Expense</b>		
<b>6300 · Fund Raising Activities - Exp</b>		
<b>6310 · Fall Classic</b>		
6312 · Bar	309.00	150.00
6314 · Liquor	999.38	0.00
6315 · Food	2,986.09	2,445.00
6316 · Other items	255.12	210.00
6319 · Draw prizes	1,150.45	2,000.00
<b>Total 6310 · Fall Classic</b>	<b>5,700.04</b>	<b>4,805.00</b>
<b>6350 · Sportsmans night</b>		
6351 · Hall rental & costs	668.00	190.00
6352 · Bar	241.10	150.00
6354 · Liquor	835.00	1,245.34
6355 · Food	1,961.77	2,679.81
6356 · Other items	82.00	925.00
6357 · Prizes	1,405.64	1,000.00
<b>Total 6350 · Sportsmans night</b>	<b>5,193.51</b>	<b>6,190.15</b>
<b>6380 · Fish Fry</b>		
6381 · Food	2,688.59	2,358.89
6382 · Bar costs	474.14	633.18
6383 · Hall rental & costs	0.00	117.00
6384 · Administrative cost	188.97	38.49
6385 · Kitchen	140.00	120.00
6380 · Fish Fry - Other	0.00	45.53
<b>Total 6380 · Fish Fry</b>	<b>3,491.70</b>	<b>3,313.09</b>



# Optimist Club of Puslinch

## Profit & Loss Fund Raising Activities

### October 2010 - September 2012

Schedule D to Report FIN-2020-004

	Oct '17 - Sep 18	Oct '16 - Sep 17
<b>6390 · Fireworks</b>		
<b>6391 · Cost of Goods Sold</b>	2,654.87	2,212.39
<b>6396 · Other</b>	0.00	100.00
<b>Total 6390 · Fireworks</b>	2,654.87	2,312.39
<b>6800 · Food trailer</b>		
<b>6804 · General Supplies</b>	0.00	51.88
<b>6805 · Maintenance</b>	209.20	1,378.54
<b>6806 · Insurance</b>	360.00	330.00
<b>6807 · Food Trailer Expenses Other</b>	1,011.00	162.00
<b>68002 · Telling Tales</b>	1,171.49	1,365.26
<b>68003 · Aberfoyle Fall Fair</b>	1,946.73	0.00
<b>Total 6800 · Food trailer</b>	4,698.42	3,287.68
<b>68100 · Community Contributions</b>		
<b>68101 · John Deere Event</b>	0.00	1,317.63
<b>68102 · Aberfoyle PS Barbeque</b>	89.04	0.00
<b>Total 68100 · Community Contributions</b>	89.04	1,317.63
<b>6300 · Fund Raising Activities - Exp - Other</b>	0.00	775.00
<b>Total 6300 · Fund Raising Activities - Exp</b>	21,827.58	22,000.94
<b>Total Expense</b>	21,827.58	22,000.94
<b>Net Income</b>	<b>19,303.24</b>	<b>18,870.43</b>



RECEIVED

Schedule E to Report FIN-2020-004

AUG 13 2019

Township of Puslinch

Living Here

Explore Us

Visit Us

Doing Business

Our  
Government

# Township of Puslinch

## Grant Application Form

Please review the Grant Application Policy (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant Application Policy.pdf) prior to submission

\*For the printable PDF form, please follow the link (/Uploads/Puslinch/70001c36-d6b9-4b4b-a23b-a8bf00df4e9c/Content/Grant-Application-3.pdf)

### Applicant information

**Organization name \***

Puslinch Lake Conservation Association

**Contact name and position \***

Art Zymerman

**Organization mailing address \***

28 Lakeside Dr Puslinch

**Website**

myplca.com

**Telephone Number \***

519-221-5768

**Ext.****Email Address \***

PuslinchLakeCA@gmail.com

### Questionnaire

**Grant amount applied for \***

Schedule E to Report FIN-2020-004

\$25,000

**Organization's goals and objectives related to the grant request \***

Restoration and rehabilitation of Puslinch Lake and dredging program. Dredging project creates deep holes to improve water quality, habitat for all forms of wildlife and recreational uses.

812 remaining

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

Support is critical for the funding of our project. As a charitable organization funding is provided by private donations and fund-raising events by a dedicated group of volunteers.

819 remaining

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

Our residents have supported this project through their own hard work and financial support and the grant comprises less than 25% of our overall annual budget but is integral in our efforts to enhance the beauty and use of this historically important piece of our Township.

727 remaining

## Schedule E to Report FIN-2020-004

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

We would be limited in the amount of sediment that could be removed from the lake. Our association would certainly continue it's efforts to keep the project moving forward as we have over the last two decades.

791 remaining

**Choose one category of funds requested \***

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☒ Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

Browse...		Upload
-----------	--	--------

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide a copy of the most current financial statements (mandatory) \***

Browse...		Upload
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Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

Browse...		Upload
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Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

Submission of the following three items is required for the initial application only:

**Please provide a copy of letters patent or articles of incorporation, if applicable**

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

Browse...

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Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please provide a copy of mandate, constitution and by-laws, as applicable**

Browse...

Upload

Allowed extensions pdf, doc, docx, xls, xlsx, jpg, jpeg, gif, png, tif

**Please check if applicable:**

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**Terms and Conditions:**

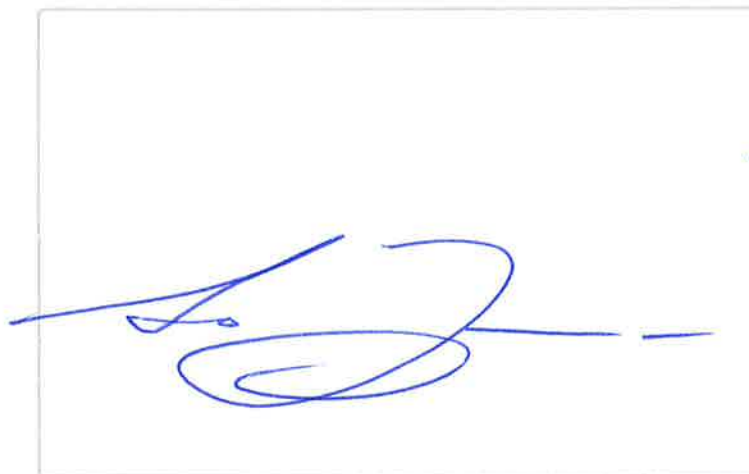
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**Dated this day: \*****Name and Office/Position: I/We have authority to bind the Corporation/Organization \*****Name and Office/Position: I/We have authority to bind the Corporation/Organization**

## Schedule E to Report FIN-2020-004

Signature of Applicant on behalf of Organization \*



Clear

Signature of Applicant on behalf of Organization



Clear

**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

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[Submit](#)

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**PUSLINCH LAKE CONSERVATION  
ASSOCIATION**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2018**  
**Prepared Without Audit - See Notice to Reader**

## **CONTENTS**

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<b>Statement of operations and surplus</b>	<b>3</b>
<b>Note to financial statements</b>	<b>4</b>
<b>Schedule A - Schedule of fundraising activities</b>	<b>5</b>





### NOTICE TO READER

To the Board of Directors:

On the basis of information provided by the association, we have compiled the statement of financial position of Puslinch Lake Conservation Association as at December 31, 2018 and the statement of operations and surplus for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Cambridge, Ontario  
February 15, 2019

*Szczepski, Racolta, Jensen & Co. LLP*  
Szczepski, Racolta, Jensen & Co. LLP  
Licensed Public Accountants

**PUSLINCH LAKE CONSERVATION ASSOCIATION**  
(Incorporated by Letters Patent, Ontario)

**STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2018**  
(With comparative figures as at 2017)

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
<b>CURRENT</b>		
Bank	21,462	7,403
Government remittances recoverable	19,209	22,521
Inventory, promotion	-	-
Prepaid expenses	457	464
	<u>41,128</u>	<u>30,388</u>
<b>PROPERTY AND EQUIPMENT</b>		
Equipment	310,273	310,273
Less: accumulated amortization	<u>310,273</u>	<u>258,561</u>
	-	51,712
	<u><u>\$ 41,128</u></u>	<u><u>\$ 82,100</u></u>
<b>SURPLUS</b>		
<b>BALANCE</b>	<u><u>\$ 41,128</u></u>	<u><u>\$ 82,100</u></u>

**APPROVED ON BEHALF OF THE BOARD:**

 Director

 , Director

**Prepared Without Audit - See Notice to Reader**

**PUSLINCH LAKE CONSERVATION ASSOCIATION****STATEMENT OF OPERATIONS AND SURPLUS**

**FOR THE YEAR ENDED DECEMBER 31, 2018**  
**(With comparative figures for 2017)**

	<b>2018</b>	<b>2017</b>
<b>REVENUE</b>		
Donations	164,952	\$ 158,159
Grant, Township of Puslinch (lake recovery)	25,000	25,000
Membership fees	2,322	1,225
Old Marina Restaurant trains	500	3,550
Advertising	1,950	1,005
Old Marina Restaurant box	356	435
Boat tours	3,700	-
Other sundry activities	3,576	5,907
Fundraising events (Schedule A)	31,926	36,753
	<u>234,282</u>	<u>232,034</u>
<b>EXPENDITURE</b>		
<b>Environmental Project Costs</b>		
Site preparation and dredging	200,604	235,244
Microbes	-	16,650
Trucking/Pit	13,799	-
	<u>214,403</u>	<u>251,894</u>
<b>Fundraising Events Costs (Schedule A)</b>		
Hoedown	707	-
Home tour	1,688	2,061
Tuck shop	1,202	-
	<u>3,597</u>	<u>2,061</u>
<b>General and Administrative Costs</b>		
Amortization	51,712	51,712
Bank charges	1,719	2,938
Insurance	1,540	1,844
Miscellaneous	1,610	1,196
Newsletter	673	1,305
	<u>57,254</u>	<u>58,995</u>
	<u>275,254</u>	<u>312,950</u>
<b>REVENUE (DEFICIENCY) OVER EXPENDITURE</b>	<b>\$ (40,972)</b>	<b>\$ (80,916)</b>
<b>SURPLUS, BEGINNING</b>	<b>\$ 82,100</b>	<b>163,016</b>
<b>SURPLUS, ENDING</b>	<b>\$ 41,128</b>	<b>\$ 82,100</b>

**Prepared Without Audit - See Notice to Reader**

**PUSLINCH LAKE CONSERVATION ASSOCIATION**

**NOTE TO FINANCIAL STATEMENTS**

**DECEMBER 31, 2018**

**1. CHARITABLE STATUS**

Puslinch Lake Conservation Association is a registered charitable organization as recognized by Canada Revenue Agency and was incorporated by Letters Patent, Ontario. The organization provides funding and maintenance to improve the water quality and preserve the environment of Puslinch Lake. Through donations, sponsorships and fund raising events, large quantities of silt and invasive weed growth has been removed to promote fish and wildlife habitats.

**Prepared Without Audit - See Notice to Reader**

**SCHEDULE A****PUSLINCH LAKE CONSERVATION ASSOCIATION****SCHEDULE OF FUNDRAISING EVENTS****FOR THE YEAR ENDED DECEMBER 31, 2018***(With comparative figures for 2017)*

	<b>2018</b>				<b>2017</b>
	<u>Home Tour</u>	<u>Hoedown</u>	<u>Tuck shop</u>	<u>Total</u>	
<b>REVENUE</b>	<u>\$ 21,075</u>	<u>\$ 6,102</u>	<u>\$ 4,749</u>	<u>\$ 31,926</u>	<u>\$ 36,753</u>
<b>EXPENDITURE</b>					
Advertising	1,688	707	1,202	3,597	2,061
Posters, flyers and supplies	-	-	-	-	-
	<u>1,688</u>	<u>707</u>	<u>1,202</u>	<u>3,597</u>	<u>2,061</u>
<b>SURPLUS</b>	<u>\$ 19,387</u>	<u>\$ 5,395</u>	<u>\$ 3,547</u>	<u>\$ 28,329</u>	<u>\$ 34,692</u>

**Prepared Without Audit - See Notice to Reader**

# Puslinch Lake Conservation Association

## Year to date Financial Report - June 30, 2019

### Income

Donations	\$ 50,498.35
Home Tour	\$ 25,989.75
Hoe-Down	\$ -
St. Patrick's Day	\$ 11,252.01
Tuck shop	\$ -
Grants	\$ 25,000.00
Boat Tours	\$ 860.00
Memberships	\$ -
Newsletter	\$ 1,125.00
OMR Box	\$ 200.00
OMR Trains	\$ -
Misc.	\$ 32.77
	<u>\$ 114,957.88</u>

### Expenses

Amortization	\$ -
Bank Charges	\$ 24.00
Dredging	\$ -
Event - Home Tour	\$ 734.05
Event - Hoe Down	\$ -
Event - St. Pat's party	\$ 4,661.09
Event - Tuck shop	\$ -
HST non-reimb.	\$ -
Insurance	\$ 1,890.00
Newsletter	\$ 495.76
Trucking/Pit	\$ -
Visa fees	\$ 936.31
Misc.	\$ 593.18
	<u>\$ 9,334.39</u>
Surplus	<u>\$ 105,623.49</u>

### Assets

Royal Bank	\$ 95,548.41
Royal Bank - GIC	\$ 50,000.00
Cash clearing	\$ -
A/R	\$ -
Inventories	\$ -
Prepaid expenses	\$ 383.00
Equipment	\$ 310,272.63
Acc.Dep. - Equip.	\$ (310,272.63)
	<u>\$ 145,931.41</u>

### Liabilities

A/P	\$ -
Accruals	\$ -
HST Collected	\$ -
HST Paid	\$ (746.11)
	<u>\$ (746.11)</u>

### Surplus

Surplus start of year	\$ 41,054.03
YTD Income/(Loss)	\$ 105,623.49
	<u>\$ 146,677.52</u>
	<u>\$ 145,931.41</u>



TOWNSHIP OF

**PUSLINCH**

EST. 1850

Schedule F to Report FIN-2020-004

# Township of Puslinch

## Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

### Applicant information

**Organization name \***

SUNRISE THERAPEUTIC RIDING &  
LEARNING CENTRE

**Contact name and position \***

Jennifer Fraser

**Organization mailing address \***

6920 Concession 1, RR#2

**Website**

www.sunrise-therapeutic.ca

**Telephone Number \***

519-837-0558

**Ext.**

32

**Email Address \***

jennifer@sunrise-therapeutic.ca

---

### Questionnaire

**Grant amount applied for \***

2000

Sunrise programs aim to empower individuals aged 3 to adult with a wide range and physical, cognitive and psychological special needs, to develop confidence and acquire new skills while in a safe, accepting and accessible environment. Our clients benefit from fun and effective alternatives to traditional forms of physical, occupational and mental health therapies, opportunities for barrier-free sports & recreation, improved physical well-being for those with special needs, and opportunities for positive social engagement for those with special needs (who are often isolated socially). Our programs also provide volunteer opportunities for 260+ local citizens. This grant will specifically benefit our community by enabling clients with special needs, greater access to a dynamic and empowering therapy and recreation program through our Sunrise Cares Program. Sunrise Cares offers 3 support options that aim to reduce financial barriers experienced by those with special needs in our community.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

Sunrise Cares offers 3 support options to our clients.

Amy Turner Memorial Scholarship Fund

Balancing the needs of a special needs individual, with the other challenges and responsibilities of family life, can be very difficult situation for many of our families to negotiate. Families needing support pay what they can afford while the Amy Turner Memorial Scholarship Fund covers the balance of their fees.

Universal Subsidy Program

Sunrise aims to keep fees affordable by applying a subsidy across all programs benefiting all clients.

Equine Empowerment Program

This program subsidizes lessons (50%) for up to 100 local elementary/high school students with special needs, enabling them to participate in 4 therapeutic riding lessons, plus one in-class visit with a riding instructor. Class sizes range from 6-12 students (10 on average). This subsidy ensures lessons are financially accessible within the school budget and provides an environment where students feel valued and respected.



**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

The total cost to fund Sunrise Cares, November 2019 – October 2018, is \$22,200, impacting up to 248 clients each year.

A grant of \$2,000, from the Township of Puslinch, will benefit 26 clients in the following ways:

- \$500 can provide support to, on average, 2 families through the Amy Turner Memorial Scholarship Fund
- \$1000 can benefit approximately 18 riders through our Universal Subsidy Program
- \$500 can enable approximately 6 students to take part in our Equine Empowerment Program

To accommodate demand for the Equine Empowerment program Sunrise will be piloting a new program time slot for this program in the fall on Tuesday mornings. This will allow Sunrise to offer program access for up to an additional 48 students with special needs this fall.

Sunrise Cares allocation is flexible and adaptive. Support can be increased/decreased per option to address client need over the course of the project timeline. Sunrise Cares funding may be used to support this pilot project.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

The program is funded by solicited and unsolicited funds from individuals, foundations, corporations, service clubs and community organizations. Sunrise will continue to pursue funding for Sunrise Cares through these various avenues.

**Choose one category of funds requested \***

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

**File Name**



Copy of Budget 2018-19.pdf

37.6 KB

**Please provide a copy of the most current financial statements (mandatory) \***

**File Name**



[Audited Financial Statements Year ending October 31 2018.pdf](#)

240.9 KB

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

**Submission of the following three items is required for the initial application only:**

**Please provide a copy of letters patent or articles of incorporation, if applicable**

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

**Please provide a copy of mandate, constitution and by-laws, as applicable**

**Please check if applicable:**

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

## Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

**Dated this day: \***

7/11/2019



**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

Lynne O'Brien, Executive Director

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

**Signature of Applicant on behalf of Organization \***

**Signature of Applicant on behalf of Organization**

**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**

**Financial Statements**

**Year Ended October 31, 2018**

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE**

**Index to Financial Statements  
Year Ended October 31, 2018**

Schedule F to Report FIN-2020-004

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Sunrise Therapeutic Riding & Learning Centre

We have audited the accompanying financial statements of Sunrise Therapeutic Riding & Learning Centre, which comprise the statements of financial position as at October 31, 2018 and October 31, 2017 and the statements of revenue and expenditures, changes in net assets and cash flow for the years ended October 31, 2018 and October 31, 2017, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Sunrise Therapeutic Riding & Learning Centre as at October 31, 2018 and October 31, 2017 and the results of its operations and its cash flow for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Guelph, Ontario  
March 20, 2019

*Curtis-Villar LLP*

**CURTIS-VILLAR LLP**  
Chartered Professional Accountants  
Licensed Public Accountants

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Statement of Financial Position

Schedule F to Report FIN-2020-004

As at October 31, 2018

	2018	2017
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 206,974	\$ 92,579
Investments (Note 3)	285,240	295,320
Inventory	8,505	5,719
Government remittances recoverable	12,849	5,293
Prepaid expenses	10,510	9,420
	<u>524,078</u>	<u>408,331</u>
PROPERTY, PLANT AND EQUIPMENT (Note 2)	144,931	118,559
HORSE HERD (Note 10)	28,551	32,652
DEVELOPMENT COSTS	23,056	-
	<u>\$ 720,616</u>	<u>\$ 559,542</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities (Note 7)	\$ 23,618	\$ 9,944
Deferred revenue (Note 4)	28,512	28,512
Due to related parties (Note 5)	-	40,000
	<u>52,130</u>	<u>78,456</u>
DEFERRED GRANT REVENUE (Note 4)	43,820	50,470
	<u>95,950</u>	<u>128,926</u>
<b>NET ASSETS</b>		
Operating fund (Note 1)	647,722	430,616
Development fund (internally restricted) (Note 1)	(23,056)	-
	<u>624,666</u>	<u>430,616</u>
	<u>\$ 720,616</u>	<u>\$ 559,542</u>

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Statement of Revenue and Expenditures

Schedule F to Report FIN-2020-004

Year Ended October 31, 2018

	2018	2017
<b>REVENUE</b>		
Donations (Note 8)	\$ 354,719	\$ 222,491
Fundraising (Note 8)	162,379	207,536
Camp fees	132,943	113,959
Grants and foundations	123,885	82,176
Lessons, scholarships and memberships fees	103,177	132,616
Rental and other	10,119	2,194
	<u>887,222</u>	<u>760,972</u>
<b>EXPENDITURES</b>		
Wages and benefits	456,170	411,683
Farm (Note 11)	60,332	72,840
Fundraising	44,588	70,902
Rent (Note 9)	24,000	24,000
Utilities	21,207	22,715
Office	18,777	15,026
Insurance	10,813	10,940
Telephone and communications	8,717	8,735
Equipment lease, repairs and maintenance	8,052	7,655
Property taxes	7,742	6,229
Professional fees	5,645	5,112
Credit card merchant charges	3,846	3,903
Advertising and public relations	2,870	5,577
Interest and finance charges	1,491	3,321
Education	1,142	6,251
Recognition	739	562
Vehicle and travel	523	303
Recovery of GST/HST	(2,482)	1,074
	<u>674,172</u>	<u>676,828</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES FROM OPERATIONS</b>	<u>213,050</u>	<u>84,144</u>
<b>OTHER INCOME</b>		
Changes in horse herd	(1,301)	(1,272)
Amortization	(17,699)	(14,362)
	<u>(19,000)</u>	<u>(15,634)</u>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<u>\$ 194,050</u>	<u>\$ 68,510</u>



**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Statement of Changes in Net Assets  
Year Ended October 31, 2018**

Schedule F to Report FIN-2020-004

	Operating Fund	Development Fund <i>(internally restricted)</i>	2018	2017
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 430,616	\$ -	\$ 430,616	\$ 362,106
Excess of revenue over expenditures	217,106	(23,056)	194,050	68,510
<b>NET ASSETS - END OF YEAR</b>	\$ 647,722	\$ (23,056)	\$ 624,666	\$ 430,616

# SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE

## Statement of Cash Flow Year Ended October 31, 2018

Schedule F to Report FIN-2020-004

	2018	2017
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenditures	\$ 194,050	\$ 68,510
Items not affecting cash:		
Amortization of property, plant and equipment	17,699	14,362
Changes in horse herd	4,100	(7,478)
	<u>215,849</u>	<u>75,394</u>
Changes in non-cash working capital:		
Accounts receivable	-	79,614
Government remittances recoverable	(7,556)	(1,947)
Inventory	(2,786)	(4,019)
Accounts payable and accrued liabilities	13,673	1
Prepaid expenses	(1,090)	(360)
Development Costs	(23,056)	-
Deferred grant revenue	(6,650)	(6,719)
	<u>(27,465)</u>	<u>66,570</u>
Cash flow from operating activities	<u>188,384</u>	<u>141,964</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	(44,069)	(10,927)
Purchase of FOSL shares	10,080	(80,640)
Cash flow used by investing activities	<u>(33,989)</u>	<u>(91,567)</u>
<b>FINANCING ACTIVITY</b>		
Advances to related parties	(40,000)	(5,500)
<b>INCREASE IN CASH FLOW</b>	<u>114,395</u>	<u>44,897</u>
Cash - beginning of year	<u>92,579</u>	<u>47,682</u>
<b>CASH - END OF YEAR</b>	<u>\$ 206,974</u>	<u>\$ 92,579</u>
<b>CASH CONSISTS OF:</b>		
Cash	<u>\$ 206,974</u>	<u>\$ 92,579</u>

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Notes to Financial Statements****Year Ended October 31, 2018****I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**Nature of organization

The organization is incorporated without share capital under the laws of the province of Ontario as a not for profit organization to operate a facility providing therapeutic riding and education programs for disabled individuals. The organization is a registered charity under the Income Tax Act and is exempt from income tax.

The organization's activities are supported through donations, grants and fundraising activities. The on-going operations of the organization could not continue without these sources of funding.

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

Cash and cash equivalents

Cash and cash equivalents consist of cash and bank indebtedness routinely drawn upon for financing operations. It also includes a GIC of \$30,000 that matured in May 2018 and is now in a cash and savings account earning 0.02% annually in interest.

Horse herd

The horse herd is valued at the lower of cost and market value with costs being determined on a specific item basis.

Inventory

Inventory consists of hay for the horses, and is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Fund accounting

Revenue and expenditures related to program delivery and administrative activities are reported in the Operating Fund.

The Development Fund reports revenue and expenditures related to the expansion and development of the farm buildings and future residential and respite care offerings.

Revenue recognition

Sunrise Therapeutic Riding & Learning Centre follows the deferral method of accounting for revenue.

Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Lesson fees and employment grants are recognized in the year to which they relate.

Grants and foundation revenue is recognized when received unless specified. Revenue from donations, fundraising, lessons/scholarships, camp fees, and rental and other income are recognized when received. Rental and other income consists of agricultural land rental, recycling income, interest, and income from the sale of horses.

*(continues)*

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Notes to Financial Statements****Year Ended October 31, 2018****1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**Contributed services

The work of the organization is dependent on volunteer services of the Board of Directors, various committees and other volunteers, the nature of which is not verifiable and therefore is not recognized in these financial statements. Donations of goods and services are recognized at their fair market value when that value can be verified.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Areas where measurement uncertainty exists are amortization of capital assets and the carrying value of the horses.

Callable debt

The organization's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives at the following rates and methods:

Leasehold improvements	10 years	straight-line method
Buildings	4%	declining balance method
Horse equipment	20%	declining balance method
Computer equipment	45%	declining balance method
Generator	3 years	straight-line method
Furniture and fixtures	20%	declining balance method
Equipment and tack	20%	declining balance method
Playground equipment	10 years	declining balance method
Sound system	20%	straight-line method
Wagon	20%	declining balance method
Water system	4%	straight-line method
Drainage	20 years	straight-line method

The organization regularly reviews its property, plant and equipment to eliminate obsolete items. Amortization is calculated at one-half of the normal rate in the year of acquisition.

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Notes to Financial Statements****Year Ended October 31, 2018****2. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Buildings	\$ 73,187	\$ 44,259	\$ 28,928	\$ 30,133
Horse equipment	24,160	23,595	565	2,796
Equipment and tack	9,451	7,905	1,546	1,933
Computer equipment	16,705	16,640	65	118
Furniture and fixtures	88,319	60,468	27,851	13,225
Leasehold improvements	71,176	21,684	49,492	30,198
Drainage	9,425	1,649	7,776	8,247
Water system	21,723	3,527	18,196	18,954
Playground equipment	90,278	83,620	6,658	8,137
Sound system	23,175	19,676	3,499	4,374
Wagon	10,105	9,750	355	444
	<u>\$ 437,704</u>	<u>\$ 292,773</u>	<u>\$ 144,931</u>	<u>\$ 118,559</u>

**3. INVESTMENTS**

	2018	2017
Friends of Sunrise Limited, Class A Special Shares	\$ 280,000	\$ 290,000
Friends of Sunrise Limited, Class A Common Shares	2,240	2,320
Friends of Sunrise Limited, Class B Common Shares	3,000	3,000
	<u>\$ 285,240</u>	<u>\$ 295,320</u>
Market value	<u>\$ 285,240</u>	<u>\$ 295,320</u>

Friends of Sunrise Limited is a related party. Friends of Sunrise Limited is an organization in which Sunrise Therapeutic Riding & Learning Centre has an economic interest through the ownership of shares.

**4. DEFERRED REVENUE**

The deferred operating grant represents restricted operating funding that is related to the subsequent year. The other deferred revenue relates to the revenue from riding lessons in the subsequent year.

	Deferred operating grants		Other deferred revenue	
	2018	2017	2018	2017
Balance, beginning of year	\$ 71,614	\$ 74,731	\$ 28,512	\$ 28,251
Less amount recognized as revenue in the year	(3,025)	(3,117)	(28,512)	(28,251)
Plus amount received for the subsequent year	-	-	28,512	28,512
Balance, end of year	<u>\$ 68,589</u>	<u>\$ 71,614</u>	<u>\$ 28,512</u>	<u>\$ 28,512</u>

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Notes to Financial Statements****Year Ended October 31, 2018****5. RELATED PARTY LOANS**

The organization had a demand loan in the amount of \$40,000 with 932005 Ontario Inc. which was to be repaid in full by December 31, 2013. The lender extended the loan and it was repaid in full during the year.

The transactions between related parties are in the normal course of operations. These amounts are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

**6. RELATED PARTY TRANSACTIONS**

The following is a summary of the organization's related party transactions:

	<u>2018</u>	<u>2017</u>
Friends of Sunrise Limited ( <i>Sunrise is a shareholder</i> )		
Redemption of shares in lieu of rent	\$ 20,160	\$ 20,160
In-kind donation in lieu of rent	<u>3,840</u>	<u>3,840</u>
	<u>\$ 24,000</u>	<u>\$ 24,000</u>
 Maria Melo ( <i>Board member</i> )		
Purchase of FOSL shares from Maria	<u>\$ (10,080)</u>	<u>\$ (10,080)</u>

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

**7. GOVERNMENT REMITTANCES PAYABLE OTHER THAN INCOME TAX**

Government remittances (other than income taxes) include, for example, federal and provincial sales taxes, payroll taxes, health taxes, and workers' safety insurance premiums. The following government remittances were payable at year end:

	<u>2018</u>	<u>2017</u>
Workers' safety insurance	<u>\$ 739</u>	<u>\$ 831</u>

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Notes to Financial Statements****Year Ended October 31, 2018****8. MAJOR CONTRIBUTIONS**

	<b>2018</b>	<b>2017</b>
Nina Mae Robertson bequest	\$ 167,177	\$ -
Nancy Lorene Hunter bequest	112,966	-
UPI Energy	35,000	35,000
The Spaenaur Philanthropy Fund	30,000	30,000
Harold Ballard Foundation	22,000	-
Scotiabank	-	20,000
	-	-
	<b>\$ 367,143</b>	<b>\$ 85,000</b>

Major contributions are recognized as a part of both donation and fundraising revenue.

**9. LEASE COMMITMENTS**

The organization has entered into a non-capital lease for rent of the Stone Cottage, indoor riding arena, the stables and the activity centre. The lease held by Friends of Sunrise Limited, a related party, commenced February 1, 2018 and goes until January 31, 2023. The lease commitment is as follows:

	<b>Commitments</b>
2019	\$ 24,000
2020	24,000
2021	24,000
2022	24,000
2023	24,000
	<b>\$ 120,000</b>

**10. LOANED HORSES**

The organization has a lease with respect to two of its horses. The horses have been loaned to Sunrise on the condition that Sunrise is responsible for all costs related to food, bedding and daily routine. This includes regular veterinary costs. There are no additional lease payments required for the horses. In the event that the horses becomes unsuitable for use in the Sunrise program, or the owner requests the horses be returned, one months notice is required. The owners are responsible for maintaining medical insurance coverage if they desire. Sunrise holds a \$5 million general liability insurance policy and the owners would not be responsible should an accident occur.

**11. COST OF SALES**

Cost of sales for the year ended October 31, 2018 are charges to inventory within the normal course of business, made throughout the year, of \$14,843 (2017 - \$21,796) and included in Farm expenses.

**12. FINANCIAL INSTRUMENTS**

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of October 31, 2018.

*(continues)*

**SUNRISE THERAPEUTIC RIDING & LEARNING CENTRE****Notes to Financial Statements****Year Ended October 31, 2018****12. FINANCIAL INSTRUMENTS (continued)****(a) Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from customers. The organization has a significant number of customers which minimizes concentration of credit risk.

**(b) Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, related party loans and accounts payable.

**(c) Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The organization is mainly exposed to interest rate risk.

**(d) Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its cash investment.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

**13. ACCOUNTING ERROR**

In 2014 Sunrise received two grants that were to be used on both capital and non-capital purchases. The grants were allowed to be spent over two fiscal years. It was noted in this fiscal year that the deferred portion of the grant was significantly higher than the net book value of the capital items purchased with the grants. As a result an adjustment was made to recognize a larger portion of the deferred grant. Below is a summary of the financial areas impacted by prior year errors:

	<b>2018</b>	<b>2017</b>
Opening balance impact		
Deferred Grant	\$ (21,144)	\$ (17,542)
Net assets	21,144	17,542
Statement of Financial Position impact		
Deferred Grant	(21,144)	(21,144)
Net assets	21,144	21,144
Statement of Revenue and Expenditures impact		
Grant revenue	-	3,602
Excess of Revenue over Expenditures	-	3,602
Statement of Changes in Net Assets impact		
Net Assets - Beginning of year	21,144	17,542
Excess of revenue over expenditures	-	3,602
Net assets - end of year	21,144	21,144



## Sunrise Therapeutic Riding & Learning Centre

### BUDGET 18/19

	Actual	Budget
	11-01-2017 to 10-31-2018	11-01-2018 to 10-31-2019
<b>REVENUE</b>		
<b>General Donations</b>		
Donations	346,466.38	122,250.00
<b>Total General Donations</b>	<u>346,466.38</u>	<u>122,250.00</u>
<b>Property Revenues</b>		
Rental- Agricultural Land	1,200.00	1,200.00
<b>Total Property Revenue</b>	<u>1,200.00</u>	<u>1,200.00</u>
<b>Fundraising Revenues</b>		
Grants/Foundations	98,350.00	70,000.00
Third Party Fundraisers	42,527.90	55,000.00
Sunrise Events	105,376.85	135,000.00
Student Instructors	1,437.50	1,250.00
Metal Recycling	1,644.75	0.00
Merchandise	6,002.20	6,000.00
Workshops/Conference	3,212.02	3,000.00
<b>Total Fundraising Revenue</b>	<u>258,551.22</u>	<u>270,250.00</u>
<b>Camp Revenue</b>		
Employment Grants	22,862.00	12,000.00
Summer Camp	99,320.77	90,000.00
Camp Refunds	-2,297.97	500.00
<b>Total Camp Revenue</b>	<u>119,884.80</u>	<u>102,500.00</u>
<b>Program Revenue</b>		
Lesson Fees	97,302.55	115,000.00
Life Skills Program	35,920.00	35,000.00
EFW	8,300.00	10,000.00
Membership Fees	2,300.00	2,500.00
Christmas Party	305.00	500.00
Program Refunds	-2,410.00	2,000.00
Other Program Revenue	2,770.00	4,000.00
<b>Total Program Revenue</b>	<u>144,487.55</u>	<u>169,000.00</u>
<b>Administrative/Misc Revenue</b>		
Sales Tax / HST Recovery	1,531.17	4,000.00
Misc. Revenue	5,914.22	0.00
<b>Total Administrative/Misc Revenue</b>	<u>7,445.39</u>	<u>4,000.00</u>

**Capital Income**

Interest Earned	0.00	0.00
<b>Total Capital Income</b>	<u>0.00</u>	<u>0.00</u>

<b>TOTAL REVENUE</b>	<u>878,035.34</u>	<u>669,200.00</u>
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**EXPENSE****Property Expense**

Property Rent	0.00	0.00
Property Tax	7,741.64	7,500.00
Utilities	9,121.90	10,000.00
Utilites - Propane / Fuel	14,373.99	15,000.00
Insurance (Property)	7,491.12	7,500.00
Maintenance - Property	4,292.71	5,000.00
Maintenance - Barn/Arena	0.00	1,000.00
Maintenace - Pool/Pond	4,096.87	4,000.00
Maintenance - House	705.76	1,000.00
Equipment Maintenance	2,811.37	3,000.00
<b>Total Property Expense</b>	<u>50,635.36</u>	<u>54,000.00</u>

**Administrative Expense**

Office Supplies/AFT Costs	3,331.14	3,000.00
Office Equip&Water Lease/Maintenan	8,687.53	7,600.00
Postage	1,411.41	1,500.00
Computer Software/licences	2,993.78	2,500.00
Communications	8,717.28	6,000.00
General Supplies	4,394.69	4,000.00
Audit Fees	5,644.50	6,000.00
Advertising	1,241.77	2,500.00
Mileage Costs	523.49	1,000.00
VISA & MasterCard Costs	3,712.61	4,000.00
Bank Service Charges	1,031.80	1,000.00
Finance Charges	346.04	350.00
Computer Repairs & Maintenance	686.73	500.00
Interest on related party loans	0.00	0.00
<b>Total Administrative Expense</b>	<u>42,722.77</u>	<u>39,950.00</u>

**Program/Wage Expense**

Wages	402,102.16	410,000.00
Ceridian Expense	2,268.38	2,500.00
Sub-contract wages	2,350.00	7,500.00
CPP	18,328.03	17,108.00
E I	10,069.91	9,651.00
Group Benefits	6,238.76	10,000.00
WSIB	10,336.50	10,000.00

Christmas Party Expense	658.44	1,000.00
Education / Board Training	1,141.60	4,000.00
EFW	6,910.00	7,000.00
Life Skills Program	856.56	1,000.00
Insurance(Cantra)	3,321.42	3,500.00
Other Program Expenses	1,746.93	2,000.00
<b>Total Program/Wage Expense</b>	<u>466,328.69</u>	<u>485,259.00</u>

**Horse Expense**

Horse Maintenance	11,604.58	12,000.00
Horse & Program Equipment	689.09	4,500.00
Horse Trailing	810.00	0.00
Horse vet care	13,867.62	10,000.00
Hay expense	17,629.50	18,000.00
<b>Total Horse Expense</b>	<u>44,600.79</u>	<u>44,500.00</u>

**Other Donation Expense**

Donor Recognition/Gifts	787.32	1,000.00
Volunteer Recognition	802.30	1,000.00
Membership Fees & Dues	1,559.16	3,000.00
Public Relations/Marketing	1,707.82	2,000.00
Merchandise-General	2,329.90	3,000.00
Celebrate Sunrise!	18,714.04	20,000.00
Student Instructors	4,250.18	5,000.00
Workshops/Conference	2,212.11	2,500.00
Hoofbeat Challenge	2,383.46	3,000.00
<b>Total Other Donation Expense</b>	<u>34,746.29</u>	<u>40,500.00</u>

**Camp Expense**

Summer Camp	6,197.37	4,000.00
<b>Total Camp Expense</b>	<u>6,197.37</u>	<u>4,000.00</u>

**Capital Expense**

Administration Expense	2,307.17	0.00
Capital Construction	23,056.39	0.00
<b>Total Capital Expense</b>	<u>25,363.56</u>	<u>0.00</u>

<b>TOTAL EXPENSE</b>	<u>670,594.83</u>	<u>668,209.00</u>
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<b>NET INCOME</b>	<u>207,440.51</u>	<u>991.00</u>
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Generated On: 11-06-2018



TOWNSHIP OF

**PUSLINCH**

EST. 1850

Schedule G to Report FIN-2020-004

# Township of Puslinch

## Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

### Applicant information

**Organization name \***

Wellington county plowmen's association

**Contact name and position \***

carol day

**Organization mailing address \***

6374 wellington road 7

**Website**

www.wellingtonplowmen.com

**Telephone Number \***

519-501-9093

**Ext.**

**Email Address \***

wellingtonplowmen@gmail.com

### Questionnaire

**Grant amount applied for \***

180.00

**Organization's goals and objectives related to the grant request \***

Hello, this request is for the township of Puslinch to place an ad in our advertising handbook. it is our yearly fundraiser. the funds we collect from this campaign are used to pay for prize money, our queen program, parades, etc. due to us operating at a loss we ask you to consider increasing your usual ad to a full-sized black and white page for the price of 180.00

Thank you

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

we use the funds from our fundraising to pay for our expenses putting on our annual branch plowing match, and our annual awards banquet where our queen and princess of the furrow programs result in our queens and princesses being chosen. our queens and princess's promote farm safety, ag awareness for the rural community, etc.

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

Our organization helps promote ag awareness to the rural and city communities in and around the County of Wellington. All the money we fundraise and from grants go towards our yearly expenses. Currently, we are operating at a loss and any donations grants and fundraising we have to go towards supporting our activities. We also have plans to begin a junior plowing group to give kids the opportunity to learn how to plow. The kids would not have to be farm kids, it is open to everyone as we will supply the equipment. Your support would be used for this also.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

As it stands, we are operating at a loss. We have certain savings that we are tapping into to remain solvent at this point in time however it is conceivable that if we do not plug the drain on the disparity between income and expenses that we will go defunct. This could happen as soon as 20 years. We are trying very hard to rectify this issue, however, the steadily increased costs for the services we require to put on our events has had a huge damaging impact on our organization.

**Choose one category of funds requested \***

- ☒ Category 1: Donation (funds requested - less than \$500)
- ☐ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

Schedule G to Report FIN-2020-004

**File Name**



[budget sheet for wellington plowmens 2019.docx](#)

14.1 KB

**Please provide a copy of the most current financial statements (mandatory) \***

**File Name**



[Wellington County working money report beginning jan 2019, read on july 24th.docx](#)

20.0 KB

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

Submission of the following three items is required for the initial application only:

**Please provide a copy of letters patent or articles of incorporation, if applicable**

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

**Please provide a copy of mandate, constitution and by-laws, as applicable**

**File Name**



[CONSTITUTION--as\\_amended\\_April\\_2019.pdf](#)

226.7 KB

**Please check if applicable:**

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

## Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

**Dated this day: \***

8/29/2019



**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

Carol Day, Secretary/Treasurer of the wellington county plowmens association

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

**Signature of Applicant on behalf of Organization \***

**Signature of Applicant on behalf of Organization**

**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

Wellington County Plowmen's Association proposed expected budget based on the numbers provided for items of consistent use over previous years.

Prepared in year 2019

<b>Revenue</b>	<b>Amount</b>	
Grants combined	920.00	
Donations	20.00	
Adbook in	6715.00	
Banquet tickets	1465.00	
Competitor entry fees	340.00	
Member dues	240.00	
Miscellaneous	180.00	
Queens Findraising	450.00	
	<b>Totalling</b>	<b>10330.00</b>
Expenses	Amount	
Ad book printing	4590.00	
Website fees	167.98	
Convention fees	1565.00	
miscellaneous	150.00	
Bursury	500.00	
Honorariums	550.00	
BBQ	310.35	
Membership dues to opa	146.89	
Parades and floats	200.00	
Prize money	1850.00	
Advertising	195.74	
Porta potties	265.55	
Branch match	1146.50	
Banquet	3359.50	
New equipment	800.00	
	<b>Totalling</b>	<b>15797.51</b>
	<b>Effective plus or minus expected</b>	<b>-5467.51</b>

Based on figures, it is expected we will have an increased shortfall of 5467.51 this year.



**WORKING BALANCE SHEET BEGINNING JANUARY 2019 ending Dec 31, 2019****Wellington County Plowmen's Association report read on July 24<sup>th</sup> 2019****Income**

Advertising Handbook cash	\$160.00
Advertising Handbook cheques	\$6715.00
Grants (Wellington County)	\$500.00
Grants (BMO farm family)	\$
Grants (opa junior plower)	\$20.00
Entry Fees	\$
Banquet tickets	\$
Commissary items sold at match	\$
Membership Dues (2019(collected after jan 1 <sup>st</sup> 2019)	\$80.00
Queens fundraising	\$
Memorial Donation (Dave)	\$50.00
GIC income CIBC	\$325.04
GIC income BMO	\$547.26
GIC base amount returned from CIBC	\$12000.00
GIC base amount returned from BMO	\$15000.00
Pies and Chops Sold off at BBQ	\$196.00

**Total Income In Before GIC capitol \$8593.30****Total Income In With GIC Capitol \$35593.30****Expenses**

Advertising Handbook/postcards/posters	\$4598.20
Membership Dues (opa2020)	\$
Osim website fees	\$134.92
Convention pre-registration 2019	\$565.00
Convention hotel re-imbursements(director)	\$1000.03
Convention silent auction donation	\$
Office printing for meetings	\$
Printing for ad book	\$
Meeting coffee and food expenses	\$35.98
Semi total-----	\$6334.13

**Queen Expenses**

Queen convention	\$240.68
Queen bursary (Heidi Frey) 1 <sup>st</sup> half convention	\$150.00
Queen bursary second half (ipm)	\$

**Sympathy Expenses \$111.86**

Semi total-----\$502.54

**Branch Match Expenses**

Branch Match lunches	\$
Judges	\$
Prize Money paid out	\$
Porta Potty	\$
Semi total-----	\$

BBQ	
Pies	\$80.00
chops	\$246.15
Miscellaneous	\$
GIC's Meridian	\$12001.00
<b>Banquet Expenses</b>	
Hall Rental 2019 year	\$200.00
Food	\$
Flowers for queens	\$
Engraving & princess trophy	\$
Queen/Princess sashes & crowns	\$
Advertiser for ad for ticket sales	\$
Farm Family & host farmer gifts	\$
Banquet queen expenses	\$
Ticket specialty paper	\$18.07
Semi total-----	\$12545.22
<b>Parades and Floats</b>	\$
<b>Honorariums secretary</b>	\$
Semi total-----	\$

**Total Expenses Out before GIC reinvest** **\$7380.89**

**Total Expenses out with GIC reinvest** **\$19381.89**

*As of yet expense receipts not yet turned in* *\$please turn in any receipts thanks*

\*\*\*\*\*

Current Account Balance Total (July 24 <sup>th</sup> , 2019)	\$ 37218.36
Cash in cash box	\$1393.80 (included hat money below)
Hat Money Envelope (in cash box)	\$250.00

**\*\*\*Positive inflow for year \$8593.30**

**\*\*Negative outflow for the year \$7380.89**

\*\*\*\*\*

Realized and cashed out. **CIBC GIC 1 year 6 months at 1.8%**  
**\$12,000.00** expected interest if held to maturity: \$325.04

--issue date November 10, 2017, Maturity date **May 10, 2019**, term 1 year 6 months at 1.8%  
 Signatories Walter Trachsel, Dave **Rogerson**, Doug Jefferson, Alex McNaab

Realized and cashed out.

**BMO GIC** **\$15,000.00**

--GIC (issue date 09/June/2015, Maturity 11/June/2019) 1<sup>st</sup> yr. 0.9%, 2<sup>nd</sup> yr. 0.95%, 3<sup>rd</sup> yr. 1.0%

**BMO GIC** **\$7000.00**

--GIC (issue date 07/march/2017, Maturity 36 months, **mature march 2020**) 1st yr. 1.2%, 2nd yr. 1.35%, 3rd yr. 1.5% when matured, money to be deposited to chequing account automatically

\*\*\*\*NEW\*\*\*\*

**Meridian GIC**

**\$12001.00**

GIC (issue date may 27<sup>th</sup> 2019, maturity June 2022) 3 year cashable @ 2.90%  
signatories Ron Faulkner, Walter Trachsel, Arthur Davis

**Total Assets Current only**

**\$57613.16**

**Everyone please submit any receipts by phone, email etc., so that I can prepare the books.**

**Thank you!**

**Motion to pass report**

**Seconded by**

**GIC maturity dates for 2019 in quick review**

**CIBC May 10<sup>th</sup> 2019 **cashd out****

**BMO june 11<sup>th</sup> 2019 **cashd out****



TOWNSHIP OF

**PUSLINCH**

EST. 1850

Schedule H to Report FIN-2020-004

# Township of Puslinch

## Grant Application Form

Please review the [Grant Application Policy](#) prior to submission

### Applicant information

**Organization name \***

The Whistle Stop Co-operative Pre-school Inc.

**Contact name and position \***

Jackie Johnson-President; Sandra Gunson-Teacher/Supervisor

**Organization mailing address \***

23 Brock Road S, RR#3, Guelph, ON N1H 6H9

**Website**

www.whistlestoppreschool.com

**Telephone Number \***

519-824-1942

**Ext.**

**Email Address \***

info@whistlestoppreschool.com

### Questionnaire

**Grant amount applied for \***

\$877.96

**Organization's goals and objectives related to the grant request \***

Whistle Stop's goal is to have as few expenses as possible in organizing our annual fundraiser dance. The proceeds of this fundraiser make up a significant portion of the annual income for the preschool and the Community Centre rental is the biggest expense for the dance. In previous years the Township has been gracious enough to grant our request for reduced fees and it has aided our preschool substantially. A grant for this use would greatly benefit the preschoolers as the money saved could then be used to further enhance their education.

**Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed. \***

The grant requested is to solely cover the full rental costs for the hall and meeting room in the Community Centre for the use during the fundraiser dance, as well as the two bartenders that are typically included (as per previous rental agreements for the space). Insurance costs were not included in the requested amount. Aside from the bartenders, the event is run entirely by preschool parents. It includes a dance, late night dinner, raffle and silent auction. This event has become a community staple and local residents look forward to it every year.

**Please provide a narrative description explaining how the Township's approval of grant funding would enable your organization to sustain or provide additional support to the community. \***

As Puslinch's only licensed preschool provider, Whistle Stop provides a very necessary role within the community. Fundraising makes up a full third of the preschools annual budget. This set up allows us to keep tuition costs reasonable for families. Approval of this grant request will help ensure the ability of Whistle Stop to continue to support the community through affordable childcare but also through a monetary donation. Every year the preschool as been profitable we have given back a portion of the dance revenue to the Township to aid with upcoming community projects.

**If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project? \***

If Whistle Stop is unsuccessful in obtaining a Township grant it will put a significant strain on our ability to be profitable this year. This event is our foremost fundraiser for the preschool and we depend on the proceeds in order to meet our expenses.

**Choose one category of funds requested \***

- ☐ Category 1: Donation (funds requested - less than \$500)
- ☒ Category 2: Sponsor or contributor (funds requested - \$500 to \$3000)
- ☐ Category 3: Project funder (funds requested - greater than \$3000)

**Please provide a copy of the most current budget (mandatory) \***

Schedule H to Report FIN-2020-004

**File Name**



[Whistle Stop Preschool - Estimated Budget - Sept 2019 to Aug 2020.pdf](#)

11.7 KB

**Please provide a copy of the most current financial statements (mandatory) \***

**File Name**



[Financial Statements.pdf](#)

308.8 KB

**Please provide the annual reporting requirements in accordance with Section 8 of the Township Grant Application Policy if your organization was a successful applicant in a previous year (mandatory for previous funds received of greater than \$3000)**

Submission of the following three items is required for the initial application only:

**Please provide a copy of letters patent or articles of incorporation, if applicable**

**Please provide a copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable**

**Please provide a copy of mandate, constitution and by-laws, as applicable**

**Please check if applicable:**

- ☐ Delegation scheduled to present request to Council during the budget process (for Category 3 applications only)

Please review the [Grant Application Policy](#) prior to submitting a grant application.

## Terms and Conditions:

The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes. The applicant will inform the Township if the project is delayed or changed substantially for any reason. Funds received are to be used as described in this application. All applicable municipal by-laws, policies and procedures will be adhered to.

I/we agree to the terms and conditions outlined above. I/we have reviewed the [Grant Application Policy](#). The information given in support of this application is true, correct and complete in every respect. I/we acknowledge that the contents of this application will be discussed in an open Council forum. I/we declare that the organization listed in the application is in good standing with the Township and other government bodies.

**Dated this day: \***

10/1/2019



**Name and Office/Position: I/We have authority to bind the Corporation/Organization \***

Jackie Johnson - President

**Name and Office/Position: I/We have authority to bind the Corporation/Organization**

**Signature of Applicant on behalf of Organization \***

**Signature of Applicant on behalf of Organization**

**The last day for filing an application is by 2:00 pm on the last business day of August of the current fiscal year.**

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing the application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk's office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk's office for assistance.

**WHISTLE STOP CO-OPERATIVE PRESCHOOL INC.****ESTIMATED BUDGET: September 2019 - August 2020**

<b>Expenses</b>	<b>Estimated Amount</b>
Hall rental	\$1,179.42
Teachers - wages	\$23,000.00
Teachers - toy cleans, meetings	\$250.00
Teachers - licensing, courses	\$160.00
Teachers - field trips, special events	\$250.00
Supplies (crafts, general), toys	\$1,000.00
Police checks (teachers, board executives)	\$35.00
Dance fundraiser - hall rental & bartender	\$877.96
Dance fundraiser - liquor licence	\$150.00
Dance fundraiser - food, liquor, decorations, etc	\$1,000.00
General accounting (payroll, etc)	\$2,034.00
Annual registered charity tax return	\$350.00
Insurance	\$1,801.44
Adverstising	\$150.00
Web Hosting	\$60.00
Community donation	\$500.00
<b>TOTAL ESTIMATED EXPENSES</b>	<b>\$32,797.82</b>

<b>Income</b>	<b>Estimated Amount</b>
Registration fees	\$400.00
Actual tuition Sept-Dec 2019	\$6,498.00
Estimated tuition Jan-Mar 2020	\$5,578.50
Estimated tuition Apr-Jun 2020	\$5,310.00
Drop-in days	\$150.00
Security deposits (toy cleans, dance)	\$270.00
Dance fundraiser	\$8,000.00
Poinsetta fundraiser	\$400.00
Grants	\$7,000.00
<b>TOTAL ESTIMATED INCOME</b>	<b>\$33,206.50</b>

**ESTIMATED NET PROFIT** **\$408.68**



8:31 AM

**The Whistle Stop Cooperative Preschool Inc.**

09/27/19

**Profit & Loss**

Accrual Basis

**September 2018 through August 2019**

	Sep '18 - Aug 19
<b>Income</b>	
County Grants	7,811.63
Dance Income	7,727.00
Field Trip Income	48.00
Interest Income	4.68
Pointsetta fundraiser	1,920.00
Toy cleaning	100.00
Tuition Fees	17,635.25
<b>Total Income</b>	<b>35,246.56</b>
<b>Expense</b>	
Accounting	2,090.50
Administrative	0.00
Advertising	155.37
Dance costs	1,996.96
Facility fees	1,158.79
Field Trips/Special Events	180.80
Graduation	306.98
Insurance	1,681.56
Interest & service charges	26.33
License, fees & courses	160.00
Pointsettas	1,581.24
Supplies & toys	2,398.75
Wages	28,429.85
<b>Total Expense</b>	<b>40,167.13</b>
<b>Net Income</b>	<b>-4,920.57</b>

8:31 AM

**The Whistle Stop Cooperative Preschool Inc.**

09/27/19

**Balance Sheet**

Accrual Basis

**As of August 31, 2019**

	<u>Aug 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
WS co-op TD 946408	17,478.57
WS Ext bank account 5008792	22,653.23
WS savings TD 109095	4,688.96
Total Chequing/Savings	<u>44,820.76</u>
Total Current Assets	44,820.76
Other Assets	
County grant deposits	-1,380.07
Total Other Assets	<u>-1,380.07</u>
<b>TOTAL ASSETS</b>	<b><u>43,440.69</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	25,709.03
WS Ext Retained Earnings	22,652.23
Net Income	-4,920.57
Total Equity	<u>43,440.69</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>43,440.69</u></b>



## **REPORT FIN-2020-005**

---

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: January 2, 2020

SUBJECT: 2020 Capital and Operating Budget Update  
File No. F26 OPE, F26 CAP and F05 BUD

---

### **RECOMMENDATIONS**

**THAT Report FIN-2020-005 regarding the 2020 Capital and Operating Budget Update be received.**

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to:

- 1.) Provide Council an update on the items that were discussed at the November 6, 2019 Regular Council Meeting; and
- 2.) Provide Operating and Capital Budget changes that have occurred due to more current information being available to staff.

#### **Background**

Council received Report FIN-2019-030 – 2020 Proposed Capital Budget at the September 25, 2019 Capital Budget Meeting and Report FIN-2019-032 at the November 6, 2019 Regular Council Meeting.

The following information was presented to Council to summarize the proposed Capital and Operating Budget at the November 6, 2019 Regular Council Meeting:

	<b>2019 Approved Budget</b>	<b>2020 Proposed Budget</b>	<b>Difference</b>	<b>Estimated Tax Rate Impact</b>
<b>Total Capital Taxation Levy</b>	\$1,123,416	\$1,221,316	\$97,900	2.45%
<b>Total Operating Taxation Levy</b>	\$2,851,360	\$2,813,822	(-\$37,539)	-(0.94)%
<b>Total Municipal Taxation Levy</b>	\$3,974,777	\$4,035,138	\$60,361	1.51%

The estimated 1.51% tax rate impact presented on November 6, 2019 excluded the following potential tax levy increases:

- Community Grants – see Report FIN-2020-004 – 2020 Grant Application Program; and
- Municipal Insurance Program (including cyber insurance coverage); and
- Compensation review adjustments recommended by Marianne Love from ML Consulting at an amount of \$49,682; and
- Recommendations from the Gravel Roads Study prepared by GM BluePlan Engineering; and
- The construction of a new 140 metre sidewalk on the northeast side of Old Brock Road at a Township funded amount of \$60,000; and
- Further phasing of the Cambridge Fire Services contract.

### **Operating Budget Updates**

- 1.) The budget presented on November 6, 2019 included an amount of \$18,800 for Contract Services in the By-law Department, Account No. 01-0140-4320.

#### *Staff Update:*

It is recommended that the amount be reduced to \$10,800 based on a favourable request for proposal (RFP) received from the Cambridge and District Humane Society for Animal Control Services after the 2019 Budget was approved.

#### *Budget Impact:*

\$8,000 tax levy decrease.

- 2.) The budget presented on November 6, 2019 included an amount of \$6,000 for Bank Service Charges in the Finance Department, Account No. 01-0100-4500.

#### *Staff Update:*

It is recommended that the amount be increased to \$8,000 based on actuals.

*Budget Impact:*

\$2,000 tax levy increase.

- 3.) The budget presented on November 6, 2019 included an amount of \$8,200 for Postage in the Finance Department, Account No. 01-0100-4301.

*Staff Update:*

It is recommended that the amount be increased to \$10,000 based on actuals.

*Budget Impact:*

\$1,800 tax levy increase.

- 4.) The budget presented on November 6, 2019 included an amount of \$42,340 for Contract Services in the Public Works Department, Account No. 01-0030-4320.

*Staff Update:*

The Township received notification from the Canadian Pacific Railway Company that its contract with the Township has increased from \$1,240 per month to \$1,480 per month.

*Budget Impact:*

\$2,880 tax levy increase.

- 5.) The budget presented on November 6, 2019 included an amount of \$5,000 for Online Service Fee recoverable in the Finance Department, Account No. 01-0015-1180.

*Staff Update:*

It is recommended that the amount be reduced to \$1,000 based on actuals.

*Budget Impact:*

\$4,000 tax levy increase.

- 6.) The budget presented on November 6, 2019 included an increase of 7.70% for Manulife premiums based on the 11 month claims experience and renewal projection received from Mosey & Mosey dated August 30, 2019.

*Staff Update:*

Staff received the January 2020 renewal rates which resulted in an increase of 2.60%.

*Budget Impact:*

- \$7,503 tax levy decrease.
- \$1,428 decrease in expenditures in the Building Department Budget with no tax levy impact.

7.) The budget presented on November 6, 2019 included an estimated amount for 2020 maximum contributory earnings of \$60,100 for the Canada Pension Plan (CPP) based on documentation from the Canada Revenue Agency (CRA) dated August 14, 2019.

*Staff Update*

Staff received the final 2020 maximum contributory earnings of \$58,700 for the CPP based on documentation from the CRA dated November 26, 2019.

*Budget Impact:*

- \$1,296 tax levy decrease for the CPP and \$1,019 tax levy increase for OMERS resulting in a net tax levy decrease of \$277
- \$145 decrease in expenditures in the Building Department Budget with no tax levy impact.

8.) The budget presented on November 6, 2019 included 7 hours per week for the Township's By-law Enforcement Officer.

*Staff Update*

Council at its Closed Council Meeting dated November 20, 2019 approved increasing the number of hours for by-law enforcement from 7 hours per week to 14 hours per week in order to continue the Township's increased efforts in addressing complaints as it relates to site alteration, property standards, kennels, zoning, etc.

The legal instrument to enact a property standards by-law is outlined in the Building Code Act. Therefore, it is recommended that 10% of this position be funded by the Building Department.

*Budget Impact:*

- \$4,660 tax levy increase.
- \$1,997 increase in expenditures in the Building Department Budget with no tax levy impact.

9.) It is recommended that similar to building inspectors, that the by-law enforcement officer be provided with Township supplied clothing of up to \$85 per employee for identification purposes and that the Staff Expense Policy be updated with this information.

*Staff Update*

Account No. 01-0140-4321 has been added with an amount of \$85.

*Budget Impact:*

\$85 tax levy increase.

10.) Council at its meeting held on November 6, 2019 authorized a one-time base budget increase of \$2,000 to be funded by taxation levy in order to equip Public Works full-time permanent staff with seasonal attire incorporating appropriate Township identification.

*Staff Update*

Based on Council's direction, a one-time base budget increase of \$2,000 has been incorporated in Account No. 01-0030-4321.

*Budget Impact:*

\$2,000 tax levy increase.

11.) The budget presented on November 6, 2019 did not include a further one-time base budget increase request in 2020 for a Heritage Summer Student (contingent on obtaining third party funding).

*Staff Update*

Based on discussions with Township staff and the Heritage Committee, it was recommended that Township staff apply to the Young Canada Works program again in

2020. The Township was successful in obtaining this funding in 2019 to create a heritage register with the assistance of a summer student. Further tasks remain as outlined below:

- There are numerous heritage registers currently in the common drive that must be updated with the heritage register that was created in 2019. The goal is to create one complete register for Council approval that will be updated as new properties are listed.
- Notification must be provided to property owners for any new properties that are to be listed in the heritage register.

The summer student will also be able to assist with:

- Scheduling and notifying property owners to be visited by the Heritage Committee through the annual summer heritage property visits.
- Preparation and sending of thank you letters to the owners after the visits.
- Preparation of the Heritage Committee annual reports to Council and accompanying presentation materials.

*Budget Impact:*

\$4,779 tax levy increase.

- 12.) The budget presented on November 6, 2019 did not include an increase in annual maintenance costs associated with Keystone (the Township's financial system).

*Staff Update:*

Township staff received email correspondence on December 20, 2019 which confirmed a 5% increase in rates.

*Budget Impact:*

- \$588 tax levy increase.
- \$252 increase in expenditures in the Building Department Budget with no tax levy impact.

- 13.) The budget presented on November 6, 2019 did not include any increases as it relates to the Township's Municipal Insurance Program.



*Staff Update:*

Township staff received the 2020 Municipal Insurance Program Renewal from Frank Cowan Company for the policy term February 1, 2020 to February 1, 2021 which resulted in an increase in premiums of \$28,485 or 15.7%.

It is recommended that the Township move forward with a RFP for insurance services due to this substantial increase. The Town of Minto has retained a consultant to assist with the RFP process including preparing the RFP, reviewing proposals, and providing a recommendation to Council.

Township staff recommend that the Township pursue this option with the Town of Minto to hire a qualified consultant to assist the Township with the RFP process at a total cost of \$7,000 and that an RFP be issued in January/February 2020.

Frank Cowan has approved a 3-month extension to the insurance program (at the increased 2020 rates) from February 1, 2020 to May 1, 2020.

It is recommended that the insurance accounts in the various cost centres be increased by 5% from the 2019 budgeted amount in order to incorporate a potential increase in insurance premiums contingent on the results of the RFP.

*Budget Impact:*

Retaining a qualified insurance consultant for the issuance of an RFP:

- \$2,100 (30% of total costs) to be funded from Building Department Insurance Account No. 01-0020-4315
- \$4,900 (70% of total costs) to be funded from the Insurance Contingency Discretionary Reserve.

5% potential increase in insurance premiums based on the 3-month extension from Frank Cowan at the increased 2020 rates and contingent on the results of the RFP:

- \$8,684 tax levy increase (Account No.'s 01-0010-4315, 01-0030-4315, 01-0040-4315, 01-0070-4315, 01-0080-4315, 01-0110-4315)
- \$910 increase in expenditures in the Building Department Budget with no tax levy impact.

14.) The budget presented on November 6, 2019 did not include any increases in cost recovery services by Fire Marque as outlined in Report FIR-2019-010.

*Staff Update:*

The User Fees and Charges By-law No. 069-2019 incorporates a “Fire Department Specific Response Fee” for cost recovery fees for fire department attendance at a property for which the property owners have fire department insurance coverage.

*Budget Impact:*

A recovery of \$8,437 has been incorporated in the Fire and Rescue Services Account No. 01-0015-3215 – Other Recoveries which results in an \$8,437 tax levy decrease.

- 15.) The budget presented on November 6, 2019 did not include the Garden Suites and Renewals (Zoning) fee as outlined in Report FIN-2019-034.

*Staff Update:*

The User Fees and Charges By-law No. 069-2019 incorporates a “Garden Suites and Renewals (Zoning) fee of \$1,200.

*Budget Impact:*

A recovery of \$1,200 has been incorporated in Planning Account No. 01-0015-1241 – Garden Suites and Renewals (Zoning) which results in a \$1,200 tax levy decrease.

- 16.) The budget presented on November 6, 2019 included payment in lieu of tax revenue based on the 2019 assessment roll. The 2020 assessment roll was provided by Municipal Property Assessment Corporation (MPAC) after November 6, 2019.

*Staff Update:*

Based on the 2020 assessment roll returned by MPAC, the payments in lieu of tax revenue in the Corporate cost centre have increased by \$8,125.

*Budget Impact:*

\$8,125 tax levy decrease.

**Operating Tax Levy Impacts – Excluding Building Department**

Outlined below is a reconciliation of the operating tax levy reported on November 6, 2019 to the proposed operating tax levy as a result of the changes outlined in the items discussed

above. The Building Department is reported on separately as there are no tax levy impacts associated with changes to the Building Department budget.

Description	Amount	Comments
<b>Operating Tax Levy</b>	<b>\$2,813,822</b>	November 6, 2019 – FIN-2019-032
By-law - Contract Services	-\$8,000	Item 1 above
Finance – Bank Service Charges	\$2,000	Item 2 above
Finance - Postage	\$1,800	Item 3 above
Public Works – Contract Services	\$2,880	Item 4 above
Finance – Online Service Fee	\$4,000	Item 5 above
Manulife Premiums	-\$7,503	Item 6 above
CPP and OMERS	-\$277	Item 7 above
By-law Enforcement Officer – Increased Hours	\$4,660	Item 8 above
By-law Enforcement Officer – Clothing Identification	\$85	Item 9 above
Public Works – One-Time Base Budget Increase for Attire	\$2,000	Item 10 above
Heritage Summer Student – 2020 One-Time Request Contingent on Third Party Funding	\$4,779	Item 11 above
2020 Keystone System Price Increase	\$588	Item 12 above
Municipal Insurance Program Potential Increase Contingent on RFP Results	\$8,684	Item 13 above
Fire Cost Recovery Services by Fire Marque	-\$8,437	Item 14 above
Planning Garden Suites and Renewals (Zoning)	-\$1,200	Item 15 above
Payments in Lieu of Taxes – 2020 Assessment Roll Return	-\$8,125	Item 16 above
<b>Proposed Operating Tax Levy</b>	<b>\$2,811,755</b>	

#### Updates to Building Department Proposed Budget – No Tax Levy Impact

- 17.) The budget presented on November 6, 2019 included an amount of \$5,000 for Bank Service Charges in the Building Department, Account No. 01-0020-4500.

#### *Staff Update:*

It is recommended that the amount be reduced to \$3,500 based on actuals.

*Budget Impact:*

\$1,500 decrease in expenditures in the Building Department Budget with no tax levy impact.

- 18.) The budget presented on November 6, 2019 included an amount of \$5,000 for Online Service Fee recoverables in the Building Department, Account No. 01-0015-1185.

*Staff Update:*

It is recommended that the amount be reduced to \$1,000 based on actuals.

*Budget Impact:*

\$4,000 decrease in revenues in the Building Department Budget with no tax levy impact.

**Building Department Impacts – No Tax Levy Impact**

Outlined below is a reconciliation of the building department operating budget reported on November 6, 2019 to the proposed building department operating budget as a result of the changes outlined in the items discussed above.

<b>Description</b>	<b>Amount</b>	<b>Comments</b>
<b>Total Expenses</b>	<b>\$677,215</b>	November 6, 2019 – FIN-2019-032
Building - Manulife Premiums	-\$1,428	Item 6 above
Building - CPP and OMERS	-\$145	Item 7 above
Building – Enforcement of Property Standards By-law – 10% allocation	\$1,997	Item 8 above
2020 Keystone System Price Increase	\$252	Item 12 above
Municipal Insurance Program RFP – Retain Consultant	\$2,100	Item 13 above
Municipal Insurance Program Potential Increase Contingent on RFP Results	\$910	Item 13 above
Building – Bank Service Charges	-\$1,500	Item 17 above
<b>Adjusted Building Expenses</b>	<b>\$679,401</b>	
<b>Total Revenues</b>	<b>\$444,978</b>	November 6, 2019 – FIN-2019-032
Building – Online Service Fee	-\$4,000	Item 18 above
<b>Adjusted Building Revenues</b>	<b>\$440,978</b>	
<b>Total Reserve Transfers</b>	<b>\$238,423</b>	

## Capital Budget Updates

- 1.) Council at its meeting held on November 6, 2019 received the estimated annual principal and interest repayments associated with issuing a \$1,000,000 debenture with a 10-year term and a 20-year term based on a recent quote received from the County of Wellington (September 30<sup>th</sup> quote).

At this meeting, Council directed staff to obtain costing associated with the annual principal and interest repayments of issuing a \$500,000 debenture.

### *Staff Update*

Outlined below are the estimated annual principal and interest repayments associated with issuing a \$1,000,000 debenture with a 10-year term and a 20-year term and a \$500,000 debenture with a 10-year term and a 20-year term based on a recent quote received from the County of Wellington (September 30<sup>th</sup> quote):

	<b>10-year term - \$1M</b>	<b>20-year term - \$1M</b>	<b>10-year term - \$500K</b>	<b>20-year term - \$500K</b>
<b>Total interest expense in 2020</b>	\$14.6K	\$17.5K	\$7.3K	\$8.8K
<b>Total principal and interest repayment costs per year</b>	\$114.3K (2021 to 2030)	\$67.2K (2021 to 2040)	\$57.1K	\$33.6K
<b>Term</b>	10 years	20 years	10 years	20 years
<b>Total over Term</b>	<b>\$1,157,600</b>	<b>\$1,361,500</b>	<b>\$578,300</b>	<b>\$680,800</b>

### *Budget Impact:*

No impact at this time.

- 2.) Council at its meeting held on November 6, 2019 received Report REC-2019-003 regarding the Parks Master Plan – Investing in Canada Infrastructure Program which incorporated updated costing and phasing of the works associated with the Parks Master Plan at the Puslinch Community Centre (PCC) Park.

### *Staff Update*

The budget costing and phasing associated with the Parks Master Plan at the PCC Park has been updated in the Capital Budget and Forecast in accordance with Report REC-2019-003 and the grant application submitted to the Investing in Canada Infrastructure

Program. The federal funding decision associated with the grant application will be made in the spring/summer of 2020 (estimated).

The funding for Phase 1 (2021) and Phase 2 (2022) of the Parks Master Plan at the PCC Park in the Capital Budget and Forecast is as outlined below:

- 73.33% Investing in Canada Infrastructure Program
- 10% Fundraising Efforts
- 16.67% Township Funding (Cash in Lieu of Parkland and/or Parks and Recreation Development Charges)

*Budget Impact:*

No tax levy impact as directed by Council at its meeting held on December 12, 2018.

- 3.) Council at its meeting held on November 6, 2019 received Report REC-2019-003 and directed staff to apply to the Investing in Canada Infrastructure Program for the replacement of the lights and upgrading of the washrooms at Old Morriston Park to be funded through federal/provincial grant funding and third party fundraising efforts.

*Staff Update*

The costing and funding associated with the replacement of the lights and upgrading of the washrooms at Old Morriston Park has been updated in the Capital Budget and Forecast in accordance with Report REC-2019-003 and the grant application submitted to the Investing in Canada Infrastructure Program. The federal funding decision associated with the grant application will be made in the spring/summer of 2020 (estimated).

The funding for the works (2022) is as outlined below:

- 73.33% Investing in Canada Infrastructure Program
- 10% Fundraising Efforts
- 16.67% Township Funding (Cash in Lieu of Parkland and/or Parks and Recreation Development Charges)

*Budget Impact:*

No tax levy impact.

## FINANCIAL IMPLICATIONS

### Current Proposed Tax Levy Impact

Outlined in the table below is the current proposed tax levy impact based on the items discussed in this Report:

Description	2019 Approved Budget	2020 Proposed Budget	Difference
<b>Total Capital Taxation Levy</b>	\$1,123,416	\$1,221,316	\$97,900
<b>Total Operating Taxation Levy</b>	\$2,851,360	\$2,811,754	(-\$39,606)
<b>Total Municipal Taxation Levy</b>	<b>\$3,974,776</b>	<b>\$4,033,070</b>	<b>\$58,294</b>

Outlined in the table below is the adjusted tax levy impact based on further Council direction required:

Description	2019 Approved Budget	2020 Proposed Budget	Difference
<b>Total Capital Taxation Levy</b>	<b>\$1,123,416</b>	<b>\$1,221,316</b>	<b>\$97,900</b>
Recommendations from Gravel Roads Study		\$114,300	Contingent on results of the Gravel Roads Study
Construction of a new sidewalk		\$60,000	Council direction required.
<b>Total Adjusted Capital Taxation Levy</b>	<b>\$1,123,416</b>	<b>\$1,395,616</b>	<b>\$272,200</b>
<b>Total Operating Taxation Levy</b>	<b>\$2,851,360</b>	<b>\$2,811,754</b>	<b>(-\$39,606)</b>
Compensation Review Adjustments		\$49,682	Council direction required.
Cambridge Fire Services Contract - Phasing		\$13,780	Council direction required.
<b>Total Adjusted Operating Taxation Levy</b>	<b>\$2,851,360</b>	<b>\$2,875,215</b>	<b>\$23,855</b>
<b>Total Adjusted Municipal Taxation Levy</b>	<b>\$3,974,776</b>	<b>\$4,270,831</b>	<b>\$296,055</b>

### MPAC 2020 Returned Assessment Roll

Township staff obtained the Municipal Change Profile data file from MPAC which contains current value assessments for 2019 and 2020 for all Township properties. From this file,

Township staff calculated the assessment change for the median/typical single family detached dwelling and compared it to Online Property Tax Analysis's calculation.

The practice in the Township has been to incorporate the assessment increase for the median/typical single family detached dwelling in the calculation of the tax rate increase utilizing the proposed property tax levy.

The following table shows that the Township portion of property taxes on the median/typical single family detached dwelling in the Township will decrease by 2.92% or \$28.98 per year based on a tax levy of \$4,033,070 (ie. proposed tax levy which excludes the items that require further Council direction as to whether they should be incorporated in the proposed 2020 budget).

Description	2019 Roll Return	2020 Roll Return	\$ Change from 2019	% Change from 2019
Median Assessment	\$593,250	\$608,000	\$14,750	2.49%
Township Tax Rate	0.00167135	0.00158313		
Yearly Township Taxes	\$991.53	\$962.54	-\$28.98	-2.92%
Yearly Township Taxes per \$100,000 of Assessment	\$163.08	\$158.31	-\$4.77	-2.92%

An analysis has been provided in the table below to show how the tax rate increase changes for the median/typical single family detached dwelling based on increasing the tax levy over and above the \$4,033,070 noted above.

Additional Tax Levy	\$ Change from 2019	% Change from 2019
\$204,500	\$19.82	2.00%
\$225,500	\$24.83	2.50%
\$246,000	\$29.73	3.00%

It is recommended that should Council approve an additional tax levy, that a portion of it be distributed to the Township's Asset Management Discretionary Reserve in order to address the recommendations from the Asset Management Plan.

#### **APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act, 2001



**ATTACHMENTS**

Schedule A – 2020 Proposed Operating Budget

Schedule B – 2020 Proposed Expenditures, Reserve Transfers and Revenues Summary

Schedule C – Conference, Seminar and Training Budget

Schedule D – Memberships and Associations Budget

Schedule E – Uniform and Special Clothing Budget

Schedule F - 2018 to 2029 Capital Plan Summary including the 2020 Capital Budget Sheets

Schedule G - Projects by Year – 2018 to 2029

Schedule H - Equipment Replacement Schedule

Schedule I – Capital Summary – Funding Sources by Year

Schedule J - 2020 Proposed Capital Budget Compared to the 2019 and 2018 Approved Capital Budget Funding Comparisons

Schedule K - 2020 Proposed Ten Year Plan Compared to the 2019 and 2018 Ten Year Plans

## 2020 Proposed Operating Budget

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Administration</b>					
Expenditures					
FT Wages	\$231,212	\$238,816	\$165,940	\$256,859	\$291,485
PT Wages	\$32,533	\$37,922	\$16,248	\$20,630	\$4,251
OT Wages	\$1,371	\$1,525	\$0	\$500	\$500
FT Wage Related Expenses	\$39,982	\$41,491	\$31,565	\$44,625	\$51,109
PT Wage Related Expenses	\$2,791	\$3,381	\$2,106	\$1,922	\$400
Manulife Benefits	\$31,664	\$36,392	\$18,915	\$29,129	\$28,853
WSIB	\$6,382	\$7,175	\$6,602	\$7,217	\$7,421
Office Supplies & Equipment	\$1,558	\$930	\$2,192	\$1,200	\$1,200
Communication (phone, fax, internet)	\$1,630	\$1,861	\$1,516	\$1,836	\$1,836
Professional Fees - Legal	\$31,610	\$62,644	\$27,014	\$48,500	\$23,500
Professional Fees - Engineering	\$24,029	\$16,088	\$12,982	\$55,640	\$55,640
Events and Other	\$11,494	\$9,682	\$9,212	\$10,775	\$10,775
Mileage	\$1,984	\$2,008	\$948	\$2,000	\$2,000
Professional Development	\$20,680	\$17,683	\$4,884	\$40,843	\$30,408
Membership and Subscription Fees	\$8,925	\$9,132	\$9,838	\$10,871	\$10,871
Employee Travel - Meals	\$78	\$154	\$25	\$200	\$200
Employee Travel - Accom/Parking	\$2,272	\$760	\$1,450	\$1,200	\$1,200
Employee Travel - Air Fare	\$303	\$0	\$0	\$500	\$500
Insurance	\$61,113	\$59,617	\$58,949	\$64,960	\$72,423
Advertising	\$1,886	\$2,637	\$5,786	\$2,900	\$2,250
Ground Water Monitoring	\$4,416	\$3,385	\$1,022	\$3,500	\$3,500
Contract Services	\$0	\$1,978	\$68,238	\$17,000	\$7,000
<b>Expenditures Total</b>	<b>\$517,915</b>	<b>\$555,262</b>	<b>\$445,431</b>	<b>\$622,807</b>	<b>\$607,321</b>
ReserveTransfers					
Transfer from Operating Carryforward	-\$23,632	-\$19,840	\$0	\$0	\$0
Transfer from Legal Contingency	\$0	-\$115,212	-\$63,181	\$0	\$0
Contribution to Legal Contingency	\$5,000	\$361,100	\$50,000	\$50,000	\$50,000
Transfer from Insurance Contingency	-\$25,000	-\$7,658	-\$5,016	-\$10,000	-\$14,900
Contribution to Insurance Contingency	\$5,000	\$0	\$25,000	\$25,000	\$25,000
<b>ReserveTransfers Total</b>	<b>-\$38,632</b>	<b>\$218,389</b>	<b>\$6,803</b>	<b>\$65,000</b>	<b>\$60,100</b>
Revenues					

## Schedule A to Report FIN-2020-005

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Agreement, Commissioner and FOI, Photocopies	-\$965	-\$1,107	-\$1,611	-\$1,200	-\$1,300
Eng., Env., and Legal Recoveries	-\$3,660	-\$3,000	-\$3,050	-\$2,500	-\$2,500
Recoveries from Staff Events	-\$1,649	-\$1,403	-\$343	-\$1,200	-\$1,300
Other recoveries	-\$516	\$0	\$0	-\$500	-\$500
Nestle Agreement	\$0	-\$500	\$0	-\$500	-\$500
Ontario Cannabis Legalization Implementation Fund	\$0	\$0	-\$15,000	-\$10,000	\$0
<b>Revenues Total</b>	<b>-\$6,790</b>	<b>-\$6,011</b>	<b>-\$20,004</b>	<b>-\$15,900</b>	<b>-\$6,100</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Building</b>					
Expenditures					
FT Wages	\$117,055	\$140,975	\$158,882	\$223,041	\$225,700
PT Wages	\$0	\$8,060	\$6,104	\$6,975	\$1,777
OT Wages	\$1,424	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$21,262	\$21,405	\$28,471	\$38,835	\$40,802
PT Wage Related Expenses	\$0	\$651	\$281	\$650	\$167
Manulife Benefits	\$13,213	\$12,710	\$16,762	\$28,903	\$28,728
WSIB	\$3,597	\$4,809	\$5,642	\$7,061	\$6,650
Computer Software & Hardware	\$340	\$380	\$1,593	\$250	\$250
Office Supplies	\$9,571	\$4,020	\$3,538	\$5,000	\$5,000
Hydro	\$2,395	\$0	\$0	\$0	\$0
Heat	\$1,580	\$0	\$0	\$0	\$0
Fuel	\$1,632	\$1,461	\$0	\$1,500	\$1,500
Water Protection	\$53	\$0	\$0	\$0	\$0
Signage	\$0	\$0	\$0	\$0	\$0
Cleaning, Maint & supplies for Bldg	\$7,001	\$0	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$597	\$0	\$0	\$0	\$0
Vehicle Maintenance	\$94	\$470	\$233	\$600	\$600
Outdoor Maintenance of Building	\$226	\$0	\$0	\$0	\$0
Postage	\$3,893	\$3,186	\$2,012	\$3,000	\$3,000
Communication (phone, fax, internet)	\$2,901	\$2,389	\$3,299	\$3,350	\$2,195
Professional Fees - Legal	\$8,559	\$6,791	\$14,754	\$20,000	\$20,000
Professional Fees - Audit	\$6,411	\$5,007	\$6,411	\$6,000	\$6,000
Professional Fees - Engineering	\$117,581	\$244,425	\$207,403	\$244,920	\$244,920
Mileage	\$440	\$514	\$189	\$1,000	\$1,000
Professional Development	\$5,496	\$8,138	\$3,200	\$13,350	\$13,350
Membership and Subscription Fees	\$1,540	\$1,904	\$2,265	\$3,089	\$3,089
Employee Travel - Meals	\$506	\$125	\$0	\$500	\$500
Employee Travel - Accomodations	\$1,678	\$0	\$277	\$1,500	\$1,500
Insurance	\$17,009	\$18,720	\$18,066	\$19,784	\$22,794
Advertising	\$1,613	\$3,212	\$1,168	\$1,560	\$1,560
Vehicle Plates	\$120	\$120	\$120	\$120	\$120
Contract Services	\$20,083	\$17,757	\$31,075	\$19,175	\$22,118
Clothing, Safety Allowance	\$158	\$373	\$195	\$720	\$720
Emergency Management	\$1,121	\$1,157	\$1,067	\$1,269	\$550
Bank Service Charges	\$639	\$2,058	\$2,771	\$5,216	\$3,500

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Municipal Office Costs Recovered from Building Department	\$0	\$20,038	\$0	\$20,697	\$20,811
<b>Expenditures Total</b>	<b>\$369,788</b>	<b>\$530,858</b>	<b>\$515,779</b>	<b>\$678,566</b>	<b>\$679,401</b>
ReserveTransfers					
Contribution to Building Surplus RF	\$220,113	\$0	\$0	\$0	\$0
Transfer from Building Surplus RF	\$0	-\$48,583	\$0	-\$239,697	-\$238,423
<b>ReserveTransfers Total</b>	<b>\$220,113</b>	<b>-\$48,583</b>	<b>\$0</b>	<b>-\$239,697</b>	<b>-\$238,423</b>
Revenues					
Reproduction of Drawings Fees	-\$200	-\$200	-\$100	-\$150	-\$153
Other recoveries	\$0	\$0	\$0	-\$500	-\$500
Designated Structures Permit	-\$2,496	-\$2,912	-\$1,248	-\$2,496	-\$2,496
Tent or Marquee Application Fee	-\$780	-\$1,092	-\$2,600	-\$936	-\$1,065
Transfer of Permit	-\$156	-\$156	\$0	-\$156	-\$159
Revision to Approved Plans	-\$4,244	-\$6,240	-\$7,910	-\$4,992	-\$5,406
Alternative Solution Application	-\$364	\$0	\$0	-\$500	-\$510
Residential Building Permits	-\$472,996	-\$345,147	-\$375,321	-\$330,000	-\$336,600
Institutional, Commercial & Industrial Building Permits	-\$52,532	-\$35,626	-\$38,469	-\$38,000	-\$40,000
Farm Building Permits	-\$5,707	-\$46,039	-\$18,141	-\$7,000	-\$10,000
Demolition Permits	-\$936	-\$2,496	-\$2,652	-\$1,716	-\$1,749
Occupancy Permits	-\$8,736	-\$6,965	-\$6,708	-\$7,800	-\$7,155
Sign Permits	-\$1,300	-\$1,040	\$0	-\$780	-\$795
Septic System Permit - New	-\$34,308	-\$33,883	-\$31,200	-\$35,568	-\$31,164
Inspection of works not ready	-\$468	\$0	-\$312	-\$936	-\$318
Septic System Permit - Alter	-\$4,680	-\$468	-\$2,340	-\$2,340	-\$1,908
Online Service Fee	\$0	-\$10	-\$944	-\$5,000	-\$1,000
<b>Revenues Total</b>	<b>-\$589,901</b>	<b>-\$482,275</b>	<b>-\$487,944</b>	<b>-\$438,870</b>	<b>-\$440,978</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>By-law</b>					
Expenditures					
PT Wages	\$10,071	\$5,174	\$6,645	\$12,674	\$16,692
PT Wage Related Expenses	\$601	\$278	\$481	\$2,193	\$1,505
WSIB	\$254	\$125	\$215	\$377	\$480
Office Supplies	\$72	\$0	\$57	\$150	\$150
Signage - 911 Signs	\$1,995	\$794	\$2,157	\$1,300	\$1,400
Professional Fees - Legal	\$43,214	\$64,066	\$23,555	\$20,000	\$20,000
Professional Fees - Engineering	\$6,561	\$3,981	\$8,597	\$17,280	\$17,280
Mileage	\$634	\$359	\$157	\$150	\$150
Professional Development	\$0	\$0	\$0	\$1,200	\$1,200
Employee Travel - Meals	\$0	\$0	\$0	\$50	\$50
Employee Travel - Accomodations	\$0	\$0	\$0	\$250	\$250
Advertising	\$941	\$768	\$515	\$1,500	\$1,500
Contract Services	\$9,361	\$9,494	\$10,141	\$20,360	\$10,800
Livestock Loss	\$3,741	\$1,766	\$846	\$1,500	\$1,500
Clothing, Safety Allowance	\$0	\$0	\$0	\$0	\$85
<b>Expenditures Total</b>	<b>\$77,668</b>	<b>\$87,021</b>	<b>\$53,598</b>	<b>\$79,234</b>	<b>\$73,292</b>
Revenues					
Lottery Licences	-\$430	-\$523	-\$277	-\$500	-\$500
Sign Permits	\$0	-\$100	\$0	-\$100	-\$102
Fence Viewer's Application	\$0	\$0	\$0	\$0	\$0
Engineering, Environmental and Legal Fees Recovered	-\$13,636	-\$9,829	-\$31,840	-\$5,000	-\$5,000
Site Alteration Agreement	\$0	-\$1,905	\$0	-\$500	-\$500
Other recoveries	-\$571	\$0	\$0	-\$500	-\$500
Ontario Wildlife Damage Compensation	-\$3,861	-\$1,856	-\$906	-\$1,500	-\$1,500
Dog Tags and Kennel Licences	-\$10,200	-\$9,950	-\$10,757	-\$11,000	-\$11,000
Municipal addressing signs and posts	-\$1,900	-\$1,780	-\$2,080	-\$1,800	-\$1,775
Septic Compliance Letter	-\$675	-\$900	-\$1,125	-\$750	-\$689
Special Occasion Permit Letters	\$0	\$0	\$0	-\$150	-\$77
Swimming Pool Enclosure Permit	-\$2,520	-\$4,410	-\$4,085	-\$3,655	-\$3,285
Liquor License Letter	\$0	\$0	\$0	-\$156	-\$159
Guelph Humane Society Fees	-\$1,256	-\$1,093	-\$455	-\$1,000	\$0
Filming Permit Fee	\$0	\$0	-\$500	-\$500	-\$510
Property Standards Appeal Fee	\$0	\$0	\$0	\$0	-\$260
<b>Revenues Total</b>	<b>-\$35,049</b>	<b>-\$32,346</b>	<b>-\$52,026</b>	<b>-\$27,111</b>	<b>-\$25,856</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Corporate</b>					
Expenditures					
Taxes written off (Twp share only)	\$21,671	\$24,852	\$12,969	\$25,000	\$25,000
Conservation Authorities Levy Payment	\$163,966	\$161,939	\$167,217	\$167,217	\$169,442
<b>Expenditures Total</b>	<b>\$185,637</b>	<b>\$186,791</b>	<b>\$180,186</b>	<b>\$192,217</b>	<b>\$194,442</b>
Revenues					
Supplemental Billings	-\$101,334	-\$56,668	-\$84,554	-\$60,000	-\$65,000
Provincial Aggregate Levy	-\$275,293	-\$281,367	-\$228,000	-\$228,000	-\$228,000
Mun Tax Assistance	-\$17,531	-\$19,636	-\$23,732	-\$23,654	-\$25,819
Host Kilmer (Service Ontario)	-\$26,205	-\$27,345	-\$28,891	-\$28,388	-\$29,951
Ontario Hydro	-\$12,147	-\$12,147	-\$12,147	-\$12,147	-\$12,147
Metrolinx	-\$15,337	-\$10,422	-\$10,740	-\$10,705	-\$11,025
Hydro One	-\$8,100	-\$8,409	-\$8,672	-\$8,409	-\$8,672
Grant Guelph Junction Railway	-\$5,330	-\$5,330	-\$5,330	-\$5,330	-\$5,330
Puslinch Landfill/Wellington County	-\$4,508	-\$5,575	-\$7,353	-\$7,581	-\$8,746
City of Guelph	-\$29,691	-\$32,396	-\$34,582	-\$35,656	-\$37,744
University of Guelph	-\$289	-\$428	-\$569	-\$567	-\$707
CN Railway	-\$1,219	-\$1,316	-\$1,316	-\$1,316	-\$1,316
CP Railway	-\$7,854	-\$7,854	-\$7,854	-\$7,854	-\$7,854
OMPF	-\$370,200	-\$413,600	-\$415,700	-\$380,200	-\$417,400
Penalties - Property Taxes	-\$91,994	-\$94,531	-\$108,658	-\$87,475	-\$88,098
Interest - Tax Arrears	-\$83,278	-\$92,329	-\$101,318	-\$87,099	-\$88,953
Interest on General	-\$67,707	-\$131,548	-\$91,194	-\$70,000	-\$90,092
Sale of Flags	-\$25	-\$88	-\$172	-\$22	\$0
Other Revenues	-\$322	-\$437	-\$488	-\$500	-\$500
<b>Revenues Total</b>	<b>-\$1,118,364</b>	<b>-\$1,201,427</b>	<b>-\$1,171,270</b>	<b>-\$1,054,903</b>	<b>-\$1,127,354</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Council</b>					
Expenditures					
PT Wages	\$84,085	\$85,313	\$79,855	\$99,297	\$101,183
PT Wage Related Expenses	\$2,055	\$2,320	\$4,503	\$7,000	\$7,285
Manulife Benefits	\$22,294	\$21,955	\$19,653	\$23,294	\$23,634
Office Supplies & Equipment	\$131	\$164	\$0	\$250	\$250
Mileage	\$773	\$798	\$422	\$1,000	\$1,000
Professional Development	\$1,939	\$3,495	\$0	\$3,200	\$3,200
Membership and Subscription Fees	\$0	\$0	\$157	\$150	\$150
Employee Travel - Meals	\$94	\$162	\$95	\$300	\$300
Employee Travel - Accom/Parking	\$2,166	\$2,188	\$2,322	\$4,000	\$4,000
Employee Travel - Air Fare	\$408	\$0	\$0	\$500	\$500
<b>Expenditures Total</b>	<b>\$113,945</b>	<b>\$116,397</b>	<b>\$107,008</b>	<b>\$138,992</b>	<b>\$141,503</b>



	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Elections</b>					
Expenditures					
Per Diems	\$0	\$4,955	\$94	\$0	\$0
Office Supplies & Equipment	\$0	\$1,549	\$0	\$0	\$0
Postage	\$0	\$2,318	\$0	\$0	\$0
Professional Fees - Audit	\$0	\$0	\$0	\$1,550	\$0
Professional Development	\$0	\$260	\$0	\$0	\$0
Advertising	\$80	\$7,929	\$0	\$0	\$0
Contract Services	\$1,208	\$37,314	\$1,476	\$0	\$1,476
<b>Expenditures Total</b>	<b>\$1,289</b>	<b>\$54,325</b>	<b>\$1,569</b>	<b>\$1,550</b>	<b>\$1,476</b>
ReserveTransfers					
Contribution to Elections	\$12,787	\$12,787	\$13,750	\$13,750	\$13,750
Transfer From Elections	\$0	-\$48,574	\$0	\$0	\$0
<b>ReserveTransfers Total</b>	<b>\$12,787</b>	<b>-\$35,787</b>	<b>\$13,750</b>	<b>\$13,750</b>	<b>\$13,750</b>
Revenues					
Election - Other Recoveries	\$0	\$0	\$0	\$0	\$0
Nomination Fees	\$0	\$0	\$0	\$0	\$0
<b>Revenues Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Schedule A to Report FIN-2020-005

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Finance</b>					
<b>Expenditures</b>					
Principal Repayment	\$116,000	\$119,000	\$0	\$0	\$0
FT Wages	\$281,721	\$293,721	\$225,824	\$287,897	\$295,018
PT Wages	\$0	\$0	\$0	\$0	\$0
OT Wages	\$1,551	\$428	\$0	\$500	\$500
FT Wage Related Expenses	\$48,908	\$51,077	\$40,859	\$50,676	\$52,047
PT Wage Related Expenses	\$0	\$0	\$0	\$0	\$0
Manulife Benefits	\$33,506	\$33,236	\$29,459	\$33,708	\$34,638
WSIB	\$7,990	\$8,878	\$7,887	\$8,533	\$8,360
Computer Software & Hardware	\$1,244	\$888	\$3,717	\$500	\$500
Office Supplies	\$6,470	\$5,956	\$5,643	\$6,000	\$6,000
Hydro	\$5,629	\$0	\$0	\$0	\$0
Heat	\$1,824	\$0	\$0	\$0	\$0
Cleaning, Maintenance, Building Supplies	\$16,286	\$0	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$1,392	\$0	\$0	\$0	\$0
Outdoor Maintenance of Building	\$528	\$0	\$700	\$0	\$0
Postage	\$8,990	\$9,643	\$9,971	\$8,200	\$10,000
Communication (phone, fax, internet)	\$6,479	\$5,901	\$6,166	\$5,360	\$3,491
Professional Fees - Audit	\$14,959	\$12,242	\$14,959	\$14,000	\$14,000
Mileage	\$580	\$1,611	\$762	\$1,000	\$1,000
Professional Development	\$3,341	\$7,791	\$3,707	\$6,754	\$6,754
Membership and Subscription Fees	\$2,047	\$1,979	\$986	\$2,425	\$2,425
Employee Travel - Meals	\$20	\$25	\$25	\$150	\$150
Employee Travel - Accomodations	\$25	\$207	\$180	\$400	\$400
Advertising	\$2,360	\$10,189	\$4,973	\$7,670	\$7,670
Contract Services	\$43,591	\$35,093	\$46,430	\$35,641	\$41,532
Emergency Management	\$2,617	\$2,700	\$2,491	\$2,650	\$1,282
Environmental Service - Garbage Bags	\$15,130	\$16,230	\$19,677	\$17,500	\$17,500
Bank Service Charges	\$2,684	\$5,093	\$6,479	\$5,504	\$8,000
Other written off (non collectible inv's)	\$5,669	\$584	\$75	\$0	\$0
Debt Interest Repayment	\$8,792	\$2,975	\$0	\$0	\$0
Community Grants	\$32,475	\$31,750	\$37,553	\$37,553	\$37,553
<b>Expenditures Total</b>	<b>\$672,807</b>	<b>\$657,198</b>	<b>\$468,525</b>	<b>\$532,621</b>	<b>\$548,820</b>
<b>Revenues</b>					
Advertising, Legal, and Realtax Fees Recovered	\$0	-\$7,153	-\$4,019	-\$7,000	-\$5,000

## Schedule A to Report FIN-2020-005

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
NSF Fees	-\$880	-\$720	-\$480	-\$640	-\$640
Online Service Fee	\$0	-\$168	-\$490	-\$5,000	-\$1,000
Tax Certificates	-\$9,540	-\$8,040	-\$9,120	-\$8,520	-\$8,220
Other Recoveries	-\$5,257	-\$7,859	-\$8,781	-\$2,500	-\$6,500
Garbage bags	-\$17,930	-\$22,020	-\$19,455	-\$17,500	-\$17,500
<b>Revenues Total</b>	<b>-\$33,607</b>	<b>-\$45,960</b>	<b>-\$42,345</b>	<b>-\$41,160</b>	<b>-\$38,860</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Fire and Rescue</b>					
Expenditures					
PT Wages	\$418,073	\$407,876	\$350,782	\$402,559	\$413,238
PT Wage Related Expenses	\$30,573	\$55,406	\$85,930	\$31,970	\$33,085
Group Benefits	\$18,429	\$17,796	\$17,987	\$17,231	\$17,231
WSIB	\$11,607	\$12,425	\$11,230	\$12,681	\$12,397
Office Supplies	\$2,880	\$2,903	\$1,906	\$3,000	\$3,000
Hydro	\$6,243	\$0	\$0	\$0	\$0
Heat	\$1,397	\$0	\$0	\$0	\$0
Fuel	\$14,992	\$13,960	\$0	\$14,400	\$14,400
Water Protection	\$175	\$0	\$0	\$0	\$0
Equipment Maintenance & Supplies	\$24,525	\$26,814	\$22,174	\$25,000	\$25,000
Oxygen & Medical Supplies	\$3,026	\$1,307	\$2,241	\$3,100	\$3,100
Public Education	\$3,465	\$2,580	\$5,321	\$3,800	\$3,800
Cleaning, Maint & supplies for Bldg	\$8,498	\$0	\$0	\$0	\$0
Kitchen Supplies and Equipment	\$555	\$0	\$0	\$0	\$0
Waste Removal	\$675	\$0	\$0	\$0	\$0
Vehicle Maintenance	\$33,577	\$57,416	\$19,407	\$26,000	\$26,000
Communication (phone, fax, internet)	\$11,825	\$8,863	\$4,793	\$8,300	\$6,304
Mileage	\$3,559	\$3,471	\$3,716	\$4,000	\$4,000
Professional Development	\$20,304	\$20,174	\$14,217	\$24,105	\$24,105
Membership and Subscription Fees	\$3,319	\$4,162	\$4,607	\$4,712	\$4,892
Employee Travel - Meals	\$1,135	\$4,922	\$648	\$1,000	\$1,000
Employee Travel - Accomodations	\$1,718	\$959	\$2,251	\$2,600	\$2,600
Insurance	\$23,443	\$21,386	\$23,097	\$22,722	\$23,858
Advertising	\$2,021	\$166	\$0	\$1,000	\$1,000
Permits	\$471	\$471	\$471	\$485	\$485
Contract Services	\$30,713	\$37,857	\$70,653	\$75,495	\$80,021
Clothing, Safety Allowance	\$25,821	\$18,032	\$17,827	\$16,550	\$16,550
Vehicle Plates	\$189	\$265	\$265	\$265	\$265
<b>Expenditures Total</b>	<b>\$703,208</b>	<b>\$719,210</b>	<b>\$659,524</b>	<b>\$700,974</b>	<b>\$716,331</b>
Revenues					
Tent or Marquee Application Fee	-\$520	-\$728	\$0	-\$624	\$0
Open Burning Permit and Inspection	-\$15,150	-\$15,260	-\$15,360	-\$15,000	-\$15,300
Burning Permit Violations	-\$1,350	-\$1,350	-\$931	-\$1,396	-\$1,431
Fire Extinguisher Training	-\$225	-\$720	-\$150	-\$500	-\$505

## Schedule A to Report FIN-2020-005

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Water Tank Locks	-\$53	-\$18	\$0	-\$53	-\$54
Fireworks Permits	-\$300	-\$200	-\$200	-\$200	-\$204
Information/Fire Reports	-\$750	-\$375	-\$300	-\$450	-\$459
Other recoveries	-\$4,452	-\$851	-\$496	-\$3,000	-\$9,437
Occupancy Load	\$0	\$0	\$0	\$0	\$0
Fire Safety Plan Review	\$0	\$0	\$0	-\$240	-\$244
Post Fire Watch	\$0	\$0	\$0	\$0	\$0
Boarding up or Barricading	\$0	\$0	\$0	\$0	\$0
Key Boxes	\$0	-\$100	-\$100	-\$100	-\$102
Inspections	\$0	\$0	\$0	\$0	\$0
Motor Vehicle Emergency Responses	-\$114,465	-\$112,424	-\$70,700	-\$90,000	-\$91,800
Fire Alarm False Alarm Calls	\$0	\$0	\$0	\$0	\$0
Carbon Monoxide Alarms and Smoke Alarms	\$0	\$0	\$0	\$0	-\$245
<b>Revenues Total</b>	<b>-\$137,266</b>	<b>-\$132,027</b>	<b>-\$88,237</b>	<b>-\$111,564</b>	<b>-\$119,781</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Heritage Committee</b>					
Expenditures					
Per Diems	\$1,750	\$1,416	\$1,940	\$1,865	\$1,914
Heritage Plaques	\$0	\$0	\$46	\$100	\$100
Mileage	\$668	\$0	\$201	\$600	\$600
Training	\$824	\$0	\$305	\$1,250	\$1,000
Employee Travel - Meals	\$58	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$1,705	\$0	\$390	\$1,000	\$1,000
<b>Expenditures Total</b>	<b>\$5,006</b>	<b>\$1,416</b>	<b>\$2,882</b>	<b>\$4,915</b>	<b>\$4,714</b>

## Schedule A to Report FIN-2020-005

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Library</b>					
Expenditures					
Library Rent for Historical society	\$4,902	\$4,828	\$4,715	\$4,850	\$4,850
Library Water Monitoring	\$1,764	\$1,857	\$1,690	\$1,750	\$1,750
<b>Expenditures Total</b>	<b>\$6,666</b>	<b>\$6,685</b>	<b>\$6,405</b>	<b>\$6,600</b>	<b>\$6,600</b>
Revenues					
Library Costs Recovered from County	-\$3,060	-\$2,920	\$0	-\$3,000	-\$3,000
<b>Revenues Total</b>	<b>-\$3,060</b>	<b>-\$2,920</b>	<b>\$0</b>	<b>-\$3,000</b>	<b>-\$3,000</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Municipal Office					
Expenditures					
Hydro	\$0	\$17,799	\$15,217	\$20,000	\$20,000
Heat	\$0	\$11,756	\$11,096	\$12,000	\$12,000
Water Protection	\$0	\$525	\$945	\$420	\$420
Cleaning, Maint & supplies for Bldg	\$0	\$29,413	\$25,122	\$26,451	\$26,451
Kitchen Supplies and Equipment	\$0	\$3,878	\$4,064	\$3,400	\$3,400
Waste Removal	\$0	\$1,767	\$1,752	\$1,600	\$1,980
Outdoor Maintenance of Building	\$0	\$1,655	\$440	\$1,300	\$1,300
Contract Services	\$0	\$0	\$1,876	\$3,820	\$3,820
<b>Expenditures Total</b>	<b>\$0</b>	<b>\$66,793</b>	<b>\$60,511</b>	<b>\$68,991</b>	<b>\$69,371</b>
Revenues					
Municipal Office Costs Recovered from Building Department	\$0	-\$20,038	\$0	-\$20,697	-\$20,811
<b>Revenues Total</b>	<b>\$0</b>	<b>-\$20,038</b>	<b>\$0</b>	<b>-\$20,697</b>	<b>-\$20,811</b>



	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>ORC</b>					
Expenditures					
FT Wages	\$57,980	\$58,739	\$48,552	\$60,108	\$61,250
PT Wages	\$21,318	\$24,419	\$21,007	\$29,560	\$30,122
OT Wages	\$1,464	\$1,518	\$954	\$2,000	\$2,000
FT Wage Related Expenses	\$10,196	\$12,582	\$10,246	\$10,873	\$11,135
PT Wage Related Expenses	\$1,158	\$1,180	\$1,128	\$2,754	\$2,835
Manulife Benefits	\$7,779	\$8,751	\$6,779	\$8,280	\$7,045
WSIB	\$2,466	\$2,716	\$2,577	\$2,888	\$2,801
Office Supplies	\$390	\$184	\$601	\$300	\$300
Hydro	\$25,728	\$26,874	\$24,976	\$30,000	\$30,000
Heat	\$5,570	\$5,941	\$4,921	\$5,500	\$5,500
Fuel	\$446	\$0	\$0	\$0	\$0
Water Protection	\$829	\$753	\$572	\$700	\$700
Equipment Maintenance & Supplies	\$7,985	\$8,261	\$2,864	\$6,870	\$6,870
Signage	\$28	\$0	\$0	\$100	\$100
Bldg-Cleaning, Maint,Supplies Interior	\$2,846	\$5,216	\$3,306	\$6,000	\$6,000
Waste Removal	\$716	\$943	\$992	\$800	\$1,560
Bldg-Cleaning, Maint,Supplies Exterior	\$5,069	\$6,415	\$1,449	\$8,000	\$8,000
Communication (phone, fax, internet)	\$2,368	\$2,523	\$2,701	\$2,860	\$3,120
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$555	\$0	\$0	\$1,000	\$1,000
Membership and Subscription Fees	\$218	\$153	\$158	\$220	\$220
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$8,733	\$8,134	\$8,611	\$8,642	\$9,074
Advertising	\$371	\$525	\$0	\$500	\$500
Contract Services	\$66	\$66	\$563	\$1,480	\$1,480
Clothing, Safety Allowance	\$0	\$107	\$0	\$515	\$515
<b>Expenditures Total</b>	<b>\$164,278</b>	<b>\$176,000</b>	<b>\$142,957</b>	<b>\$190,150</b>	<b>\$192,327</b>
Revenues					
Ice Rental - Prime	-\$13,200	-\$18,012	-\$20,772	-\$18,000	-\$18,360
Ice Rental - Non-Prime	-\$385	\$0	\$0	\$0	\$0
Arena Summer Rentals	-\$14,841	-\$13,423	-\$13,440	-\$15,000	-\$13,750
Gymnasium Rental	-\$20,206	-\$20,418	-\$25,887	-\$17,000	-\$20,000
Rink Board and Ball Diamond Advertising	\$0	\$0	\$0	-\$350	-\$357
Other Recoveries	\$0	-\$421	-\$386	-\$500	-\$500

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Revenues Total</b>	<b>-\$48,633</b>	<b>-\$52,274</b>	<b>-\$60,484</b>	<b>-\$50,850</b>	<b>-\$52,967</b>
<b>Parks</b>					
<b>Expenditures</b>					
FT Wages	\$0	\$43,849	\$36,191	\$43,804	\$0
PT Wages	\$13,228	\$9,828	\$10,134	\$9,536	\$9,717
OT Wages	\$0	\$3,265	\$5,388	\$2,000	\$0
FT Wage Related Expenses	\$0	\$7,916	\$7,113	\$8,210	\$0
PT Wage Related Expenses	\$1,138	\$840	\$882	\$889	\$915
WSIB	\$419	\$1,762	\$1,872	\$1,743	\$292
Hydro	\$2,552	\$2,558	\$2,573	\$3,400	\$3,400
Fuel	\$1,910	\$2,663	\$0	\$2,200	\$2,200
Water Protection	\$657	\$646	\$35	\$1,000	\$1,000
Equipment Maintenance and Supplies	\$1,118	\$644	\$1,231	\$1,480	\$1,480
Vehicle Maintenance	\$542	\$244	\$197	\$500	\$500
Maintenance Grounds	\$10,393	\$7,963	\$4,118	\$10,000	\$10,000
Insurance	\$6,346	\$6,575	\$7,190	\$6,986	\$7,335
Advertising	\$623	\$0	\$1,134	\$500	\$500
Contract Services	\$28,474	\$18,551	\$7,272	\$15,660	\$5,160
Manulife Benefits	\$0	\$7,163	\$6,328	\$7,614	\$0
<b>Expenditures Total</b>	<b>\$67,402</b>	<b>\$114,468</b>	<b>\$91,658</b>	<b>\$115,522</b>	<b>\$42,498</b>
<b>Revenues</b>					
Horse Paddock Rental	-\$200	-\$200	-\$250	-\$200	-\$204
Picnic Shelter	-\$220	-\$220	-\$400	-\$300	-\$306
Ball Diamond Rentals	-\$2,606	-\$3,023	-\$5,627	-\$4,000	-\$5,500
Sports Facility User Fees	-\$15,313	-\$920	-\$730	-\$800	-\$800
Soccer Field Rentals	\$0	-\$2,321	-\$2,331	-\$3,000	-\$3,000
<b>Revenues Total</b>	<b>-\$18,339</b>	<b>-\$6,684</b>	<b>-\$9,338</b>	<b>-\$8,300</b>	<b>-\$9,810</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>PCC</b>					
Expenditures					
FT Wages	\$6,946	\$0	\$0	\$0	\$56,088
PT Wages	\$47,348	\$40,085	\$35,414	\$41,198	\$40,505
OT Wages	\$853	\$398	\$354	\$500	\$2,000
FT Wage Related Expenses	\$12	\$3	\$7	\$0	\$10,239
PT Wage Related Expenses	\$2,163	\$1,821	\$1,668	\$6,960	\$4,001
Manulife Benefits	\$0	\$0	\$0	\$0	\$7,791
WSIB	\$1,520	\$1,262	\$1,231	\$1,313	\$2,958
Office Supplies	\$265	\$132	\$82	\$150	\$150
Hydro	\$16,043	\$12,632	\$10,337	\$16,500	\$16,500
Heat	\$4,300	\$4,482	\$4,040	\$4,300	\$4,300
Fuel	\$0	\$0	\$0	\$500	\$500
Water Protection	\$4,875	\$4,386	\$4,394	\$5,100	\$5,100
Bldg-Cleaning, Maint,Supplies Interior	\$8,385	\$13,503	\$8,557	\$13,870	\$13,870
Kitchen Supplies and Equipment	\$5,944	\$2,102	\$557	\$1,500	\$1,500
Waste Removal	\$2,864	\$2,881	\$3,966	\$2,500	\$6,240
Outdoor Maintenance of Building	\$2,618	\$1,546	\$2,335	\$1,200	\$1,200
Communication (phone, fax, internet)	\$2,278	\$2,251	\$2,987	\$2,800	\$3,000
Mileage	\$0	\$0	\$0	\$100	\$100
Professional Development	\$36	\$0	\$0	\$0	\$0
Membership and Subscription Fees	\$0	\$500	\$500	\$500	\$500
Employee Travel - Meals	\$0	\$0	\$0	\$150	\$150
Employee Travel - Accomodations	\$0	\$0	\$0	\$450	\$450
Insurance	\$7,110	\$7,537	\$7,996	\$8,008	\$8,408
Advertising	\$0	\$0	\$914	\$2,000	\$2,000
Contract Services	\$1,611	\$1,903	\$1,650	\$3,660	\$3,660
Clothing, Safety Allowance	\$0	\$0	\$0	\$0	\$260
<b>Expenditures Total</b>	<b>\$115,171</b>	<b>\$97,425</b>	<b>\$86,988</b>	<b>\$113,260</b>	<b>\$191,469</b>
Revenues					
Hall - Prime	-\$25,713	-\$22,692	-\$28,866	-\$22,800	-\$27,246
Hall - Non-Prime	-\$16,971	-\$21,209	-\$19,589	-\$16,000	-\$19,120
Meeting Room	-\$9,324	-\$9,937	-\$13,427	-\$8,000	-\$11,950
Licensed Events Using Patio	-\$334	-\$336	-\$285	-\$229	-\$234
Hall - Commercial Rentals	-\$765	-\$3,060	-\$1,547	-\$782	-\$636
Bartenders	-\$10,434	-\$8,720	-\$7,227	-\$8,500	-\$8,354

## Schedule A to Report FIN-2020-005

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Kitchen Facilities - Non-Prime	-\$3,251	-\$2,969	-\$3,143	-\$3,180	-\$3,800
Advertising Sign	-\$225	-\$33	-\$33	-\$324	-\$102
Other Recoveries	-\$360	-\$1,851	-\$1,321	-\$400	-\$1,000
Recreation Conditional Grants	-\$6,253	-\$5,325	\$0	-\$5,167	-\$5,167
Donations	-\$400	-\$7,031	-\$19,435	\$0	\$0
Projector and Microphone Rental Fee	-\$25	-\$128	-\$75	-\$100	-\$102
<b>Revenues Total</b>	<b>-\$74,055</b>	<b>-\$83,292</b>	<b>-\$94,948</b>	<b>-\$65,481</b>	<b>-\$77,710</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>PDAC</b>					
Expenditures					
Per Diems	\$3,934	\$3,910	\$4,280	\$4,360	\$4,466
Office Supplies & Equipment	\$42	\$0	\$62	\$50	\$50
Mileage	\$0	\$0	\$0	\$150	\$150
Training	\$0	\$0	\$0	\$1,500	\$1,500
<b>Expenditures Total</b>	<b>\$3,977</b>	<b>\$3,910</b>	<b>\$4,342</b>	<b>\$6,060</b>	<b>\$6,166</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Planning</b>					
<b>Expenditures</b>					
FT Wages	\$66,557	\$57,905	\$46,017	\$57,040	\$59,883
OT Wages	\$0	\$0	\$0	\$500	\$500
FT Wage Related Expenses	\$11,617	\$10,523	\$9,218	\$10,152	\$10,686
Manulife Benefits	\$8,117	\$5,887	\$3,692	\$4,393	\$4,545
WSIB	\$2,004	\$1,876	\$1,679	\$1,813	\$1,811
Office Supplies	\$18	\$656	\$752	\$100	\$400
Communication (phone, fax, internet)	\$136	\$0	\$0	\$200	\$200
Professional Fees - Legal	\$5,699	\$32,733	\$27,955	\$27,000	\$17,000
Professional Fees - Engineering	\$61,512	\$67,792	\$49,525	\$57,849	\$57,849
Mileage	\$0	\$0	\$99	\$250	\$250
Professional Development	\$356	\$0	\$712	\$1,401	\$1,401
Membership and Subscription Fees	\$120	\$280	\$300	\$150	\$150
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Employee Travel - Accomodations	\$0	\$0	\$0	\$350	\$350
Advertising	\$8,158	\$5,840	\$2,735	\$4,000	\$3,500
Professional Fees - Water Monitoring	\$2,150	\$529	\$3,818	\$2,000	\$2,000
Contract Services	\$4,868	\$9,719	\$7,830	\$13,000	\$23,440
CIP Grants	\$1,487	\$427	\$0	\$7,500	\$7,500
<b>Expenditures Total</b>	<b>\$172,798</b>	<b>\$194,167</b>	<b>\$154,331</b>	<b>\$187,797</b>	<b>\$191,566</b>
<b>ReserveTransfers</b>					
Transfer from Operating Carryforward	\$0	\$0	\$0	-\$7,500	-\$7,500
Transfer to Operating Carryforward	\$0	\$7,500	\$0	\$0	\$0
<b>ReserveTransfers Total</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$0</b>	<b>-\$7,500</b>	<b>-\$7,500</b>
<b>Revenues</b>					
Engineering, Environmental, Legal, and Advertising Fees Recovered	-\$58,257	-\$47,321	-\$26,664	-\$20,000	-\$20,000
Minor Variance	-\$11,492	-\$13,110	-\$18,154	-\$9,884	-\$18,199
Agreements	-\$510	-\$765	-\$1,015	-\$765	-\$780
Part Lot Control Exemption By-law	\$0	\$0	-\$585	\$0	\$0
Site Plan Control	-\$8,081	-\$42,300	-\$31,450	-\$21,700	-\$23,292
Consent Review and Clearance	-\$3,840	-\$5,633	-\$3,750	-\$2,010	-\$4,110
Zoning By-law Amendment	-\$7,200	-\$16,500	-\$43,600	-\$16,200	-\$29,684
Telecommunication Tower Proposals	-\$1,520	-\$521	-\$532	-\$532	-\$2,293
Zoning By-law Amendment - Aggregate	\$0	\$0	\$0	\$0	\$0

## Schedule A to Report FIN-2020-005

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Zoning Compliance Letter	-\$2,700	-\$2,325	-\$2,775	-\$2,250	-\$2,295
Zoning By-law #19/85	\$0	\$0	\$0	\$0	\$0
Business Retention and Expansion Municipal Implementation Fund	\$0	-\$25,000	\$0	\$0	\$0
Lifting of Holding Designation Fee (Zoning)	\$0	-\$1,146	\$0	-\$586	-\$598
Ownership List Confirmation	\$0	\$0	\$0	\$0	-\$2,100
Pre-Consultation	\$0	\$0	\$0	\$0	-\$615
Garden Suites and Renewals (Zoning)	\$0	\$0	\$0	\$0	-\$1,200
<b>Revenues Total</b>	<b>-\$93,600</b>	<b>-\$154,621</b>	<b>-\$128,525</b>	<b>-\$73,927</b>	<b>-\$105,166</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Public Works</b>					
Expenditures					
FT Wages	\$337,479	\$372,764	\$270,392	\$379,496	\$372,661
PT Wages	\$45,548	\$35,837	\$14,252	\$19,293	\$39,320
OT Wages	\$34,427	\$38,290	\$40,883	\$30,700	\$32,700
FT Wage Related Expenses	\$60,342	\$65,136	\$57,255	\$69,423	\$68,802
PT Wage Related Expenses	\$4,556	\$41,630	\$3,073	\$3,534	\$7,240
Manulife Benefits	\$39,336	\$40,262	\$33,677	\$44,381	\$44,432
WSIB	\$12,089	\$13,835	\$11,912	\$12,948	\$13,187
Office Supplies	\$1,068	\$167	\$20	\$500	\$500
Hydro	\$9,143	\$667	\$620	\$1,000	\$1,000
Heat	\$5,117	\$0	\$0	\$0	\$0
Fuel	\$67,350	\$68,538	\$87,419	\$70,000	\$70,000
Equipment Maintenance & Supplies	\$1,955	\$2,423	\$2,166	\$2,050	\$2,050
Signage	\$9,559	\$9,402	\$9,403	\$10,000	\$10,000
Pavement Markings	\$30,940	\$35,986	\$14,485	\$35,500	\$35,500
Railway Maintenance	\$0	\$5,993	\$488	\$5,000	\$5,000
Maintenance Gravel	\$67,621	\$48,384	\$73,349	\$80,000	\$80,000
Calcium	\$49,044	\$55,840	\$61,026	\$58,800	\$60,564
Winter Maintenance	\$191,710	\$200,567	\$181,366	\$203,000	\$229,250
Waste Removal	\$1,460	\$0	\$0	\$1,500	\$1,500
Shop Overhead	\$8,346	\$8,349	\$7,110	\$7,400	\$7,400
Road Maintenance supplies	\$35,796	\$34,631	\$29,916	\$35,400	\$35,400
Vehicle Maintenance	\$41,184	\$48,504	\$73,210	\$46,000	\$46,000
Speed Monitor	\$0	\$0	\$0	\$500	\$500
Sidewalk Repairs	\$0	\$0	\$890	\$5,000	\$5,000
Communication (phone, fax, internet)	\$2,925	\$3,051	\$2,766	\$4,182	\$3,144
Professional Fees - Engineering	\$0	\$0	\$466	\$2,000	\$2,000
Mileage	\$0	\$36	\$0	\$100	\$100
Professional Development	\$415	\$1,232	\$1,211	\$1,420	\$1,420
Membership and Subscription Fees	\$787	\$598	\$698	\$900	\$900
Employee Travel - Meals	\$0	\$0	\$0	\$100	\$100
Insurance	\$73,154	\$71,607	\$77,372	\$76,082	\$79,886
Advertising	\$1,371	\$342	\$989	\$1,000	\$1,000
Vehicle Plates	\$7,240	\$7,255	\$6,012	\$7,255	\$7,255
Permits	\$505	\$105	\$50	\$100	\$100
Contract Services	\$29,098	\$30,516	\$25,563	\$44,120	\$45,220



	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Clothing, Safety Allowance	\$584	\$847	\$702	\$1,050	\$4,000
Street Lights: Repairs and Hydro Bills	\$53,350	\$44,766	\$21,882	\$14,850	\$14,850
Cleaning, Maint & supplies for Bldg	\$1,091	\$0	\$0	\$0	\$0
Tree Maintenance Program	\$0	\$0	\$18,933	\$20,000	\$20,000
<b>Expenditures Total</b>	<b>\$1,224,591</b>	<b>\$1,287,558</b>	<b>\$1,129,554</b>	<b>\$1,294,585</b>	<b>\$1,347,981</b>
ReserveTransfers					
Contribution to Winter Maintenance	\$0	\$0	\$0	\$0	\$0
Contribution from Winter Maintenance	-\$8,710	-\$17,567	\$0	\$0	\$0
Transfer from Asset Management Discretionary Reserve	\$0	-\$5,993	\$0	-\$10,000	-\$10,000
<b>ReserveTransfers Total</b>	<b>-\$8,710</b>	<b>-\$23,560</b>	<b>\$0</b>	<b>-\$10,000</b>	<b>-\$10,000</b>
Revenues					
Oversize-Overweight Load Permits	\$0	-\$300	\$0	\$0	-\$102
Entrance Permit	-\$4,139	-\$6,210	-\$2,580	-\$4,465	-\$3,520
Roads Other Recoveries	-\$560	-\$500	\$0	-\$1,000	-\$1,000
Third Party Cost Recovery	\$0	\$0	\$0	\$0	\$0
Third Party Cost Recovery Administration Fee	\$0	\$0	\$0	\$0	\$0
<b>Revenues Total</b>	<b>-\$4,699</b>	<b>-\$7,010</b>	<b>-\$2,580</b>	<b>-\$5,465</b>	<b>-\$4,622</b>

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Recreation Committee					
Expenditures					
Per Diems	\$2,605	\$1,532	\$2,565	\$2,546	\$2,605
Expenditures Total	\$2,605	\$1,532	\$2,565	\$2,546	\$2,605

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Source Water Protection</b>					
Expenditures					
FT Wages/Benefits	\$10,907	\$9,253	\$6,794	\$9,650	\$8,960
Public Education Costs	\$0	\$0	\$0	\$0	\$0
Professional Fees	\$5,474	\$0	\$0	\$0	\$0
<b>Expenditures Total</b>	<b>\$16,380</b>	<b>\$9,253</b>	<b>\$6,794</b>	<b>\$9,650</b>	<b>\$8,960</b>
ReserveTransfers					
Transfer from Operating Carryforward	-\$2,836	\$0	\$0	\$0	\$0
<b>ReserveTransfers Total</b>	<b>-\$2,836</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Revenues					
Source Protection Municipal Implementation Fund	\$0	-\$17,260	\$0	\$0	\$0
<b>Revenues Total</b>	<b>\$0</b>	<b>-\$17,260</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Total</b>	<b>\$2,440,489</b>	<b>\$2,740,082</b>	<b>\$1,983,459</b>	<b>\$2,851,360</b>	<b>\$2,811,754</b>

**2020 Proposed Expenditures, Reserve Transfers and Revenues Summary**

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
<b>Expenditures</b>					
Administration	\$517,915	\$555,262	\$445,431	\$622,807	\$607,321
Building	\$369,788	\$530,858	\$515,779	\$678,566	\$679,401
By-law	\$77,668	\$87,021	\$53,598	\$79,234	\$73,292
Corporate	\$185,637	\$186,791	\$180,186	\$192,217	\$194,442
Council	\$113,945	\$116,397	\$107,008	\$138,992	\$141,503
Elections	\$1,289	\$54,325	\$1,569	\$1,550	\$1,476
Finance	\$672,807	\$657,198	\$468,525	\$532,621	\$548,820
Fire and Rescue	\$703,208	\$719,210	\$659,524	\$700,974	\$716,331
Heritage Committee	\$5,006	\$1,416	\$2,882	\$4,915	\$4,714
Library	\$6,666	\$6,685	\$6,405	\$6,600	\$6,600
Municipal Office	\$0	\$66,793	\$60,511	\$68,991	\$69,371
ORC	\$164,278	\$176,000	\$142,957	\$190,150	\$192,327
Parks	\$67,402	\$114,468	\$91,658	\$115,522	\$42,498
PCC	\$115,171	\$97,425	\$86,988	\$113,260	\$191,469
PDAC	\$3,977	\$3,910	\$4,342	\$6,060	\$6,166
Planning	\$172,798	\$194,167	\$154,331	\$187,797	\$191,566
Public Works	\$1,224,591	\$1,287,558	\$1,129,554	\$1,294,585	\$1,347,981
Recreation Committee	\$2,605	\$1,532	\$2,565	\$2,546	\$2,605
Source Water Protection	\$16,380	\$9,253	\$6,794	\$9,650	\$8,960
<b>Expenditures Total</b>	<b>\$4,421,132</b>	<b>\$4,866,267</b>	<b>\$4,120,607</b>	<b>\$4,947,035</b>	<b>\$5,026,843</b>
<b>ReserveTransfers</b>					
Administration	-\$38,632	\$218,389	\$6,803	\$65,000	\$60,100
Building	\$220,113	-\$48,583	\$0	-\$239,697	-\$238,423
Elections	\$12,787	-\$35,787	\$13,750	\$13,750	\$13,750
Planning	\$0	\$7,500	\$0	-\$7,500	-\$7,500
Public Works	-\$8,710	-\$23,560	\$0	-\$10,000	-\$10,000
Source Water Protection	-\$2,836	\$0	\$0	\$0	\$0
<b>ReserveTransfers Total</b>	<b>\$182,722</b>	<b>\$117,959</b>	<b>\$20,553</b>	<b>-\$178,447</b>	<b>-\$182,073</b>

**2020 Proposed Expenditures, Reserve Transfers and Revenues Summary**

	2017 Actuals	2018 Actuals	2019 YTD	2019 Budget	2020 Budget
Revenues					
Administration	-\$6,790	-\$6,011	-\$20,004	-\$15,900	-\$6,100
Building	-\$589,901	-\$482,275	-\$487,944	-\$438,870	-\$440,978
By-law	-\$35,049	-\$32,346	-\$52,026	-\$27,111	-\$25,856
Corporate	-\$1,118,364	-\$1,201,427	-\$1,171,270	-\$1,054,903	-\$1,127,354
Elections	\$0	\$0	\$0	\$0	\$0
Finance	-\$33,607	-\$45,960	-\$42,345	-\$41,160	-\$38,860
Fire and Rescue	-\$137,266	-\$132,027	-\$88,237	-\$111,564	-\$119,781
Library	-\$3,060	-\$2,920	\$0	-\$3,000	-\$3,000
Municipal Office	\$0	-\$20,038	\$0	-\$20,697	-\$20,811
ORC	-\$48,633	-\$52,274	-\$60,484	-\$50,850	-\$52,967
Parks	-\$18,339	-\$6,684	-\$9,338	-\$8,300	-\$9,810
PCC	-\$74,055	-\$83,292	-\$94,948	-\$65,481	-\$77,710
Planning	-\$93,600	-\$154,621	-\$128,525	-\$73,927	-\$105,166
Public Works	-\$4,699	-\$7,010	-\$2,580	-\$5,465	-\$4,622
Source Water Protection	\$0	-\$17,260	\$0	\$0	\$0
<b>Revenues Total</b>	<b>-\$2,163,365</b>	<b>-\$2,244,145</b>	<b>-\$2,157,700</b>	<b>-\$1,917,228</b>	<b>-\$2,033,016</b>
<b>Operating Tax Levy</b>	<b>\$2,440,489</b>	<b>\$2,740,082</b>	<b>\$1,983,459</b>	<b>\$2,851,360</b>	<b>\$2,811,754</b>

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Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Administration	CAO/Clerk	3	CAO Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	CAO/Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	CAO/Clerk	4	AMO Conference	Ottawa	\$ 700.00
Administration	Deputy Clerk	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Administration	Deputy Clerk	2	AMCTO Courses	Ontario	\$ 700.00
Administration	Deputy Clerk	3	AMCTO Conference	Blue Mountain	\$ 780.00
Administration	Legislative Assistant (Contract)	Online	AMCTO Course - Primer on Planning	Online	\$ 435.05
Administration	Legislative Assistant (Contract)	Online	AMCTO Courses - Municipal Administration Program	Online	\$ 732.67
Administration	New Fire & Rescue Services System Training	3	New Fire & Rescue Services System Training - Automation Opportunities	Township Office	\$ 7,000.00
Administration	All Employees - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 5,000.00
Administration	All Employees - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 3,000.00
Administration	All Employees - Corporate Wide Training	0	Website Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Records Management Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Microsoft Office Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Keystone Training	Township Office	\$ -
Administration	All Employees - Corporate Wide Training	0	Management Training	Township Office	\$ -
Building	Building Inspector	10	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	10	Ontario Building Officials' Association (OBOA) Course(s)	Ontario	\$ 3,000.00
Building	Building Inspector	5	OBOA Annual Meeting & Training Session (AMTS)	Ontario	\$ 900.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Building Inspector	1	Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Customer Service Coordinator	5	OBOA General Legal	Ontario	\$ 700.00
Building	Customer Service Coordinator	5	OBOA General Legal	Ontario	\$ 700.00
Building	Taxation and Customer Service Supervisor	5	OBOA General Legal	Ontario	\$ 700.00
Building	Customer Service Coordinator	1	2 Ministry of Municipal Affairs and Housing Exams	Ontario	\$ 350.00
Building	Allocation - Corporate Wide Training	3	Health and Safety Training	Township Office	\$ 900.00
Building	Allocation - Corporate Wide Training	2	Harassment and Violence in the Workplace Training	Township Office	\$ 1,500.00
Building	Allocation - Corporate Wide Training	3	Teamwork/Individual Coaching Training	Township Office	\$ 900.00
By-law	By-law Enforcement Officer	5	Ontario Association of Property Standards Officers - Annual Training Seminar and Annual General Meeting	Niagara Falls	\$ 1,200.00
Finance	Director of Finance/Treasurer	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Finance	Director of Finance/Treasurer	3	MFOA Conference	Niagara Falls	\$ 500.00
Finance	Taxation and Customer Service Supervisor	Online	AMCTO Courses	Online	\$ 732.67
Finance	Deputy Treasurer	1	Any required training	Ontario	\$ 500.00
Finance	Customer Service Coordinator	Online	Municipal Tax Administration Correspondence through Seneca	Online	\$ 881.65
Fire and Rescue	Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 750.00
Fire and Rescue	Fire Chief	5	Management Training - Schulich School of Business	Toronto	\$ 4,140.00
Fire and Rescue	Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Deputy Fire Chief	3	Ontario Association of Fire Chiefs' Conference	Toronto	750
Fire and Rescue	Deputy Fire Chief	2	Ontario Association of Fire Chiefs' General Meeting	Niagara Falls	\$ 525.00
Fire and Rescue	Health and Safety Training Officer	See 2019 Base Budget Increase	Blue Card Command Instructors' Course	Ontario	\$ 6,000.00
Fire and Rescue	Chief Training Officer	5	Ontario Fire College Fire Instructor's Seminar	Gravenhurst	\$ 65.00
Fire and Rescue	2 Health and Safety Committee Members		PSHSA H&S Certification Part 1 and Part 2	Ontario	\$ 1,400.00
Fire and Rescue	Volunteer Firefighter	2	Fire Service Women Conference	Sarnia	\$ 350.00
Fire and Rescue	3 New Qualified Acting Captains	5	Blue Card Command - On-line Course - 40 Hours	Online Course	\$ 1,800.00
Fire and Rescue	Other Firefighters not described above	15	Ontario Fire College Courses	Gravenhurst	\$ 995.00
Fire and Rescue	Resource Materials	N/A	Textbooks, dvds, training props, misc.	N/A	\$ 950.00
Fire and Rescue	Resource Materials	N/A	Blue Card Command Resources and Admin Centre	N/A	\$ 3,730.00
Fire and Rescue	Public Fire and Life Safety Educator	3	Ontario Association of Fire Chiefs' Conference	Toronto	\$ 350.00

One-Time Base Budget Increase approved in 2019 and requesting the BBI to be carried forward to 2020.

Department	Position	# of Business Days	Conference/Seminar/Training Session	Location	Cost
Fire and Rescue	Chief Fire Prevention Officer		3OMFPOA Training and Educational Symposium	Windsor	\$ 575.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Guelph	\$ 600.00
Fire and Rescue	Facility Rental	N/A	Facility Rental	Cambridge	\$ 600.00
Fire and Rescue	Driver Training Program - Frank Cowan	Complimentary	Complimentary - see email dated July 25, 2018 from Jeffery and Spe	Municipal Office	\$ -
Planning	Development and Legislative Coordinator		3Ontario Association of Committee of Adjustment Conference	Niagara Falls	\$ 530.40
Planning	Development and Legislative Coordinator	Online	AMCTO Courses	Online	\$ 435.05
Planning	Development and Legislative Coordinator	Online	AMCTO Courses - Municipal Administration Program	Online	\$ 435.05
Public Works	Supervisor of Public Works, Parks and Facilities		2Association of Ontario Road Supervisors	TBD	\$ 1,200.00
Public Works	TBD		1Safety/Equipment Training	TBD	\$ 220.00
ORC	Facility Operator		3Ontario Recreation Facilities Association Training	Guelph	\$ 555.00
ORC	Facility Operator		1Olympia Training	ORC	\$ 445.00

Directly from Expense Policy:

Clause 4.2. Conference, seminar, or training attendance is limited to Ontario unless otherwise approved by the CAO/Clerk.

Clause 4.3. Conference, seminar, or training attendance is limited to the following:

- Two (2) job-related conferences per year in Ontario or one (1) outside of Ontario.
- Two (2) job-related off-site training sessions per year in Ontario or one (1) outside of Ontario.
- Conference, seminar, and training sessions must be itemized in the annual budget of each department
- Attendance at conference, seminar, and training sessions are limited to a maximum of ten (10) business days.
- Additional mandatory training requires approval by the CAO/Clerk.

## Memberships and Associations Budget

Schedule D to Report FIN-2020-005

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Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Administration	CAO/Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	CAO/Clerk	Ontario Municipal Administrators' Association	N/A	\$ 400.00	\$ 400.00	
Administration	Deputy Clerk	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	Legislative Assistant (Contract)	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	Development & Legislative Coordinator	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Administration	Development & Legislative Coordinator	Institute of Law Clerks of Ontario Certification – <i>only applicable if the employee is a Law Clerk</i>	N/A	\$ 200.00	\$ -	
Administration	Corporate Memberships	Municipal World	\$ 60.00	N/A	\$ 60.00	
Administration	Corporate Memberships	Association of Municipalities of Ontario	\$ 2,800.00	N/A	\$ 2,800.00	
Administration	Corporate Memberships	Ontario Good Roads Association	\$ 850.00	N/A	\$ 850.00	
Administration	Corporate Memberships	Wellington County Clerks and Treasurers Association	\$ 200.00	N/A	\$ 200.00	
Administration	Corporate Memberships	Federation of Canadian Municipalities	\$ 2,330.00	N/A	\$ 2,330.00	
Administration	Corporate Memberships	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 40.60	
Administration	Corporate Memberships	Human Resources Download Program	\$ 3,700.00	N/A	\$ 2,590.00	
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00	
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00	
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00	
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Building	Building Inspector	Annual Registration – Ministry of Municipal Affairs and Housing	N/A	\$ 115.00	\$ 115.00	
Building	Building Inspector	Ontario Building Officials Association	N/A	\$ 315.00	\$ 315.00	



## Memberships and Associations Budget

Schedule D to Report FIN-2020-005

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Building	Building Inspector	Ontario Building Officials Association Wellington-Waterloo and District Chapter	N/A	\$ 30.00	\$ 30.00	
Building	Building Inspector	Ontario Plumbing Inspectors Association	N/A	\$ 62.00	\$ 62.00	
Building	Building Inspector	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Building	Corporate Memberships	Ontario Association of Property Standards Officers	\$ 75.00	\$ 75.00	\$ 75.00	
Building	Corporate Memberships	Municipal Law Enforcement Officers' Association	\$ 168.00	\$ 110.00	\$ 168.00	
Building	Corporate Memberships	Ontario Onsite Waste Water Association	\$ 375.00	\$ 250.00	\$ 375.00	
Building	Corporate Wide Membership Allocation - 30%	Municipal Information Network	\$ 600.00	N/A	\$ 180.00	
Building	Corporate Wide Membership Allocation - 30%	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 90.00	
Building	Corporate Wide Membership Allocation - 30%	Human Resources Download Program	\$ 3,700.00	N/A	\$ 1,110.00	
Building	Corporate Wide Membership Allocation - 30%	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 30.00	
Building	Corporate Wide Membership Allocation - 30%	Ontario Municipal Management Institute	\$ 58.00	N/A	\$ 17.40	
ORC	Facility Operator	Ontario Recreation Facilities Association	\$ 700.00	\$ 150.00	\$ 150.00	
ORC	Facility Operator	TSSA Class B Refrigeration	N/A	\$ 70.00	\$ 70.00	
Finance	Director of Finance/Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ 1,000.00	
Finance	Deputy Treasurer	Chartered Professional Accountants of Canada - <i>only applicable if the employee has a professional accounting designation</i>	N/A	\$ 1,000.00	\$ -	
Finance	Taxation and Customer Service Supervisor	Ontario Municipal Tax and Revenue Association	\$ 1,650.00	\$ 250.00	\$ -	
Finance	Taxation and Customer Service Supervisor	Association of Municipal Managers, Clerks and Treasurers of Ontario	N/A	\$ 400.00	\$ 400.00	
Finance	Corporate Memberships	Municipal Finance Officers' Association	\$ 325.00	N/A	\$ 325.00	

## Memberships and Associations Budget

Schedule D to Report FIN-2020-005

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Finance	Corporate Memberships	Municipal Employer Pension Center of Ontario	\$ 100.00	N/A	\$ 70.00	
Finance	Corporate Memberships	Local Authority Services Energy Planning Tool	\$ 300.00	N/A	\$ 210.00	
Finance	Corporate Memberships	Municipal Information Network	\$ 600.00	N/A	\$ 420.00	
Fire and Rescue	Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Deputy Fire Chief	Ontario Association of Fire Chiefs	N/A	\$ 260.00	\$ 260.00	
Fire and Rescue	Chief Fire Prevention Officer	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Public Fire and Life Safety Educator	National Association of Fire Investigators	N/A	\$55.00 USD	\$ 69.58	
Fire and Rescue	Corporate Memberships	National Fire Protection Association	\$175.00 USD	N/A	\$ 221.00	
Fire and Rescue	Corporate Memberships	National Fire Codes Subscription Service	\$1,500.00 USD	N/A	\$ 1,897.00	
Fire and Rescue	Corporate Memberships	Wellington County Training Officers Association	\$ 50.00	N/A	\$ 50.00	
Fire and Rescue	Corporate Memberships	Ontario Association of Fire Training Officers	\$ 150.00	N/A	\$ 150.00	
Fire and Rescue	Corporate Memberships	Fire Marshal's Public Fire Safety Council	\$ 100.00	N/A	\$ 100.00	
Fire and Rescue	Corporate Memberships	Wellington County Fire Chiefs Association	\$ 250.00	N/A	\$ 250.00	
Fire and Rescue	Corporate Memberships	Wellington Dufferin Mutual Aid Membership	\$ 1,000.00	N/A	\$ 1,000.00	
Fire and Rescue	Corporate Memberships	Ontario Municipal Fire Prevention Officers Association	\$ 150.00		\$ 150.00	
Fire and Rescue	Individual Membership	Fire Service Women Ontario		\$ 40.00	\$ 120.00	<b>2020 increase for 2 more memberships</b>
Fire and Rescue	Individual Membership	Ontario Fire Chiefs' Administrative Assistants Association		\$ 45.00	\$ 45.00	

## Memberships and Associations Budget

Schedule D to Report FIN-2020-005

Department	Position	Membership and/or Association	Corporate Fee	Individual Fee	Budget	Notes
Fire and Rescue	Corporate Memberships	Emergency Vehicle Technicians Association of Ontario	\$ 100.00	N/A	\$ 100.00	<b>new for 2020</b>
Fire and Rescue	Corporate Memberships	Wellington Dufferin Fire Prevention	\$ 150.00	N/A	\$ 150.00	
PCC	Corporate Memberships	Parks and Recreation of Ontario	\$ 1,050.00	\$ 250.00	\$ -	
PCC	Corporate Memberships	Taste Real - County of Wellington	\$ 500.00	N/A	\$ 500.00	
Planning	Corporate Memberships	Ontario Association of Committee of Adjustment	\$ 150.00	N/A	\$ 150.00	
Public Works	Director of Public Works, Parks and Facilities	Ontario Association of Certified Technicians and Technologists – <i>only applicable if the employee has a C.Tech. or C.E.T. designation</i>	N/A	\$ 250.00	\$ -	
Public Works	Director of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Director of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	
Public Works	Supervisor of Public Works, Parks and Facilities	Association of Ontario Road Supervisors – <i>only applicable if the employee has a CRS designation</i>	N/A	\$ 200.00	\$ 200.00	
Public Works	Supervisor of Public Works, Parks and Facilities	County of Wellington Road Supervisors Association	N/A	\$ 250.00	\$ 250.00	

### Directly from Expense Policy:

**Clause 1.1.** The Township will provide membership and association fees for those organizations and professional associations that generate important and current technical and professional information to the department and the Township.

**Clause 1.2.** The Township will pay for professional membership and association fees for employees who are required to carry a designation in order to perform their duties and responsibilities. Requirements must be included and detailed in the employee's job description. A budget itemizing the memberships and associations paid by the Township for each department shall be included in the annual budget.

**Clause 1.3.** If the professional membership and association fee is not related to the employee's current position at the Township and not detailed in the job description, the employee is responsible for the full cost.

# Uniforms and Special Clothing Budget

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Department	Account	Position	Uniform Item	Cost
Building		Inspectors (2)	Safety Boots	\$ 350
Building		Inspectors (2)	Township Supplied Uniform	\$ 170
Building		Chief Building Official and Inspectors (2)	Gloves, Hardhat(s)	\$ 200
By-law		By-law Enforcement Officer	Township Supplied Uniform	\$ 85
Fire and Rescue		All Staff	Township Supplied Uniform	\$ 3,870
Fire and Rescue			Firefighting Boots	\$ 2,820
Fire and Rescue			Dress Uniforms	\$ 2,508
Fire and Rescue		All Staff	Gear cleaning and inspection	\$ 2,150
Fire and Rescue			Additional Uniform and Gear items as required	\$ 5,202
Public Works		All Staff	One-Time 2020 Base Budget Increase - November 6, 2019 Council Meeting	\$ 2,000
Public Works		Director of Public Works, Parks and Facilities	Safety Boots	\$ 175
Public Works		Director of Public Works, Parks and Facilities	Township Supplied Uniform	\$ 225
Public Works		Supervisor of Public Works, Parks and Facilities	Safety Boots	\$ 175
Public Works		Supervisor of Public Works, Parks and Facilities	Township Supplied Uniform	\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	\$ 175
Public Works		Heavy Equipment Operator	Township Supplied Uniform	\$ 225
Public Works		Equipment Operator	Safety Boots	\$ 175
Public Works		Equipment Operator	Township Supplied Uniform	\$ 225
Public Works		Heavy Equipment Operator	Safety Boots	\$ 175
Public Works		Heavy Equipment Operator	Township Supplied Uniform	\$ 225
PCC		Facility Operator (FT)	Safety Boots and Township Supplied Uniform	\$ 260
ORC		Facility Operator (FT)	Safety Boots and Township Supplied Uniform	\$ 260
ORC		Facility Operators (PT) * 3	Township Supplied Uniform	\$ 255

Safety requirements

**Directly from Expense Policy:**

**Clause 6.1.** The Township will supply employees with distinctive clothing should that be required as part of carrying out their employment duties. The clothing shall incorporate the corporate approved logo. An employee that is supplied with Township clothing must wear this clothing at all times while on duty.

**Clause 6.2.** The Township will pay for the replacement of clothing on an as needed basis when approved by the Department Head as a result of the clothing being soiled or damaged beyond repair. A budget amount should be separately itemized and included in the annual budget of each department for the replacement of this type of clothing.

**Clause 6.3** The following uniform and special clothing items shall be separately itemized and included in the annual budget of each department:

**Public Works – Safety work shoe allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear and Township supplied clothing of up to \$225 annually for the full-time permanent staff in the Public Works department. The safety work shoe allowance is a reimbursable expense (must be supported by original receipts). Personal protective equipment as required by the Ontario Health and Safety Act are available to all seasonal equipment operators and will be replaced as required.**

**Building - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff who perform inspections in the Building department. These are reimbursable expenses (must be supported by original receipts). Staff who perform inspections are also provided with Township supplied shirts of up to \$85 per employee.**

**Optimist Recreation Centre and Puslinch Community Centre - Safety work shoes allowance of up to \$175 annually towards the cost of purchasing CSA certified footwear for the full-time permanent staff in the Optimist Recreation Centre and Puslinch Community Centre. These are reimbursable expenses (must be supported by original receipts). All permanent full-time and part-time employees are also provided with Township supplied shirts of up to \$85 per employee. Parka jackets are available to all Optimist Recreation Centre employees and will be replaced as required.**

**Fire and Rescue Services (excluding dress uniforms) – Township supplied shirts, pants/shorts, t-shirts, sweaters, baseball cap of up to \$90 annually per employee.**

**Fire and Rescue Services (dress uniforms) – Township supplied dress uniforms of up to \$418 per employee. One dress uniform is issued after three years of service to each employee in Fire and Rescue Services excluding Auxiliary Firefighters and the Administrative Assistant.**

2018 Capital  
Plan Summary

Project Cost				Funding Type	
Service	Department	Capital Project	Classification	Discretionary_Reserves	Grand Total
Building					
	Building				
		Tablet	Information Technology Enhancement	\$9,000	\$9,000
General Government					
	Municipal Office				
		New Flooring - Asset No. 95MC	Asset Management	\$7,313	\$7,313
Grand Total				\$16,313	\$16,313

**2019 Capital Plan  
Summary**

Project Cost				Funding Type		
Service	Department	Capital Project	Classification	Discretionary_ Reserve	Restricted_ Reserves	Grand Total
General Government						
	Corporate					
		Marketing and Branding Implementation - Phase 1	Study/Plan	\$31,250	\$44,135	<b>\$75,385</b>
	Municipal Office					
		New Flooring - Council Chambers and Clerks Areas - Asset No. 95MC	Asset Management	\$10,000		<b>\$10,000</b>
		Security Enhancements - Asset No. 95MC	New Asset	\$8,600		<b>\$8,600</b>
Public Works						
	Public Works					
		Paving of Gravel Roads - Notice of Motion	Study/Plan	\$25,000		<b>\$25,000</b>
		Brock Road Sidewalk - Asset No. 304	Asset Management	\$25,000		<b>\$25,000</b>
<b>Grand Total</b>				<b>\$99,850</b>	<b>\$44,135</b>	<b>\$143,985</b>

**2020 Capital  
Plan Summary**

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary Reserve	Restricted Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Self Contained Breathing Apparatus, SCBA Masks, and SCBA Cylinders	Asset Management			\$162,550		<b>\$162,550</b>
		Rescue 35 Truck - Asset No. 5035	Asset Management	\$10,000		\$510,000		<b>\$520,000</b>
		Power Hydraulic Toolset - Extrication Equipment - Asset No. 6_70FE	Asset Management			\$52,500		<b>\$52,500</b>
		Rapid Deployment Water Craft - Asset No. 11_103FE	Asset Management	\$6,000				<b>\$6,000</b>
		Heavy Vehicle Stabilization Kit	New Asset	\$10,700				<b>\$10,700</b>
		Structural Firefighter Gear	Asset Management			\$9,063		<b>\$9,063</b>
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,166,966			<b>\$1,166,966</b>
		Corporate Information Technology	Reserve Contribution		\$10,000			<b>\$10,000</b>
		Marketing and Branding Implementation - Phase 2	Study/Plan	\$49,000	\$6,000			<b>\$55,000</b>
		Software System Enhancements or Replacement	Information Technology Enhancement			\$100,000		<b>\$100,000</b>
		Computer Equipment and Unsupported Windows Upgrade - 4002	Asset Management			\$10,532		<b>\$10,532</b>
	Finance							



**2020 Capital  
Plan Summary**

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary Reserve	Restricted Reserves	Grand Total
		Community Benefits Charge Strategy and Development Charges Amendment	Study/Plan				\$22,500	<b>\$22,500</b>
	Municipal Office							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan		\$10,850	\$4,650		<b>\$15,500</b>
		Replacement of condenser units - Fire area - Asset No. 59MC	Asset Management			\$7,000		<b>\$7,000</b>
		Water Softening Equipment - Asset No. 59MC	Asset Management			\$3,000		<b>\$3,000</b>
Parks and Recreation								
	ORC							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan		\$5,000			<b>\$5,000</b>
	Parks							
		Puslinch Community Centre Park - Back Soccer Fields - Asset No. 3080	New Asset	\$170,000			\$58,295	<b>\$228,295</b>
		Replacement of Benches at Morriston Meadows - Asset No. 3047	Asset Management			\$3,000		<b>\$3,000</b>
		Replacement of Fencing Backstop at Old Morriston - Asset No. 3059	Asset Management			\$3,668		<b>\$3,668</b>
	PCC							
		Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment	Study/Plan		\$5,000			<b>\$5,000</b>

**2020 Capital  
Plan Summary**

Project Cost Service	Department	Capital Project	Classification	Funding Type Grant	Levy	Discretionary_ Reserve	Restricted_ Reserves	Grand Total
		Water Softening Equipment - Asset No. 93PCC	Asset Management			\$3,000		<b>\$3,000</b>
Public Works								
	Public Works							
		Traffic Count Study	Study/Plan		\$10,000		\$15,000	<b>\$25,000</b>
		Bridge and Culvert Inspections - 2021	Study/Plan		\$7,500			<b>\$7,500</b>
		Concession 1 - Sideroad 20 South to Concession 7 - Asset No. 16 and 17	Asset Management			\$404,261	\$63,634	<b>\$467,895</b>
		Brock Road Sidewalk - Asset No. 304	Asset Management	\$10,000		\$68,000		<b>\$78,000</b>
		Kerr Crescent - Stormwater Management Facility - Asset No. 12004	Asset Management			\$150,000		<b>\$150,000</b>
		Watson Road South - County Road 34 to McRae Station Road - Asset No. 133, 134, 136, and 137	Asset Management	\$168,923		\$139,856	\$440,000	<b>\$748,779</b>
		Backhoe - Asset No. 8001	Asset Management	\$30,000		\$107,000		<b>\$137,000</b>
		Moyer's Bridge - Asset No. 1009	Asset Management	\$527,062		\$105,438		<b>\$632,500</b>
		McLean Road/Concession 7 - Intersection of McLean Road/Concession 7 to County Road 34 - Asset No. 164 and 165	Asset Management	\$338,528		\$67,722		<b>\$406,250</b>
		2008 Dump Truck - 1.5 Ton - 305 - Asset No. 7003	Asset Management	\$30,000		\$125,000		<b>\$155,000</b>
<b>Grand Total</b>				<b>\$1,350,213</b>	<b>\$1,221,316</b>	<b>\$2,036,240</b>	<b>\$599,429</b>	<b>\$5,207,198</b>

TOWNSHIP OF PUSLINCH  
2020 CAPITAL BUDGET

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Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Marketing and Branding Implementation

Project Type - Destination Marketing/Branding

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Several recent reports recommended that the Township undertake destination marketing/branding initiatives. The Township's Business Retention and Expansion (BR+E) Report indicates that a barrier Township businesses identified was the lack of signage/awareness of amenities. Recommendation number 41 in the Recreation and Parks Master Plan indicates establishing a consistent signage design template and install at all parks, recreation facilities, and trail heads. The Township's Community Improvement Plan (CIP) recommended undertaking the development of branding and marketing materials. The Township's Community Based Strategic Plan recommended that the Township "Create a Puslinch Identity" through destination marketing/branding. The County of Wellington developed a Signage Plan in February 2016 to complement and unify member municipality signage. The Township's Logo and Brand Strategy project recommended the following logo/brand implementation initiatives:

- 1.) Master Planning Exercise to identify key areas within the Township most appropriate for signage (ie. replaceable lamp post banners, signage at main Township entries, Township flags available to residents, etc.)
- 2.) Signage Design, fabrication, and installation for identified areas (ie. signage identifying Township facilities, parks, trails, wayfinding signage, urban centre identification signage, etc.)

**2020 Budget Update:** For items 1 and 2 above, project is currently underway in 2019 for the Township's main street area (as identified in the CIP) funded through the Ontario Main Street Revitalization Initiative (OMSRI) total funding of \$44,135.34. It is recommended that for 2020/2021, the Township focus on signage requirements outside of the main street area contingent on approval of Rural Economic Development (RED) grant funding.

- 3.) Add livery to government vehicles and equipment
- 4.) Mark government building main entrances with new identity

**2020 Budget Update:** For items 3 and 4 above, the Township has applied to the RED program and it is recommended that these projects be contingent on approval of this grant funding.

- 4A.) Website upgrades including new logo and brand and to ensure consistent website experience from desktop to mobile
- 4B.) Audit and edit of key content to include brand attributes

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Throughout the Township

**4 - Project Description**

It is recommended that this be a two phase project that extends to 2021 in order to enable utilizing funds from the County's BR+E grant funding again in 2021 (annual application).

The Township has also made an application to the September 2019 intake of the RED Program with the Ontario Ministry of Agriculture, Food and Rural Affairs for the wayfinding/directional/gateway signage and signage for facilities, parks, trails, and vehicles outside of the main street area (as identified in the Township's CIP). Grant applicants will be notified of approval by January 2019.

**5 - Capital Funding for 2020 Expenditures**

<b>Tax Levy</b>	6,000
<b>Cash in Lieu of Parkland</b>	
<b>Discretionary Reserve</b>	
<b>Development Charges</b>	
<b>County of Wellington BR+E Fund</b>	25,000
<b>Rural Economic Development Program</b>	24,000
<b>Total Funding</b>	<b>55,000</b>

**Additional information related to DC's**

Project # and Description in DC

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

**6 - Capital Components, Costs, and Timing**

Please list proposed 2020 capital spending by quarter for cash flow purposes

	<b>2020</b>					<b>Future Phases</b> <span style="color: red;">Note B</span>			
<b>Project Components</b>	<b>JAN-MAR</b>	<b>APR-JUN</b>	<b>JUL-SEP</b>	<b>OCT-DEC</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Marketing and Branding Implementation				55,000	55,000	25,000			
<b>Total Cost</b>	-	-	-	<b>55,000</b>	<b>55,000</b>	<b>25,000</b>	-	-	-

Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH  
2020 CAPITAL BUDGET

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Department

Corporate

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Software System Enhancements or Replacement - Asset Management, Financial Budget, Keystone, Time Recording - Payroll, Records Management  
Project Type - Information Technology Enhancement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

The County of Wellington and its member municipalities are conducting an Operational Services Efficiency Review in response to the Provincial Modernization Grant. It is realized that many of the recommendations that may come out of this review are information technology enhancements to increase efficiency within the municipalities. Outlined below are current system/software limitations that the Township could realize efficiencies with by enhancing or replacing the systems/software utilizing a coordinated approach with the County and its member municipalities:

Asset Management

The 2019 Asset Management Plan recommended that the Township acquire software for Asset Management Planning as the Township's current approach to asset management planning is not efficient and there is limited crossover between the systems/software/excel modelling. Currently, the Township utilizes the following for Asset Management planning:

- 1.) Excel model for its ten year Capital Budget and Forecast;
- 2.) Keystone for Financial Information reporting (FIR) as required by the Province and for the annual financial statements prepared as part of the annual audit;
- 3.) Access Database for its Asset Registry; and
- 4.) The County's Geocortex System for locational information of Township assets; and
- 5.) Manual Asset Inspection/Condition Rating Documentation.

The Township is currently in the process of reviewing Asset Management Software options to ensure all 5 items above are completed utilizing one system. This is being completed utilizing a coordinated approach through the County of Wellington Asset Management Working Group. The majority of the lower tiers in the County of Wellington utilize the Citywide Software offered through Public Sector Digest (Enterprise Asset Management and Budgeting software). Exploring Asset Management system options was also a management letter recommendation from BDO Canada as part of the Township's annual audit.

<p><b><u>Financial Budget</u></b></p> <p>The Township utilizes various excel spreadsheets for the following budget reporting requirements:</p> <ul style="list-style-type: none"><li>1.) Ten-Year Capital Budget and Forecast (as discussed in the Asset Management section above).</li><li>2.) Completed Capital Projects Reporting</li><li>3.) Balances in Discretionary and Restricted Reserves</li><li>4.) Operating Budget</li><li>5.) Quarterly Financial Reporting to Council</li></ul> <p>It is recommended that with the review of Asset Management system options (see above) and Keystone replacement options (see below), a coordinated system be explored that allows for efficiencies and automation for completing the financial reporting requirements as required for financial budget reporting purposes.</p>
<p><b><u>Keystone</u></b></p> <p>The Township currently utilizes the Keystone system for accounts payable, accounts receivable, bank reconciliations, tracking of accounts for quarterly financial reporting and the annual audited financial statements, taxation, building permits, cash receipts, fixed assets, facility bookings, animal licensing, lottery licensing, compliance letters, tracking of activities (ie. minor variances, zoning by-law amendments, etc.).</p> <p>Based on discussions with staff from various departments in the Township, some of the system limitations include limited automation, several steps to complete a task (ie. adding a building inspection to a permit, issuing open air burning permits, etc.), limited crossover of information between the modules (ie. burn permits and cash receipts), limited ability to utilize the system out in the field (ie. building inspections, etc.), pdf reporting (excel is not always an option), limitations in customizing templates (ie. contracts for facility bookings, etc.), limited ability to utilize shortcuts, inability to store pertinent documentation electronically into the program (ie. drawings, plans, etc.), outdated software, limited automation from Township website to Keystone (ie. online facility bookings, online payments received, etc.), cloud-based limitations.</p>
<p><b><u>Time Recording</u></b></p> <p>The Township currently utilizes the EasyPay system for processing payroll disbursements. Time management (ie. lieu time, overtime, vacation, sick days etc.) is currently tracked by each employee utilizing an excel spreadsheet and reviewed by the department head prior to being provided to Finance for disbursement. For part-time employees, the Township obtains manual hardcopy time sheets which are signed by the employee and approved by the department head. The hours in the manual timesheets are then manually inputted into the EasyPay system for payroll processing. It is recommended that new system options (with more automation) for payroll processing and time management be explored.</p>

**Records Management**

The Township currently utilizes an excel spreadsheet which lists all of the Township's files in accordance with the TOMRMS file classification system. The Township currently stores information electronically in the common drive and other drives (ie. Fire, Building, Councillor, Finance, Admin, Payroll, Recreation, Property Assessment, etc.) in accordance with the TOMRMS file classification system. The Township also has manual paper files. A records management system would assist with the following:

1.) A manual paper file would no longer be required as all of the relevant information would be accessed electronically in the system (except when original hardcopies of signed documents are required);

2.) Increased organization and searchability;

3.) More efficiencies, increased automation, and less duplication of documents within various files;

4.) No longer require numerous drives as the system would be able to restrict access based on job responsibilities;

5.) Main folder for each matter and subfolders for items that fall within that matter (ie. site plans, agreements, monitoring reports, etc.)

It is recommended that new system options (with more automation) for records management be explored.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

N/A

**4 - Project Description**

See above

5 - Capital Funding for 2020 Expenditures			
Tax Levy		Additional information related to DC's	
Gas Tax			
Building Surplus Reserve	30,000		
In Lieu of Parkland			
Corporate Information	70,000	Project # and Description in DC	
Technology Discretionary Reserve		Year in DC Study	
Development Charges		% of DC Funding allowed in DC	
Other (grants)		Service Area in DC	
	100,000		



6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <sup>Note B</sup>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
System Enhancements/Replacement				100,000	100,000				
Total Cost	-	-	-	100,000	100,000	-	-	-	-
<sup>Note B:</sup> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

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Department	Corporate
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**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Computer Equipment
Type - Replacement of Laptops and Desktops and Unsupported Windows Upgrades

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

5 year replacement cycle for laptops and desktops.
Windows 7 is no longer being supported by Microsoft Office effective January 2020.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Township Office
-----------------

**4 - Project Description**

1 desktop is being replaced in the Clerks Department, 1 laptop is being replaced in the Fire Department, 1 laptop is being replaced in the Bylaw Department, and 1 laptop is being replaced in the Finance Department. All of the replacements are at least 5 years of age.
4 laptops - \$5,600
4 laptop warranties - \$720
4 docking stations - \$1,000
Windows 10 Upgrades - \$780
OnServe setup costs - \$2,025
Laptop screen replacement - \$200
Total cost - \$10,325 + nonrefundable portion of HST = \$10,532

**5 - Capital Funding for 2020 Expenditures**

Tax Levy	
Cash in Lieu of Parkland	
Discretionary Reserve	10,532

Additional information related to DC's

Building Reserve		Project # and Description in DC	
DC Reserve Fund <span>Note A</span>		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	10,532	Service Area in DC	
<span>Note A: Please indicate the service area, project description, project number, year(s), and % of DC funding allotted as outlined in the 2014 DC Study.</span>			

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020								
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2020	2021	2022	2023	2024
Replacement of laptops/desktops and Windows 10 Upgrade	10,532				10,532	10,000	10,000	10,000	10,000
					-				
					-				
					-				
Total Cost	10,532		-	-	10,532	10,000	10,000	10,000	10,000
<span>Note B: The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.</span>									

7 - Incremental Operating Budget Impact

Incremental Revenues	2020	Annualized	# PT Staff
Incremental Salary and Benefits			
Incremental Non-Salary Costs			
Total Incr. Exp./ (Rev.)	-	-	

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Department	Finance
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Community Benefits Charge (CBC) Strategy and Development Charges (DC) Amendment
Project Type - Study

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Bill 108 has identified the requirement for municipalities to implement a new CBC By-law and amend the Township's DC By-law No. 044-2019 to remove soft services (ie. Parks and Recreation Services). Currently, the proposed implementation date of Bill 108 is January 1, 2021.
Based on discussions with Watson & Associates, the amendment to the DC By-law will be 100% funded by the DC restricted reserve. The CBC Strategy and By-law would be funded by the CBC restricted reserve once created.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A
-----

4 - Project Description

As discussed above
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5 - Capital Funding for 2020 Expenditures

Tax Levy		<b>Additional information related to DC's</b>	
Gas Tax			
Aggregate Levy			
In Lieu of Parkland			
Community Benefits Charge	15,000	Project # and Description in DC	2, 6
Development Charges	7,500	Year in DC Study	2019, 2024
Other (grants)		% of DC Funding allowed in DC	100.0%
Total Funding	22,500	Service Area in DC	Administration Studies

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Contract Service				22,500	22,500				22,500
					-				
					-				
					-				
Total Cost	-	-	-	22,500	22,500	-	-	-	22,500
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH  
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Department

Fire and Rescue

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Self Contained Breathing Apparatus (SCBA), SCBA Masks, and SCBA Cylinders  
Type - Replacement Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Present SCBA has reached the end of its life cycle. To comply with NFPA standards and industry best practices, Puslinch's SCBA is due for replacement in 2020. The amount budgeted is for SCBA, SCBA masks, and SCBA Cylinders.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Station - All Fire vehicles

4 - Project Description

A committee has been established performing research on SCBA, needs assesment, cost analysis and specification requirements.

The recommended lifecycle is 15 years or significant changes to the National Fire Protection Agency 1981 standard "Open-Circuit Self Contained Breathing Apparatus (SCBA) for Emergency Services" as per manufacturer's recommendation. Fire Department previous practice was to replace individual SCBA units as required which led to staff health and safety risks due to the lack of interface between the Self Contained Breathing Apparatus mask and operational difference between the different units.

Currently, the asset registry incorporates 52 SCBA Cylinders, 22 SCBA and 28 SCBA Masks. It is proposed that this purchase ensure that the department has 44 SCBA Cylinders, 22 SCBA, and that each firefighter is equipped with a SCBA Mask.

With the proposed consolidated purchase of SCBA Cylinders, the Capital Forecast no longer includes purchases of SCBA Cylinders in 2021 (\$12,000), 2022 (\$4,500), 2023 (\$19,500), 2024 (\$9,000), 2026 (\$7,500), 2027 (\$4,500)

5 - Capital Funding for 2020 Expenditures

Tax Levy	
Gas Tax	
Aggregate Levy	
Cash in Lieu of Parkland Discretionary Reserve	162,550
Development Charges	
Re-sale Value	
Total Funding	162,550

Additional information related to DC's	
Project # and Description in DC	
Year in DC Study	
% of DC Funding allowed in DC Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <span>Note B</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
SCBA, SCBA Cylinders, and SCBA Masks		162,550			162,550				
					-				
Total Cost	-	162,550	-	-	162,550	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

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**Department**

**Fire and Rescue**

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - 2000 Rescue 35 Truck Replacement (Asset No. 5035)

Type - Equipment Replacement

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

Replacing the current 2000 Rescue 35 Truck with a new 2020 Rescue 35 Truck as identified in the year 2020 in the Township's Asset Management Plan.

The Fleet Management Policy indicates that fleet will be replaced upon consideration of a combination of the following criteria:

1. The odometer reading is approaching 180,000 kilometers - **for this specific equipment, the odometer reading is approximately 94,485 km**
2. The hours are approaching 10,000 hours for plow/dump trucks and 4,000 hours for lawnmower, tractors and other small vehicles that do not have an odometer tracking mileage - **for this specific equipment, the hours are 4,963.**
3. The fleet is fully amortized in accordance with the estimated useful life (amortization rates) established in the Township's Tangible Capital Asset Policy - **for this specific equipment, the Asset Management Plan indicates a useful life of 20 years. This asset has been fully amortized.**
4. The fleet becomes unserviceable or unsafe due to a major accident or mechanical failure that would not be economical to repair - **Account No. 01-0040-4220 had costs amounting to approximately \$6,600 (2018) and \$1,700 (2019 year to date).**

Due to the significant expenditures and down-time on previous used vehicle purchases (2003 Aerial 33), staff do not recommend purchasing a used Rescue 35 truck. Account No. 01-0040-4220 had costs amounting to approximately \$19,350 (2018) and \$3,276 (2019 year to date) for the Used 2003 Aerial 33 truck.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Fire Station - Rescue 35 - Asset Number 5035



**4 - Project Description**

The rescue truck is a specialized, multi-purpose vehicle. It is used to respond to all types of calls. The Rescue truck carries all of the specialized equipment for all technical rescues, stores additional air cylinders, stores medical supplies/equipment, has a generator, contains the command and accountability centre, the rehabilitation centre, and is used for citizen emergencies and shelter.

The proposed 2020 purchase is for a cabover. The current Rescue 35 truck is a commercial cab. Staff recommend upgrading to a cabover due to the enhanced modern safety features and the additional space created in the truck.

A committee has been established performing research on Rescue vehicles, needs assesment, cost analysis and specification requirements.

**5 - Capital Funding for 2020 Expenditures**

<b>Tax Levy</b>		<b>Additional information related to DC's</b> Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
<b>Gas Tax</b>			
<b>Aggregate Levy</b>			
<b>Re-sale Value</b>	10,000		
<b>Discretionary Reserve</b>	510,000		
<b>Development Charges</b>			
<b>Other (grants)</b>			
<b>Total Funding</b>	<b>520,000</b>		

**6 - Capital Components, Costs, and Timing**

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <sup>Note B</sup>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Rescue Vehicle		520,000			520,000				
					-				
					-				
<b>Total Cost</b>	-	<b>520,000</b>	-	-	<b>520,000</b>	-	-	-	-

**Note B:** The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

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Department	Fire and Rescue
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Power Hydraulic Toolset - Extrication Equipment - Asset No. 6_70FE
Project Type - Replacement Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacement of extrication tools purchased in 2000 as identified in the year 2020 in the Township's Asset Management Plan. New technology in extrication tools allow for greater cutting and spreading forces with the flexibility of battery powered hydraulic tools. Current tools are outdated and are not suitable for the materials/strength of the steel in newer vehicle models or heavy duty vehicles.
--

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire station - Rescue 35 equipment inventory
--

4 - Project Description

A committee has been established performing research on Extrication tools, needs assesment, cost analysis and specification requirements.
Includes one spreader (jaws of Life), one cutter, and one telescopic ram (spreading). The recommended lifecycle is 20 years as per manufacturers specifications. Extrication tools primarily used for motor vehicle, farm, and industrial accidents.

5 - Capital Funding for 2020 Expenditures

Tax Levy		<b>Additional information related to DC's</b>	
Cash in Lieu of Parkland			
Discretionary Reserve	52,500	Project # and Description in DC	
Development Charges		Year in DC Study	
Other (grants)		% of DC Funding allowed in DC	
Total Funding	52,500	Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Extrication tools		52,500			52,500				
					-				
					-				
Total Cost	-	52,500	-	-	52,500	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

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Department	Fire and Rescue
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**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Rapid Deployment Water Craft - Asset No. 11_103FE
Type - Replacement Equipment

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

Replacement of existing Water Craft purchased in 2010 used for water rescue as identified in the year 2020 in the Township's Asset Management Plan. The Fire and Rescue department's core services as outlined in the Fire Department Establishing and Regulating By-law include water rescue at a technical level.
---

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Rescue 35 (vehicle)
---------------------

**4 - Project Description**

Rapid Deployment Water Craft is an inflatable non-motorized vessel used for water rescue. The Township has been successful in its grant application for this replacement. The recommended lifecycle is 10 years as per manufacturer's recommendation
--

**5 - Capital Funding for 2020 Expenditures**

Tax Levy	
Gas Tax	
Aggregate Levy	
Cash in Lieu of Parkland	
Discretionary Reserve	
Development Charges	
Other (grants)	6,000
Total Funding	6,000

Additional information related to DC's	
Project # and Description in DC	
Year in DC Study	
% of DC Funding allowed in DC	
Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <sup>Note B</sup>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
RDC	6000				6,000				
<sup>Note B:</sup> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

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Department	Fire and Rescue
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Heavy Vehicle Stabilization Kit
Type - New Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

This heavy vehicle stabilization kit will assist responders rescue citizens involved in heavy motor vehicle collisions, farm accidents and structure collapse by stabilizing the unsecure elements of an emergency scene, so that responders can secure unsafe loads and safely assist trapped patients.
--

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Fire Apparatus - Rescue 35
----------------------------

4 - Project Description

Presently Puslinch Fire and Rescue Services has one set of stabilization struts that are approximately 20 years old (rated for loads up to 40,000 lbs). This new Heavy Vehicle Stabilization Kit would become our primary strut system for all stabilization requirements including Heavy Vehicles and is rated for loads up to 80,000 lbs. This Vehicle Stabilization Kit would now become a capital asset with a life span of 20 years. The previous system was not allocated as a capital asset and would remain as equipment inventory while still functional/reliable, but it would not have a replacement scheduled. The Township's grant application for the new Vehicle Stabilization Kit was successful.
---

5 - Capital Funding for 2020 Expenditures

Tax Levy		<b>Additional information related to DC's</b>	
Gas Tax			
Aggregate Levy			
Cash in Lieu of Parkland			
Discretionary Reserve			
Development Charges			
Other (grants)	10,700	Project # and Description in DC	
Total Funding	10,700	Year in DC Study	
		% of DC Funding allowed in DC	
		Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Vehicle Stabilization Kit	10,700				10,700		-		
					-				
					-				
					-				
Total Cost	10,700	-	-	-	10,700	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		



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Department

Fire and Rescue

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Structural Firefighter Gear  
Type - Replacement Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Structural firefighter gear has a 10-year life cycle from the date of manufacturer as per National Fire Protection Association 1851 "Standard on Selection, Care, Maintenance of Protective Ensembles for Structural Firefighting".

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

This product is required by each fire and rescue firefighter staff member

4 - Project Description

Structural firefighter gear (pants and jacket) is a three-component ensemble intended to protect the fire fighter from radiant and thermal exposure, unexpected flashover conditions, and puncture and abrasion hazards while still maintaining an adequate level of dexterity and comfort. Three (3) firefighter gear are required in 2020 at a cost of \$2731 per unit. Three (3) helmets required in 2020 at a cost of \$290 per unit.

Please note that structural firefighter gear is custom fitted to each firefighter. However, there have been instances where firefighter gear of resigned firefighters are re-used for the newly recruited firefighters (ie. firefighters who are the exact same size).

Unused structural firefighter gear (ie. after the gear reach its 10 year useful life) is sent to "Firefighters without borders" and the "Northern Protection Association" as donations for communities that cannot support their own fire service. This gear is still suitable for defensive firefighting and these communities do not conduct aggressive interior firefighting, just defensive/exterior operations.

Prior to the purchase of the structural firefighting gear, staff will look for cost saving opportunities through cooperative purchasing opportunities with neighboring municipalities.

5 - Capital Funding for 2020 Expenditures

Tax Levy	
Gas Tax	
Aggregate Levy	
Cash in Lieu of Parkland	
Discretionary Reserve	9,063
Development Charges	
Other (grants)	
Total Funding	9,063

Additional information related to DC's	
Project # and Description in DC	
Year in DC Study	
% of DC Funding allowed in DC	
Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2019 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <span>Note B</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Structural firefighter gear		9,063			9,063	6,042	-	12,084	9,063
					-				
					-				
					-				
Total Cost	-	9,063	-	-	9,063	6,042	-	12,084	9,063
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH  
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Department	Municipal Office, PCC, ORC
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<b>1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)</b> Project Title - Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment Project Type - Study
--

<b>2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)</b> The 2019 Asset Management Plan recommended the following: 1.) Township facilities be inspected by a qualified structural engineer on a routine basis, however not more than 5 years apart to determine necessary improvements, repairs or replacements. 2.) An additional qualified engineer shall be retained to address electrical, HVAC and mechanical components. 3.) A qualified company or individual shall undertake an Arc Flash study every 5 years and infrared scanning of all electrical equipment to determine the adequacy of such equipment.  The Township's last Building Condition Assessment (BCA) was completed in 2014 for the Municipal Office and the PCC and recommended that as part of a regular operations and maintenance program that all equipment and wire terminations be investigated via infrared scanning every 3 to 5 years (ie. all electrical equipment). The BCA also recommended an Arc Flash Study for all electrical equipment.  <u>The Township has not completed a BCA report for the Optimist Recreation Centre in previous years.</u>
--

<b>3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)</b> Municipal Office, Puslinch Community Centre, Optimist Recreation Centre
--

<b>4 - Project Description</b> As described above.
---

--

5 - Capital Funding for 2020 Expenditures

Tax Levy	20,850	<div>Additional information related to DC's</div> <div>Project # and Description in DC</div> <div>Year in DC Study</div> <div>% of DC Funding allowed in DC</div> <div>Service Area in DC</div>	
Gas Tax			
Aggregate Levy			
In Lieu of Parkland			
Building Surplus	4,650		
Development Charges	-		
Other (grants)			
Total Funding	25,500		

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <span>Note B</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Engineering				25,500	25,500				
					-				
					-				
					-				
Total Cost	-	-	-	25,500	25,500	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

Incremental Revenues	2020	Annualized	# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

TOWNSHIP OF PUSLINCH  
2020 CAPITAL BUDGET

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Department	Municipal Office
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Condenser Units CU-3 and CU-4 - Asset No. 59MC
Project Type - Replacement Equipment

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacement of condenser units CU-3 and CU-4 as identified in the year 2020 in the Asset Management Plan and the 2014 Building Condition Assessment report which indicates that HVAC to the fire department is primarily provided by two furnaces (FU-3 and FU-4) and condensers (CU-3 and CU-4).
The Township has recently spent operational funds on the repair and upkeep of these units.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Municipal Office- Fire area
-----------------------------

4 - Project Description

Replacement of condenser units CU-3 and CU-4
--

5 - Capital Funding for 2020 Expenditures

Tax Levy		<b>Additional information related to DC's</b>	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	7,000		
Development Charges			
Other (grants)		Project # and Description in DC	
Total Funding	7,000	Year in DC Study	
		% of DC Funding allowed in DC	
		Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <span>Note B</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
HVAC				7,000	7,000				
					-				
					-				
					-				
Total Cost	-	-	-	7,000	7,000	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

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Department      **Municipal Office and PCC**

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**  
Project Title - Water Softening Equipment  
Project Type - Replacement Equipment (PCC), New Equipment (Municipal Office)

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**  
Replacement of water softening equipment is recommended by staff.  
  
The Municipal Office currently does not have a water softener. A water softener would ensure improved water quality for use on appliances and consumption.  
  
The Puslinch Community Centre's water softening equipment has not been replaced in 30 years.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**  
Municipal Office and Puslinch Community Centre

**4 - Project Description**  
See above

**5 - Capital Funding for 2020 Expenditures**

Tax Levy		<b>Additional information related to DC's</b> Project # and Description in DC Year in DC Study % of DC Funding allowed in DC Service Area in DC	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	6,000		
Development Charges			
Other (grants)			
Total Funding	6,000		

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
New Softener (Municipal Office)				3,000	3,000				
Replace Softener (PCC)				3,000	3,000				
					-				
					-				
Total Cost	-	-	-	6,000	6,000	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		



TOWNSHIP OF PUSLINCH  
2020 CAPITAL BUDGET

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Department Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Benches at Morriston Meadows - Asset No. 3047  
Project Type - Replacement Benches

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacement of Morriston Meadows benches as identified in the year 2020 in the Asset Management Plan. Urban & Environmental Management (the Township's Asset Management consultant) had completed a visual inspection of the Township's Parks and Recreation assets on August 14, 2018. It was indicated that the benches at Morriston Meadows had a poor condition rating and that they be replaced.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Morriston Meadows Park

4 - Project Description

Replacement of 2 park benches

5 - Capital Funding for 2020 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	3,000		
Development Charges		Project # and Description in DC	
Other (grants)		Year in DC Study	
Total Funding	3,000	% of DC Funding allowed in DC	
		Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Bench Replacements				3,000	3,000				
					-				
					-				
					-				
Total Cost	-	-	-	3,000	3,000	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

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Department Parks

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Fencing Backstop at Old Morriston - Asset No. 3059  
Project Type - Replacement Fencing Backstop

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacement of backstop fencing as identified in the year 2020 in the Asset Management Plan. Urban & Environmental Management (the Township's Asset Management consultant) had completed a visual inspection of the Township's Parks and Recreation assets on August 14, 2018. It was indicated that the fencing backstop at Old Morriston had a poor condition rating and that they be replaced.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Old Morriston Park

4 - Project Description

Replacement of backstop fencing

5 - Capital Funding for 2020 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	3,668		
Development Charges		Project # and Description in DC	
Other (grants)		Year in DC Study	
Total Funding	3,668	% of DC Funding allowed in DC	
		Service Area in DC	

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <span>Note B</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Backstop Fencing Replacement				3,668	3,668				
					-				
					-				
					-				
Total Cost	-	-	-	3,668	3,668	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

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Department	Public Works
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Bridge and Culvert Inspections
Project Type - Ontario Structure Inspection Manual Report (OSIM)

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

OSIM reports are required every 2 years under Ontario Regulation 104/97
---

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Bridges and culverts listed in the Township's 2019 Asset Management Plan
--

4 - Project Description

Complete engineering component and requirements for the 2021 OSIM Reports.
--

5 - Capital Funding for 2020 Expenditures

Tax Levy	7,500
Gas Tax	
Aggregate Levy	
In Lieu of Parkland	
Discretionary Reserve	
Development Charges	
Other (grants)	
Total Funding	7,500

Additional information related to DC's	
Project # and Description in DC	
Year in DC Study	
% of DC Funding allowed in DC	
Service Area in DC	Roads and Related Services

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Engineering				7,500	7,500	7,500	7,500	7,500	7,500
					-				
					-				
					-				
Total Cost	-	-	-	7,500	7,500	7,500	7,500	7,500	7,500
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized	# FT Staff	# PT Staff
Incremental Revenues				
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

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**Department**

**Public Works**

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Brock Road Sidewalk - Asset No. 304

Project Type - Sidewalk Replacement

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

Replacing 917 metres of sidewalk as identified in the years 2019 and 2020 in the Township's Asset Management Plan.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Brock Road

**4 - Project Description**

County re-constructing Brock Road, sidewalk replacement to be part of this contract. Confirmed that County trails funding is not eligible for sidewalks. County Accessibility eligible to make these sidewalks in compliance with AODA regulations.

**5 - Capital Funding for 2020 Expenditures**

**Tax Levy**

**Gas Tax Reserve Fund**

**Aggregate Levy**

**In Lieu of Parkland**

**Discretionary Reserve**

**Development Charges**

**Other (grants)**

**Total Funding**

68,000
10,000
<b>78,000</b>

**Additional information related to DC's**

Project # and Description in DC

Year in DC Study

% of DC Funding allowed in DC

Service Area in DC

Roads and Related Services

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <span>Note B</span>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Construction				78,000	78,000				
					-				
					-				
					-				
Total Cost	-	-	-	78,000	78,000	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		



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Department	Public Works
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Construction
Project Type - Stormwater Management Facility #12004

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Remedial work required as identified in the 2017 Stormwater Management Facility Maintenance Inspections and as identified in the year 2020 in the Township's Asset Management Plan.
---

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Kerr Crescent Stormwater Management Pond
--

4 - Project Description

Remove accumulated silt, investigate source of heavy silt. Heavy weed/tree growth on banks, side slope vegetation maintenance required. Repair damaged fence at west limit, including locking gate. Monitor erosion from adjacent factory property, install rip rap. Install new driveway and culvert off Mclean road.
--

5 - Capital Funding for 2020 Expenditures

Tax Levy		<b>Additional information related to DC's</b>	
Gas Tax			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	150,000		
Development Charges			
Other (grants)		Project # and Description in DC	
Total Funding	150,000	Year in DC Study	
		% of DC Funding allowed in DC	
		Service Area in DC	Roads and Related Services

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <sup>Note B</sup>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	Total 2020	2021	2022	2023	2024
Construction				150,000	150,000				
					-				
Total Cost	-	-	-	150,000	150,000	-	-	-	-
<sup>Note B:</sup> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

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Department

Public Works

1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Road Construction  
Project Type - Pulverize and Repave

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Asset Number 133 - Class 3 Road - PCI of 61 estimated for 2020  
Asset Number 134 - Class 3 Road - PCI of 62 estimated for 2020  
Asset Number 136 - Class 3 Road - PCI of 62 estimated for 2020  
Asset Number 137 - Class 3 Road - PCI of 60 estimated for 2020

Repaving of 6.60 kms of roadway as identified in the year 2019 in the Township's Asset Management Plan.

Service level for Class 3 Roads as outlined in the 2019 Asset Management Plan is that they be rehabilitated or reconstructed at a PCI of 65

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Watson Road South between County Road 34 to McRae Station Road

4 - Project Description

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2020 Expenditures

Tax Levy		<div>Additional information related to DC's</div> <table><tr><td>Project # and Description in DC</td><td>7, 8, 9, 20 - Watson Road South</td></tr><tr><td>Year in DC Study</td><td>2023 and 2026</td></tr><tr><td>% of DC Funding allowed in DC</td><td>13.60%</td></tr><tr><td>Service Area in DC</td><td>Roads and Related Services</td></tr></table>		Project # and Description in DC	7, 8, 9, 20 - Watson Road South	Year in DC Study	2023 and 2026	% of DC Funding allowed in DC	13.60%	Service Area in DC	Roads and Related Services
Project # and Description in DC	7, 8, 9, 20 - Watson Road South										
Year in DC Study	2023 and 2026										
% of DC Funding allowed in DC	13.60%										
Service Area in DC	Roads and Related Services										
Gas Tax Reserve Fund	440,000										
Aggregate Levy											
In Lieu of Parkland											
Discretionary Reserve	139,856										
Development Charges											
Other (grants)	168,923										
Total Funding	748,779										

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Construction				748,779	748,779				
					-				
Total Cost	-	-	-	748,779	748,779	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

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**Department**

**Public Works**

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Road Construction

Project Type - Pulverize and Repave

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

Asset Number 16 - Class 4 Road - PCI of 69 estimated for 2020

Asset Number 17 - Class 4 Road - PCI of 65 estimated for 2020

Repaving of 4.126 kms of roadway as identified in the year 2025 (Asset No. 16) and 2023 (Asset No. 17) in the Township's Asset Management Plan.

Service level for Class 4 Roads as outlined in the 2019 Asset Management Plan is that they be rehabilitated or reconstructed at a PCI of 60. Staff recommend that these works be completed earlier due to rapid asphalt deterioration. In 2019, approximately \$3,000 was spent in the operating budget for coldmix to ensure the road is driveable. Additionally, Section 9.4 of the Asset Management Plan indicates that "the Township through its own management practices has optimized its decisions making methodology through the implementation of the dynamic inputs through regular visual inspections to verify the condition of the paved surface and plan for capital expenditures accordingly."

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

Concession 1 between Sideroad 20 South to Concession 7

**4 - Project Description**

Traffic control, pulverize existing asphalt, grade and compact road base, repave with 60mm of HL4 asphalt, pave and reconstruct driveways, compacted granular A shoulders, permanent pavement markings and inspection

5 - Capital Funding for 2020 Expenditures

Tax Levy		<div>Additional information related to DC's</div> <table><tr><td>Project # and Description in DC</td><td>13 - Concession 1</td></tr><tr><td>Year in DC Study</td><td>2020</td></tr><tr><td>% of DC Funding allowed in DC</td><td>13.60%</td></tr><tr><td>Service Area in DC</td><td>Roads and Related Services</td></tr></table>		Project # and Description in DC	13 - Concession 1	Year in DC Study	2020	% of DC Funding allowed in DC	13.60%	Service Area in DC	Roads and Related Services
Project # and Description in DC	13 - Concession 1										
Year in DC Study	2020										
% of DC Funding allowed in DC	13.60%										
Service Area in DC	Roads and Related Services										
Gas Tax Reserve Fund											
Aggregate Levy	240,000										
In Lieu of Parkland											
Discretionary Reserve	164,261										
Development Charges	63,634										
Other (grants)											
Total Funding	467,895										

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Construction				467,895	467,895				
					-				
Total Cost	-	-	-	467,895	467,895	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

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Department	Public Works
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - 2008 1.5 Ton Dump/Plow 305 Replacement (Asset No. 7003 )  
Project Type - Equipment Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacing the current 2008 1.5 Ton Dump/Plow 305 with a new 2020 1.5 Ton Dump/Plow as identified in the year 2020 in the Township's Asset Management Plan.

The previous Capital Budget and Forecast indicated an amount of \$100,000 for the replacement of this unit. This cost has increased to \$155,000 due to the upgrade to a heavier duty model which includes a new front plow and sander unit.

The Fleet Management Policy indicates that fleet will be replaced upon consideration of a combination of the following criteria:

- 1. The odometer reading is approaching 180, 000 kilometers - **for this specific equipment, the odometer reading is approximately 126,561 kilometers**
- 2. The hours are approaching 10,000 hours for plow/dump trucks and 4,000 hours for lawnmower, tractors and other small vehicles that do not have an odometer tracking mileage - **for this specific equipment, the hours are 2,419.**
- 3. The fleet is fully amortized in accordance with the estimated useful life (amortization rates) established in the Township's Tangible Capital Asset Policy - **for this specific equipment, the Asset Management Plan indicates a useful life of 12 years. This asset has been fully amortized.**
- 4. The fleet becomes unserviceable or unsafe due to a major accident or mechanical failure that would not be economical to repair - **Account No. 01-0030-4220 had costs amounting to approximately \$5,349 (2018) and \$3,700 (2019 year to date).**

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A

4 - Project Description

This truck is relied upon for garbage removal, transporting skids of softener salt for the various Township facilities, and frequently used in Township parks and forestry operations - towing the brush chipper. Winter responsibilities include: small street and cul de sac plowing, and all facility parking lots. In addition, this replaced unit will be equipped with a larger front plow increasing productivity and making fuel consumption more economical. Other less frequent duties include: the Township spring garbage clean up and cemetery digs.

5 - Capital Funding for 2020 Expenditures

Tax Levy		<div>Additional information related to DC's</div> <div>Project # and Description in DC Year in DC Study</div>		
Gas Tax				
Aggregate Levy				
In Lieu of Parkland Discretionary Reserve	125,000			
Development Charges				
Re-sale Value	30,000	% of DC Funding allowed in DC Service Area in DC		
Total Funding	155,000	Roads and Related Services		

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Equipment Purchase				155,000	155,000				
					-				
					-				
					-				
Total Cost	-	-	-	155,000	155,000	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

Incremental Revenues	2020	Annualized	# FT Staff # PT Staff	
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		



TOWNSHIP OF PUSLINCH  
2020 CAPITAL BUDGET

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Department	Public Works
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - 2008 JCB Backhoe Replacement ( Asset No. 8001 )
Project Type - Equipment Replacement

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

Replacing the current 2008 JCB Backhoe as identified in the year 2020 in the Township's Asset Management Plan with a new Backhoe with a quick attach front bucket and additional ditching attachments on the rear.
The previous Capital Budget and Forecast indicated an amount of \$125,000 for the replacement of this unit. This cost has increased to \$137,000 based on pricing obtained from a recent 2019 tender completed by the County of Wellington.
The Fleet Management Policy indicates that fleet will be replaced upon consideration of a combination of the following criteria:
1. The odometer reading is approaching 180,000 kilometers - <b>for this specific equipment, there is no odometer tracking mileage.</b>
2. The hours are approaching 10,000 hours for plow/dump trucks and 4,000 hours for lawnmower, tractors and other small vehicles that do not have an odometer tracking mileage - <b>for this specific equipment, the hours are 5,089.</b>
3. The fleet is fully amortized in accordance with the estimated useful life (amortization rates) established in the Township's Tangible Captial Asset Policy - <b>for this specific equipment, the Asset Management Plan indicates a useful life of 12 years. This asset has been fully amortized.</b>
4. The fleet becomes unserviceable or unsafe due to a major accident or mechanical failure that would not be economical to repair.
<b>Account No. 01-0030-4220 had costs amounting to approximately \$3,000 (2018) and \$3,000 (2019 year to date).</b>

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

N/A
-----

**4 - Project Description**

The backhoe is a heavily utilized piece of equipment that is relied upon by Public Works staff on a year round basis. The type of work the backhoe performs is culvert replacement, forestry operations, cemetery digs, snow removal, and various other Public Work duties. An added feature to the new unit would be a ditching bucket. This would allow expansion of the ditch program as identified in the 2019 Gravel Roads Study. This new unit would make it possible for Public Works staff to complete work related to the ditching program and other related works, without relying on the availability of a rental unit and costs associated.

**5 - Capital Funding for 2020 Expenditures**

<b>Tax Levy</b>		<b>Additional information related to DC's</b>		
<b>Gas Tax</b>				
<b>Aggregate Levy</b>				
<b>In Lieu of Parkland</b>				
<b>Discretionary Reserve</b>	107,000			
<b>Development Charges</b>		Project # and Description in DC		
		Year in DC Study		
<b>Re-sale Value</b>	30,000	% of DC Funding allowed in DC		
<b>Total Funding</b>	<b>137,000</b>	Service Area in DC	Roads and Related Services	

**6 - Capital Components, Costs, and Timing**

Please list proposed 2020 capital spending by quarter for cash flow purposes

Project Components	2020					Future Phases <sup>Note B</sup>			
	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	#
Equipment Purchase				137,000	137,000				
					-				
<b>Total Cost</b>	-	-	-	<b>137,000</b>	<b>137,000</b>	-	-	-	

**Note B:** The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		

TOWNSHIP OF PUSLINCH  
2020 CAPITAL BUDGET

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Department	Public Works
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1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)

Project Title - Traffic Count Study
Project Type - Study

2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)

As identified in the 2019 Asset Management Plan and 2019 Development Charges Study, traffic volume studies assist to better manage the lifecycle of each road segment. The 2019 Asset Management Plan recommended that a traffic volume study be completed every 5 years for all road surfaces as traffic volume data assists the Township to optimize the lifecycle model for roads by increasing or decreasing the deterioration rate of two PCI points per year based on the expected traffic on that surface over time.
A majority of the roads outlined in the 2019 Asset Management Plan had traffic volume estimates and therefore, the class of road (ie. Class 3, 4, or 5) was determined based on these estimates. The Traffic Count Study will also assist the Township as it relates to the results from the 2019 Gravel Roads Study regarding traffic counts as a criteria. Accurate traffic count data also assists with determining the appropriate speed limit for a road based on TAC guidelines.

3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)

Roads (1 lift, 2 lift, surface treated, and gravel) listed in the Township's 2019 Asset Management Plan
---

4 - Project Description

As described above.
---------------------

5 - Capital Funding for 2020 Expenditures

Tax Levy	10,000
Gas Tax	
Aggregate Levy	
In Lieu of Parkland	
Discretionary Reserve	
Development Charges	15,000
Other (grants)	
Total Funding	25,000

Additional information related to DC's	
Project # and Description in DC	4 - Traffic County Study
Year in DC Study	2020
% of DC Funding allowed in DC	60.0%
Service Area in DC	Roads and Related Services

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Engineering				25,000	25,000				
					-				
					-				
					-				
Total Cost	-	-	-	25,000	25,000	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff
Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./ (Rev.)	-	-		

**TOWNSHIP OF PUSLINCH  
2020 CAPITAL BUDGET**

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**Department**

**Public Works**

**1 - Project Title and Type (ie. minor repairs, major repairs, replacement, new equipment, studies, policies, plans etc.)**

Project Title - Upgrade of the Moyer's Bridge and Reconstruction of McLean Road

Project Type - Bridge Replacement and Pulverize/Repave of Road Portion

**2 - Purpose of Expenditure (ie. identify links to any plans, policies, legislation, studies, etc.)**

The Township has obtained provincial nomination for this project (ie. bridge upgrade and pulverize/repave of road portion) under the Investing in Canada Infrastructure Program: Rural & Northern Stream. Design and Environmental Assessment Costs and any other necessary design works required as per Grant Application are budgeted for 2020. The construction works are budgeted for 2022 in the Grant Application.

Asset Number 1009 - Moyer's Bridge - Poor Condition as outlined in 2019 Ontario Structure Inspection Manual Report.

Asset Number 164 - Class 3 Road - PCI of 64 estimated for 2022

Asset Number 165 - Class 3 Road - PCI of 64 estimated for 2022

Repaving of 1.896 kms of roadway as identified in the year 2021 in the Township's Asset Management Plan.

Service level for Class 3 Roads as outlined in the 2019 Asset Management Plan is that they be rehabilitated or reconstructed at a PCI of 65.

It is recommended that the full costs associated with this project (ie. design and construction) be completed in 2020 due to the recent closure of Moyer's Bridge.

**3 - Specific Location (ie. list facility names, stretches of Road from/to streets, etc.)**

McLean Road/Concession 7 from the Intersection of McLean Road/Concession 7 to County Road 34.

**4 - Project Description**

The Project is for the upgrade of Moyer's Bridge, including barrier installation, approach guide rail, and possible structure replacement, and also includes the reconstruction of approximately 1.9 km of McLean Road/Concession 7 from the Intersection of McLean Road/Concession 7 to County Road 34.

5 - Capital Funding for 2020 Expenditures

Tax Levy		Additional information related to DC's	
Gas Tax Reserve Fund			
Aggregate Levy			
In Lieu of Parkland			
Discretionary Reserve	173,160		
Development Charges		Project # and Description in DC	
		Year in DC Study	
Other (grants)	865,590	% of DC Funding allowed in DC	
Total Funding	1,038,750	Service Area in DC	Roads and Related Services

6 - Capital Components, Costs, and Timing

Please list proposed 2020 capital spending by quarter for cash flow purposes

	2020					Future Phases <span>Note B</span>			
Project Components	JAN-MAR	APR-JUN	JUL-SEP	OCT-DEC	2020	2021	2022	2023	2024
Design and Construction				1,038,750	1,038,750		-		
					-				
Total Cost	-	-	-	1,038,750	1,038,750	-	-	-	-
<span>Note B:</span> The Future Phases section is to identify the quantum of the total project cost only. Future Phases will not be automatically approved nor funded if this project is approved.									

7 - Incremental Operating Budget Impact

	2020	Annualized		
Incremental Revenues			# FT Staff	# PT Staff

Incremental Salary and Benefits				
Incremental Non-Salary Costs				
Total Incr. Exp./(Rev.)	-	-		



## 2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Aerial 33 Truck - Tire Replacement - Asset No. 5033	Asset Management			\$5,238		\$5,238
		Satellite Station Land Acquisition Cost - Only required if the Township Assumes Fire Protection Services in the Cambridge Contracted Area	New Asset		\$102,500		\$307,500	\$410,000
		Structural Firefighter Gear	Asset Management			\$6,042		\$6,042
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,166,966			\$1,166,966
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
		Marketing and Branding Implementation - Phase 3	Study/Plan	\$25,000				\$25,000
	Municipal Office							
		Replacement of John Wood Electric 48 USG Hot Water Tank - Asset No. 59MC	Asset Management			\$5,000		\$5,000
		Convert Lighting to LED and Install Motion Sensors	Asset Management			\$17,420		\$17,420
Parks and Recreation								
	ORC							
		Convert Lighting to LED	Asset Management			\$7,140		\$7,140
	Parks							
		Phase 1 of Parks Master Plan	New Asset	\$1,121,548			\$224,363	\$1,345,911

## 2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Replacement of Morriston Meadows Bleachers - Asset No. 3046	Asset Management			\$10,000		\$10,000
		Replacement of Morriston Meadows 6 Seat High Bleachers - Asset No. 3052	Asset Management			\$5,000		\$5,000
		Replacement of Morriston Meadows 6 Seat High Bleachers - Asset No. 3053	Asset Management			\$5,000		\$5,000
		Replacement of Badenoch Soccer Field: 3 Seat Bleacher - Asset No. 3068	Asset Management			\$2,000		\$2,000
		Pickup Truck - Trsfr from Public Works - Asset No. 7008	Asset Management			\$0		\$0
	PCC							
		Kitchen Renovation including Kitchen Washroom	Asset Management	\$10,000		\$90,000		\$100,000
		Convert Lighting to LED	Asset Management			\$2,660		\$2,660
	Public Works							
	Public Works							
		Bridge and Culvert Inspections - 2021	Study/Plan		\$7,500			\$7,500
		Transportation Master Plan including PCI Updates	Study/Plan		\$10,000		\$15,000	\$25,000
		Tandem Dump Truck- 302 - Asset No. 8014	Asset Management	\$30,000		\$300,000		\$330,000
		Pickup Truck- Director - 1/2 Ton - Asset No. 8019	Asset Management			\$40,000		\$40,000
		Tandem Dump Truck- 301 - Asset No. 8016	Asset Management	\$30,000		\$300,000		\$330,000
		Concession 4 - County Road 32 to Sideroad 10 North - Asset No. 56	Asset Management			\$168,800	\$281,200	\$450,000

## 2021 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		McLean Road West - County Road 46 (Brock Road) to Concession 7 - Asset No. 40_Surface	Asset Management			\$298,510		\$298,510
		Fox Run Drive - Stormwater Management Facility - Asset No. 12013	Asset Management			\$165,000		\$165,000
		Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection - Asset No. 12009 (Cell 1), 12010 (Cell 2), 12011 (Cell 3)	Study/Plan		\$16,000			\$16,000
		Irish Creek Culvert On Townline Road - Asset No. 2007	Asset Management			\$205,200		\$205,200
		Galt Creek Bridge Gore Road Lot 2 - Asset No. 1008	Asset Management			\$186,624	\$29,376	\$216,000
		Gilmour Culvert - Asset No. 2009	Asset Management			\$40,000		\$40,000
		Storm Water Management Pond Inspections	Study/Plan		\$5,000			\$5,000
		Storm Sewer Inspections and Cleaning	Study/Plan		\$10,000			\$10,000
<b>Grand Total</b>				<b>\$1,216,548</b>	<b>\$1,327,966</b>	<b>\$1,869,634</b>	<b>\$857,439</b>	<b>\$5,271,587</b>

## Schedule F to Report FIN-2020-005

## 2022 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Satellite Station Building - Only required if the Township Assumes Fire Protection Services in the Cambridge Contracted Area			\$515,000		\$175,000	\$690,000
		Satellite Station Equipment - Only required if the Township Assumes Fire Protection Services in the Cambridge Contracted Area	New Asset		\$51,750			\$51,750
		Equipment for New Firefighters (9) - Only required if the Township Assumes Fire Protection Services in the Cambridge Contracted Area	New Asset				\$48,792	\$48,792
		Pump 32 Truck - Tire Replacement - Asset No. 5040	Asset Management			\$4,404		\$4,404
		Structural Firefighter Gear	Asset Management			\$0		\$0
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$838,716			\$838,716
		Microsoft Office License Upgrades - 4002	Asset Management			\$15,000		\$15,000
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Computer Equipment - 4002 - New Term of Council	Asset Management			\$9,000		\$9,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
	Municipal Office							
		Furnace, Condenser Units, HVAC distribution ductwork- Asset No. 59MC	Asset Management			\$20,000		\$20,000
		Heat Recovery Unit in Municipal Offices - Asset No. 59MC	Asset Management			\$5,000		\$5,000
		Damper Control System in Municipal Offices - Asset No. 59MC	Asset Management			\$10,000		\$10,000

## 2022 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total	
Parks and Recreation									
	Parks								
		Phase 2 of Parks Master Plan	New Asset	\$294,244			\$46,862	\$341,106	
		Replacement of Horse Paddock Bleachers - Asset No. 3036	Asset Management			\$30,000		\$30,000	
		Replace Lights and Upgrade Washrooms at Old Morriston Park	Asset Management	\$170,827			\$34,174	\$205,000	
Public Works									
	Public Works								
		Bridge and Culvert Inspections-2023	Study/Plan		\$7,500			\$7,500	
		Leslie Road West - Watson Road South to Bridge 5 (Mountsberg) - Asset No. 22	Asset Management			\$20,000		\$20,000	
		Grader- 501 - Asset No. 8002	Asset Management			\$350,000		\$350,000	
		McLean Road East - Brock Road South to Winer Road - Asset No. 158	Asset Management			\$147,854		\$147,854	
		Gilmour Culvert - Asset No. 2009	Asset Management			\$246,560	\$293,440	\$540,000	
		Carriage Lane - Stormwater Management Facility - Asset No. 12007	Asset Management			\$165,000		\$165,000	
		Little's Bridge - Asset No. 1003	Asset Management			\$25,000		\$25,000	
		Storm Sewers - Geolocation of catch basins	Study/Plan		\$5,000			\$5,000	
Grand Total					\$465,070	\$1,427,966	\$1,057,818	\$598,268	\$3,549,122

## 2023 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Structural Firefighter Gear	Asset Management			\$12,084		\$12,084
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,510,466			\$1,510,466
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
	Municipal Office							
		Power Distribution Equipment (feeders, panels, main disconnect switch) - Asset No. 21MC	Asset Management			\$20,000		\$20,000
Parks and Recreation								
	Parks							
		Replacement of Old Morrison 6 Seat Concrete Bleachers - Asset No. 3060	Asset Management			\$10,000		\$10,000
		Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the Puslinch Community Centre - Asset No. 3082	Asset Management	\$61,000		\$239,000		\$300,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections-2023	Study/Plan		\$7,500			\$7,500
		Concession 7- Concession 2A to Mason Road - Asset No. 115	Asset Management			\$129,112		\$129,112
		Concession 7- Mason Road to McLean Road West - Asset No. 116	Asset Management			\$46,868		\$46,868

## 2023 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Leslie Road West - Watson Road South to Bridge 5 (Mountsberg) - Asset No. 22	Asset Management			\$259,200	\$40,800	\$300,000
		Bridlepath - Asset No. 204_Surface	Asset Management			\$168,258		\$168,258
		Single Axle Dump Truck-303 - Asset No. 8017	Asset Management			\$225,000		\$225,000
		Leslie Road West - Mountsberg Bridge to Curve at Highway 401 - Asset No. 23	Asset Management			\$119,823	\$18,861	\$138,684
		Leslie Road West - Curve at Highway 401 to Puslinch-Flamborough Townline - Asset No. 25	Asset Management			\$115,235		\$115,235
		Little's Bridge - Asset No. 1003	Asset Management			\$224,640	\$35,360	\$260,000
		Bridlepath - Bridle Path Split to Brock Road South - Asset No. 185_Surface	Asset Management			\$67,247		\$67,247
		Winer Road - McLean Road to dead end. - Asset No. 212A and 212B_SURFACE	Asset Management			\$210,053	\$33,064	\$243,117
		Sideroad 10 North - Forestell Road to Laird Road West - Asset No. 97	Asset Management			\$117,635		\$117,635
		Puslinch-Flamborough Townline - Leslie Road West to Township Limits - Asset No. 148	Asset Management			\$34,166		\$34,166
		Maltby Road East - Victoria Road South to Watson Road South - Asset No. 63A and 63B	Asset Management			\$198,761	\$31,286	\$230,048
		McRae Station Road - Watson Road South to Concession 14 East - Asset No. 132	Asset Management			\$38,228		\$38,228
		Roszell Road - Forestell Road to Townline Road - Asset No. 90 and 54a	Asset Management			\$6,713	\$255,686	\$262,400
		Townline Road - Roszell Road to County Road 34 - Asset No. 88	Asset Management			\$165,368		\$165,368

2023 Capital Plan Summary

Project Cost					Funding Type				
Service	Department	Capital Project	Classification		Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Grand Total					\$61,000	\$1,527,966	\$2,417,391	\$415,058	\$4,421,415



## 2024 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Pickup Truck - Mid-Size - Asset No. 7005B	Asset Management			\$33,000		\$33,000
Fire and Rescue								
	Fire and Rescue							
		Tanker 37 Truck - Tire Replacement - Asset No. 7006	Asset Management			\$1,746		\$1,746
		Pickup Truck - Mid-Size - Asset No. 7005A	Asset Management			\$23,000		\$23,000
		Motorized Water Vessel - Only required if the Township Assumes Fire Protection Services in the Cambridge Contracted Area	New Asset				\$50,000	\$50,000
		Cargo Trailer - Only required if the Township Assumes Fire Protection Services in the Cambridge Contracted Area	New Asset				\$8,000	\$8,000
		Structural Firefighter Gear	Asset Management			\$9,063		\$9,063
General Government								
	Corporate							
		Website Redesign	Information Technology	\$20,000		\$20,000		\$40,000
		Asset Management	Reserve Contribution		\$1,393,590			\$1,393,590
		Server Replacement - 4001	Asset Management			\$42,000		\$42,000
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
	Finance							
		2024 Development Charges Background Study	Study/Plan		\$2,100		\$18,900	\$21,000
		Asset Management Plan and Policy Updates	Study/Plan		\$8,776		\$1,224	\$10,000

## 2024 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	Municipal Office							
		Gas Fired Infra-Red Heaters in Public Works Area - Asset No. 59MC	Asset Management			\$6,000		\$6,000
		UV Pure Water Treatment System - Asset No. 59MC	Asset Management			\$10,000		\$10,000
		Window and Door Replacement Program and Air Curtain on Front Doors - Asset No. 46MC	Asset Management			\$100,000		\$100,000
	Parks and Recreation							
	Parks							
		Tree Program and Inspections	Study/Plan		\$6,000			\$6,000
	PCC							
		Replacement of UV Pure Water Treatment System - Asset No. 93PCC	Asset Management			\$7,500		\$7,500
		Replacement of Sanitary Pumps and Control System - Asset No. 93PCC	Asset Management			\$5,000		\$5,000
		Window and Door Replacement Program - Asset No. 9PCC	Asset Management			\$100,000		\$100,000
	Public Works							
	Public Works							
		Bridge and Culvert Inspections-2025	Study/Plan		\$7,500			\$7,500
		Concession 2- Sideroad 20 South to Concession 7 - Asset No. 35 and 36	Asset Management			\$383,453	\$60,358	\$443,811
		Watson Road South - County Road 37 (Arkell Road) to Maltby Road East - 139 and 140	Asset Management				\$276,859	\$276,859
		Victoria Street And Church Street - Calfass Road to Queen Street (Highway 6) - Asset No. 28_Surface	Asset Management			\$42,618		\$42,618
		Maple Leaf Lane - County Road 46 to dead end - Asset No. 52	Asset Management			\$80,697		\$80,697

2024 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Watson Road South - County Road 37 (Arkell Road) to Maltby Road East - Asset No. 139 and 140	Asset Management			\$141,221		\$141,221
		Maddaugh Road - Highway 6 to Gore Road - Asset No. 120	Asset Management	\$25,594		\$25,594		\$51,188
		Maddaugh Road - 14th Concession East to Highway 6 - Asset No. 121A	Asset Management	\$26,658		\$26,658		\$53,316
		Maddaugh Road - Puslinch-Flamborough Townline to 14th Concession East - Asset No. 121B	Asset Management	\$24,785		\$24,785		\$49,569
		Sideroad 20 North - County Road 34 to Forestell Road - Asset No. 108 and 166	Asset Management			\$309,469	\$48,713	\$358,181
		Concession 1 - Leslie Road West to Highway 6 - Asset No. 19	Asset Management			\$52,316		\$52,316
		Concession 1/Leslie Rd W - Concession 7 to Highway 6 - Asset No. 18	Asset Management			\$276,116		\$276,116
		Nassagaweya-Puslinch Townline - County Road 34 to Maltby Road East - Asset No. 153	Asset Management	\$54,921		\$54,921		\$109,842
		Nassagaweya-Puslinch Townline - Hume Road to Maltby Road East - Asset No. 154	Asset Management	\$28,974		\$28,974		\$57,948
		Nassagaweya-Puslinch Townline - Hume Road to Arkell Road (County Road 37) - Asset No. 155	Asset Management	\$21,613		\$21,613		\$43,225
		Guiderail Allowances - Bridges and Culverts - Asset No. 2004, 2005, 2014, 2019	New Asset		\$200,000			\$200,000
Grand Total				\$202,544	\$1,627,966	\$1,835,742	\$464,054	\$4,130,305

## 2025 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Building								
	Building							
		Tablet	Information Technology Enhancement			\$9,000		\$9,000
Fire and Rescue								
	Fire and Rescue							
		Fire Master Plan	Study/Plan		\$17,600		\$26,400	\$44,000
		Defibrillators Fire & Rescue Service Trucks - Asset No. 12_41FE	Asset Management			\$15,000		\$15,000
		Defibrillators - Municipal Buildings- Asset No. 1212_41FE	Asset Management			\$4,500		\$4,500
		Pump 31 Truck - Asset No. 5031	Asset Management			\$468,000		\$468,000
		Structural Firefighter Gear	Asset Management			\$42,294		\$42,294
General Government								
	Corporate							
		Community Based Strategic Plan	Study/Plan		\$16,500		\$13,500	\$30,000
		Asset Management	Reserve Contribution		\$1,633,366			\$1,633,366
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
Parks and Recreation								
	PCC							
		Recreation and Parks Master Plan	Study/Plan		\$23,000		\$27,000	\$50,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections-2025	Study/Plan		\$7,500			\$7,500
		Pickup truck-Staff - 3/4 Ton - Asset No. 7009	Asset Management			\$52,000		\$52,000
		Gore Road - Valens Road to Concession 7 - Asset No. 5	Asset Management	\$86,528			\$86,528	\$173,056

2025 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Gore Road - Concession 7 to Lennon Road - Asset No. 6	Asset Management	\$50,337		\$50,337		\$100,674
		Gore Road- Maddaugh Road to Lennon Road - Asset No. 7	Asset Management	\$64,965		\$64,965		\$129,930
		Gore Road - Sideroad 20 South to Valens Road - Asset No. 4	Asset Management	\$147,745			\$147,745	\$295,490
		Laird Road West - Country Road 32 - dead end - Asset No. 71	Asset Management			\$45,360		\$45,360
		Old Brock Road - County Road 46 to dead end	Asset Management			\$50,285		\$50,285
		Street Lights - Pole and Arm Inspections	Study/Plan		\$20,000			\$20,000
Grand Total				\$349,575	\$1,727,966	\$811,741	\$301,173	\$3,190,455

## 2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Portable Pumps - Asset No. 13_89FE	Asset Management			\$15,000		\$15,000
		Structural Firefighter Gear	Asset Management			\$9,063		\$9,063
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,803,466			\$1,803,466
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Computer Equipment - 4002 - New Term of Council	Asset Management			\$9,000		\$9,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
Parks and Recreation								
	ORC							
		Floor Scrubber - Asset No. 4060	Asset Management			\$8,000		\$8,000
	Parks							
		Pickup Truck - Trsfr from Public Works - Asset No. 7008	Asset Management			\$0		\$0
		Improvements to Tennis Courts - Asset No. 14003	Asset Management			\$10,000		\$10,000
		Playground area at Boreham Park (also known as Arkell Park) - Asset No. 3075	Asset Management	\$10,000			\$65,000	\$75,000
		Light Poles Replacement at the Puslinch Community Centre Grounds - Asset No. 3028	Asset Management			\$5,200		\$5,200
		Fencing Replacement at the Puslinch Community Centre Grounds - Asset No. 3029	Asset Management			\$9,694		\$9,694
		Fencing Replacement at the Badenoch Soccer Field (East Side) - Asset No. 3070	Asset Management			\$14,934		\$14,934
Public Works								

## 2026 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
	Public Works							
		Bridge and Culvert Inspections-2027	Study/Plan		\$7,500			\$7,500
		Pickup Truck- Director - 1/2 Ton - Asset No. 8019	Asset Management			\$40,000		\$40,000
		Concession 1 - Sideroad 10 South to County Road 35 - Asset No. 14	Asset Management			\$202,616	\$31,893	\$234,510
		Mason Road - Concession 7 to dead end - Asset No. 38	Asset Management			\$25,238		\$25,238
		Concession 4 - Sideroad 20 North to curve in road - Asset No. 160	Asset Management			\$50,656		\$50,656
		Concession 4 - Curve in Road to Highway 6 - Asset No. 161	Asset Management			\$38,310		\$38,310
		Concession 4 - County Road 35 to Sideroad 20 North - Asset No. 59	Asset Management			\$202,578	\$31,887	\$234,465
		Leslie Road West - Victoria Road South to Watson Road South - Asset No. 21	Asset Management			\$8,495	\$220,000	\$228,495
		Gilmour Road - County Road 46 (Brock Road) to Subdivision Entrance - Asset No. 46_SURFACE	Asset Management			\$37,404		\$37,404
		Smith Road - Concession 7 to County Road 34 - Asset No. 48	Asset Management			\$37,631		\$37,631
		Deer View Ridge - Hammersley Drive to Fox Run Drive - Asset No. 195	Asset Management			\$86,702	\$13,648	\$100,350
		Carroll Pond & Lesic Jassal Municipal Drain - Sediment Survey - Asset No. 12009 (Cell 1), 12010 (Cell 2), 12011 (Cell 3)	Study/Plan		\$7,000			\$7,000
Grand Total				\$10,000	\$1,827,966	\$820,522	\$362,428	\$3,020,916

## 2027 Capital Plan Summary

Project Cost				Funding Type			
Service	Department	Capital Project	Classification	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue							
	Fire and Rescue						
		Washer/Extractor - Asset No. 9_104FE	Asset Management		\$10,000		\$10,000
		Gear Dryer - Asset No. 10_2FE	Asset Management		\$6,000		\$6,000
		Thermal Imaging Camera - Asset No. 8_94FE	Asset Management		\$6,000		\$6,000
		Structural Firefighter Gear	Asset Management		\$15,105		\$15,105
General Government							
	Corporate						
		Asset Management	Reserve Contribution	\$1,910,466			\$1,910,466
		Microsoft Office License Upgrades - 4002	Asset Management		\$15,000		\$15,000
		Computer Equipment - 4002	Asset Management		\$10,000		\$10,000
		Corporate Information Technology	Reserve Contribution	\$10,000			\$10,000
Parks and Recreation							
	PCC						
		Rebalancing of HVAC system - Asset No. 93PCC	Asset Management		\$5,000		\$5,000
Public Works							
	Public Works						
		Bridge and Culvert Inspections-2027	Study/Plan	\$7,500			\$7,500
		Fox Run Drive - transition to curb to County Road 46 - Asset No. 205 and 206	Asset Management		\$54,254		\$54,254
		Concession 2 - Country Road 35 to Side Road 20 - Asset No. 34	Asset Management			\$237,573	\$237,573
		Victoria Road Culvert Over Galt Creek - Asset No. 2006	Asset Management		\$111,974	\$17,626	\$129,600
		Victoria Road Culvert North of Leslie - Asset No. 2013	Asset Management		\$129,600		\$129,600
		Ellis Road Culvert Over Puslinch Lake Irish Creek - Asset No. 2010	Asset Management		\$289,267	\$45,533	\$334,800



2027 Capital Plan Summary

Project Cost				Funding Type			
Service	Department	Capital Project	Classification	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Fox Run Drive - Deer View Ridge to Fox Run Drive transition to curb - Asset No. 196	Asset Management		\$62,153		\$62,153
		Fox Run Drive to Fox Run Drive - Asset No. 207	Asset Management		\$98,630		\$98,630
Grand Total				\$1,927,966	\$812,983	\$300,731	\$3,041,680

## 2028 Capital Plan Summary

Project Cost				Funding Type	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Service	Department	Capital Project	Classification	Grant				
Fire and Rescue								
	Fire and Rescue							
		Aerial 33 Truck - Asset No. 5033	Asset Management			\$500,000		\$500,000
		Tanker 38 Truck - Tire Replacement - Asset No. 5038	Asset Management			\$5,538		\$5,538
		Structural Firefighter Gear	Asset Management			\$12,084		\$12,084
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$1,924,066			\$1,924,066
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
	Municipal Office							
		Replacement of metal roofing panels - Asset No. 56MC	Asset Management			\$125,000		\$125,000
		Roads Storage Building Roof Rehabilitation - Asset No. 95RSB	Asset Management			\$15,000		\$15,000
		Municipal Complex: Parking Lot Municipal Complex - Asset No. 15002	Asset Management			\$162,750		\$162,750
Parks and Recreation								
	Parks							
		Replacement of metal roofing panels in Blue Storage Building Behind PCC - Asset No. 71BSBBPCC	Asset Management			\$30,000		\$30,000
		Kabota Lawnmower - Asset No. 7007	Asset Management	\$5,000		\$25,000		\$30,000
		Gravel Road Rehabilitation at Old Morriston Park - Asset No. 3056	Asset Management			\$7,740		\$7,740
	PCC							
		Replacement of metal roofing panels - Asset No. 67PCC	Asset Management			\$100,000		\$100,000
Public Works								
	Public Works							

## 2028 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Traffic Calming - Streetscaping Morriston - Phase 2	New Asset		\$86,400		\$13,600	<b>\$100,000</b>
		Bridge and Culvert Inspections-2029	Study/Plan		\$7,500			<b>\$7,500</b>
		Single Axle Dump Truck- 304 - Asset No. 8013 - Proposed to be a Tandem Axle Dump	Asset Management	\$30,000		\$300,000		<b>\$330,000</b>
		Puslinch-Flamborough Townline - Victoria Road South to Maddaugh Road - Asset No. 9	Asset Management			\$61,288		<b>\$61,288</b>
		Puslinch-Flamborough Townline - 14th Concession East to Victoria Road South - Asset No. 10	Asset Management			\$75,390		<b>\$75,390</b>
		Concession 1 - Transition to Transition - Asset No. 13A	Asset Management			\$91,397	\$269,016	<b>\$360,413</b>
		Beiber Road - Nicholas Beaver Road to private property - Asset No. 214	Asset Management			\$25,593		<b>\$25,593</b>
		Niska Road - Bailey Bridge to Whitelaw Road - Asset No. 78	Asset Management			\$68,844		<b>\$68,844</b>
		Telfer Glen - Queen Street (Highway 6) to dead end - Asset No. 190	Asset Management			\$105,215		<b>\$105,215</b>
		Main Street - Back Street to Morriston Ball Park - Asset No. 29	Asset Management			\$29,021		<b>\$29,021</b>
		Main Street and Back Street - Asset No. 30	Asset Management			\$39,165		<b>\$39,165</b>
		Victoria Road South - County Road 34 to Maltby Road East - Asset No. 126	Asset Management			\$203,145	\$31,977	<b>\$235,122</b>
		Sideroad 10 North - Concession Road 4 to Forestell Road - Asset No. 96	Asset Management			\$113,400		<b>\$113,400</b>
<b>Grand Total</b>				<b>\$35,000</b>	<b>\$2,027,966</b>	<b>\$2,105,571</b>	<b>\$314,593</b>	<b>\$4,483,129</b>

## 2029 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
Fire and Rescue								
	Fire and Rescue							
		Thermal Imaging Camera - Asset No. 8_93FE	Asset Management			\$6,000		\$6,000
		Structural Firefighter Gear	Asset Management			\$15,105		\$15,105
General Government								
	Corporate							
		Asset Management	Reserve Contribution		\$2,110,466			\$2,110,466
		Computer Equipment - 4002	Asset Management			\$10,000		\$10,000
		Corporate Information Technology	Reserve Contribution		\$10,000			\$10,000
	Municipal Office							
		Exterior wall rehabilitation - Asset No. 46MC	Asset Management			\$25,000		\$25,000
		Replacement of furnaces - Fire area - Asset No. 59MC	Asset Management			\$20,000		\$20,000
		Replacement of washroom plumbing fixtures - Asset No. 59MC	Asset Management			\$5,000		\$5,000
		Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors) - Asset No. 1MC	Asset Management			\$15,000		\$15,000
Parks and Recreation								
	PCC							
		Exterior wall rehabilitation - Asset No. 9PCC	Asset Management			\$35,000		\$35,000
		Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors) - Asset No. 40PCC	Asset Management			\$5,000		\$5,000
Public Works								
	Public Works							
		Bridge and Culvert Inspections-2029	Study/Plan		\$7,500			\$7,500
		Tandem Dump Truck- 302 - Asset No. 8014	Asset Management	\$30,000		\$300,000		\$330,000
		Tandem Dump Truck- 301 - Asset No. 8016	Asset Management	\$30,000		\$300,000		\$330,000

2029 Capital Plan Summary

Project Cost				Funding Type				
Service	Department	Capital Project	Classification	Grant	Levy	Discretionary_Reserves	Restricted_Reserves	Grand Total
		Nicholas Beaver Road - Brock Road South to Winer Road - Asset No. 162_SURFACE	Asset Management			\$124,804	\$19,645	\$144,449
		Ellis Road - Sideroad 10 North to 6725 Ellis Road - Asset No. 45A	Asset Management			\$57,964		\$57,964
		Ellis Road - transition to County Road 32 - Asset No. 45B	Asset Management			\$176,667	\$27,809	\$204,475
		Boreham Drive - County Road 37 (Arkehl Road) to County Road 41 (Watson Road South) - Asset No. 208_SURFACE	Asset Management			\$66,683		\$66,683
		Hume Road - Nassagaweya-Puslinch Townline to Watson Road South - Asset No. 77	Asset Management			\$229,625	\$36,145	\$265,769
		Sideroad 10 North - County Road 34 to transition - Asset No. 95b	Asset Management			\$8,732		\$8,732
		Sideroad 10 North - Wellington Road 34 to Ellis Road - Asset No. 94	Asset Management				\$226,800	\$226,800
Grand Total				\$60,000	\$2,127,966	\$1,400,580	\$310,398	\$3,898,944

## Projects by Year

[illegible]

## Schedule G to Report FIN-2020-005

## Projects by Year

[illegible]

## Schedule G to Report FIN-2020-005

## Projects by Year

[illegible]



## Schedule G to Report FIN-2020-005

### Projects by Year

Project Cost												
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Corporate												
Community Based Strategic Plan								\$30,000				
Website Redesign							\$40,000					
Asset Management			\$1,166,966	\$1,166,966	\$838,716	\$1,510,466	\$1,393,590	\$1,633,366	\$1,803,466	\$1,910,466	\$1,924,066	\$2,110,466
Server Replacement - 4001							\$42,000					
Microsoft Office License Upgrades - 4002					\$15,000					\$15,000		
Computer Equipment - 4002				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Computer Equipment - 4002 - New Term of Council					\$9,000				\$9,000			
Corporate Information Technology			\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Marketing and Branding Implementation - Phase 1		\$75,385										
Marketing and Branding Implementation - Phase 2			\$55,000									
Marketing and Branding Implementation - Phase 3				\$25,000								
Software System Enhancements or Replacement			\$100,000									
Computer Equipment and Unsupported Windows Upgrade - 4002			\$10,532									
Corporate Total		\$75,385	\$1,342,498	\$1,211,966	\$882,716	\$1,530,466	\$1,495,590	\$1,683,366	\$1,832,466	\$1,945,466	\$1,944,066	\$2,130,466

## Projects by Year

[illegible]

# Schedule G to Report FIN-2020-005

## Projects by Year

Project Cost		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Municipal Office													
	New Flooring - Council Chambers and Clerks Areas - Asset No. 95MC		\$10,000										
	Security Enhancements - Asset No. 95MC		\$8,600										
	Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment			\$15,500									
	Replacement of condenser units - Fire area - Asset No. 59MC			\$7,000									
	Water Softening Equipment - Asset No. 59MC			\$3,000									
	Replacement of John Wood Electric 48 USG Hot Water Tank - Asset No. 59MC				\$5,000								
	Convert Lighting to LED and Install Motion Sensors				\$17,420								
	Furnace, Condenser Units, HVAC distribution ductwork-Asset No. 59MC					\$20,000							
	Heat Recovery Unit in Municipal Offices - Asset No. 59MC					\$5,000							
	Damper Control System in Municipal Offices - Asset No. 59MC					\$10,000							
	Power Distribution Equipment (feeders, panels, main disconnect switch) - Asset No. 21MC						\$20,000						
	Gas Fired Infra-Red Heaters in Public Works Area - Asset No. 59MC							\$6,000					
	UV Pure Water Treatment System - Asset No. 59MC							\$10,000					
	Window and Door Replacement Program and Air Curtain on Front Doors - Asset No. 46MC							\$100,000					
	Replacement of metal roofing panels - Asset No. 56MC											\$125,000	
	Roads Storage Building Roof Rehabilitation - Asset No. 95RSB											\$15,000	
	Municipal Complex: Parking Lot Municipal Complex - Asset No. 15002											\$162,750	
	Exterior wall rehabilitation - Asset No. 46MC												\$25,000
	Replacement of furnaces - Fire area - Asset No. 59MC												\$20,000
	Replacement of washroom plumbing fixtures - Asset No. 59MC												\$5,000
	Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors) - Asset No. 1MC												\$15,000
	New Flooring - Asset No. 95MC	\$7,313											
<b>Municipal Office Total</b>		<b>\$7,313</b>	<b>\$18,600</b>	<b>\$25,500</b>	<b>\$22,420</b>	<b>\$35,000</b>	<b>\$20,000</b>	<b>\$116,000</b>				<b>\$302,750</b>	<b>\$65,000</b>

## Projects by Year

[illegible]

# Schedule G to Report FIN-2020-005

## Projects by Year

Project Cost		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Parks													
	Phase 1 of Parks Master Plan				\$1,345,911								
	Phase 2 of Parks Master Plan					\$341,106							
	Puslinch Community Centre Park - Back Soccer Fields - Asset No. 3080			\$228,295									
	Replacement of Horse Paddock Bleachers - Asset No. 3036					\$30,000							
	Replacement of Benches at Morriston Meadows - Asset No. 3047			\$3,000									
	Replacement of Fencing Backstop at Old Morriston - Asset No. 3059			\$3,668									
	Replacement of Morriston Meadows Bleachers - Asset No. 3046				\$10,000								
	Replacement of Morriston Meadows 6 Seat High Bleachers - Asset No. 3052				\$5,000								
	Replacement of Morriston Meadows 6 Seat High Bleachers - Asset No. 3053				\$5,000								
	Replacement of Badenoch Soccer Field: 3 Seat Bleacher - Asset No. 3068				\$2,000								
	Pickup Truck - Trsfr from Public Works - Asset No. 7008				\$0					\$0			
	Replacement of Old Morriston 6 Seat Concrete Bleachers - Asset No. 3060						\$10,000						
	Parking Lot & Associated Enhancements (curbing, entrance, and additional lighting) at the Puslinch Community Centre - Asset No. 3082						\$300,000						
	Improvements to Tennis Courts - Asset No. 14003									\$10,000			
	Playground area at Boreham Park (also known as Arkell Park) - Asset No. 3075									\$75,000			
	Light Poles Replacement at the Puslinch Community Centre Grounds - Asset No. 3028									\$5,200			
	Fencing Replacement at the Puslinch Community Centre Grounds - Asset No. 3029									\$9,694			
	Fencing Replacement at the Badenoch Soccer Field (East Side) - Asset No. 3070									\$14,934			
	Replacement of metal roofing panels in Blue Storage Building Behind PCC - Asset No. 71BSBBPCC											\$30,000	
	Kabota Lawnmower - Asset No. 7007											\$30,000	
	Gravel Road Rehabilitation at Old Morriston Park - Asset No. 3056											\$7,740	
	Tree Program and Inspections							\$6,000					
	Replace Lights and Upgrade Washrooms at Old Morriston Park					\$205,000							
Parks Total				\$234,963	\$1,367,911	\$576,106	\$310,000	\$6,000		\$114,828		\$67,740	

## Projects by Year

Project Cost	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PCC												
Recreation and Parks Master Plan								\$50,000				
Kitchen Renovation including Kitchen Washroom				\$100,000								
Building Condition Assessment, Arc Flash Study, Infra-red Scanning of Equipment			\$5,000									
Convert Lighting to LED				\$2,660								
Water Softening Equipment - Asset No. 93PCC			\$3,000									
Replacement of UV Pure Water Treatment System - Asset No. 93PCC							\$7,500					
Replacement of Sanitary Pumps and Control System - Asset No. 93PCC							\$5,000					
Rebalancing of HVAC system - Asset No. 93PCC										\$5,000		
Replacement of metal roofing panels - Asset No. 67PCC											\$100,000	
Exterior wall rehabilitation - Asset No. 9PCC												\$35,000
Window and Door Replacement Program - Asset No. 9PCC							\$100,000					
Replacement of fire alarm system (fire extinguishers, panels, bells, pullstations, heat & smoke detectors) - Asset No. 40PCC												\$5,000
<b>PCC Total</b>			<b>\$8,000</b>	<b>\$102,660</b>			<b>\$112,500</b>	<b>\$50,000</b>		<b>\$5,000</b>	<b>\$100,000</b>	<b>\$40,000</b>

# Schedule G to Report FIN-2020-005

## Projects by Year

Project Cost	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Public Works												
Traffic Count Study			\$25,000									
Traffic Calming - Streetscaping Morriston - Phase 2											\$100,000	
Bridge and Culvert Inspections - 2021			\$7,500	\$7,500								
Bridge and Culvert Inspections-2023					\$7,500	\$7,500						
Bridge and Culvert Inspections-2025							\$7,500	\$7,500				
Bridge and Culvert Inspections-2027									\$7,500	\$7,500		
Bridge and Culvert Inspections-2029											\$7,500	\$7,500
Transportation Master Plan including PCI Updates				\$25,000								
Paving of Gravel Roads - Notice of Motion		\$25,000										
Concession 1 - Sideroad 20 South to Concession 7 - Asset No. 16 and 17			\$467,895									
Tandem Dump Truck- 302 - Asset No. 8014				\$330,000								\$330,000
Pickup Truck- Director - 1/2 Ton - Asset No. 8019				\$40,000					\$40,000			
Concession 2- Sideroad 20 South to Concession 7 - Asset No. 35 and 36							\$443,811					
Concession 7- Concession 2A to Mason Road - Asset No. 115						\$129,112						
Concession 7- Mason Road to McLean Road West - Asset No. 116						\$46,868						
Leslie Road West - Watson Road South to Bridge 5 (Mountsberg) - Asset No. 22					\$20,000	\$300,000						
Tandem Dump Truck- 301 - Asset No. 8016				\$330,000								\$330,000
Fox Run Drive - transition to curb to County Road 46 - Asset No. 205 and 206										\$54,254		
Bridlepath - Asset No. 204_Surface						\$168,258						
Grader- 501 - Asset No. 8002					\$350,000							
Single Axle Dump Truck-303 - Asset No. 8017						\$225,000						
Concession 4 - County Road 32 to Sideroad 10 North - Asset No. 56				\$450,000								
Pickup truck-Staff - 3/4 Ton - Asset No. 7009								\$52,000				
Watson Road South - County Road 37 (Arkell Road) to Maltby Road East - 139 and 140							\$276,859					
Gore Road - Valens Road to Concession 7 - Asset No. 5								\$173,056				
Victoria Street And Church Street - Calfass Road to Queen Street (Highway 6) - Asset No. 28_Surface							\$42,618					
Concession 1 - Sideroad 10 South to County Road 35 - Asset No. 14									\$234,510			
McLean Road West - County Road 46 (Brock Road) to Concession 7 - Asset No. 40_Surface				\$298,510								

## Projects by Year

Project Cost		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Public Works	Gore Road - Concession 7 to Lennon Road - Asset No. 6								\$100,674				
	Gore Road- Maddaugh Road to Lennon Road - Asset No. 7								\$129,930				
	McLean Road East - Brock Road South to Winer Road - Asset No. 158					\$147,854							
	Maple Leaf Lane - County Road 46 to dead end - Asset No. 52							\$80,697					
	Gore Road - Sideroad 20 South to Valens Road - Asset No. 4								\$295,490				
	Brock Road Sidewalk - Asset No. 304		\$25,000	\$78,000									
	Kerr Crescent - Stormwater Management Facility - Asset No. 12004			\$150,000									
	Watson Road South - County Road 34 to McRae Station Road - Asset No. 133, 134, 136, and 137			\$748,779									
	Backhoe - Asset No. 8001			\$137,000									
	Single Axle Dump Truck- 304 - Asset No. 8013 - Proposed to be a Tandem Axle Dump											\$330,000	
	Moyer's Bridge - Asset No. 1009			\$632,500									
	McLean Road/Concession 7 - Intersection of McLean Road/Concession 7 to County Road 34 - Asset No. 164 and 165			\$406,250									
	Fox Run Drive - Stormwater Management Facility - Asset No. 12013				\$165,000								
	Carroll Pond & Lesic Jassal Municipal Drain - Closed Circuit Television Inspection - Asset No. 12009 (Cell 1), 12010 (Cell 2), 12011 (Cell 3)				\$16,000								
	Irish Creek Culvert On Townline Road - Asset No. 2007				\$205,200								
	Galt Creek Bridge Gore Road Lot 2 - Asset No. 1008				\$216,000								
	Gilmour Culvert - Asset No. 2009				\$40,000	\$540,000							
	Carriage Lane - Stormwater Management Facility - Asset No. 12007					\$165,000							
	Leslie Road West - Mountsberg Bridge to Curve at Highway 401 - Asset No. 23						\$138,684						
	Leslie Road West - Curve at Highway 401 to Puslinch-Flamborough Townline - Asset No. 25						\$115,235						
	Little's Bridge - Asset No. 1003					\$25,000	\$260,000						
	Bridlepath - Bridle Path Split to Brock Road South - Asset No. 185_Surface						\$67,247						
	Winer Road - McLean Road to dead end. - Asset No. 212A and 212B_SURFACE						\$243,117						



# Schedule G to Report FIN-2020-005

## Projects by Year

Project Cost		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Public Works	Sideroad 10 North - Forestell Road to Laird Road West - Asset No. 97						\$117,635						
	Puslinch-Flamborough Townline - Leslie Road West to Township Limits - Asset No. 148						\$34,166						
	Maltby Road East - Victoria Road South to Watson Road South - Asset No. 63A and 63B						\$230,048						
	McRae Station Road - Watson Road South to Concession 14 East - Asset No. 132						\$38,228						
	Roszell Road - Forestell Road to Townline Road - Asset No. 90 and 54a						\$262,400						
	Townline Road - Roszell Road to County Road 34 - Asset No. 88						\$165,368						
	Watson Road South - County Road 37 (Arkell Road) to Maltby Road East - Asset No. 139 and 140							\$141,221					
	Maddaugh Road - Highway 6 to Gore Road - Asset No. 120							\$51,188					
	Maddaugh Road - 14th Concession East to Highway 6 - Asset No. 121A							\$53,316					
	Maddaugh Road - Puslinch-Flamborough Townline to 14th Concession East - Asset No. 121B							\$49,569					
	Sideroad 20 North - County Road 34 to Forestell Road - Asset No. 108 and 166							\$358,181					
	Concession 1 - Leslie Road West to Highway 6 - Asset No. 19							\$52,316					
	Concession 1/Leslie Rd W - Concession 7 to Highway 6 - Asset No. 18							\$276,116					
	Nassagaweya-Puslinch Townline - County Road 34 to Maltby Road East - Asset No. 153							\$109,842					
	Nassagaweya-Puslinch Townline - Hume Road to Maltby Road East - Asset No. 154							\$57,948					
	Nassagaweya-Puslinch Townline - Hume Road to Arkell Road (County Road 37) - Asset No. 155							\$43,225					
	Laird Road West - Country Road 32 - dead end - Asset No. 71								\$45,360				
	Old Brock Road - County Road 46 to dead end								\$50,285				
	Mason Road - Concession 7 to dead end - Asset No. 38									\$25,238			
	Concession 4 - Sideroad 20 North to curve in road - Asset No. 160									\$50,656			
	Concession 4 - Curve in Road to Highway 6 - Asset No. 161									\$38,310			
	Concession 4 - County Road 35 to Sideroad 20 North - Asset No. 59									\$234,465			

## Schedule G to Report FIN-2020-005

### Projects by Year

[illegible]

## Schedule G to Report FIN-2020-005

## Projects by Year

Project Cost		2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Public Works	Ellis Road - Sideroad 10 North to 6725 Ellis Road - Asset No. 45A												\$57,964
	Ellis Road - transition to County Road 32 - Asset No. 45B												\$204,475
	Boreham Drive - County Road 37 (Arkeil Road) to County Road 41 (Watson Road South) - Asset No. 208_SURFACE												\$66,683
	Hume Road - Nassagaweya-Puslinch Townline to Watson Road South - Asset No. 77												\$265,769
	Sideroad 10 North - County Road 34 to transition - Asset No. 95b												\$8,732
	Sideroad 10 North - Wellington Road 34 to Ellis Road - Asset No. 94												\$226,800
	Storm Water Management Pond Inspections				\$5,000								
	Storm Sewer Inspections and Cleaning				\$10,000								
	Storm Sewers - Geolocation of catch basins					\$5,000							
	Guiderail Allowances - Bridges and Culverts - Asset No. 2004, 2005, 2014, 2019							\$200,000					
	Street Lights - Pole and Arm Inspections								\$20,000				
	2008 Dump Truck - 1.5 Ton - 305 - Asset No. 7003			\$155,000									
<b>Public Works Total</b>			<b>\$50,000</b>	<b>\$2,807,924</b>	<b>\$2,138,210</b>	<b>\$1,260,354</b>	<b>\$2,548,865</b>	<b>\$2,244,406</b>	<b>\$874,295</b>	<b>\$1,041,559</b>	<b>\$1,054,109</b>	<b>\$1,550,951</b>	<b>\$1,642,373</b>
		<b>\$16,313</b>	<b>\$143,985</b>	<b>\$5,207,198</b>	<b>\$5,271,587</b>	<b>\$3,549,122</b>	<b>\$4,421,415</b>	<b>\$4,130,305</b>	<b>\$3,190,455</b>	<b>\$3,020,916</b>	<b>\$3,041,680</b>	<b>\$4,483,129</b>	<b>\$3,898,944</b>

## Equipment Replacement Schedule

# Schedule H to Report FIN-2020-005

	<a href="#">Back to Index</a>				9/1/2019	9/1/2019	<a href="#">Back to Index</a>																					
Department	Description	Year	Asset ID	Transfer	Current Mileage	Current Hours	Lifec ycle	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	
Fire	Pump 32	2012	5040		34,992	1,657	20													300								
Fire	Aerial 33	2003	5033		60,175	2,566	25									500												
Fire	Rescue 35	2000	5035		94,485	4,963	20	520																				
Fire	Pump 31	2005	5031		89,415	3,535	20						468															
Fire	Tanker 38	2007	5038		34,499	2,196	25													360								
Fire	Tanker 37	2010	7006		26,278	1,089	20	Pump 31 and Tanker 37 Combination in 2025 or earlier in accordance with Report FIR-2016-003																				
Fire	Pickup truck - 1/2 ton - <b>Note A</b>	2013	7005A	from Building	156,522	2,907	7					23							23							23		
Public Works	Tandem Dump	2013-301	8016		99,980	3,196	8		330								330								330			
Public Works	Tandem Dump	2012-302	8014		127,400	4,591	8		330								330								330			
Public Works	Plow truck-303 single axle	2015-303	8017		53,051	1,906	8				225								225								225	
Public Works	Single Dump Proposed to be converted to a Tandem Dump	2011-304	8013		94,485	3,217	8	330								330								330				
Public Works	Dump Truck - 1.5 ton	2008-305	7003		126,561	2,419	12	155												155								
Public Works	Pickup truck - Director - 1/2 ton	2015-03	8019	to Parks	82,875	1,984	5		40					40					40					40				
Public Works	Pickup truck - Staff - 3/4 ton	2017-05	7009		63,573	1,702	8						52								52							
Public Works	Backhoe	2008-06	8001		N/A	5,089	12	155												155								
Public Works	Grader	2000-502	8003		N/A	8,253	20-25	Elimination of one Grader in accordance with August 21, 2017 Special Council Meeting.																				
Public Works	Grader	1999-501	8002		N/A	11,374	20-25			350																		
Public Works	Brush Chipper	2015	8018		N/A	104	5,000	Lifecycle of 5,000 hours. Usage depends on staff hours available for forestry operations.																				
Building	Pickup truck - Mid-Size	2016	7005B	to Fire	37,852	N/A	7					33							33							33		
ORC	Olympia Ice Machine	2017	8020		N/A	N/A	25																					
ORC	Floor Scrubber	2016	4060		N/A	N/A	10							8										8				
Parks	Kabota Lawn Tractor	2018	7007		N/A	589	10									30										30		
Parks	Pickup truck - Staff - 1/2 ton	2011-04	7008	from Public Works	167,625	2,872	5		PW tfr					PW tfr					PW tfr					PW tfr				
	Total							1160	700	350	225	56	520	48	0	860	660	0	321	970	52	0	0	378	660	86	225	
Note A - Funded by the Fire Development Charge (DC) Restricted Reserve in 2017 for the intercorporate transfer of the 2013 Building Vehicle to Fire & Rescue. The DC Act specifies that rolling stock purchased utilizing DC funds must have a useful life of at least seven years.																												

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## Schedule I - Capital Summary - Funding Sources by Year

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Grant</b>												
Corporate	\$0	\$0	\$49,000	\$25,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$26,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$170,000	\$1,121,548	\$465,070	\$61,000	\$0	\$0	\$10,000	\$0	\$5,000	\$0
PCC	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$1,104,513	\$60,000	\$0	\$0	\$182,544	\$349,575	\$0	\$0	\$30,000	\$60,000
Grant Total	\$0	\$0	\$1,350,213	\$1,216,548	\$465,070	\$61,000	\$202,544	\$349,575	\$10,000	\$0	\$35,000	\$60,000
<b>Levy</b>												
Corporate	\$0	\$0	\$1,182,966	\$1,176,966	\$848,716	\$1,520,466	\$1,403,590	\$1,659,866	\$1,813,466	\$1,920,466	\$1,934,066	\$2,120,466
Finance	\$0	\$0	\$0	\$0	\$0	\$0	\$10,876	\$0	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$102,500	\$566,750	\$0	\$0	\$17,600	\$0	\$0	\$0	\$0
ORC	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0
PCC	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$23,000	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$17,500	\$48,500	\$12,500	\$7,500	\$207,500	\$27,500	\$14,500	\$7,500	\$93,900	\$7,500
Municipal Office	\$0	\$0	\$10,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Levy Total	\$0	\$0	\$1,221,316	\$1,327,966	\$1,427,966	\$1,527,966	\$1,627,966	\$1,727,966	\$1,827,966	\$1,927,966	\$2,027,966	\$2,127,966
<b>Discretionary_Reserves</b>												
Building	\$9,000	\$0	\$0	\$0	\$0	\$0	\$33,000	\$9,000	\$0	\$0	\$0	\$0
Corporate	\$0	\$31,250	\$110,532	\$10,000	\$34,000	\$10,000	\$72,000	\$10,000	\$19,000	\$25,000	\$10,000	\$10,000
Fire and Rescue	\$0	\$0	\$734,113	\$11,280	\$4,404	\$12,084	\$33,809	\$529,794	\$24,063	\$37,105	\$517,622	\$21,105
ORC	\$0	\$0	\$0	\$7,140	\$0	\$0	\$0	\$0	\$8,000	\$0	\$0	\$0
Parks	\$0	\$0	\$6,668	\$22,000	\$30,000	\$249,000	\$0	\$0	\$39,828	\$0	\$62,740	\$0
PCC	\$0	\$0	\$3,000	\$92,660	\$0	\$0	\$112,500	\$0	\$0	\$5,000	\$100,000	\$40,000
Public Works	\$0	\$50,000	\$1,167,277	\$1,704,134	\$954,414	\$2,126,307	\$1,468,433	\$262,947	\$729,631	\$745,878	\$1,112,459	\$1,264,475
Municipal Office	\$7,313	\$18,600	\$14,650	\$22,420	\$35,000	\$20,000	\$116,000	\$0	\$0	\$0	\$302,750	\$65,000
Discretionary_Reserves Total	\$16,313	\$99,850	\$2,036,240	\$1,869,634	\$1,057,818	\$2,417,391	\$1,835,742	\$811,741	\$820,522	\$812,983	\$2,105,571	\$1,400,580
<b>Restricted_Reserves</b>												
Corporate	\$0	\$44,135	\$0	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0	\$0	\$0
Finance	\$0	\$0	\$22,500	\$0	\$0	\$0	\$20,124	\$0	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$307,500	\$223,792	\$0	\$58,000	\$26,400	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$58,295	\$224,363	\$81,036	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$518,634	\$325,576	\$293,440	\$415,058	\$385,930	\$234,273	\$297,428	\$300,731	\$314,593	\$310,398
Restricted_Reserves Total	\$0	\$44,135	\$599,429	\$857,439	\$598,268	\$415,058	\$464,054	\$301,173	\$362,428	\$300,731	\$314,593	\$310,398
Grand Total	\$16,313	\$143,985	\$5,207,198	\$5,271,587	\$3,549,122	\$4,421,415	\$4,130,305	\$3,190,455	\$3,020,916	\$3,041,680	\$4,483,129	\$3,898,944

**2020 Proposed Capital Program**

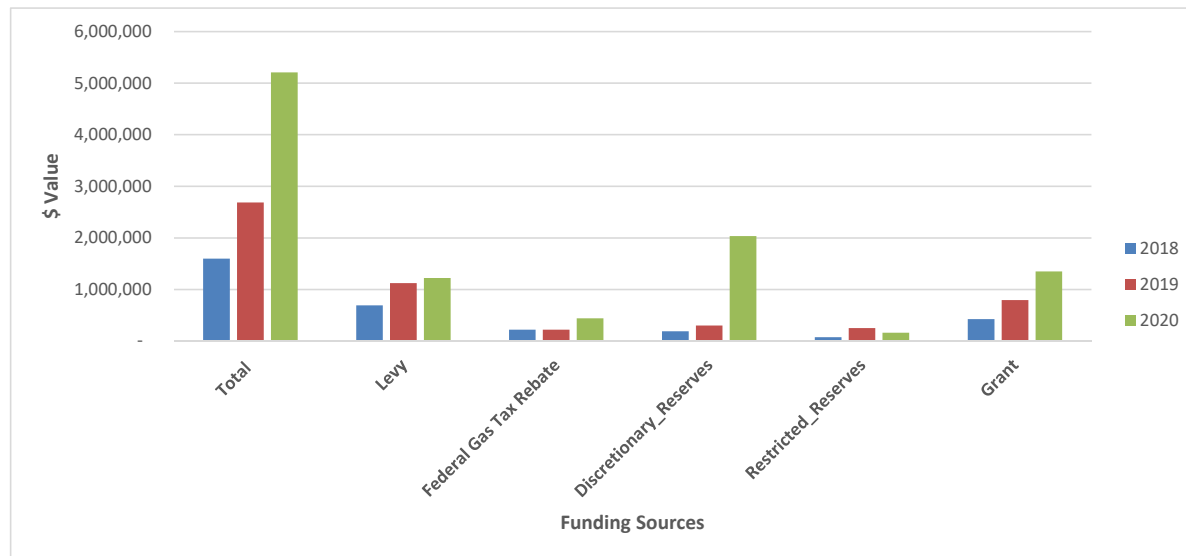
Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	1,342,498	1,182,966	-	110,532	-	49,000
Municipal Office	25,500	10,850	-	14,650	-	-
Finance	22,500	-	-	-	22,500	-
Building	-	-	-	-	-	-
Planning	-	-	-	-	-	-
Public Works	2,807,924	17,500	440,000	1,167,277	78,634	1,104,513
Fire and Rescue	760,813	-	-	734,113	-	26,700
Parks	234,963	-	-	6,668	58,295	170,000
ORC	5,000	5,000	-	-	-	-
PCC	8,000	5,000	-	3,000	-	-
<b>Total</b>	<b>5,207,198</b>	<b>1,221,316</b>	<b>440,000</b>	<b>2,036,240</b>	<b>159,429</b>	<b>1,350,213</b>

**2019 Approved Capital Program**

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_Res erves	Grant
Corporate	202,435	97,593	-	31,307	44,135	29,400
Municipal Office	48,600	36,020	-	12,580	-	-
Finance	21,000	2,100	-	-	18,900	-
Building	-	-	-	-	-	-
Planning	-	-	-	-	-	-
Public Works	1,534,900	837,919	220,000	228,000	79,560	169,421
Fire and Rescue	119,427	89,784	-	29,643	-	-
Parks	732,755	30,000	-	-	108,500	594,255
ORC	15,000	15,000	-	-	-	-
PCC	15,000	15,000	-	-	-	-
<b>Total</b>	<b>2,689,118</b>	<b>1,123,416</b>	<b>220,000</b>	<b>301,530</b>	<b>251,095</b>	<b>793,076</b>

**2018 Approved Capital Program**

Department	Total	Levy	Federal Gas Tax Rebate	Discretionary_ Reserves	Restricted_ Reserves	Grant
Corporate	370,000	107,500	-	-	-	262,500
Municipal Office	27,500	-	-	27,500	-	-
Finance	58,000	8,000	-	-	-	50,000
Building	9,000	-	-	9,000	-	-
Planning	-	-	-	-	-	-
Public Works	1,057,500	560,244	220,000	100,000	69,420	107,836
Fire and Rescue	24,575	15,105	-	4,611	4,859	-
Parks	40,000	-	-	35,000	-	5,000
ORC	-	-	-	-	-	-
PCC	11,000	-	-	11,000	-	-
<b>Total</b>	<b>1,597,575</b>	<b>690,849</b>	<b>220,000</b>	<b>187,111</b>	<b>74,279</b>	<b>425,336</b>

**2020 Proposed Capital Budget Compared to the 2019 and 2018 Approved Capital Budget Funding Comparisons**

## Schedule K to Report FIN-2020-005

## 2020 Proposed Ten Year Plan

Department	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Corporate	370,000	202,435	1,342,498	1,211,966	882,716	1,530,466	1,495,590	1,683,366	1,832,466	1,945,466	1,944,066	2,130,466
Municipal Office	27,500	48,600	25,500	22,420	35,000	20,000	116,000	-	-	-	302,750	65,000
Finance	58,000	21,000	22,500	-	-	-	31,000	-	-	-	-	-
Building	9,000	-	-	-	-	-	33,000	9,000	-	-	-	-
Planning	-	-	-	-	-	-	-	-	-	-	-	-
Public Works	1,057,500	1,534,900	2,807,924	2,138,210	1,260,354	2,548,865	2,244,406	874,295	1,041,559	1,054,109	1,550,951	1,642,373
Fire and Rescue	24,575	119,427	760,813	421,280	794,946	12,084	91,809	573,794	24,063	37,105	517,622	21,105
Parks	40,000	732,755	234,963	1,367,911	576,106	310,000	6,000	-	114,828	-	67,740	-
ORC	-	15,000	5,000	7,140	-	-	-	-	8,000	-	-	-
PCC	11,000	15,000	8,000	102,660	-	-	112,500	50,000	-	5,000	100,000	40,000
<b>Total</b>	<b>1,597,575</b>	<b>2,689,118</b>	<b>5,207,198</b>	<b>5,271,587</b>	<b>3,549,122</b>	<b>4,421,415</b>	<b>4,130,305</b>	<b>3,190,455</b>	<b>3,020,916</b>	<b>3,041,680</b>	<b>4,483,129</b>	<b>3,898,944</b>
Change from previous year	-	1,091,543	2,518,080	64,389	(1,722,465)	872,293	(291,110)	(939,851)	(169,538)	20,764	1,441,449	(584,185)
<b>10 year total</b>											<b>40,214,752</b>	
<b>yearly average</b>											<b>4,021,475</b>	

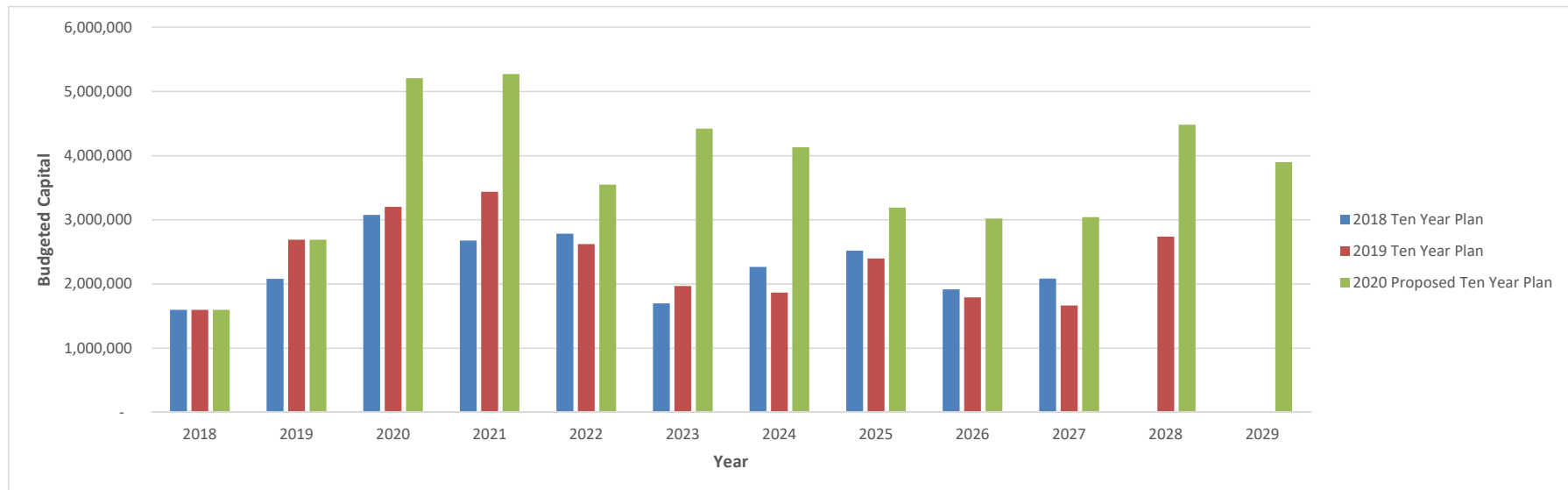
## 2019 Ten Year Plan

Department	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Corporate	370,000	202,435	142,500	17,500	32,500	17,500	99,500	47,500	17,500	17,500	17,500	
Municipal Office	27,500	48,600	67,500	30,000	65,000	50,000	146,000	30,000	30,000	30,000	155,000	
Finance	58,000	21,000	-	-	-	-	31,000	-	-	-	-	
Building	9,000	-	6,000	6,000	-	-	42,000	6,000	6,000	-	-	
Planning	-	-	-	-	-	-	-	-	-	-	-	
Public Works	1,057,500	1,534,900	1,702,500	1,686,700	1,515,500	1,449,900	1,366,400	1,564,500	1,464,500	1,472,500	1,772,500	
Fire and Rescue	24,575	119,427	1,198,113	825,030	68,904	91,584	102,859	633,794	91,563	79,605	572,084	
Parks	40,000	732,755	30,000	737,907	904,580	330,000	30,000	30,000	140,000	30,000	90,000	
ORC	-	15,000	27,000	20,000	20,000	15,000	20,000	20,000	23,000	15,000	15,000	
PCC	11,000	15,000	27,000	115,000	15,000	15,000	27,500	65,000	20,000	20,000	115,000	
<b>Total</b>	<b>1,597,575</b>	<b>2,689,118</b>	<b>3,200,613</b>	<b>3,438,137</b>	<b>2,621,484</b>	<b>1,968,984</b>	<b>1,865,259</b>	<b>2,396,794</b>	<b>1,792,563</b>	<b>1,664,605</b>	<b>2,737,084</b>	
Change from previous year		1,091,543	511,495	237,524	-816,653	-652,500	-103,725	531,535	-604,231	-127,958	1,072,479	
<b>10 year total</b>											<b>24,374,641</b>	
<b>yearly average</b>											<b>2,437,464</b>	



**2018 Ten Year Plan**

Department	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Corporate	370,000	42,500	32,500	32,500	17,500	17,500	42,500	47,500	17,500	17,500		
Municipal Office	27,500	55,500	42,500	50,000	60,000	261,000	527,000	261,000	261,000	261,000		-
Finance	58,000	15,500	0	0	0	10,000	15,500	0	0	0		
Building	9,000	0	6,000	6,000	0	9,000	33,000	6,000	6,000	0		
Planning	0	0	0	0	0	0	0	0	0	0		
Public Works	1,057,500	1,433,900	1,443,200	1,091,500	1,374,900	1,256,400	1,472,500	1,469,500	1,354,500	1,672,500		
Fire and Rescue	24,575	466,795	1,376,800	76,324	91,560	84,380	98,735	619,700	90,212	73,655		
Parks	40,000	30,000	40,000	1,385,569	1,204,580	30,000	30,000	30,000	140,000	30,000		
ORC	0	15,000	15,000	20,000	20,000	15,000	20,000	20,000	23,000	15,000		
PCC	11,000	20,000	120,000	15,000	15,000	15,000	27,500	65,000	25,000	15,000		
<b>Total</b>	<b>1,597,575</b>	<b>2,079,195</b>	<b>3,076,000</b>	<b>2,676,893</b>	<b>2,783,540</b>	<b>1,698,280</b>	<b>2,266,735</b>	<b>2,518,700</b>	<b>1,917,212</b>	<b>2,084,655</b>		-
Change from previous year		<b>481,620</b>	<b>996,805</b>	<b>(399,107)</b>	<b>106,647</b>	<b>(1,085,260)</b>	<b>568,455</b>	<b>251,965</b>	<b>(601,488)</b>	<b>167,443</b>		-
<b>10 year total</b>										<b>22,698,785</b>		-
<b>yearly average</b>										<b>2,269,878</b>		-

**2020 Proposed Ten Year Plan Compared to the 2018 and 2019 Ten Year Plans**



## **REPORT FIN-2020-006**

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TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: January 2, 2020

SUBJECT: 2019 Completed Capital Projects  
File No. F05 BUD

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### **RECOMMENDATIONS**

**That Report FIN-2020-006 regarding the 2019 Completed Capital Projects be received.**

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to provide Council with information regarding the 2019 Completed Capital Projects.

The projected balances in the discretionary reserves and restricted reserves from 2019 to 2029 are discussed in Report FIN-2020-007.

#### **Background**

The practise in the past has been to report to Council on an annual basis regarding completed capital projects.

#### **Engineering Costs as a Percentage of Total Project Costs**

Council requested that staff report on engineering costs as a percentage of total project costs for projects which the Township has retained its engineering firm for the purpose of project management/engineering designs, etc.

Outlined below are the engineering costs as a percentage of total project costs for those relevant completed construction projects:

Project Description	Engineering Costs	Total Costs	%
Concession 1 – 35 to Sideroad 20 South	\$23,780	\$288,328	8.25%
Concession 2- Sideroad 10 South to 32	\$20,598	\$238,444	8.64%
Victoria Rd (Aberfoyle Pit 2 to County Road 36)	\$27,191	\$438,968	6.19%
Concession 4- 35 to Sideroad 10	\$15,524	\$241,931	6.42%
Culvert of Cook's Mill Race - Asset No. 2002	\$5,554	\$35,797	15.51%
Sideroad 10 North Culvert Replacement - Asset No. 95A	\$3,012	\$51,348	5.87%

## FINANCIAL IMPLICATIONS

### Schedule A – 2019 Total Capital Expenditures

This schedule provides a breakdown of the budgeted 2019 capital expenditures compared to the actual 2019 capital expenditures (also shown are project deficits and surpluses).

Please note that surpluses associated with projects that will not be complete in 2019 (ie. Fox Run Park Trail) have been contributed to the capital carry forward discretionary reserve.

A reconciliation of the balances in the capital carry forward and operating carry forward discretionary reserves are included in Report FIN-2020-007.

### Schedule B – 2019 Total Capital Tax Levy Funding

This schedule provides a summary of the 2019 capital expenditures funded by the tax levy. The capital tax levy deficit for 2019 is \$5,879.

### Schedule C – 2019 Total Capital Restricted Reserve Funding

This schedule provides a summary of the 2019 capital expenditures funded by the following restricted reserves:

- Development charges
- Ontario Main Street Revitalization Fund
- Cash In Lieu of Parkland
- Federal Gas Tax Grant Program

The projected balances in the above restricted reserves are included in Report FIN-2020-007.

### Schedule D – 2019 Total Capital Grant Funding

This schedule provides a summary of the 2019 capital expenditures funded by grants.

- Destination Marketing/Branding (Logo) – Rural Economic Development Program
- Municipal Class Environmental Assessment – Municipal Water and Wastewater
  - At its September 18, 2019 Council Meeting, Council directed staff to report back if third party funding becomes available for an Environmental Assessment and capital costs associated with construction.
- Marketing and Branding Implementation – County of Wellington Business Retention and Expansion Fund
- Asset Management Plan Revamp – Asset Management Grant Program
- Fox Run Park Trail – County of Wellington Trail Funding and Accessibility Funding
- Victoria Road – Aberfoyle Pit 2 to County Road 36 – Ontario Community Infrastructure Fund - Formula Based Component

### **Schedule E – 2019 Total Capital Discretionary Reserve Funding**

This schedule provides a summary of the 2019 capital expenditures funded by discretionary reserves.

The projected balances in the discretionary reserves are included in Report FIN-2020-007.

### **APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act, 2001

### **ATTACHMENTS**

Schedule A: 2019 Total Capital Expenditures

Schedule B: 2019 Total Capital Tax Levy Funding

Schedule C: 2019 Total Capital Restricted Reserve Funding

Schedule D: 2019 Total Capital Grant Funding

Schedule E: 2019 Total Capital Discretionary Reserve Funding

Schedule A - 2019 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
<b>Fire and Rescue</b>				
<b>Fire and Rescue</b>				
Structural Firefighter Ensemble	\$15,105	<u>\$13,664</u>	<b>\$1,441</b>	
Thermal Imaging Camera	\$5,980	<u>\$5,669</u>	<b>\$311</b>	
Pump 31 Body Work and Paint Job	\$8,857	<u>\$7,923</u>	<b>\$934</b>	
Carbon Monoxide Pulse Oximeter - Masimo Rad 57	\$4,679	<u>\$4,599</u>	<b>\$80</b>	
Apparatus Tire Replacement - Various Trucks	\$14,806	<u>\$14,603</u>	<b>\$203</b>	
Cost Estimate of a Fully Serviced Station	\$10,000	<u>\$7,102</u>	<b>\$2,898</b>	Capital Carry-forward
<b>General Government</b>				
<b>Corporate</b>				
Computer Equipment	\$4,650	<u>\$5,093</u>	<b>-\$443</b>	
Destination Marketing/Branding (Logo)	\$2,568	<u>\$1,192</u>	<b>\$1,376</b>	
Municipal Drinking Water Well System - Feasibility Study - Commercial/Industrial	\$29,083	<u>\$29,311</u>	<b>-\$228</b>	
Municipal Class Environmental Assessment - Municipal Water and Wastewater - contingent on receipt of third party funding	\$350,000	<u>\$0</u>	<b>\$350,000</b>	Capital Carry-forward
GIS Integration of Zoning By-law	\$5,000	<u>\$0</u>	<b>\$5,000</b>	
Server Replacement	\$42,000	<u>\$46,906</u>	<b>-\$4,906</b>	
Compensation Review/Pay Equity Study	\$25,000	<u>\$21,828</u>	<b>\$3,172</b>	Capital Carry-forward
Marketing and Branding Implementation	\$79,785	<u>\$18,717</u>	<b>\$61,067</b>	Capital Carry-forward
<b>Finance</b>				
Asset Management Plan Revamp	\$15,705	<u>\$17,298</u>	<b>-\$1,593</b>	
2019 Development Charges Background Study	\$21,000	<u>\$17,436</u>	<b>\$3,564</b>	
<b>Municipal Office</b>				
Meeting Room and New Flooring	\$7,313	<u>\$0</u>	<b>\$7,313</b>	Capital Carry-forward
New Flooring - Council Chambers and Clerks Areas	\$10,000	<u>\$0</u>	<b>\$10,000</b>	Capital Carry-forward
Security Enhancements	\$8,600	<u>\$4,516</u>	<b>\$4,084</b>	Capital Carry-forward
<b>Parks and Recreation</b>				
<b>Parks</b>				
Puslinch Community Centre Park - Back Soccer Fields Upgrade	\$25,416	<u>\$24,642</u>	<b>\$774</b>	Capital Carry-forward
Fox Run Park Trail	\$118,500	<u>\$58,559</u>	<b>\$59,941</b>	Capital Carry-forward

Schedule A - 2019 Total Capital Expenditures

Department/Project	Budget	Actual	Diff	
Planning				
Planning				
Municipal Servicing Standards	\$4,820	\$3,651	\$1,169	
Public Works				
Public Works				
LED Streetlight Conversion	\$45,597	\$40,487	\$5,110	
Victoria Rd (Aberfoyle Pit 2 to County Road 36)	\$468,981	\$438,968	\$30,013	
Concession 4- 35 to Sideroad 10	\$242,845	\$241,931	\$914	
Bridge and Culvert Inspections - 2019	\$15,000	\$17,210	-\$2,210	
Paving of Gravel Roads - Notice of Motion	\$25,000	\$26,044	-\$1,044	Capital Carry-forward
Gravel Packer - New Equipment for Grader	\$26,000	\$21,688	\$4,312	
Concession 11 railway crossing - 34 to Sideroad 17	\$50,000	\$67,060	-\$17,060	
Concession 1 -35 to Sideroad 20 South	\$303,000	\$288,328	\$14,672	
Concession 2- Sideroad 10 South to 32	\$233,400	\$238,444	-\$5,044	
Aberfoyle Sidewalks	\$25,000	\$0	\$25,000	Capital Carry-forward
Culvert of Cook's Mill Race - Asset No. 2002	\$35,797	\$35,797	\$0	
Sideroad 10 North Culvert Replacement - Asset No. 95A	\$51,348	\$51,348	\$0	
Potential sidewalk installation along north/east side of Old Brock Road	\$0	\$1,814	-\$1,814	
Single Axle Dump Truck - 304 - Asset No. 8013	\$330,000	\$330,000	\$0	
Building				
Building				
Tablet	\$9,000	\$0	\$9,000	Capital Carry-forward
Grand Total	\$2,669,835	\$2,101,828	\$568,007	

## Schedule B - 2019 Total Capital Tax Levy Funding

Department/Project	Budget	Actual	Diff	
<b>Corporate</b>				
Computer Equipment	\$3,083	\$3,565	-\$482	
Server Replacement	\$22,260	\$22,260	\$0	
Compensation Review/Pay Equity Study	\$17,462	\$17,462	\$0	Capital Carry-forward
Marketing and Branding Implementation	\$0	\$0	\$0	Capital Carry-forward
<b>Finance</b>				
2019 Development Charges Background Study	\$2,100	\$1,744	\$356	
<b>Fire and Rescue</b>				
Structural Firefighter Ensemble	\$15,105	\$13,664	\$1,441	
Carbon Monoxide Pulse Oximeter - Masimo Rad 57	\$4,679	\$4,599	\$80	
Cost Estimate of a Fully Serviced Station	\$7,102	\$7,102	\$0	Capital Carry-forward
<b>Public Works</b>				
Victoria Rd (Aberfoyle Pit 2 to County Road 36)	\$0	\$0	\$0	
Concession 4- 35 to Sideroad 10	\$242,845	\$241,931	\$914	
Bridge and Culvert Inspections - 2019	\$7,500	\$9,710	-\$2,210	
Paving of Gravel Roads - Notice of Motion	\$25,000	\$26,044	-\$1,044	Capital Carry-forward
Gravel Packer - New Equipment for Grader	\$26,000	\$21,688	\$4,312	
Concession 11 railway crossing - 34 to Sideroad 17	\$50,000	\$67,060	-\$17,060	
Concession 1 -35 to Sideroad 20 South	\$303,000	\$288,328	\$14,672	
Concession 2- Sideroad 10 South to 32	\$5,400	\$10,444	-\$5,044	
Aberfoyle Sidewalks	\$0	\$0	\$0	Capital Carry-forward
Culvert of Cook's Mill Race - Asset No. 2002	\$26,826	\$26,826	\$0	
Sideroad 10 North Culvert Replacement - Asset No. 95A	\$51,348	\$51,348	\$0	
Potential sidewalk installation along north/east side of Old Brock Road	\$0	\$1,814	-\$1,814	
<b>Municipal Office</b>				
Security Enhancements	\$3,161	\$3,161	\$0	Capital Carry-forward
<b>Grand Total</b>	<b>\$812,871</b>	<b>\$818,750</b>	<b>-\$5,879</b>	

**Schedule C - 2019 Total Capital Restricted Reserve  
Funding**

Department/Project	Restricted_Reserves			
	Budget	Actual	Diff	
<b>Corporate</b>				
<b>Marketing and Branding Implementation</b>	<b>\$44,135</b>	<b><u>\$4,020</u></b>	<b>\$40,115</b>	Capital Carry-forward
<b>Finance</b>				
<b>2019 Development Charges Background Study</b>	<b>\$18,900</b>	<b><u>\$15,692</u></b>	<b>\$3,208</b>	
<b>Parks</b>				
<b>Puslinch Community Centre Park - Back Soccer Fields Upgrade</b>	<b>\$25,416</b>	<b><u>\$24,642</u></b>	<b>\$774</b>	Capital Carry-forward
<b>Fox Run Park Trail</b>	<b>\$65,096</b>	<b><u>\$32,168</u></b>	<b>\$32,928</b>	Capital Carry-forward
<b>Public Works</b>				
<b>Victoria Rd (Aberfoyle Pit 2 to County Road 36)</b>	<b>\$299,560</b>	<b><u>\$269,547</u></b>	<b>\$30,013</b>	
<b>Grand Total</b>	<b>\$453,107</b>	<b><u>\$346,069</u></b>	<b>\$107,038</b>	



**Schedule D - 2019 Total Capital Grant Funding**

Department/Project	Grant			
	Budget	Actual	Diff	
<b>Corporate</b>				
<b>Destination Marketing/Branding (Logo)</b>	<b>\$1,284</b>	<b><u>\$349</u></b>	<b>\$936</b>	
<b>Municipal Class Environmental Assessment - Municipal Water and Wastewater - contingent on receipt of third party funding</b>	<b>\$262,500</b>	<b><u>\$0</u></b>	<b>\$262,500</b>	Capital Carry-forward
<b>Marketing and Branding Implementation</b>	<b>\$19,098</b>	<b><u>\$14,698</u></b>	<b>\$4,400</b>	Capital Carry-forward
<b>Finance</b>				
<b>Asset Management Plan Revamp</b>	<b>\$11,664</b>	<b><u>\$11,664</u></b>	<b>\$0</b>	
<b>Parks</b>				
<b>Fox Run Park Trail</b>	<b>\$48,346</b>	<b><u>\$26,391</u></b>	<b>\$21,955</b>	Capital Carry-forward
<b>Public Works</b>				
<b>Victoria Rd (Aberfoyle Pit 2 to County Road 36)</b>	<b>\$169,421</b>	<b><u>\$169,421</u></b>	<b>\$0</b>	
<b>Grand Total</b>	<b>\$512,313</b>	<b><u>\$222,522</u></b>	<b>\$289,791</b>	

Schedule E - 2019 Total Capital Discretionary Reserve Funding

Department/Project	Discretionary_Reserves			
	Budget	Actual	Diff	
<b>Corporate</b>				
Computer Equipment	\$1,567	<u>\$1,528</u>	\$39	
Destination Marketing/Branding (Logo)	\$1,284	<u>\$843</u>	\$441	
Municipal Drinking Water Well System - Feasibility Study - Commercial/Industrial	\$29,083	<u>\$29,311</u>	-\$228	
Municipal Class Environmental Assessment - Municipal Water and Wastewater - contingent on receipt of third party funding	\$87,500	<u>\$0</u>	\$87,500	Capital Carry-forward
GIS Integration of Zoning By-law	\$5,000	<u>\$0</u>	\$5,000	
Server Replacement	\$19,740	<u>\$24,646</u>	-\$4,906	
Compensation Review/Pay Equity Study	\$7,538	<u>\$4,366</u>	\$3,172	Capital Carry-forward
Marketing and Branding Implementation	\$16,552	<u>\$0</u>	\$16,552	Capital Carry-forward
<b>Finance</b>				
Asset Management Plan Revamp	\$4,041	<u>\$5,634</u>	-\$1,593	
<b>Fire and Rescue</b>				
Thermal Imaging Camera	\$5,980	<u>\$5,669</u>	\$311	
Pump 31 Body Work and Paint Job	\$8,857	<u>\$7,923</u>	\$934	
Apparatus Tire Replacement - Various Trucks	\$14,806	<u>\$14,603</u>	\$203	
Cost Estimate of a Fully Serviced Station	\$2,898	<u>\$0</u>	\$2,898	Capital Carry-forward
<b>Parks</b>				
Fox Run Park Trail	\$5,058	<u>\$0</u>	\$5,058	Capital Carry-forward
<b>Planning</b>				
Municipal Servicing Standards	\$4,820	<u>\$3,651</u>	\$1,169	
<b>Public Works</b>				
LED Streetlight Conversion	\$45,597	<u>\$40,487</u>	\$5,110	
Bridge and Culvert Inspections - 2019	\$7,500	<u>\$7,500</u>	\$0	
Concession 2- Sideroad 10 South to 32	\$228,000	<u>\$228,000</u>	\$0	

**Schedule E - 2019 Total Capital Discretionary Reserve Funding**

Department/Project	Discretionary_Reserves			
	Budget	Actual	Diff	
<b>Aberfoyle Sidewalks</b>	<b>\$25,000</b>		<b>\$25,000</b>	Capital Carry-forward
<b>Culvert of Cook's Mill Race - Asset No. 2002</b>	<b>\$8,971</b>	<u>\$8,971</u>	<b>\$0</b>	
<b>Single Axle Dump Truck - 304 - Asset No. 8013</b>	<b>\$330,000</b>	<u>\$330,000</u>	<b>\$0</b>	
<b>Building</b>				
<b>Tablet</b>	<b>\$9,000</b>	<u>\$0</u>	<b>\$9,000</b>	Capital Carry-forward
<b>Municipal Office</b>				
<b>Meeting Room and New Flooring</b>	<b>\$7,313</b>	<u>\$0</u>	<b>\$7,313</b>	Capital Carry-forward
<b>New Flooring - Council Chambers and Clerks Areas</b>	<b>\$10,000</b>	<u>\$0</u>	<b>\$10,000</b>	Capital Carry-forward
<b>Security Enhancements</b>	<b>\$5,439</b>	<u>\$1,355</u>	<b>\$4,084</b>	Capital Carry-forward
<b>Grand Total</b>	<b>\$891,544</b>	<u><b>\$714,487</b></u>	<b>\$177,057</b>	



## **REPORT FIN-2020-007**

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TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: January 2, 2020

SUBJECT: Balances in Discretionary and Restricted Reserves  
File No. F05 BUD

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### **RECOMMENDATIONS**

**That Report FIN-2020-007 regarding the Balances in Discretionary and Restricted Reserves be received.**

### **DISCUSSION**

#### **Purpose**

The purpose of this report is to provide Council with information regarding the projected balances in discretionary and restricted reserves for 2019 to 2029. The 2019 completed capital projects are discussed in Report FIN-2020-006.

#### **Background**

Under the Municipal Act, Council has the authority to establish discretionary reserves. Restricted reserves are established through Provincial legislation. Discretionary and restricted reserves can be formed to meet various liabilities such as the replacement and/or acquisition of capital assets or the stabilization of the tax levy. In addition, the Development Charges Act, the Planning Act, the Building Code Act, and other legislation require that municipal governments maintain specific restricted reserves.

Both discretionary and restricted reserves are considered during the annual operating and capital budget process and for the purpose of long-term financial planning.

Discretionary reserves do not require the physical segregation of money or assets. Discretionary reserves are part of the general revenue fund, and therefore, do not earn interest on their own. In order to reduce, and, if possible avoid short-term borrowing, a discretionary reserve is one

financial management technique that can be helpful and provides a cash management device to enhance cash flow. It also eliminates the need to levy for the full cost of various capital projects in one particular budget year.

Restricted reserves (as per statute, grant agreement, or legislation requirements) are comprised of funds received for special purposes and are segregated from the general revenues of the Township. All earnings derived from such investments must form part of the restricted reserve. Restricted reserves are created solely for the purpose prescribed for them.

Examples of restricted reserves include:

- Monies received in lieu of land for park purposes as set out in the Planning Act;
- Monies received in lieu of land for park purposes under a subdivision agreement as set out in the Planning Act;
- Monies received as development charges as set out in the Development Charges Act;
- Monies received as part of the Federal Gas Tax Funding Program; and
- Monies received as part of the Ontario Main Street Revitalization Fund.

Analyzing the balances in the discretionary and restricted reserves from 2019 to 2029 will assist the Township in understanding the amount required to contribute to the reserves in order to fund the Township's long term forecast. It will also assist in future service level discussions.

## **FINANCIAL IMPLICATIONS**

### **Schedule A – Capital Carry-forward Balance Reconciliation**

Schedule A to this report provides a reconciliation of the Township's Capital Carry-forward balance as of December 31, 2019. Capital Carry-forward projects are projects approved in a previous budget but not yet complete as of December 31, 2019.

### **Schedule B – Operating Carry-forward Balance Reconciliation**

Schedule B to this report provides a reconciliation of the Township's Operating Carry-forward balance as of December 31, 2019.

### **Schedule C – Discretionary Reserves – Balance as of December 31, 2019**

Schedule C to this report includes the balance in each discretionary reserve with a total balance of \$3,855,959 in 2018 and \$4,724,867 in 2019.

**Schedule D – Restricted Reserves – Balance as of December 31, 2019**

Schedule D to this report includes the balance in each restricted reserve with a total balance of \$944,629 in 2018 and \$1,437,974 in 2019.

**Schedule E – Discretionary Reserves – Projected Balances from 2020 to 2029**

Schedule E to this report includes the projected balance in each discretionary reserve from 2020 to 2029. The budget contributions and withdrawals entered are based on the Capital Budget and Forecast and the Operating Budget.

Schedule E also includes the estimated 2019 surplus allocation of \$418,615 allocated to the Asset Management Discretionary Reserve in accordance with Council Resolution No. 2019-347.

Please note, the 2019 estimated surplus was calculated based on the average actual surpluses from 2016 to 2018 as outlined below:

- 2016 Surplus - \$429,937
- 2017 Surplus - \$404,081
- 2018 Surplus - \$421,827
- Average of previous three years - \$418,615

The 2019 Asset Management Plan recommended that the Township maintain a minimum target balance of \$2.0 million and a maximum target balance of \$4.0 million in its Asset Management Discretionary Reserve. The projected balance of the Asset Management Discretionary Reserve from 2020 to 2029 is as outlined below:

2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
\$2,736,430	\$2,040,488	\$1,836,386	\$935,460	\$591,908	\$1,422,534	\$2,405,477	\$3,507,460	\$3,412,281	\$4,135,667

As outlined in the table above, the projected balance is not within the 2.0 million to 4.0 million target in the years 2022 to 2025.

Please note, 100% of the costs related to asset replacement projects in the Capital Budget and Forecast are funded from the Asset Management Discretionary Reserve as opposed to the Tax Levy resulting in a greater need to contribute more funds to the Asset Management Discretionary Reserve in order to address the Township's infrastructure deficit as noted in the 2019 Asset Management Plan.

**Schedule F – Restricted Reserves – Projected Balances from 2020 to 2029**

Schedule F to this report includes the projected balance in each restricted reserve from 2020 to 2029.

The contributions entered for the restricted reserves are noted below:

- Development charge (DC) contributions are based on an estimate of \$100,000 received each year. The contributions also include the amount for the Morguard/Maple Leaf Foods development charges to be obtained in 2022 in accordance with the Development Charges Credit Agreement.
- Cash in lieu of parkland contributions are estimated at \$40,500 per year from 2020 to 2029.
  - Below are the cash in lieu of parkland contributions collected from 2018 to 2019
    - 2018 - \$113K
    - 2019 YTD - \$190K
- Federal Gas Tax Rebate contributions are based on the agreement between the Township and the Association of Municipalities of Ontario effective April 1, 2014. Schedule A2 to the Municipal Funding Agreement provides a schedule of fund payments from 2019 to 2023 (ie. remaining five years of the agreement) based on the 2016 Census.
  - Please note, in 2019 only, the Township received a “top-up” payment of \$223,880. This amount has been budgeted to be expended in the Public Works Capital Budget in 2020.

The withdrawals entered are based on the Capital Budget and Forecast. A municipality is permitted to have a negative balance in a DC restricted reserve only if the municipality is able to obtain sufficient DC's in the future to repay the negative balance.

Below are the DC's collected from 2013 to 2019.

- 2013 - \$241K
- 2014 - \$105K
- 2015 - \$158K
- 2016 - \$248K
- 2017 - \$266K
- 2018 - \$188K
- 2019 YTD - \$256K

Please note, the following restricted reserves have the following negative balances:

- Administrative Studies DC has a negative balance of \$983 effective 2021. The balance becomes positive in 2022. The Administrative Studies DC has a negative balance of \$32,397 in 2025 and remains negative to 2029 at a balance of \$9,338.
  - \$15,000 of capital withdrawals in 2021 related to a Transportation Master Plan including Pavement Condition Index updates.
  - \$18,900 of capital withdrawals in 2024 related to the 2024 Development Charges Background Study
  - \$66,900 of capital withdrawals in 2025
    - Fire Master Plan - \$26,400
    - Community Based Strategic Plan - \$13,500
    - Recreation and Parks Master Plan - \$27,000
- Parks and Recreation Services DC has a negative balance of \$26,627 effective 2022 and remains negative to 2029 at a balance of \$38,347.
  - \$46,862 of capital withdrawals in 2022 related to Phase 2 of the Parks Master Plan.
  - \$60,750 of capital withdrawals in 2026 related to playground area at Boreham Park (also known as Arkell Park).

Please note, with the implementation of the Community Benefits Charge Strategy effective January 1, 2021 in accordance with Bill 108, the development charges associated with soft services (ie. Parks and Recreation) will be consolidated with cash in lieu of parkland funds.

#### **Schedule G – Discretionary and Restricted Reserves - Projected Balances from 2020 to 2029**

Schedule G to this report summarizes the total projected balance in each discretionary and restricted reserve from 2020 to 2029.

#### **Schedule H – Capital Summary – Funding Sources by Year**

Schedule H to this report summarizes the 2020 Capital Budget and Forecast by each funding source for each year.

Outlined below is the projected capital tax levy from 2020 to 2029.

- 2020 - \$1,221,316
- 2021 - \$1,327,966
- 2022 - \$1,427,966
- 2023 - \$1,527,966
- 2024 - \$1,627,966
- 2025 - \$1,727,966



- 2026 - \$1,827,966
- 2027 - \$1,927,966
- 2028 - \$2,027,966
- 2029 – 2,127,966

## **APPLICABLE LEGISLATION AND REQUIREMENTS**

Municipal Act, 2001

## **ATTACHMENTS**

Schedule A – Capital Carry-forward Balance Reconciliation

Schedule B – Operating Carry-forward Balance Reconciliation

Schedule C – Discretionary Reserves – Balance as of December 31, 2019

Schedule D – Restricted Reserves – Balance as of December 31, 2019

Schedule E – Discretionary Reserves – Projected Balances from 2020 to 2029

Schedule F – Restricted Reserves – Projected Balances from 2020 to 2029

Schedule G – Discretionary and Restricted Reserves - Projected Balances from 2020 to 2029

Schedule H – Capital Summary – Funding Sources by Year

### Schedule A - Capital Carry-forward Balance Reconciliation

Project	Amount
Municipal Class Environmental Assessment - Municipal Water and Wastewater - <b>contingent on receipt of grant funding</b>	\$ 87,500
Compensation Review/Pay Equity Study	\$ 2,538
Marketing and Branding Implementation	\$ 16,552
Cost Estimate of a Fully Serviced Fire Station	\$ 2,898
Municipal Office Security Enhancements	\$ 2,859
Fox Run Park Trail	\$ 5,058
Aberfoyle Sidewalks	\$ 25,000
Ontario Modernization Funding	\$ 569,599
Firehouse Subs Public Safety Foundation of Canada	\$ 19,435
<b>December 31, 2019 Balance</b>	<b>\$ 731,439</b>

Schedule B - Operating Carry-forward Balance Reconciliation

Project	Amount
CIP Grant Program - Implementation	\$ 7,500
December 31, 2019 Balance	<u>\$ 7,500</u>

Schedule C - Discretionary Reserves - Balance as of December 31, 2019

Account	Discretionary_Reserves	2018 Surplus Contribution	2019 Budget Contribution	Capital Contributions	Capital Withdrawals	Operating Contributions	Operating Withdrawals	Re-allocation in Accordance with Report FIN-2019- 030	Capital Cfwd Projects not yet spent		
Opening Balance									Ending Balance		
01-0013-3125	Corp. Accessibility	\$128,244	\$0	\$5,000	\$0	\$0	\$0	\$0	-\$133,244	\$0	\$0
01-0013-3150	Bldg Reserve	\$727,299	\$0	\$0	\$0	-\$23,146	\$0	-\$45,988	\$0	-\$16,054	\$642,111
01-0013-3090	Capital Cfwd.	\$127,734	\$0	\$0	\$643,939	-\$40,235	\$0	\$0	\$0	\$0	\$731,438
01-0013-3110	Corp. Office Repairs	\$158,381	\$0	\$25,000	\$0	\$0	\$0	\$0	-\$183,381	\$0	\$0
01-0013-3200	Fire Equip.	\$108,264	\$0	\$10,000	\$0	-\$5,669		\$0	-\$112,595	\$0	\$0
01-0013-3190	Fire Vehicle Replac.	\$238,301	\$0	\$50,000	\$0	-\$22,526	\$0	\$0	-\$265,776	\$0	\$0
01-0013-3120	Corporate Information Technology	\$54,652	\$0	\$2,500	\$0	\$0	\$0	\$0	\$104,081	\$0	\$161,232
01-0013-3130	Corp. IT Software	\$109,655	\$0	\$5,000	\$0	-\$10,574	\$0	\$0	-\$104,081	\$0	\$0
01-0013-3145	ORC Equip.	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	-\$5,000	\$0	\$0
01-0013-3155	ORC Fac. Improv.	\$47,590	\$0	\$10,000	\$0	\$0	\$0	\$0	-\$57,590	\$0	\$0
01-0013-3140	Parks Equip.	\$37,902	\$0	\$5,000	\$0	\$0	\$0	\$0	-\$42,902	\$0	\$0
01-0013-3135	Parks Infrastr.	\$118,216	\$0	\$25,000	\$0	\$0	\$0	\$0	-\$143,216	\$0	\$0
01-0013-3160	PCC Equip.	\$59,740	\$0	\$5,000	\$0	\$0	\$0	\$0	-\$64,740	\$0	\$0
01-0013-3165	PCC Fac. Improv.	\$40,839	\$0	\$10,000	\$0	\$0	\$0	\$0	-\$50,839	\$0	\$0
01-0013-3175	Public Works Equip.	\$648,399	\$0	\$50,000	\$0	\$0	\$0	\$0	-\$698,399	\$0	\$0
01-0013-3170	Public Works Replace. and Restorat.	\$443,380	\$0	\$25,000	\$0	-\$49,458	\$0	\$0	-\$418,922	\$0	\$0
01-0013-3115	Election	\$0	\$0	\$13,750	\$0	\$0	\$0	\$0	\$0	\$0	\$13,750
01-0013-3195	Corp. Insur. Conting.	\$20,667	\$0	\$25,000	\$0	\$0	\$0	-\$6,070	\$0	\$0	\$39,597
01-0013-3185	Corp. Legal Conting.	\$707,283	-\$557,627	\$50,000	\$0	-\$4,311	\$0	-\$63,181	\$0	\$0	\$132,164
01-0013-3100	Operat. Cfwd.	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
01-0013-3205	Public Works Winter Maint.	\$71,913	\$0	\$0	\$0	\$0	\$21,634	\$0	\$0	\$0	\$93,547
01-0013-3180	Aggregate Levy	\$0	\$0	\$0	\$279,089	-\$228,000	\$0	\$0	\$0	\$0	\$51,089
01-0013-3085	Asset Management	\$0	\$979,454	\$38,500	\$0	-\$330,000	\$0	\$0	\$2,176,604	-\$12,119	\$2,852,439
Total		\$ 3,855,959	\$ 421,827	\$ 359,750	\$ 923,028	\$ (713,919)	\$ 21,634	\$ (115,239)	\$ -	\$ (28,173)	\$ 4,724,867

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**Schedule D - Restricted Reserves - Balance as of December 31, 2019**

Account	Restricted_Reserves	Reserve Type	Opening Balance	Contributions	Capital Withdrawals	Interest Income	Capital Cfwd Projects not yet spent	Ending Balance
03-0043-2479	Admin. Studies	DC	\$25,574	\$14,780	-\$15,692	\$326	0	\$24,988
03-0043-2478	Fire Services	DC	\$342,919	\$69,208	\$0	\$4,932	0	\$417,059
03-0043-2475	Parks and Recreation Services	DC	\$63,156	\$17,958	-\$37,029	\$697	-25,679	\$19,103
03-0043-2473	Roads and Related Services	DC	\$143,617	\$154,441	-\$49,547	\$2,568	0	\$251,079
03-0043-2476	Cash in Lieu of Parkland	Parkland	\$308,863	\$190,280	-\$19,781	\$5,154	-8,023	\$476,493
03-0043-2474	Federal Gas Tax Rebate	Grant	\$15,803	\$450,596	-\$220,000	\$1,728	0	\$248,127
03-0043-2470	Community Benefits Charge	Community Benefits Charge	\$0	\$0	\$0	\$0	0	\$0
03-0043-2472	Ontario Main Street Revitalization Fund	Grant	\$44,697	\$0	-\$4,020	\$564	-40,115	\$1,126
<b>Total</b>			<b>\$ 944,629</b>	<b>\$ 897,263</b>	<b>\$ (346,069)</b>	<b>\$ 15,969</b>	<b>\$ (73,817)</b>	<b>\$ 1,437,974</b>

Schedule E - Discretionary Reserves - Projected Balances from 2020 to 2029

Reserve	Year	Opening Balance	Budget Contributions2	Est. 2019 Surplus Contributions	Capital Withdrawals	Contributions	Operating Withdrawals	Ending Balance
Bldg Reserve	2020	\$642,111	\$0	\$0	\$34,650	\$0	\$238,423	\$369,038
Bldg Reserve	2021	\$369,038	\$0	\$0	\$6,726	\$0	\$0	\$362,312
Bldg Reserve	2022	\$362,312	\$0	\$0	\$15,000	\$0	\$0	\$347,312
Bldg Reserve	2023	\$347,312	\$0	\$0	\$6,000	\$0	\$0	\$341,312
Bldg Reserve	2024	\$341,312	\$0	\$0	\$90,600	\$0	\$0	\$250,712
Bldg Reserve	2025	\$250,712	\$0	\$0	\$9,000	\$0	\$0	\$241,712
Bldg Reserve	2026	\$241,712	\$0	\$0	\$0	\$0	\$0	\$241,712
Bldg Reserve	2027	\$241,712	\$0	\$0	\$4,500	\$0	\$0	\$237,212
Bldg Reserve	2028	\$237,212	\$0	\$0	\$86,325	\$0	\$0	\$150,887
Bldg Reserve	2029	\$150,887	\$0	\$0	\$13,500	\$0	\$0	\$137,387
Capital Cfwd.	2020	\$731,438	\$0	\$0	\$731,438	\$0	\$0	\$0
Capital Cfwd.	2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2022	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2028	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Cfwd.	2029	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Corporate Information Technology	2020	\$161,232	\$10,000	\$0	\$70,000	\$0	\$0	\$101,232
Corporate Information Technology	2021	\$101,232	\$10,000	\$0	\$0	\$0	\$0	\$111,232
Corporate Information Technology	2022	\$111,232	\$10,000	\$0	\$0	\$0	\$0	\$121,232
Corporate Information Technology	2023	\$121,232	\$10,000	\$0	\$0	\$0	\$0	\$131,232
Corporate Information Technology	2024	\$131,232	\$10,000	\$0	\$8,000	\$0	\$0	\$133,232
Corporate Information Technology	2025	\$133,232	\$10,000	\$0	\$0	\$0	\$0	\$143,232
Corporate Information Technology	2026	\$143,232	\$10,000	\$0	\$0	\$0	\$0	\$153,232
Corporate Information Technology	2027	\$153,232	\$10,000	\$0	\$0	\$0	\$0	\$163,232
Corporate Information Technology	2028	\$163,232	\$10,000	\$0	\$0	\$0	\$0	\$173,232
Corporate Information Technology	2029	\$173,232	\$10,000	\$0	\$0	\$0	\$0	\$183,232
Election	2020	\$13,750	\$13,750	\$0	\$0	\$0	\$0	\$27,500
Election	2021	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2022	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2023	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2024	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2025	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2026	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2027	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2028	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Election	2029	\$27,500	\$0	\$0	\$0	\$0	\$0	\$27,500
Corp. Insur. Conting.	2020	\$39,697	\$25,000	\$0	\$0	\$0	\$14,900	\$49,697
Corp. Insur. Conting.	2021	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Insur. Conting.	2022	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Insur. Conting.	2023	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Insur. Conting.	2024	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697

Schedule E - Discretionary Reserves - Projected Balances from 2020 to 2029

Reserve	Year	Opening Balance	Budget Contributions2	Est. 2019 Surplus Contributions	Capital Withdrawals	Contributions	Operating Withdrawals	Ending Balance
Corp. Insur. Conting.	2025	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Insur. Conting.	2026	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Insur. Conting.	2027	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Insur. Conting.	2028	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Insur. Conting.	2029	\$49,697	\$0	\$0	\$0	\$0	\$0	\$49,697
Corp. Legal Conting.	2020	\$132,164	\$50,000	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2021	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2022	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2023	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2024	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2025	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2026	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2027	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2028	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Corp. Legal Conting.	2029	\$182,164	\$0	\$0	\$0	\$0	\$0	\$182,164
Operat. Cfwd.	2020	\$7,500	\$0	\$0	\$0	\$0	\$7,500	\$0
Operat. Cfwd.	2021	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2022	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2023	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2024	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2025	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2026	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2027	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2028	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operat. Cfwd.	2029	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works Winter Maint.	2020	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2021	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2022	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2023	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2024	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2025	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2026	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2027	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2028	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Public Works Winter Maint.	2029	\$93,547	\$0	\$0	\$0	\$0	\$0	\$93,547
Aggregate Levy	2020	\$51,089	\$0	\$0	\$240,000	\$240,000	\$0	\$51,089
Aggregate Levy	2021	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2022	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2023	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2024	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2025	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2026	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2027	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2028	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089
Aggregate Levy	2029	\$51,089	\$0	\$0	\$0	\$0	\$0	\$51,089

**Schedule E - Discretionary Reserves - Projected Balances from 2020 to 2029**

Reserve	Year	Opening Balance	Budget Contributions2	Est. 2019 Surplus Contributions	Capital Withdrawals	Contributions	Operating Withdrawals	Ending Balance
Asset Management	2020	\$2,852,439	\$1,166,966	\$418,615	\$1,691,590	\$0	\$10,000	\$2,736,430
Asset Management	2021	\$2,736,430	\$1,166,966	\$0	\$1,862,908	\$0	\$0	\$2,040,488
Asset Management	2022	\$2,040,488	\$838,716	\$0	\$1,042,818	\$0	\$0	\$1,836,386
Asset Management	2023	\$1,836,386	\$1,510,466	\$0	\$2,411,391	\$0	\$0	\$935,460
Asset Management	2024	\$935,460	\$1,393,590	\$0	\$1,737,142	\$0	\$0	\$591,908
Asset Management	2025	\$591,908	\$1,633,366	\$0	\$802,741	\$0	\$0	\$1,422,534
Asset Management	2026	\$1,422,534	\$1,803,466	\$0	\$820,522	\$0	\$0	\$2,405,477
Asset Management	2027	\$2,405,477	\$1,910,466	\$0	\$808,483	\$0	\$0	\$3,507,460
Asset Management	2028	\$3,507,460	\$1,924,066	\$0	\$2,019,246	\$0	\$0	\$3,412,281
Asset Management	2029	\$3,412,281	\$2,110,466	\$0	\$1,387,080	\$0	\$0	\$4,135,667



**Schedule F - Restricted Reserves - Projected Balances from 2020 to 2029**

Reserve	Year	Opening Balance	Capital Withdrawals	Contributions	Ending Balance
Admin. Studies	2020	\$24,988	\$22,500	\$5,765	\$8,253
Admin. Studies	2021	\$8,253	\$15,000	\$5,765	-\$983
Admin. Studies	2022	-\$983	\$0	\$38,316	\$37,333
Admin. Studies	2023	\$37,333	\$0	\$5,765	\$43,098
Admin. Studies	2024	\$43,098	\$20,124	\$5,765	\$28,739
Admin. Studies	2025	\$28,739	\$66,900	\$5,765	-\$32,397
Admin. Studies	2026	-\$32,397	\$0	\$5,765	-\$26,632
Admin. Studies	2027	-\$26,632	\$0	\$5,765	-\$20,867
Admin. Studies	2028	-\$20,867	\$0	\$5,765	-\$15,103
Admin. Studies	2029	-\$15,103	\$0	\$5,765	-\$9,338
Fire Services	2020	\$417,059	\$0	\$26,994	\$444,053
Fire Services	2021	\$444,053	\$307,500	\$26,994	\$163,546
Fire Services	2022	\$163,546	\$223,792	\$112,811	\$52,565
Fire Services	2023	\$52,565	\$0	\$26,994	\$79,559
Fire Services	2024	\$79,559	\$58,000	\$26,994	\$48,553
Fire Services	2025	\$48,553	\$0	\$26,994	\$75,546
Fire Services	2026	\$75,546	\$0	\$26,994	\$102,540
Fire Services	2027	\$102,540	\$0	\$26,994	\$129,533
Fire Services	2028	\$129,533	\$0	\$26,994	\$156,527
Fire Services	2029	\$156,527	\$0	\$26,994	\$183,521
Parks and Recreation Services	2020	\$19,103	\$0	\$7,004	\$26,107
Parks and Recreation Services	2021	\$26,107	\$28,758	\$7,004	\$4,353
Parks and Recreation Services	2022	\$4,353	\$46,862	\$15,882	-\$26,627
Parks and Recreation Services	2023	-\$26,627	\$0	\$7,004	-\$19,623
Parks and Recreation Services	2024	-\$19,623	\$0	\$7,004	-\$12,619
Parks and Recreation Services	2025	-\$12,619	\$0	\$7,004	-\$5,614
Parks and Recreation Services	2026	-\$5,614	\$60,750	\$7,004	-\$59,360
Parks and Recreation Services	2027	-\$59,360	\$0	\$7,004	-\$52,356
Parks and Recreation Services	2028	-\$52,356	\$0	\$7,004	-\$45,352

**Schedule F - Restricted Reserves - Projected Balances from 2020 to 2029**

Reserve	Year	Opening Balance	Capital Withdrawals	Contributions	Ending Balance
Parks and Recreation Services	2029	-\$45,352	\$0	\$7,004	-\$38,347
Roads and Related Services	2020	\$251,079	\$63,634	\$60,237	\$247,683
Roads and Related Services	2021	\$247,683	\$90,576	\$60,237	\$217,344
Roads and Related Services	2022	\$217,344	\$73,440	\$477,490	\$621,394
Roads and Related Services	2023	\$621,394	\$195,058	\$60,237	\$486,574
Roads and Related Services	2024	\$486,574	\$165,930	\$60,237	\$380,881
Roads and Related Services	2025	\$380,881	\$0	\$60,237	\$441,119
Roads and Related Services	2026	\$441,119	\$77,428	\$60,237	\$423,928
Roads and Related Services	2027	\$423,928	\$95,468	\$60,237	\$388,697
Roads and Related Services	2028	\$388,697	\$94,593	\$60,237	\$354,342
Roads and Related Services	2029	\$354,342	\$114,443	\$60,237	\$300,136
Cash in Lieu of Parkland	2020	\$476,493	\$58,295	\$40,500	\$458,698
Cash in Lieu of Parkland	2021	\$458,698	\$195,605	\$40,500	\$303,593
Cash in Lieu of Parkland	2022	\$303,593	\$34,174	\$40,500	\$309,919
Cash in Lieu of Parkland	2023	\$309,919	\$0	\$40,500	\$350,419
Cash in Lieu of Parkland	2024	\$350,419	\$0	\$40,500	\$390,919
Cash in Lieu of Parkland	2025	\$390,919	\$0	\$40,500	\$431,419
Cash in Lieu of Parkland	2026	\$431,419	\$4,250	\$40,500	\$467,669
Cash in Lieu of Parkland	2027	\$467,669	\$0	\$40,500	\$508,169
Cash in Lieu of Parkland	2028	\$508,169	\$0	\$40,500	\$548,669
Cash in Lieu of Parkland	2029	\$548,669	\$0	\$40,500	\$589,169
Federal Gas Tax Rebate	2020	\$248,127	\$440,000	\$222,547	\$30,674
Federal Gas Tax Rebate	2021	\$30,674	\$220,000	\$222,547	\$33,221
Federal Gas Tax Rebate	2022	\$33,221	\$220,000	\$232,662	\$45,883
Federal Gas Tax Rebate	2023	\$45,883	\$220,000	\$232,662	\$58,545
Federal Gas Tax Rebate	2024	\$58,545	\$220,000	\$242,778	\$81,323
Federal Gas Tax Rebate	2025	\$81,323	\$234,273	\$242,778	\$89,829
Federal Gas Tax Rebate	2026	\$89,829	\$220,000	\$242,778	\$112,607
Federal Gas Tax Rebate	2027	\$112,607	\$205,263	\$242,778	\$150,121
Federal Gas Tax Rebate	2028	\$150,121	\$220,000	\$242,778	\$172,899

**Schedule F - Restricted Reserves - Projected Balances from 2020 to 2029**

Reserve	Year	Opening Balance	Capital Withdrawals	Contributions	Ending Balance
Federal Gas Tax Rebate	2029	\$172,899	\$195,955	\$242,778	\$219,722
Community Benefits Charge	2020	\$0	\$15,000	\$0	-\$15,000
Community Benefits Charge	2021	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2022	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2023	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2024	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2025	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2026	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2027	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2028	-\$15,000	\$0	\$0	-\$15,000
Community Benefits Charge	2029	-\$15,000	\$0	\$0	-\$15,000
Ontario Main Street Revitalization F	2020	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2021	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2022	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2023	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2024	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2025	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2026	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2027	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2028	\$1,126	\$0	\$0	\$1,126
Ontario Main Street Revitalization F	2029	\$1,126	\$0	\$0	\$1,126

**Schedule G - Discretionary and Restricted Reserves - Projected Balances from 2020 to 2029**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Discretionary Reserves</b>										
Bldg Reserve	\$369,038	\$362,312	\$347,312	\$341,312	\$250,712	\$241,712	\$241,712	\$237,212	\$150,887	\$137,387
Capital Cfwd.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Corporate Information Technology	\$101,232	\$111,232	\$121,232	\$131,232	\$133,232	\$143,232	\$153,232	\$163,232	\$173,232	\$183,232
Election	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500	\$27,500
Corp. Insur. Conting.	\$49,697	\$49,697	\$49,697	\$49,697	\$49,697	\$49,697	\$49,697	\$49,697	\$49,697	\$49,697
Corp. Legal Conting.	\$182,164	\$182,164	\$182,164	\$182,164	\$182,164	\$182,164	\$182,164	\$182,164	\$182,164	\$182,164
Operat. Cfwd.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works Winter Maint.	\$93,547	\$93,547	\$93,547	\$93,547	\$93,547	\$93,547	\$93,547	\$93,547	\$93,547	\$93,547
Aggregate Levy	\$51,089	\$51,089	\$51,089	\$51,089	\$51,089	\$51,089	\$51,089	\$51,089	\$51,089	\$51,089
Asset Management	\$2,736,430	\$2,040,488	\$1,836,386	\$935,460	\$591,908	\$1,422,534	\$2,405,477	\$3,507,460	\$3,412,281	\$4,135,667
<b>Total Discretionary Reserves</b>	<b>\$3,610,697</b>	<b>\$2,918,029</b>	<b>\$2,708,927</b>	<b>\$1,812,001</b>	<b>\$1,379,850</b>	<b>\$2,211,475</b>	<b>\$3,204,418</b>	<b>\$4,311,902</b>	<b>\$4,140,397</b>	<b>\$4,860,283</b>
<b>Restricted Reserves</b>										
Admin. Studies	\$8,253	-\$983	\$37,333	\$43,098	\$28,739	-\$32,397	-\$26,632	-\$20,867	-\$15,103	-\$9,338
Fire Services	\$444,053	\$163,546	\$52,565	\$79,559	\$48,553	\$75,546	\$102,540	\$129,533	\$156,527	\$183,521
Parks and Recreation Services	\$26,107	\$4,353	-\$26,627	-\$19,623	-\$12,619	-\$5,614	-\$59,360	-\$52,356	-\$45,352	-\$38,347
Roads and Related Services	\$247,683	\$217,344	\$621,394	\$486,574	\$380,881	\$441,119	\$423,928	\$388,697	\$354,342	\$300,136
<b>Total Development Charges</b>	<b>\$726,095</b>	<b>\$384,261</b>	<b>\$684,666</b>	<b>\$589,608</b>	<b>\$445,554</b>	<b>\$478,654</b>	<b>\$440,476</b>	<b>\$445,007</b>	<b>\$450,415</b>	<b>\$435,971</b>
Cash in Lieu of Parkland	\$458,698	\$303,593	\$309,919	\$350,419	\$390,919	\$431,419	\$467,669	\$508,169	\$548,669	\$589,169
Federal Gas Tax Rebate	\$30,674	\$33,221	\$45,883	\$58,545	\$81,323	\$89,829	\$112,607	\$150,121	\$172,899	\$219,722
Community Benefits Charge	-\$15,000	-\$15,000	-\$15,000	-\$15,000	-\$15,000	-\$15,000	-\$15,000	-\$15,000	-\$15,000	-\$15,000
Ontario Main Street Revitalization Fund	\$1,126	\$1,126	\$1,126	\$1,126	\$1,126	\$1,126	\$1,126	\$1,126	\$1,126	\$1,126
<b>Total Restricted Reserves</b>	<b>\$1,201,593</b>	<b>\$707,200</b>	<b>\$1,026,594</b>	<b>\$984,698</b>	<b>\$903,922</b>	<b>\$986,027</b>	<b>\$1,006,877</b>	<b>\$1,089,424</b>	<b>\$1,158,109</b>	<b>\$1,230,989</b>

Schedule H - Capital Summary - Funding Sources by Year

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Grant</b>												
Corporate	\$0	\$0	\$49,000	\$25,000	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$26,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$170,000	\$1,121,548	\$465,070	\$61,000	\$0	\$0	\$10,000	\$0	\$5,000	\$0
PCC	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$1,104,513	\$60,000	\$0	\$0	\$182,544	\$349,575	\$0	\$0	\$30,000	\$60,000
Grant Total	\$0	\$0	\$1,350,213	\$1,216,548	\$465,070	\$61,000	\$202,544	\$349,575	\$10,000	\$0	\$35,000	\$60,000
<b>Levy</b>												
Corporate	\$0	\$0	\$1,182,966	\$1,176,966	\$848,716	\$1,520,466	\$1,403,590	\$1,659,866	\$1,813,466	\$1,920,466	\$1,934,066	\$2,120,466
Finance	\$0	\$0	\$0	\$0	\$0	\$0	\$10,876	\$0	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$102,500	\$566,750	\$0	\$0	\$17,600	\$0	\$0	\$0	\$0
ORC	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$0	\$0	\$0
PCC	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0	\$23,000	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$17,500	\$48,500	\$12,500	\$7,500	\$207,500	\$27,500	\$14,500	\$7,500	\$93,900	\$7,500
Municipal Office	\$0	\$0	\$10,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Levy Total	\$0	\$0	\$1,221,316	\$1,327,966	\$1,427,966	\$1,527,966	\$1,627,966	\$1,727,966	\$1,827,966	\$1,927,966	\$2,027,966	\$2,127,966
<b>Discretionary_Reserves</b>												
Building	\$9,000	\$0	\$0	\$0	\$0	\$0	\$33,000	\$9,000	\$0	\$0	\$0	\$0
Corporate	\$0	\$31,250	\$110,532	\$10,000	\$34,000	\$10,000	\$72,000	\$10,000	\$19,000	\$25,000	\$10,000	\$10,000
Fire and Rescue	\$0	\$0	\$734,113	\$11,280	\$4,404	\$12,084	\$33,809	\$529,794	\$24,063	\$37,105	\$517,622	\$21,105
ORC	\$0	\$0	\$0	\$7,140	\$0	\$0	\$0	\$0	\$8,000	\$0	\$0	\$0
Parks	\$0	\$0	\$6,668	\$22,000	\$30,000	\$249,000	\$0	\$0	\$39,828	\$0	\$62,740	\$0
PCC	\$0	\$0	\$3,000	\$92,660	\$0	\$0	\$112,500	\$0	\$0	\$5,000	\$100,000	\$40,000
Public Works	\$0	\$50,000	\$1,167,277	\$1,704,134	\$954,414	\$2,126,307	\$1,468,433	\$262,947	\$729,631	\$745,878	\$1,112,459	\$1,264,475
Municipal Office	\$7,313	\$18,600	\$14,650	\$22,420	\$35,000	\$20,000	\$116,000	\$0	\$0	\$0	\$302,750	\$65,000
Discretionary_Reserves Total	\$16,313	\$99,850	\$2,036,240	\$1,869,634	\$1,057,818	\$2,417,391	\$1,835,742	\$811,741	\$820,522	\$812,983	\$2,105,571	\$1,400,580
<b>Restricted_Reserves</b>												
Corporate	\$0	\$44,135	\$0	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0	\$0	\$0
Finance	\$0	\$0	\$22,500	\$0	\$0	\$0	\$20,124	\$0	\$0	\$0	\$0	\$0
Fire and Rescue	\$0	\$0	\$0	\$307,500	\$223,792	\$0	\$58,000	\$26,400	\$0	\$0	\$0	\$0
Parks	\$0	\$0	\$58,295	\$224,363	\$81,036	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0
PCC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000	\$0	\$0	\$0	\$0
Public Works	\$0	\$0	\$518,634	\$325,576	\$293,440	\$415,058	\$385,930	\$234,273	\$297,428	\$300,731	\$314,593	\$310,398
Restricted_Reserves Total	\$0	\$44,135	\$599,429	\$857,439	\$598,268	\$415,058	\$464,054	\$301,173	\$362,428	\$300,731	\$314,593	\$310,398
Grand Total	\$16,313	\$143,985	\$5,207,198	\$5,271,587	\$3,549,122	\$4,421,415	\$4,130,305	\$3,190,455	\$3,020,916	\$3,041,680	\$4,483,129	\$3,898,944

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 004-2020

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Puslinch at its Budget Council meeting held on January 2, 2020.

**WHEREAS** by Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25* the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** by Section 5, Subsection (3) of the *Municipal Act*, a municipal power including a municipality's capacity, rights, powers and privileges under section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Puslinch at its Budget Council meeting held on January 2, 2020 be confirmed and adopted by By-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Puslinch hereby enacts as follows:

- 1) The action of the Council of the Corporation of the Township of Puslinch, in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council at said meeting are hereby adopted and confirmed.
- 2) The Head of Council and proper official of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action of the Council.
- 3) The Head of Council and the Clerk are hereby authorized and directed to execute all documents required by statute to be executed by them, as may be necessary in that behalf and the Clerk authorized and directed to affix the seal of the said Corporation to all such documents.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 2<sup>nd</sup> DAY OF JANUARY, 2020.**

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James Seeley, Mayor

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Glenn Schwendinger, CAO/Clerk