

**REVISED AGENDA  
FOR THE TOWNSHIP OF NORTH HURON COUNCIL MEETING**



**Date:** Monday, May 2, 2016  
**Time:** 7:00 p.m.  
**Location:** HELD IN THE TOWNSHIP COUNCIL CHAMBERS

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		<b>Pages</b>
<b>1.</b>	<b>CALL TO ORDER</b>	
<b>2.</b>	<b>CONFIRMATION OF THE AGENDA</b> <i>THAT the Council of the Township of North Huron; accept the Agenda for the May 2, 2016 Council Meeting; as amended to include the minutes of the Special Council Meeting held April 28, 2016.</i>	
<b>3.</b>	<b>DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>4.</b>	<b>CONSENT AGENDA</b> <i>THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 and 4.1.2; AND FURTHER THAT all other Consent Items be received for information.</i>	
4.1	Minutes	
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4.2.2	Director of Finance	
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	<b>Accounts Payable</b>	
		April 28, 2016
	General Account	\$117,746.99
	Water Account	\$22,362.00
	Sewer Account	\$25,593.17
	General Internet/Pre-authorized	\$56,894.46
	Water Internet/Pre-authorized	\$3,265.16
	<b>TOTAL</b>	<b>\$225,861.78</b>
4.2.2.2	Year to Date Report	54
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## 5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS

5.1 Presentation of Staff Service Awards

## 6. REPORTS

6.1 Clerks Department

6.1.1 Site Plan Application for Maitland River Community Church (414 Josephine Street, Plan 410 Part Park Lots 9 and 10; RP 22R3903 Parts 5 and 6; RP 22R4107 Part 1; RP 22R5714, Part 2, Wingham Ward, Township of North Huron) 128

*THAT the Council of the Township of North Huron hereby approve the site plan application (414 Josephine Street, Plan 410 Part Park Lots 9 and 10; RP 22R3903 Parts 5 and 6; RP 22R4107 Part 1; RP 22R5714, Part 2, Wingham Ward, Township of North Huron) with the following conditions and that a site plan agreement be entered into:*

1. *this site plan approval applies to the site plan entitled "Project 15-1498 Maitland River Community Church" prepared by Guy Robert Bellehumeur (GB Architect Inc.), dated December 17, 2015 and referred to as Plan A1.1, and any supporting drawings by GB Architect, including elevations and floor plans;*
2. *this site plan approval also includes submitted drawings prepared by R.J Burnside & Associates Ltd, dated April 4, 2016, entitled:*
  - *Maitland River Church Expansion Lot Grading and Drainage Plan, referred to as C201*
  - *Maitland River Church Expansion Stormwater Management Plan, referred to as C301*
3. *this site plan approval also includes submitted drawings prepared by Mighton Engineering, dated December 16, 2015, for Project 35416 entitled:*
  - *Lighting and Life Safety Electrical Plan, referred to as E1.1*
4. *all necessary curb installations and replacements shall be completed;*
5. *the construction of a cement walkway for the front entrance of the building;*
6. *providing and maintaining the site grading, drainage of surface waters and storm water management on the lands in accordance with Drawings C201, and C301, and the Engineer's specifications;*
7. *submitted Burnside Drawings C201 and C301 be modified to show changes and comments from the review by B.M Ross and Associates Limited;*
8. *relocation of the existing fire hydrant located on Josephine Street to a location satisfactory to the Township on or before July 1st 2016;*
9. *an Encroachment Agreement entered into between the Church and the Township for the lands on the most north portion of the subject property for the church side exits;*
10. *all surfacing on the lands is to be complete;*
11. *all snow and ice is to be cleared from the newly constructed front walkway and the fire routes on the property;*
12. *and further that all snow removed from walkways and driveways shall be stored on the subject property;*
13. *all exterior lighting is to be installed to prevent glare on adjacent properties; and*
14. *all landscaping and planting indicated on the site plan shall be completed to the satisfaction of the Township.*

6.2	Finance Department	
6.2.1	MFOA Asset Management Assistance Program	136
	<i>THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance in regard to participation in the Municipal Finance Officer’s Association (MFOA) Asset Management Assistance Program.</i>	
6.3	Recreation and Facilities Department	
6.3.1	Optimist Snack Bar Agreement	140
	<i>THAT the Council of the Township of North Huron hereby approves the draft Optimist Snack Bar Agreement with the Wingham Scouts for the 2016 season;</i>	
	<i>AND FURTHER THAT the Clerk is instructed to prepare a by-law to authorize the Agreement at the May 16<sup>th</sup> 2016 regular Council meeting.</i>	
6.3.2	Wingham Townhall Theatre Trillium Grant Funding Agreement	144
	<i>THAT the Council of the Township of North Huron hereby adopt in principal the Grant Contract between the Ontario Trillium Foundation and the Corporation of the Township of North Huron for \$30,000 of funding for the sprinkler system in the Wingham Town Hall Theatre;</i>	
	<i>AND FURTHER THAT the Clerk is instructed to prepare a by-law to enter into the Grant Contract with the Ontario Trillium Foundation for the May 16th 2016 Council meeting.</i>	
6.4	Public Works Department	
6.4.1	Entranceways, Private Roads or Access to a Municipal Road Draft By-law	159
	<i>THAT The Council of the Township of North Huron hereby receives the May 2nd 2016 Draft Entrance policy for information purposes;</i>	
	<i>AND FURTHER THAT Council approves the Draft Township of North Huron Entrance Policy as presented;</i>	
	<i>AND FURTHER THAT the Clerk is directed to prepare a by-law to adopt the Township Entrance Policy at the May 16th 2016 Council meeting;</i>	
	<i>AND FURTHER THAT the Director of Finance is directed to amend the Township’s Fee by-law to include an entrance permit fee of \$250.</i>	
6.5	Utilities Department	
6.6	Fire Department of North Huron	
6.7	CAO	
<b>7.</b>	<b>CORRESPONDENCE</b>	
7.1	Barn Dance Historical Society 19th Annual Campout Jamboree	170
	<i>THAT the Council of the Township of North Huron hereby waives the requirement for off-duty police officers or private security company personnel during alcohol service, required in the Municipal Alcohol Policy, for the upcoming Barn Dance Campout Jamboree held at the Blyth Community Centre May 26-29th, 2016.</i>	

7.2	Wingham and District Kin Club Boot Drive Road Toll	171
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*THAT The Council of the Township of North Huron approve the request from the Wingham and District Kin Club to hold a boot drive road toll on Saturday, June 11, 2016 from 11:00 a.m. to 2:00 p.m. to raise money for Cystic Fibrosis and the North Huron Food Share;*

*AND FURTHER THAT Wingham and District Kin Club provide the Township of North Huron with proof of liability insurance;*

*AND FURTHER THAT the County and the appropriate Emergency Services be advised of this event.*

## **8. COUNCIL REPORTS**

### 8.1 REEVE ACTIVITY REPORT

### 8.2 COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)

### 8.3 REQUESTS BY MEMBERS

## **9. NOTICE OF MOTION**

## **10. BY-LAWS**

10.1	By-law No. 45-2016	172
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Being a by-law for the purposes of levying and collecting rates for various purposes and provide for the payment of taxes and to provide for penalty and interest.

*THAT By-law No. 45-2016; being a by-law for the purposes of levying and collecting rates for various purposes and provide for the payment of taxes and to provide for penalty and interest; be introduced, read a first and second time.*

*THAT By-law No. 45-2016; being a by-law for the purposes of levying and collecting rates for various purposes and provide for the payment of taxes and to provide for penalty and interest; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

10.2	By-law No. 46-2016	175
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Being a by-law to Appoint Jeffrey H. Molenhuis as the Director of Public Works for the Township of North Huron.

*THAT By-law No. 46-2016; being a by-law to Appoint Jeffrey H. Molenhuis as the Director of Public Works for the Township of North Huron; be introduced, read a first and second time.*

*THAT By-law No. 46-2016; being a by-law to Appoint Jeffrey H. Molenhuis as the Director of Public Works for the Township of North Huron be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

10.3	By-law No. 47-2016	176
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Being a by-law to authorize the Reeve and Clerk to execute and Affix the Corporate Seal to enter into a "Two (2) Year Pilot Project for Shared Services Agreement" with the Municipality of Morris-Turnberry.

*THAT By-law No. 47-2016; being a by-law to authorize the Reeve and Clerk to execute and Affix the Corporate Seal to enter into a "Two (2) Year Pilot Project for Shared Services Agreement" with the Municipality of Morris-Turnberry; be introduced, read a first and second time.*

*THAT By-law No. 47-2016; being a by-law to authorize the Reeve and Clerk to execute and Affix the Corporate Seal to enter into a "Two (2) Year Pilot Project for Shared Services Agreement" with the Municipality of Morris-Turnberry; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

10.4

By-law No. 48-2016

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Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Land Use Agreement for the purpose of a Wingham Farmers' Market between the Corporation of the Township of North Huron and The Wingham Farmers' Market Committee.

*THAT By-law No. 48-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Land Use Agreement for the purpose of a Wingham Farmers' Market between the Corporation of the Township of North Huron and The Wingham Farmers' Market Committee; be introduced, read a first and second time.*

*THAT By-law No. 48-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Land Use Agreement for the purpose of a Wingham Farmers' Market between the Corporation of the Township of North Huron and The Wingham Farmers' Market Committee; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law Book.*

## 11. ANNOUNCEMENTS

11.1 North Huron Citizen receives Canadian Community Newspapers Association Award

## 12. OTHER BUSINESS

## 13. CLOSED SESSION AND REPORTING OUT

*THAT the Council of the Township of North Huron hereby proceeds at .... p.m. to an In Camera Session (Closed to the Public) to discuss the following:*

- *Personal matters about an identifiable individual, including municipal or local board employees (Shared Services Staffing Report);*
- *A proposed or pending acquisition or disposal of land by the Corporation; (Proposed Acquisition of Property)*

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at .... p.m.*

13.1 Shared Services Staffing Report

13.2 Proposed Acquisition of Property

**14. CONFIRMATORY BY-LAW**

14.1 By-law No. 49-2016, being a By-law of the Township of North Huron to confirm generally previous actions of the Council of the Township of North Huron. 204

*THAT By-law 49-2016; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

*THAT By-law 49-2016; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be read a third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**15. ADJOURNMENT**

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at .... pm.*

**MINUTES OF THE TOWNSHIP OF NORTH HURON  
REGULAR COUNCIL MEETING**



**Date: Monday, April 18, 2016**  
**Time: 6:00 p.m.**  
**Location: HELD IN THE TOWNSHIP COUNCIL CHAMBERS**

**MEMBERS PRESENT:** Reeve Neil Vincent  
Deputy Reeve James Campbell  
Councillor Ray Hallahan  
Councillor Yolanda Ritsema-Teeninga  
Councillor Trevor Seip  
Councillor Brock Vodden  
Councillor Bill Knott

**STAFF PRESENT:** Sharon Chambers, CAO  
Kathy Adams, Director of Corporate Services / Clerk  
Donna White, Director of Finance  
Pat Newson, Director of Recreation and Facilities  
David Sparling, Director of Fire and Emergency Services  
Kelly Church, Director of Public Works  
Richard Al, Manager of Employee and Business Services  
Connie Goodall, Economic Development Officer  
Laura Young, Huron County Planner

**OTHERS PRESENT:** Kelsey Dunbar, Advance Times  
Denny Scott, Citizen  
Joe Hallahan, Tharon Riley, Ann Hogg, Harold Robinson,  
Dianna Robinson, Bill Taylor, Doreen Taylor, Gord Baxter,  
Gloria Hedley, David Hedley, Bernie Bailey, Shawn Bromley,  
Mark Foxtan, Lisa Hearnden, Pat Campbell, John  
Stadelmann, Tim Walden, Bob Pike, Matt Armstong,  
Lorraine Poulin, Vaughn Vincent, Murray Vincent, Vaughn  
Toll, Marlene Toll, Jack Vincent, Karen Stewart, Peter Smith,  
Gord Jenkins, Lois Meinzinger

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**1. CALL TO ORDER**

Reeve Vincent called the meeting to order at 6:01 pm.

**2. CONFIRMATION OF THE AGENDA**

**M240/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron; accept the Agenda for the April 18, 2016 Council Meeting; as printed.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

Councillor Seip declared a conflict of interest on Agenda Item 5.1, Budget discussions regarding the proposed Wingham and District Hospital donation as a former board member of the Listowel-Wingham Hospitals Alliance.

Councillor Seip declared a pecuniary interest on Agenda Item 4 and refrained from voting on the Consent Agenda items, as cheque # 42564 is payable to a client of his.

**4. CONSENT AGENDA**

4.1 Minutes

4.1.1 Minutes of the Regular Council Meeting held April 4, 2016

4.1.2 Minutes of the Budget Meeting held April 11, 2016

4.1.3 Blyth BIA Streetfest Minutes - March 2, 2016

4.1.4 Wingham BIA Minutes - March 31, 2016

4.1.5 Blyth BIA Minutes - April 6, 2016

4.1.6 Shared Services Committee Meeting Minutes - April 13, 2016

4.2 Reports

4.2.1 Director of Finance

4.2.1.1 Bills and Accounts

Accounts Payable	April 15, 2016
General Account	\$192,588.56
Water Account	\$182,441.06
Sewer Account	\$17,421.04
General Internet/Pre-authorized	\$51,754.45
Water Internet/Pre-authorized	\$8,874.41
<b>TOTAL</b>	<b>\$453,079.52</b>

4.2.1.2 Monthly Activity Report

4.2.2 Director of Fire and Emergency Services

4.2.2.1 FDNH Monthly Activity Report for the Month of March 2016

4.3 Correspondence

4.3.1 Residents of East Wawanosh Ward Petition

4.3.2 Scott Price Certified Road Supervisor - Senior Certification

4.3.3 North Huron and Area Job Fair

**M241/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby adopts Consent Items 4.1.1 to 4.1.2;*

*AND FURTHER THAT all other Consent Items be received for information.*

**CARRIED**

**5. PUBLIC MEETINGS/HEARINGS AND DELEGATIONS**

5.1 Donna White, Director of Finance - 2016 Budget Discussion

Director of Finance, Donna White reviewed the draft budget status following the previous budget meeting, April 11, 2016.

- It was noted that at the time of adjournment on April 11, 2016 the proposed tax increase was 4.86%.
- Further review and adjustments resulted in a reduction of \$14,500 dollars which equates to a tax increase of 4.54%
- A motion was called for to adopt the historical donation list as presented in the amount of \$11,800.
- The updated education rates have been incorporated into the latest budget calculations.
- It was noted that included in the Wingham BIA Budget is a transfer from the Township of North Huron reserves for snowflake lights in the amount of \$9,200.
- Discussion regarding a proposed donation to the Wingham and District Hospital took place. A motion made to donate \$50,000 for 5 years for a total of \$250,000.
- Discussion took place regarding concerns with the rural roads in East Wawanosh. It was discussed that a Road Needs Study must be completed to determine priorities.

- Options to address East Wawanosh roads capital were discussed.
- Example tax increase amounts were presented. Based upon the average assessment of \$161,000, the proposed 4.21% equates to approximately \$56.78 extra per year in Wingham, \$70.89 in Blyth, and \$46.82 in East Wawanosh.

**M242/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby accept the listing of donations as presented, totaling \$11,800.*

**CARRIED**

**M243/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby authorize a donation to the Wingham and District Hospital in the amount of \$50,000 per year for a 5 year term, totaling \$250,000.*

**CARRIED**

**M244/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron hereby adopt the 2016 Budget as presented with amendments;*

*AND FURTHER THAT the Clerk be directed to prepare a by-law for the May 2, 2016 Council Meeting.*

**CARRIED**

5.2 Shawn Bromley - Utility Services

Shawn Bromley spoke regarding the proposed Veolia Water Canada contact.

Mr. Bromley was thanked and resumed a seat in the public gallery.

5.3 Residents of East Wawanosh Ward – Petition

Dianna Robinson presented information on behalf of concerned residents of the East Wawanosh ward, regarding the conditions of the roads in the East Wawanosh ward.

Mrs. Robinson inquired as to the frequency of rural road patrols and if a minimum maintenance standard by-law exists.

Tim Walden also commented that roads have worsened recently and stated that a roads needs study will typically identify roads with buried infrastructure as a priority over rural gravel roads.

Mr Walden requested to view the minimum maintenance standards by-law if one exists.

Mrs Robinson was thanked and departed. Mr Walden was thanked and resumed a seat in the public gallery.

## **6. REPORTS**

### **6.1 Clerks Department**

#### **6.1.1 Consent Application Report - File# B72/2015, Owner: John & Ruth Haines, 39721 Amberley Road, Part North Part Lot 40, Concession 14, East Wawanosh, Township of North Huron**

Huron County Planner, Laura Young presented details of the proposed severance and recommended that Council recommend approval with the conditions outlined.

Mrs, Young was thanked and resumed a seat in the public gallery.

#### **M245/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron hereby recommends approval of the Consent Application File# B72-2015, Owner: John & Ruth Haines, 39721 Amberley Road, Part North Part Lot 40, Concession 14, East Wawanosh, Township of North Huron with the following conditions:*

#### ***Expiry Period***

*Conditions imposed must be met within one year of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within one year, the application shall be deemed to be refused. Provided the conditions are fulfilled within one year, the application is valid for two years from the date of decision.*

#### ***Municipal Requirements***

*All municipal requirements be met to the satisfaction of the Township including servicing connections if required, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures, and any related requirements, financial or otherwise.*

*The subject parcel be numbered and addressed for 911 purposes to the satisfaction of the Township.*

*The sum of \$500 be paid to the Township as cash-in-lieu of parkland.*

**Survey**

*Provide to the satisfaction of the County and the Township:*

- a) a survey showing the lot lines of the severed parcel and the location of any buildings thereon, and*
- b) a reference plan based on the approved survey*

**Zoning**

*Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Township.*

**Storm Water**

*Section 65 of the Drainage Act to be addressed to the satisfaction of the Township.*

**Septic System Inspection**

*Applicant is to provide a letter from a licensed contractor advising that the tank has been pumped and is functioning properly for the severed parcel of land to the satisfaction of the Township.*

**CARRIED**

6.2 Finance Department

6.2.1 BIA Budget Report

**M246/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron hereby accepts the 2016 BIA Budget Submission Report dated April 18, 2016 presented by the Director of Finance;*

*AND FURTHER that Council adopts the 2016 Wingham BIA Budget and the 2016 Blyth BIA "Revised" Budget as presented;*

*AND FURTHER that Council adopts the Transfer from Reserve in the amount of \$9,200.00 for the Wingham BIA Streetlight Project and this amount be included in the 2016 Budget.*

**CARRIED**

6.2.2 Patrick Street Reconstruction Project

**M247/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron hereby accepts the recommendation from R. J. Burnside to accept the tender submitted by Lavis Contracting Co. Ltd. In the amount of \$310,564.50 (including HST) for the Patrick Street Reconstruction project subject to the execution of the necessary documentation.*

**CARRIED**

**M248/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby authorize staff to engage R.J. Burnside to perform engineering services for Patrick Street at a cost of \$14,000.*

**CARRIED**

6.3 Recreation and Facilities Department

6.3.1 Blyth Memorial Community Hall Renovation Project Schedule Update

**M249/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby approve the following revised project schedule for the Blyth Memorial Community Hall Renovation Project*

Action	Previous Approved Schedule	Revised Schedule
General Contractor Bid Process	April 19-May 25, 2016	May 17 – June 14, 2016
Council approval of Project Award	June 6, 2016	July 4, 2016
Contractor starts	June 7, 2016	July 5, 2016
Festival Season	May 21- Sept 18, 2016	No change
Contractor mobilizes site	September 19, 2016	No change
Substantial Performance	May 1, 2017	No change
Completion	May 20, 2016	No change

**CARRIED**

6.3.2 Snowmobile Use of Blyth Greenway Trail

**M250/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby approve the expense to have the North Huron lawyer revise the standard agreement for the Snowmobile Club use of the trails, and present this revised agreement to the North Huron Snowmobile Club for their consideration in order to use the Blyth Greenway Trail.*

**CARRIED**

6.4 Public Works Department

6.4.1 Landfill Monitoring and Supplemental Work Program 2016

**M251/16**

**MOVED BY:** B. Knott

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby accepts the budget estimates for 2016 Monitoring and Supplemental work at North Huron landfill sites from R.J. Burnside & Associates Engineers;*

*AND FURTHER THAT the Council of the Township of North Huron authorize pre-budget approval of the amounts included in the 2016 budget.*

**CARRIED**

6.5 Utilities Department

6.6 Fire Department of North Huron

6.6.1 Update to Fire Department Establishing and Regulating Bylaw

**M252/16**

**MOVED BY:** T. Seip

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron hereby revise bylaw 73-2009.*

**CARRIED**

6.7 CAO

6.7.1 Request for Letter of Support - East Wawanosh 150th

**M253/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby write a letter for the East Wawanosh 150<sup>th</sup> Committee to support their application for Huron Heritage Funding for the History Committee project.*

**CARRIED**

6.7.2 Wingham Farmers' Market 2016

**M254/16**

**MOVED BY:** Y. Ritsema-Teeninga

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby direct staff to prepare a Land Use Agreement for the Purpose of a Wingham Farmers' Market as an authorizing by-law;*

*AND FURTHER THAT the Council of the Township of North Huron consider the Farmers' Market Group a Community Group and allow them to rent Cruickshank Park for the duration of the 2016 season at the community rate.*

**CARRIED**

6.7.3 Shared Services Draft Agreement

**M255/16**

**MOVED BY:** B. Knott

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby approves the Draft Shared Services Agreement with the Municipality of Morris Turnberry;*

*AND FURTHER THAT the Clerk is instructed to prepare a by-law to ratify the agreement at the May 2<sup>nd</sup> 2016 Council meeting.*

**CARRIED**

**7. CORRESPONDENCE**

7.1 Lewis Flowers 80<sup>th</sup> Anniversary Celebration

**M256/16**

**MOVED BY:** Y. Ritsema-Teeninga

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby approves the request from Allan Dickson, to close Frances Street in Wingham from Diagonal Road to Victoria Street from 9:00 am to 4:00 pm on May 14, 2016 for the Lewis Flowers 80th Anniversary Celebration;*

*AND FURTHER THAT the Emergency Services be notified;*

*AND FURTHER THAT Mr. Dickson ensures all events, with the exception of a car show, take place on private property.*

**CARRIED**

7.2 Habitat for Humanity Annual General Meeting Request and Invitation

**M257/16**

**MOVED BY:** B. Knott

**SECONDED BY:** R. Hallahan

*THAT the Council of the Township of North Huron adhere to the North Huron Fee Waiving Policy and decline the request to waive the fees for the rental of the Blyth Arena Hall for Thursday April 28<sup>th</sup> 2016 for the Annual General Meeting of Habitat for Humanity Huron County, and that the group be charged the community group rate for the rental.*

**CARRIED**

7.3 Huron Hospice request for financial support

**M258/16**

**MOVED BY:** B. Knott

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby decline the request from Huron Hospice;*

*AND FURTHER THAT Council consider the request as part of the 2017 Budget deliberations.*

**CARRIED**

## 7.4 Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock

**M259/16****MOVED BY:** B. Vodden**SECONDED BY:** Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron hereby supports recommendations of Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock, that the Ontario government provide resources for the development of a coordinated approach to help victims of human trafficking, allowing providers of support services and the criminal justice system to share information and work collaboratively, and that the Ontario government develop a multi-ministerial, province-wide strategy on human trafficking.*

**CARRIED**

## 7.5 Township of North Stormont Resolution - Ontario Energy Board

**M260/16****MOVED BY:** R. Hallahan**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron hereby supports the Township of Stormont's position regarding the extension of natural gas service to underserviced areas;*

*AND FURTHER THAT letters of support be also sent to the Premier, the OEB and the Ministers of Economic Development, Employment and Infrastructure, Energy, and Agriculture and Rural Affairs.*

**CARRIED**

## 7.6 Wingham Farmer's Market usage of Cruickshank Park in 2016

Discussion took place regarding Agenda Item# 6.7.2. It was explained that Resolution M254/16 permits the Wingham Farmer's Market to rent Cruickshank Park at the discounted community group rate.

**8. COUNCIL REPORTS**

## 8.1 REEVE ACTIVITY REPORT

Reeve Vincent reported that a considerable amount of work is being done by the Shared Services Committee on various items of the project.

Reeve Vincent noted that although the hiring process for a new Director of Public Works is ongoing, those involved are making progress towards the new hire.

## 8.2 COUNCIL MEMBER REPORTS (Verbal or written updates from members who sit on boards/committees)

Councillor Knott commented on the Wingham and District Hospital donation, noting that it was a difficult decision to make.

Councillor Knott commented that Council and staff fully support the various projects taking place throughout the Municipality but noted that processes must be followed.

Councillor Knott commented on the Memorial Hall construction project, noting that community events such as the Legion bingo will be displaced and suggested that North Huron offer another venue such as the Blyth Community Centre Hall at the discounted community group rate.

Councillor Knott was requested to provide staff with a Notice of Motion for the next Council Meeting.

## 8.3 REQUESTS BY MEMBERS

## 9. NOTICE OF MOTION

### 9.1 Request for Staff Report – Arena Ice Costs

Councillor Vodden advised that he would not be proceeding with a Notice of Motion on this item.

## 10. BY-LAWS

### 10.1 By-law No. 42-2016, being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement for Operations, Maintenance and Management Services By and Between the Corporation of the Township of North Huron and Veolia Water Canada, Inc.

#### **M262/16**

**MOVED BY:** J. Campbell

**SECONDED BY:** B. Knott

*THAT By-law No. 42-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement for Operations, Maintenance and Management Services By and Between the Corporation of the Township of North Huron and Veolia Water Canada, Inc.; be introduced, read a first and second time.*

**CARRIED**

CAO Sharon Chambers commented on the proposed contract, addressing concerns raised by the delegation presentation by Shawn Bromley.

**M263/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** B. Knott

*THAT By-law No. 42-2016; being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, an Agreement for Operations, Maintenance and Management Services By and Between the Corporation of the Township of North Huron and Veolia Water Canada, Inc.; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

- 10.2 By-law No. 43-2016, being a by-law to amend By-Law No. 5-2016 to appoint Boards of Management for the Blyth Business Improvement Area and the Wingham Business Improvement Area

**M264/16**

**MOVED BY:** B. Knott

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT By-law No. 43-2016; being a by-law to amend By-Law No. 5-2016 to appoint Boards of Management for the Blyth Business Improvement Area and the Wingham Business Improvement Area; be introduced, read a first and second time.*

**CARRIED**

**M265/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** R. Hallahan

*THAT By-law No. 43-2016; being a by-law to amend By-Law No. 5-2016 to appoint Boards of Management for the Blyth Business Improvement Area and the Wingham Business Improvement Area; be read a third and final time, signed by the Reeve and the Clerk and be engrossed in the By-law book.*

**CARRIED**

**11. ANNOUNCEMENTS**

**12. OTHER BUSINESS**

**13. CLOSED SESSION AND REPORTING OUT****M266/16****MOVED BY:** B. Vodden**SECONDED BY:** B. Knott

*THAT the Council of the Township of North Huron hereby proceeds at 8:35 pm to an In Camera Session (Closed to the Public) to discuss the following:*

- *A proposed or pending acquisition or disposal of land by the Corporation;*
- *Personal matters about an identifiable individual, including municipal or local board employees (Farmland Rental);*
- *Personal matters about an identifiable individual, including municipal or local board employees (Shared Services - Employee Contracts).*

**CARRIED****M267/16****MOVED BY:** R. Hallahan**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron hereby proceed to the Regular Council meeting at 10:12 pm.*

**CARRIED****14. CONFIRMATORY BY-LAW**

- 14.1 By-law No. 44-2016, being a By-law of the Township of North Huron to confirm general previous actions of the Council of the Township of North Huron.

**M268/16****MOVED BY:** B. Vodden**SECONDED BY:** B. Knott

*THAT By-law 44-2016; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be introduced, read a first and second time.*

**CARRIED****M269/16****MOVED BY:** B. Knott**SECONDED BY:** Y. Ritsema-Teeninga

*THAT By-law 44-2016; being a by-law to confirm generally previous actions of the Council of the Township of North Huron; be read a third and final time, signed by the Reeve and Clerk and be engrossed in the By-law book.*

**CARRIED**

**15. ADJOURNMENT**

**M270/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** Y. Ritsema-Teeninga

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 10:17 pm.*

**CARRIED**

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Neil Vincent, Reeve

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Kathy Adams, Clerk

**MINUTES OF THE TOWNSHIP OF NORTH HURON  
SPECIAL JOINT COUNCIL MEETING**



**Date:** Thursday, April 28, 2016  
**Time:** 9:00 a.m.  
**Location:** HELD IN THE WINGHAM FIRE HALL MEETING ROOM

**MEMBERS PRESENT:** Reeve Neil Vincent  
Deputy Reeve James Campbell  
Councillor Ray Hallahan  
Councillor Trevor Seip  
Councillor Brock Vodden

**MEMBERS ABSENT:** Councillor Yolanda Ritsema-Teeninga  
Councillor Bill Knott

**STAFF PRESENT:** Sharon Chambers, CAO

**OTHERS PRESENT:** Nancy Michie, Administrator-Clerk-Treasurer of Morris-Turnberry  
Paul Gowing, Mayor of Morris-Turnberry  
Jamie Heffer, Deputy Mayor of Morris-Turnberry  
Dorothy Kelly, Morris-Turnberry Councillor  
Jim Nelemans, Morris-Turnberry Councillor  
John Smuck, Morris-Turnberry Councillor  
Sharen Zinn, Morris-Turnberry Councillor

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**1. CALL TO ORDER**

Reeve Vincent called the meeting to order at 9:00 am.

**2. CONFIRMATION OF THE AGENDA**

**M271/16**

**MOVED BY:** B. Vodden

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron; accept the Agenda for the April 28, 2016 Special Joint Council Meeting; as printed.*

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None declared.

**4. CLOSED SESSION AND REPORTING OUT**

**M272/16**

**MOVED BY:** T. Seip

**SECONDED BY:** B. Vodden

*THAT the Council of the Township of North Huron hereby proceeds at 9:00 am to an In Camera Session (Closed to the Public) to discuss the following:*

- *Personal matters about an identifiable individual, including municipal or local board employees (Shared Services - Employee Updates)*

**CARRIED**

**M273/16**

**MOVED BY:** T. Seip

**SECONDED BY:** J. Campbell

*THAT the Council of the Township of North Huron proceeds to the Regular Council meeting at 9:38 am.*

**CARRIED**

**5. ADJOURNMENT**

**M274/16**

**MOVED BY:** R. Hallahan

**SECONDED BY:** T. Seip

*THAT the Council of the Township of North Huron agree that there being no further business before Council; the meeting be hereby adjourned at 9:40 am.*

**CARRIED**

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Neil Vincent, Reeve

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Sharon Chambers, CAO/Deputy-Clerk







MINUTES

East Wawanosh 150<sup>th</sup> Anniversary

January 27, 2016

Present: Reunion Chair Jamie McCallum, Treasurer Shawn Cottrill, Secretary Joan Vincent, Fundraising Chair and North Huron Representative Ray Hallahan, Reeve Neil Vincent, Katie Cottrill, Elaine Snell, Alex Blair, Heather Shiell, Connie Goodall, Linda Logan, Gavin Van Camp, Sylvia Nonkes, Alice McDowell, Vicky Bremner, Jonathan Van Camp, Jim McGee, Ralph Logan, Judy Lyons, Mike Cottrill

Regrets: Jason Rutledge, Margaret Vincent

Welcome: Chair Jamie McCallum welcomed everyone to the meeting

Motion to approve Nov. 25, 2015 Minutes made by Linda Logan and seconded by Mike Cottrill.

CARRIED.

Financial Update: Shawn explained his format of including all expenses on one sheet and getting them all approved at once.

Motion to approve payment to North Huron for the website set up made by Mike Cottrill and seconded by Ralph Logan.

CARRIED

Motion to approve the financial report moved by Heather Shiell and seconded by Alex Blair. CARRIED.

Get budget info to Shawn

Fundraising Report – 570 Raffle tickets sold and money back in. Want to get a handle on number of tickets and wind up the raffle sales by the end of the following week and determine if need to be selling tickets at Family Day.

Nothing yet on silent or live auction.

BX Report – talk with Jason about a vendor to handle the food. Jamie will contact Jason and hope for update by next meeting

Have BX tickets available tonight. They are also available at Huron Bay Co-op Belgrave Branch, Belgrave Variety and Scrimgeour's

Other ideas for fundraising –

Alice showed Mel calendar idea from her hometown

Trivia night – group of people go together and buy a ticket for night, rounds of trivia, bar, live & silent auction, prizes ie. \$250/table of 10 – maybe next fall or winter – revisit later.

History Book – meeting planned for the following Tuesday or Wednesday.

-Design pamphlet for Family Day Weekend

Looking for volunteers

Pictures rather than family histories

Coffee table book similar to Bounty of Huron County

Pictures of places in township, family pictures, paragraph footnoting

Linda let Jamie know what date is set for history meeting

Connie – need budget to apply for 150 Grant

Threshers sell ads in heritage book and gave books out – we would not have as large an advertiser draw

Linda will call Jamie or Joan and they will email date of history meeting out

Ray will bring a Threshers book to next meeting

Competitive hockey did similar book for years.

Threshers are also selling calendars

Historic landmarks in township- schools, churches, character of township, cemeteries, homesteads

Programme for weekend? in book

School Reunion – tentative reps for around 5 schools

-going to take Clifford Coultres for a tour to identify schools

Ralph is familiar to the 6<sup>th</sup> line but not familiar south of there

Looking for a picture of the Chamney school

Wonder about checking with Brock Vodden about a picture. Ray will check with Brock.

Put up on website –schools and history book

History of schools in Huron is available through the Huron County Library and has pictures of schools.

Souvenirs – Cold print on T shirts from Ang (they are Canadian made)

Embroider & hot print from Kathy (they are US made)

Dollar exchange rate making a difference

50% down when ordered and rest when pick up

Get new prices

Maintenance – no report

Children’s Activities – no report

Bar Committee -Jonathan working with bartenders for both events.

Food – nothing new

Decorating – not doing anything until next year when new catalogues are out.

Entertainment – Gavin VanCamp - Vicky Bremner

Theme –local live music

Formal bookings wait until fall

Started roughing numbers give ball park

95 % pricing in talents \$700-\$2000 or DJ’s

Idea what would want to spend can price to suit not a fixed cost

Revenues are better with live music

Start with average number and get it by end of week for entertainment budget

Prizes and advertising

Rep from beer companies

Formal quotes for next meeting

Carly June – countryish, classic rock, social media

Beard – New Year’s 2017

- Attraction of New Years Dance

Parade – # of prizes and what to use for prizes (cash prizes, merchandise vouchers) put some dollar values in for budget

Categories (look at other parade prizes for average

Car Show – registration fee and pay everything back in prizes (wash in and out)

Use website for registrations for car show and parade

Parade & Car Show – trophies –something to take home

8 Categories for Parade ie. (Family, Business, Judges' Choice, History, Novelty, Band, Car/Tractor)

2016 Festival will advertise for Reunion for 2017 car show

Get prizes sponsored by local businesses

Return on investment – small recognition

Service Club – bragging rights

Come back with more suggestions

\$800-\$1000 towards prizes and Judges' Recognition

Shriners phoned Jamie and he gave Mike's contact information. They want \$1500 to participate in parade.

Pipe Band ( Brussels or Teeswater approximately \$300-\$400)

High School Band

Corporate – put in float for advertising – announced over PA – are not looking for recognition or expecting money maybe a unique souvenir with the logo as prize

Art & Photo = nothing new

Golf Tournament – booking bus

Is there anything else that we want busing for - no

Church Service – no chair – no update

Publicity & Advertising

2017Powwow.com

Tentative agenda

Countdown

Put signs below the Belgrave signs at entrances (Get County permission for 3 directions – contact Steven Lund, County Engineer and Morris-Turnberry for 4<sup>th</sup> entrance)

Shawn – each committee give Shawn an estimate by Feb. 3 (if don't have everything send what have)

Next meeting March 9, 2016.

Other items – Jim McGee open to help

- Hopefully new people coming to meetings and get them put on committees
- Jim McGee will help Jason Rutledge
- Suggested sell BX tickets at Family Day

Motion to Adjourn by Neil Vincent seconded by Alex Blair. CARRIED.

MINUTES East Wawanosh 150<sup>th</sup> Anniversary

March 9, 2016

Present: Reunion Chair Jamie McCallum, Treasurer Shawn Cottrill, Secretary Joan Vincent, Fundraising Chair and North Huron Representative Ray Hallahan, Reeve Neil Vincent, Katie Cottrill, Elaine Snell, Heather Shiell, Connie Goodall, Linda Logan, Sylvia Nonkes, Vicky Bremner, Ralph Logan, Marvin Cook, Melanie Pletch, Matt Beck, Murray Vincent, Margaret Vincent

Regrets: Jonathan Van Camp

Welcome: Chair Jamie McCallum welcomed everyone to the meeting

Motion to approve Jan. 27, 2016 Minutes made by Marvin Cook and seconded by Neil Vincent.

CARRIED.

Financial Update: Shawn gave Financial report and budget info that have so far. \$2000. was raised from fundraiser.

Motion to approve the financial report moved by Ray Hallahan and seconded by Heather Shiell.

CARRIED.

Budget – still a lot of holes in budget so go through and discuss.

BBQ before BX Dance will be Kinsmen event

Budget – say \$7500 for income from silent and live auction

Auction Expense – printing

See about Ben Lobb as auctioneer?

Arena and hall rental provided by Community Centre Board

Community Centre float the bar and donation back

Once get a draft budget then see about Committee approvals

Golf Tournament – try to make it break even.

BX93 \$7500. Income on budget

Nothing concrete on food truck – Jamie will check with Jason

Phone call to get cost of port-a-potties and hand wash stations Matt will check for BX Dance for 500-800 people

Entertainment - Revenue –ticket prices

Indoor stage \$500. Outdoor with roof \$1300. Go with outdoor

Backup generator to ball diamond

Tents, stage, dance floor in tent

Smaller tent - long bar - Tents set up on Thursday

Question – using ball diamond for bar tent? More efficient to have it close to arena. Tie off to big cement blocks. Tent over parking lot? Parking lot is approximately 180'x 70'

Additional \$1100 for 60'x150' tent which is what is in budget

Wash stations # is affected by type of food and children's activities

Cleaning supplies for bar? ,minor cost

Security quotes are in previous minutes

Sponsorships – Golf Tournament –signs at holes

Opportunities and Sponsorship packages

Sponsorship -signs for entrances to Belgrave

Wingham had Gold, Silver, Bronze Sponsorships – Connie will get the levels.

Line ups for meals – loops to back of arena

Bar tent on front parking lot. Could go stakes on one side and blocks on the other

School Reunion \$200. For coffee, donuts, posters etc.

Souvenirs – original estimate \$3100.

300 cups \$5. Ea.

200 steins

12 plastic mason cups

Hats \$15.

Full zipper \$26.

Golf \$26.95

T-shirts \$5000. Adults \$15. Ea. XXL \$19. Ea

Buy a small number before BX93 Dance and see what sells.

Average 40% markup over items and use 40 % markup on clothing

Decorating – sell to cover costs 250' roll of material approximately \$45./roll Break even area

Parade – no entry fees – try to encourage entries

Arts and Photo – no entry fee

Get budget for grant applications

Get bills to Shawn before meeting

Huron Heritage Fund applications due May 1. Look for money for history book. Is a 50% ask.

Motion by Margaret Vincent and seconded by Melanie Pletch approving requesting funding from the Huron Heritage Fund. CARRIED.

Fundraiser calendar

Book Committee –Large cash calendar with a lot of older pictures \$20.

Ray has a copy of the Thresher's \$10. Calendar

Plans – another round of tickets to sell on something

Have ½ of beef for another live auction.

Do we want another round of tickets and if so should have twice as many tickets. Do not do right away. Look at selling before Christmas and draw on Family Day. Possibly draw for people that need rides, for food, hydro, gas etc. Pig, turkeys, chickens?

2017 calendar with dates printed in it

Auctioneers Brian Rintoul, Tony Chaffe?

Mike offered his house to collect silent auction items. How are we getting silent auction items

Put flyers out, door knocking, put on social media

Community plus committee, promotional signs

Live auction – announced value

Master list for businesses – go with sponsorship packages

Have smaller number of more significant items for auction

Discussed pros and cons of silent auction versus live auction or both. Probably have some of each. Have silent auction over before live auction starts.

Band here for 7 pm Bring ideas to next meeting.

Trivia night in fall?

Have things together to do sponsorship or items all in 1 ask

Discuss opportunities and value for sponsorships

Get items together for auction at next meeting for end of April or early May

Have master list of businesses and individuals for next meeting

Work more on having donations of items from community and look at businesses for sponsorship opportunities

Canvas for cash donations and ask neighbours, could be services

Listed so rest of group could see who asked to avoid duplication

Investigate to see if log in on website and 1 person coordinate

Each person come up with 3 people

BX 93 – status quo – May-June more ticket sales will pick up

-put up more posters

History Book – separate meeting

Canvas and advertise for submissions, put in paper and distribute flyers

Thinner book – concentrate on pictures and short stories

Deadline Sept. 1

Do stories missing from 92 book and anything over 150<sup>th</sup> or last 25 years.

No limit of length yet

Getting current map of owners

Getting Quote from Blyth Printing and one other quote

Sold 2 more Wilderness to Wawanosh

To apply for Canada 150<sup>th</sup> – need budget

Schools – got pictures from Brock Vodden

EW Public – get rep or 2 – do as decades or how do we do it

Get more reps

Souvenirs – have for July weekend

Storage for souvenirs – decide later

6-8 weeks to deliver

½ down as down payment

Motion at next meeting

T-shirts and hats, golf shirts, order a few camo hats

T-shirts and golf shirts order royal blue with black print, camo and blue hats, gray zipper hoodie with black print

Maintenance

Need to book tents, port-a-potties etc.

Tent – Burke’s no delivery or set up – 60’x150’ tent \$5490. Beer Tent 30’ x 60’ \$895.

Port-a-potties - C&P 17 basic, 1 wheelchair, 4 hand wash stations \$3100. + HST = \$3503.

Waste Management – price may vary slightly

Delivery \$150., Removal \$150.

2 x 6 yd recycling bins \$30. Each

3 x 6 yd waste bins \$45. Each

6 x 95 gal totes for waste no charge

6 x 95 gal totes for waste no charge

Bags are at an additional cost of \$2.00 each

Paul Cook will bring supplies and do electrical work.

Total \$12944.15 for maintenance

Wingham did picnic tables. Tables and benches or picnic tables. Heather Shiell will get # from Doug Shiell of where can rent picnic tables

There are a dozen at the pavilion.

Motion by Neil Vincent and seconded by Ralph Logan that Matt Beck book the items that he presented in the 3 points ( Burke’s tents, C& P and WM). CARRIED.

Matt is to get quotes for the BX Dance and pass at next meeting and get into budget.

No report for the Children's Activities, Bar or Food.

Nothing new for Entertainment, Beard Growing Contest or Parade

Art and Photo – on website and ready to go

Golf Tournament – need to re-confirm when Golf and Curling Club gets new management

Matt – Dances at Homecoming #'s. 25 years ago 1400 fed on Saturday night.

Measure parking lot accurately to decide if need larger tent

Church – nothing

Publicity – will try to get sponsorship package together Vocal ads for sponsorship

St. John's Ambulance for First Aid – talk to Brussels branch

Maybe \$200.-\$250. For 2 people for 7 or 8 hour shift

Neil will talk to Carol Henderson

Thank you card to Huron Bay Co-op for donation- Joan send

Souvenir for sponsorship

Motion by Margaret Vincent and seconded by Matt to proceed with ordering the souvenirs listed below.

300 koozies (white with royal blue lettering), 200 steins, 50 camo hats and 50 blue hats and

T-shirts ( 50 L, 50 XL and 50 M)

CARRIED.

Take orders for more, advertise and move it Sell souvenirs at Wing Night before Christmas.

Have sizes and paying for own Hunter Green Committee Golf shirts at next meeting. Send out size chart.

Can add nametags to committee shirts

Next meeting April 20, 2016 at 7:30 pm (Changed to April 26 due to conflict with Community Centre availability)

Motion to Adjourn by Neil Vincent seconded by Vicky Bremner at 9:25 pm



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 02/05/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Clerk's May 2, 2016 Department Report for information purposes.

## **EXECUTIVE SUMMARY**

This report is to keep Council of the Township of North Huron informed of the operations of the Clerk's Department.

## **DISCUSSION**

### **1. Administration**

Preparation of agendas and minutes in eSCRIBE for meetings and posting on website.  
Filing of 2015 data for Waste Diversion Ontario grant program.  
Interviews for summer students.  
Continued training on costing allocations for Clarity payroll program.  
Processing planning applications.  
Draft Memorandum of Understanding for Friends of the Museum presented to Friends Group.

### **2. Building/Property Standards/By-law Enforcement**

30 permits issued to date compared to 9 at this time last year.  
Permit value is up from approximately 5 million to over 7 million mostly due to industrial and service building permits.

### **3. Child Care Services**

#### **General**

Maternity leave has been advertised and interviews will be held shortly. Congratulations to Vanessa and TJ on the birth of their little girl Evelyn.

In regards to the proposed changes in the second phase of Early Learning and Care they have recently announced that they are backing down from the proposed changes to ages and ratios. This is welcome news. We have not heard about other concerns we raised.

Our part-time Clerical Assistant has resigned from her position. We will be looking at options for filling the position as quickly as possible. It is a very busy position that requires extreme attention to details in a very fast paced and busy environment.

New graduates are just finishing and we are hoping to boost our supply staff with some new staff.

#### Day Care

We are operating with 8-10/10 infants, 23/25toddlers and 24-32/32 preschoolers. The Day Care has filled to capacity for April.

#### Early Learning Site

We will have a steady group of 16 at this location until the end of June.

#### Before and After Maitland River

We continue to be full of active challenging children at this site.

#### Before and After Sacred Heart

Attendance at the Before and After program remains constant.

#### **4. Health & Safety**

Continuing to complete monthly inspections of municipal facilities.

#### **5. Information Technology**

Meeting with Director of Recreation and Facilities and online recreation software providers to further investigate options.

Working with Hurontel to have fibre connection installed at Morris-Turnberry public works shop.

Exploring costs and options for additional surveillance equipment at North Huron Westcast Community Complex.

Working with providers to examine possible options to connect Morris-Turnberry and North Huron offices.

Investigating phone system upgrades to support implementation of Shared Services Project.

Various day to day items – website updates, exploring options and gathering quotes for replacement copiers, repaired digital sign cable.

#### **FINANCIAL IMPACT**

None of the items in this report have a direct financial impact on the budget.

#### **FUTURE CONSIDERATIONS**

No items for future consideration.

#### **RELATIONSHIP TO STRATEGIC PLAN**

The Clerk's Department is fiscally responsible and strives for operational excellence.

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Kathy Adams, Clerk

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Sharon Chambers, CAO

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 042640 Date 21/04/2016 Amount 50,772.87</b>					
000535	RECEIVER GENERAL	4-21-2016	20/04/2016	FIRE PAYROLL REMITTANCE	185.00
000535	RECEIVER GENERAL	4-21-2016- PT	20/04/2016	PT PAYROLL REMITTANCE	8,405.98
000535	RECEIVER GENERAL	4-21-2016-FT	20/04/2016	FT PAYROLL REMITTANCE	42,181.89
				Invoice Count	3 Total 50,772.87
<b>Cheque 042641 Date 22/04/2016 Amount 1,061.95</b>					
000065	BLYTH DECOR SHOPPE	4-10-2016	19/04/2016	LIBRARY B RENT- MAY	1,061.95
				Invoice Count	1 Total 1,061.95
<b>Cheque 042642 Date 22/04/2016 Amount 186.45</b>					
000099	CANADIAN RED CROSS	in00322340	20/04/2016	ESTC-STANDARD FIRST AID/i	186.45
				Invoice Count	1 Total 186.45
<b>Cheque 042643 Date 22/04/2016 Amount 1,449.06</b>					
000111	CANTOL CORP.	72939	19/04/2016	ARENA B/HALL B- JAN SUPPL	1,449.06
				Invoice Count	1 Total 1,449.06
<b>Cheque 042644 Date 22/04/2016 Amount 1,446.35</b>					
000146	CLIFF'S PLUMBING & HEATING	25920	19/04/2016	POOL-REPAIRED HEATER	527.05
000146	CLIFF'S PLUMBING & HEATING	25938	21/04/2016	COMPLEX-INSTALL NEW REL	919.30
				Invoice Count	2 Total 1,446.35
<b>Cheque 042645 Date 22/04/2016 Amount 4,137.56</b>					
000281	HURON BAY COOPERATIVE INC	189265	20/04/2016	ROADS- DYED DIESEL	1,330.42
000281	HURON BAY COOPERATIVE INC	190634	20/04/2016	ROADS- DYED DIESEL	404.30
000281	HURON BAY COOPERATIVE INC	189717	20/04/2016	ROADS- CLEAR DIESEL	2,078.86
000281	HURON BAY COOPERATIVE INC	37748	20/04/2016	P/W-PRESSURE WASHER	10.16
000281	HURON BAY COOPERATIVE INC	37168	20/04/2016	ROADS- HYDRAULIC OIL	252.98
000281	HURON BAY COOPERATIVE INC	37071	20/04/2016	ROADS- SHOP SUPPLIES	10.03
000281	HURON BAY COOPERATIVE INC	31685	21/04/2016	ROADS- SHOP SUPPLIES	50.81
				Invoice Count	7 Total 4,137.56
<b>Cheque 042646 Date 22/04/2016 Amount 744.70</b>					
000322	JOE KERR LTD	17505	20/04/2016	SNOW PLOW RENTAL- ROAD	452.00
000322	JOE KERR LTD	W45263	20/04/2016	ROADS- REPIAR VHT04-03	292.70
				Invoice Count	2 Total 744.70
<b>Cheque 042647 Date 22/04/2016 Amount 645.51</b>					
003750	KIDZGROUP DISTRIBUTION INC	441250	19/04/2016	EL- STACKABLE COTS	420.19
003750	KIDZGROUP DISTRIBUTION INC	441249	19/04/2016	EL-SENSORY TABLE & LID	225.32
				Invoice Count	2 Total 645.51
<b>Cheque 042648 Date 22/04/2016 Amount 1,695.00</b>					
004287	LISA HIBMA	March 7, 2016	20/04/2016	ESTC-FIRST RESPONDER TR	1,695.00
				Invoice Count	1 Total 1,695.00

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 042649</b>		<b>Date 22/04/2016</b>	<b>Amount 5.65</b>		
004493	MARJORIE THOMPSON	395842	21/04/2016	REFUND- INSUFFICIENT REG	5.65
				Invoice Count 1 Total	5.65
<b>Cheque 042650</b>		<b>Date 22/04/2016</b>	<b>Amount 1,736.54</b>		
000431	MINISTER OF FINANCE	17110416039	20/04/2016	POLICE-1ST QTR OPTIC BILL	1,736.54
				Invoice Count 1 Total	1,736.54
<b>Cheque 042651</b>		<b>Date 22/04/2016</b>	<b>Amount 265.55</b>		
003823	MUNICIPALITY OF SOUTH HURON	4-25-2016	19/04/2016	AMTCO WORKSHOP-ADMIN	265.55
				Invoice Count 1 Total	265.55
<b>Cheque 042652</b>		<b>Date 22/04/2016</b>	<b>Amount 340.99</b>		
003420	RADFORD GROUP LTD	March Statement	20/04/2016	ROADS-GASOLINE	340.99
				Invoice Count 1 Total	340.99
<b>Cheque 042653</b>		<b>Date 22/04/2016</b>	<b>Amount 303.90</b>		
004198	RICCO FOOD DISTRIBUTOR	303836	19/04/2016	CONC W-SUPPLIES/ADMIN	303.90
				Invoice Count 1 Total	303.90
<b>Cheque 042654</b>		<b>Date 22/04/2016</b>	<b>Amount 1,097.34</b>		
000602	STANTON HARDWARE	275098	21/04/2016	LIBRARY W- LIGHT BULBS	7.89
000602	STANTON HARDWARE	275191	21/04/2016	ROADS- LIGHT BULBS	36.69
000602	STANTON HARDWARE	275369	21/04/2016	COMPLEX- REFILL ROLLER	6.20
000602	STANTON HARDWARE	275228	21/04/2016	AIRPORT- FLAGS, LIGHT BUL	279.23
000602	STANTON HARDWARE	274761	21/04/2016	COMPLEX-MAGIC SPONGES	11.27
000602	STANTON HARDWARE	275174	21/04/2016	ROADS- GLASS CLEANER, G	53.06
000602	STANTON HARDWARE	274825	21/04/2016	PARKS W- PADLOCK/HASP H	22.58
000602	STANTON HARDWARE	275005	21/04/2016	FITNESS- SUPPLIES	19.75
000602	STANTON HARDWARE	275333	21/04/2016	COMPLEX-JANITORIAL SUPP	19.73
000602	STANTON HARDWARE	274722	21/04/2016	COMPLEX-FILTER, LIGHTBUL	107.80
000602	STANTON HARDWARE	274751	21/04/2016	DAY CARE- SUPPLIES	44.36
000602	STANTON HARDWARE	274830	21/04/2016	DAY CARE-BATTERIES/SPATI	76.76
000602	STANTON HARDWARE	274874	21/04/2016	DAY CARE-SPOONS, LIGHT B	52.49
000602	STANTON HARDWARE	275370	21/04/2016	DAY CARE-SPOON SET, SHEI	25.96
000602	STANTON HARDWARE	275367	21/04/2016	EL- BATTERIES	36.13
000602	STANTON HARDWARE	274919	21/04/2016	MUSEUM- SILVER CLEANER	5.64
000602	STANTON HARDWARE	275350	21/04/2016	PARK W- WIRE ROPE/SLEEVI	4.38
000602	STANTON HARDWARE	274863	21/04/2016	DAY CARE LIGHT BULBS	10.71
000602	STANTON HARDWARE	274888	21/04/2016	PARKS W- HASP HINGE	16.94
000602	STANTON HARDWARE	274890	21/04/2016	COMPLEX- LIGHT BULBS	45.17
000602	STANTON HARDWARE	274904	21/04/2016	LIBRARY W- LIGHT BULBS	7.89
000602	STANTON HARDWARE	274990	21/04/2016	TOWN HALL-LIGHT BULB	11.15
000602	STANTON HARDWARE	275128	21/04/2016	AIRPORT- LIGHT BULBS, WA	22.27
000602	STANTON HARDWARE	275338	21/04/2016	PARKS LAWN SWEEPER ROF	3.39
000602	STANTON HARDWARE	274873	21/04/2016	ROADS- BALL VALVE	9.82
000602	STANTON HARDWARE	274905	21/04/2016	ROADS- BOLTS	3.02
000602	STANTON HARDWARE	275009	21/04/2016	LANDFILL- HAND SANITIZER	11.29

# Accounts Payable

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Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000602	STANTON HARDWARE	274895	21/04/2016	TOWN HALL- MICROWAVE	145.77
				Invoice Count 28 Total	1,097.34
<b>Cheque 042655</b>		<b>Date 22/04/2016</b>	<b>Amount</b>	<b>1,376.96</b>	
000642	THE CITIZEN	86084	11/04/2016	REC-MARCH ADVERTISING	294.93
000642	THE CITIZEN	86087	21/04/2016	MARCH ADVERTISING	911.04
000642	THE CITIZEN	86086	21/04/2016	DAY CARE- CITIZEN PHONE	170.99
				Invoice Count 3 Total	1,376.96
<b>Cheque 042656</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>759.64</b>	
004496	4IMPRINT	4568506/3513843	28/04/2016	POLICE- USB SWING DRIVE	759.64
				Invoice Count 1 Total	759.64
<b>Cheque 042657</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>458.91</b>	
000002	ACAPULCO POOLS LIMITED	1000757	27/04/2016	POOL-CHLORINE	458.91
				Invoice Count 1 Total	458.91
<b>Cheque 042658</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>8,694.79</b>	
004494	ALTECH DRILLING & INVESTIGATIVE SI	2548	26/04/2016	PROJECT #55594- LANDFILL	8,694.79
				Invoice Count 1 Total	8,694.79
<b>Cheque 042659</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>4,755.64</b>	
000073	B M ROSS AND ASSOCIATES LTD	11094	27/04/2016	DEVELOPMENT CHARGES S1	4,755.64
				Invoice Count 1 Total	4,755.64
<b>Cheque 042660</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>1,681.37</b>	
002943	BERGOR EQUIPMENT SUPPLY	112088	26/04/2016	ROADS- SWEEPER PARTS	1,681.37
				Invoice Count 1 Total	1,681.37
<b>Cheque 042661</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>388.89</b>	
003216	BRAMHILL TRUCK CENTRE	166635	26/04/2016	ROADS- EQUIP REPAIR	388.89
				Invoice Count 1 Total	388.89
<b>Cheque 042662</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>93.91</b>	
001557	CAROL MACPHERSON	4-18-2016	27/04/2016	DAY CARE SUPPLIES	93.91
				Invoice Count 1 Total	93.91
<b>Cheque 042663</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>16,243.75</b>	
004495	CFC SUPPLY	11299	28/04/2016	DEPOSIT BLYTH CEMETERY	16,243.75
				Invoice Count 1 Total	16,243.75
<b>Cheque 042664</b>		<b>Date 28/04/2016</b>	<b>Amount</b>	<b>198.89</b>	
003919	CINTAS CANADA LIMITED	839245270	27/04/2016	COMPLEX SANITIZE RESTRO	198.89
				Invoice Count 1 Total	198.89

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 042665 Date 28/04/2016 Amount 95.64</b>					
001837	CJ JOHNSTON OFFICE SOLUTIONS	31861	27/04/2016	POLICE- CARTRIDGE	95.64
				Invoice Count 1	Total 95.64
<b>Cheque 042666 Date 28/04/2016 Amount 842.32</b>					
004120	CUNNINGHAM LINDSEY	600203928843-1	26/04/2016	ADMIN-INSURANCE DEDUCTI	842.32
				Invoice Count 1	Total 842.32
<b>Cheque 042667 Date 28/04/2016 Amount 40.63</b>					
000177	DAVE COOK	135	27/04/2016	PARKS B- PLANTS	40.63
				Invoice Count 1	Total 40.63
<b>Cheque 042668 Date 28/04/2016 Amount 1,437.20</b>					
000885	DEAN'S VALU-MART	641-0746	27/04/2016	BA-MR-FOOD SUPPLIES	157.12
000885	DEAN'S VALU-MART	641-3807	27/04/2016	DC-FOOD SUPPLIES	290.30
000885	DEAN'S VALU-MART	641-6119	27/04/2016	BA-MR-FOOD SUPPLIES	147.94
000885	DEAN'S VALU-MART	641-6237	27/04/2016	DC-FOOD SUPPLIES	134.15
000885	DEAN'S VALU-MART	642-3273	27/04/2016	AQUATICS- SUPPLIES	18.25
000885	DEAN'S VALU-MART	641-1990	27/04/2016	EL- FOOD SUPPLIES	17.94
000885	DEAN'S VALU-MART	641-4572	27/04/2016	EL-FOODS SUPPLIES	150.61
000885	DEAN'S VALU-MART	641-5320	27/04/2016	OEY- FOOD SUPPLIES	21.96
000885	DEAN'S VALU-MART	641-5237	27/04/2016	DAY CARE FOOD SUPPLIES	345.91
000885	DEAN'S VALU-MART	641-5840	27/04/2016	EL-FOOD SUPPLIES	153.02
				Invoice Count 10	Total 1,437.20
<b>Cheque 042669 Date 28/04/2016 Amount 2,368.82</b>					
002183	DONNELLY & MURPHY	43934	27/04/2016	PROPERTY STANDARDS ISSI	305.10
002183	DONNELLY & MURPHY	43933	27/04/2016	BUILDING - LEGAL FEES	783.09
002183	DONNELLY & MURPHY	43925	28/04/2016	MARCH LEGAL FEES	1,280.63
				Invoice Count 3	Total 2,368.82
<b>Cheque 042670 Date 28/04/2016 Amount 147.14</b>					
001590	G & K SERVICES CANADA INC.	1518550982	26/04/2016	MATS- ARENA B	147.14
				Invoice Count 1	Total 147.14
<b>Cheque 042671 Date 28/04/2016 Amount 1,398.83</b>					
000237	GEORGIAN BAY FIRE & SAFETY LTD	687134	27/04/2016	MEM HALL- EQUIP MONITORI	282.50
000237	GEORGIAN BAY FIRE & SAFETY LTD	687284	27/04/2016	TOWN HALL- ALARM SYST TE	1,116.33
				Invoice Count 2	Total 1,398.83
<b>Cheque 042672 Date 28/04/2016 Amount 100.06</b>					
002993	HANOVER PARKS, RECREATION & CUI	145566	27/04/2016	AQUATICS MATERIALS & SUF	100.06
				Invoice Count 1	Total 100.06
<b>Cheque 042673 Date 28/04/2016 Amount 860.12</b>					
000296	IDEAL SUPPLY COMPANY LTD	2058052	28/04/2016	ROADS- WINTER WIPER BLAI	17.16
000296	IDEAL SUPPLY COMPANY LTD	2076115	28/04/2016	ARENA W- B-SECTION BELT	11.51

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000296	IDEAL SUPPLY COMPANY LTD	2098231	28/04/2016	ROADS- CLEARANCE MARKE	6.17
000296	IDEAL SUPPLY COMPANY LTD	2101067	28/04/2016	BLYTH STREETLIGHTS	122.54
000296	IDEAL SUPPLY COMPANY LTD	2101714	28/04/2016	BLYTH STREETLIGHTS-PHOT	10.42
000296	IDEAL SUPPLY COMPANY LTD	2138282	28/04/2016	ROADS-SUPPLIES	11.96
000296	IDEAL SUPPLY COMPANY LTD	2055746	28/04/2016	ROADS- FUSE	5.34
000296	IDEAL SUPPLY COMPANY LTD	2118819	28/04/2016	STREETLIGHTS WINGHAM	675.02
				Invoice Count	8
				Total	860.12
<b>Cheque 042674 Date 28/04/2016 Amount 164.00</b>					
003124	JIM RENWICK	4-19-2016	26/04/2016	ANIMAL CONTROL- SET TRAF	164.00
				Invoice Count	1
				Total	164.00
<b>Cheque 042675 Date 28/04/2016 Amount 91.71</b>					
000322	JOE KERR LTD	W45386	27/04/2016	ROADS- EQUIPMENT REPAIR	91.71
				Invoice Count	1
				Total	91.71
<b>Cheque 042676 Date 28/04/2016 Amount 51.58</b>					
000343	KATHY ADAMS	4-15-2016	27/04/2016	ADMIN-MILEAGE/SUPPLIES	51.58
				Invoice Count	1
				Total	51.58
<b>Cheque 042677 Date 28/04/2016 Amount 610.36</b>					
000352	KITSUPPLY	135037	27/04/2016	DAY CARE -JANITORIAL SUPI	300.73
000352	KITSUPPLY	135151	27/04/2016	ARENA B- JANITORIAL SUPPI	309.63
				Invoice Count	2
				Total	610.36
<b>Cheque 042678 Date 28/04/2016 Amount 171.53</b>					
000364	LAVIS CONTRACTING CO LTD	P-240-00002035	26/04/2016	ROADS- COLD MIX	171.53
				Invoice Count	1
				Total	171.53
<b>Cheque 042679 Date 28/04/2016 Amount 138.98</b>					
000924	MIDWESTERN COMMUNICATIONS	160406-0038	27/04/2016	POLICE-TONER FOR PRINTEI	138.98
				Invoice Count	1
				Total	138.98
<b>Cheque 042680 Date 28/04/2016 Amount 133.91</b>					
000498	ORKIN CANADA CORPORATION	IN-6881214	28/04/2016	PEST CONTROL LANDFILL	133.91
				Invoice Count	1
				Total	133.91
<b>Cheque 042681 Date 28/04/2016 Amount 89.95</b>					
001314	PETTY CASH-WINGHAM EARLY YRS	338146	27/04/2016	OEY-PETTY CASH	89.95
				Invoice Count	1
				Total	89.95
<b>Cheque 042682 Date 28/04/2016 Amount 50.82</b>					
001213	PHIL BEARD	4-14-2016	27/04/2016	REC PROGRAM BADMINTON	50.82
				Invoice Count	1
				Total	50.82
<b>Cheque 042683 Date 28/04/2016 Amount 5,932.50</b>					

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
003817	PUBLIC SECTOR DIGEST INC.	6995	26/04/2016	ASSET MANAGEMENT PHASE	5,932.50
				Invoice Count 1 Total	5,932.50
<b>Cheque 042684 Date 28/04/2016 Amount 53.03</b>					
000520	PUROLATOR COURIER LTD	430843008	27/04/2016	CEMETERY- COURIER CHAR	4.35
000520	PUROLATOR COURIER LTD	430922896	28/04/2016	POLICE -COURIER SERVICE	25.94
000520	PUROLATOR COURIER LTD	430909974	28/04/2016	REC ADMIN COURIER SERVI	22.74
				Invoice Count 3 Total	53.03
<b>Cheque 042685 Date 28/04/2016 Amount 113.00</b>					
004198	RICCO FOOD DISTRIBUTOR	300315	26/04/2016	CONC B- SUPPLIES	113.00
				Invoice Count 1 Total	113.00
<b>Cheque 042686 Date 28/04/2016 Amount 454.50</b>					
004032	SHELBY MURRAY	4-15-2016	27/04/2016	OEY-MILEAGE	454.50
				Invoice Count 1 Total	454.50
<b>Cheque 042687 Date 28/04/2016 Amount 169.50</b>					
000586	SKEOCH BUSINESS EQUIP. LTD	1000015942	26/04/2016	COPIER RENTAL-ADMIN	169.50
				Invoice Count 1 Total	169.50
<b>Cheque 042688 Date 28/04/2016 Amount 125.26</b>					
003029	SUPERIOR SOLUTIONS LTD	3034014	27/04/2016	ARENA B- EQUIP REPAIR	125.26
				Invoice Count 1 Total	125.26
<b>Cheque 042689 Date 28/04/2016 Amount 236.91</b>					
000620	SWAN DUST CONTROL LTD	3606826	27/04/2016	POLICE- MATS /MOPS	35.26
000620	SWAN DUST CONTROL LTD	3606827	27/04/2016	TOWN HALL MATS	26.50
000620	SWAN DUST CONTROL LTD	3606813	27/04/2016	COMPLEX MATS/MOPS	139.89
000620	SWAN DUST CONTROL LTD	3613231	28/04/2016	POLICE-MATS/MOPS	35.26
				Invoice Count 4 Total	236.91
<b>Cheque 042690 Date 28/04/2016 Amount 539.52</b>					
003739	UNITED ROTARY BRUSH CORP OF CAI	CI34355	26/04/2016	ROADS- EQUIP REPAIR	539.52
				Invoice Count 1 Total	539.52
<b>Cheque 042691 Date 28/04/2016 Amount 52.00</b>					
002974	WADE SMITH	4-19-2016	27/04/2016	POLICE- MILEAGE	52.00
				Invoice Count 1 Total	52.00
<b>Cheque 042692 Date 28/04/2016 Amount 730.00</b>					
002362	WINGHAM & DISTRICT HOSPITAL FOU	4-25-2016	26/04/2016	FITNESS- FUNDRAISING	730.00
				Invoice Count 1 Total	730.00
<b>Cheque 042693 Date 28/04/2016 Amount 5.00</b>					

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC GENERAL ACCOUNT 9801014

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
002624	WINGHAM POLICE SERVICE	4-27-2016	27/04/2016	DC-CRIMINAL CHECK	5.00
				Invoice Count	1
				Total	5.00
Report Total					117,746.99

# Accounts Payable

Paid Invoice History By Cheque Report - CIBC WATER ACCOUNT 6902413

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 004632</b>		<b>Date 20/04/2016</b>	<b>Amount 9,669.99</b>		
002512	TOWNSHIP OF NORTH HURON	50323	20/04/2016	MARCH WAGES/BENEFITS	9,669.99
				Invoice Count 1	Total 9,669.99
<b>Cheque 004633</b>		<b>Date 20/04/2016</b>	<b>Amount 1,367.58</b>		
000897	TOWNSHIP OF NORTH HURON SEWER	49851	20/04/2016	SEWER BILLING	1,367.58
				Invoice Count 1	Total 1,367.58
<b>Cheque 004634</b>		<b>Date 27/04/2016</b>	<b>Amount 140.11</b>		
000003	ACKLANDS GRAINGER	9090409484	27/04/2016	GREEN MARKING FLAGS	39.53
000003	ACKLANDS GRAINGER	9080824296	27/04/2016	BLUE MARKING FLAGS	64.75
000003	ACKLANDS GRAINGER	9080214761	27/04/2016	HARDHAT	35.83
				Invoice Count 3	Total 140.11
<b>Cheque 004635</b>		<b>Date 27/04/2016</b>	<b>Amount 912.48</b>		
003986	D.C. CRAIG EXCAVATING	131	27/04/2016	SERVICE DINSLEY STREET	912.48
				Invoice Count 1	Total 912.48
<b>Cheque 004636</b>		<b>Date 27/04/2016</b>	<b>Amount 85.86</b>		
000421	MICROAGE BASICS	174348	27/04/2016	INK CARTRIDGES	85.86
				Invoice Count 1	Total 85.86
<b>Cheque 004637</b>		<b>Date 27/04/2016</b>	<b>Amount 10,178.00</b>		
002512	TOWNSHIP OF NORTH HURON	04/2016	27/04/2016	APRIL WAGES/BENEFITS	10,178.00
				Invoice Count 1	Total 10,178.00
<b>Cheque 004638</b>		<b>Date 27/04/2016</b>	<b>Amount 7.98</b>		
002081	WINGHAM FOODLAND	2078	27/04/2016	BOTTLED WATER	7.98
				Invoice Count 1	Total 7.98
Report Total					22,362.00

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Paid Invoice History By Cheque Report - SEWER GENERAL TD CANADA TRUST

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 003280</b>		<b>Date 20/04/2016</b>	<b>Amount 248.60</b>		
004311	TELUS	49 03/2016	20/04/2016	MARCH CELL PHONE CHARG	248.60
				Invoice Count 1	Total 248.60
<b>Cheque 003281</b>		<b>Date 20/04/2016</b>	<b>Amount 11,329.10</b>		
002512	TOWNSHIP OF NORTH HURON	49581	20/04/2016	MARCH WAGES/BENEFITS	11,329.10
				Invoice Count 1	Total 11,329.10
<b>Cheque 003282</b>		<b>Date 27/04/2016</b>	<b>Amount 23.72</b>		
000421	MICROAGE BASICS	172038	27/04/2016	MEMORY STICK	23.72
				Invoice Count 1	Total 23.72
<b>Cheque 003283</b>		<b>Date 27/04/2016</b>	<b>Amount 636.19</b>		
002653	SGS LAKEFIELD RESEARCH LIMITED	10956853	27/04/2016	WINGHAM SAMPLES	67.80
002653	SGS LAKEFIELD RESEARCH LIMITED	10956856	27/04/2016	WINGAM SAMPLES	327.70
002653	SGS LAKEFIELD RESEARCH LIMITED	10956851	27/04/2016	BLYTH SAMPLES	240.69
				Invoice Count 3	Total 636.19
<b>Cheque 003284</b>		<b>Date 27/04/2016</b>	<b>Amount 13,183.20</b>		
002512	TOWNSHIP OF NORTH HURON	050393	27/04/2016	APRIL WAGES/BENEFITS	13,183.20
				Invoice Count 1	Total 13,183.20
<b>Cheque 003285</b>		<b>Date 27/04/2016</b>	<b>Amount 172.36</b>		
000657	TOWNSHIP OF NORTH HURON WATER	117 NORTH 04/2016	27/04/2016	MARCH/APRIL USAGE	172.36
				Invoice Count 1	Total 172.36
				<b>Report Total</b>	<b>25,593.17</b>

# Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED PAYMENTS GENERAL

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 000350 Date 18/04/2016 Amount 5,916.41</b>					
000294	HYDRO ONE NETWORKS INC	February 2016-8446	18/04/2016	21200 KWH- BLYTH MEM HAL	4,708.68
000294	HYDRO ONE NETWORKS INC	March 2016- 8337	18/04/2016	0 KWH- 377 GYPSY LANE OTI	34.47
000294	HYDRO ONE NETWORKS INC	March 2016-1532	18/04/2016	679 KWH- CEMETERY	179.30
000294	HYDRO ONE NETWORKS INC	March 2016-8056	18/04/2016	4248.32 KWH- ESTC/B FIREH/	993.96
Invoice Count 4 Total					5,916.41
<b>Cheque 000351 Date 18/04/2016 Amount 1,079.67</b>					
003295	GLOBAL PAYMENTS	4930	18/04/2016	MAR ADMIN OFFICE DEBITS	82.31
003295	GLOBAL PAYMENTS	28092	18/04/2016	MAR LANDFILL DEBIT FEES	30.28
003295	GLOBAL PAYMENTS	3150	18/04/2016	MAR REC DEBIT/CREDIT FEE	967.08
Invoice Count 3 Total					1,079.67
<b>Cheque 000352 Date 20/04/2016 Amount 1,891.20</b>					
003224	HURONTEL	April 2016-10885850	20/04/2016	CELL PHONES-DAVID & CONI	133.94
003224	HURONTEL	April 2016-10886812	20/04/2016	RECREATION TELEPHONE/IN	330.39
003224	HURONTEL	April 2016-10886810	20/04/2016	TOWN HALL TELEPHONE/INT	650.86
003224	HURONTEL	April 2016-10886818	20/04/2016	FIREHALL W- TELEPHONE/IN	155.32
003224	HURONTEL	April 2016-10886813	20/04/2016	OEY-TELEPHONE/INTERNET	156.52
003224	HURONTEL	Aprilo 2016-10886860	20/04/2016	P/W-TELEPHONE/INTERNET	97.14
003224	HURONTEL	April 2016-10886861	20/04/2016	MUSEUM TELEPHONE	32.00
003224	HURONTEL	April 2016-10886858	20/04/2016	POLICE-TELEPHONE/INTERN	237.78
003224	HURONTEL	April 2016-10886815	20/04/2016	AIRPORT TELEPHONE/INTER	97.25
Invoice Count 9 Total					1,891.20
<b>Cheque 000353 Date 20/04/2016 Amount 1,074.90</b>					
000294	HYDRO ONE NETWORKS INC	March 2016- 3023	20/04/2016	4682.1436 KWH- AIRPORT	1,074.90
Invoice Count 1 Total					1,074.90
<b>Cheque 000354 Date 22/04/2016 Amount 83.06</b>					
000052	BELL CANADA	4-1-2016	22/04/2016	519-357-1212-POLICE	83.06
Invoice Count 1 Total					83.06
<b>Cheque 000355 Date 22/04/2016 Amount 378.55</b>					
000053	BELL MOBILITY	4-8-2016	22/04/2016	POLICE CELL PHONES	378.55
Invoice Count 1 Total					378.55
<b>Cheque 000356 Date 22/04/2016 Amount 19,225.81</b>					
003888	EQUITABLE LIFE OF CANADA	5-1-2016	22/04/2016	MAY PREMIUM	19,225.81
Invoice Count 1 Total					19,225.81
<b>Cheque 000357 Date 22/04/2016 Amount 1,979.00</b>					
000444	MUNICIPALITY OF MORRIS TURNBERR	Tax April 2016	22/04/2016	40647 AMBERLEY ROAD- APF	1,979.00
Invoice Count 1 Total					1,979.00
<b>Cheque 000358 Date 22/04/2016 Amount 4,919.40</b>					
000594	SPARLINGS PROPANE	88250060534857	22/04/2016	P/W- B- PROPANE	167.05

# Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED PAYMENTS GENERAL

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000594	SPARLINGS PROPANE	88250060574765	22/04/2016	P/W BLYTH - PROPANE	130.96
000594	SPARLINGS PROPANE	88250105692080	22/04/2016	ESTC-PROPANE CYLINDER F	135.60
000594	SPARLINGS PROPANE	88250105-G46042	22/04/2016	ESTC- PROPANE CYLINDERS	203.40
000594	SPARLINGS PROPANE	88250032529272	22/04/2016	MEM HALL PROPANE	58.39
000594	SPARLINGS PROPANE	88250032663404	22/04/2016	MEM HALL PROPANE	67.74
000594	SPARLINGS PROPANE	3-30-2016	22/04/2016	CREDIT- TO CORRECT ACCT	-21.85
000594	SPARLINGS PROPANE	88550105-G45990	22/04/2016	ARENA W- PROPANE	44.07
000594	SPARLINGS PROPANE	88550105-G46069	22/04/2016	ARENA W- PROPANE	44.07
000594	SPARLINGS PROPANE	88250178594423	22/04/2016	P/W E/W SHED- PROPANE	674.50
000594	SPARLINGS PROPANE	88250168615790	22/04/2016	BLYTH P/W -FORMER FIRE H.	186.11
000594	SPARLINGS PROPANE	88250168584717	22/04/2016	BLYTH P/W SHOP- PROPANE	24.33
000594	SPARLINGS PROPANE	88250005-G46000	22/04/2016	ARENA B- PROPANE	41.81
000594	SPARLINGS PROPANE	88250005576851	22/04/2016	ARENA B- PROPANE	1,434.16
000594	SPARLINGS PROPANE	88250005-G46041	22/04/2016	ARENA B- PROPANE	20.91
000594	SPARLINGS PROPANE	88250005610368	22/04/2016	ARENA B/HALL B PROPANE	1,325.47
000594	SPARLINGS PROPANE	88250005-G46114	22/04/2016	ARENA B- PROPANE	41.81
000594	SPARLINGS PROPANE	3-31-2016	22/04/2016	CREDIT-CORRECT ACCT BAL	-546.00
000594	SPARLINGS PROPANE	88250105412352	22/04/2016	ESTC-EQUIPMENT REPAIR	886.87
				Invoice Count	19 Total 4,919.40
<b>Cheque 000359 Date 22/04/2016 Amount 1,328.81</b>					
004311	TELUS	2-29-2016	22/04/2016	CELL PHONE SERVICES	1,328.81
				Invoice Count	1 Total 1,328.81
<b>Cheque 000360 Date 22/04/2016 Amount 7,612.42</b>					
000721	W S I B	March 2016	22/04/2016	MARCH 2016 PREMIUM	7,612.42
				Invoice Count	1 Total 7,612.42
<b>Cheque 000361 Date 25/04/2016 Amount 28.62</b>					
003329	EASTLINK	4-3-2016	25/04/2016	EL- TELEPHONE	28.62
				Invoice Count	1 Total 28.62
<b>Cheque 000362 Date 25/04/2016 Amount 682.73</b>					
000294	HYDRO ONE NETWORKS INC	March 2016-8480	25/04/2016	396 KWH- AUBURN ST LTS	108.36
000294	HYDRO ONE NETWORKS INC	March 2016-1693	25/04/2016	538 KWH- HUTTON ST LIGHT	142.71
000294	HYDRO ONE NETWORKS INC	March 2016-7867	25/04/2016	224.8386 KWH- 850 JOSEPHIN	79.37
000294	HYDRO ONE NETWORKS INC	March 2016- 8461	25/04/2016	231 KWH- AIRPORT LIGHTS	65.00
000294	HYDRO ONE NETWORKS INC	March 2016-8882	25/04/2016	896 KWH- BLEGRAVE ST LTS	235.67
000294	HYDRO ONE NETWORKS INC	March 2016-8593	25/04/2016	66.0126 KWH- ESTC PROGRA	51.62
				Invoice Count	6 Total 682.73
<b>Cheque 000363 Date 25/04/2016 Amount 1,962.99</b>					
000657	TOWNSHIP OF NORTH HURON WATER	151937	25/04/2016	COMPLEX WATER/SEWER	1,074.53
000657	TOWNSHIP OF NORTH HURON WATER	151944	25/04/2016	DAY CARE WATER/SEWER	106.44
000657	TOWNSHIP OF NORTH HURON WATER	151992	25/04/2016	26 M3- P/W WATER/SEWER	145.04
000657	TOWNSHIP OF NORTH HURON WATER	151954	25/04/2016	40 M3- POLICE WATER/SEWE	136.56
000657	TOWNSHIP OF NORTH HURON WATER	152023	25/04/2016	65 M3- TOWN HALL WATER/S	225.71
000657	TOWNSHIP OF NORTH HURON WATER	151980	25/04/2016	3 M3- MUSEUM WATER/SEWI	132.85

# Accounts Payable

Paid Invoice History By Cheque Report - INTERNET/PRE-AUTHORIZED PAYMENTS GENERAL

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
000657	TOWNSHIP OF NORTH HURON WATER	151986	25/04/2016	20 M3-FIRE HALL W- WATER/	141.86
Invoice Count 7 Total					1,962.99
<b>Cheque 000364</b>		<b>Date 25/04/2016</b>	<b>Amount 270.47</b>		
002697	TUCKERSMITH COMMUNICATIONS	4-1-2016	25/04/2016	ESTC TELEPHONE/INTERNET	56.68
002697	TUCKERSMITH COMMUNICATIONS	April 2016-11283616	25/04/2016	ARENA/HALL B& MEM HALL F	97.03
002697	TUCKERSMITH COMMUNICATIONS	April 2016-11283710	25/04/2016	BLYTH P/W TELEPHONE/INTE	116.76
Invoice Count 3 Total					270.47
<b>Cheque 000365</b>		<b>Date 25/04/2016</b>	<b>Amount 2,384.13</b>		
000687	WESTARIO POWER INC.	2103311064	25/04/2016	2682.969 KWH- 445 JOSEPHIN	519.86
000687	WESTARIO POWER INC.	2103311118	25/04/2016	378.957 KWH-JOSEPHINE ST	88.87
000687	WESTARIO POWER INC.	2103311095	25/04/2016	404.953 KWH- 250 JOHN ST L	99.17
000687	WESTARIO POWER INC.	2103311126	25/04/2016	2578.3833KWH- VIC & JOS ST	429.93
000687	WESTARIO POWER INC.	2103311127	25/04/2016	1610.872 KWH- ALF & JOSEPH	283.69
000687	WESTARIO POWER INC.	2103311058	25/04/2016	1603.315 KWH-MUSEUM	314.93
000687	WESTARIO POWER INC.	2103311115	25/04/2016	349.217 KWH- PUMP HOUSE	91.63
000687	WESTARIO POWER INC.	2103311063	25/04/2016	1679.608 KWH- 369 JOSEPHIN	328.34
000687	WESTARIO POWER INC.	2103311109	25/04/2016	600.657 KWH 166 JOHN ST	127.16
000687	WESTARIO POWER INC.	2103311124	25/04/2016	102.826 KWH- PK DR SNACK I	47.28
000687	WESTARIO POWER INC.	2103311069	25/04/2016	140.968 KWH-CRUIKSHANK P	53.27
Invoice Count 11 Total					2,384.13
<b>Cheque 000366</b>		<b>Date 27/04/2016</b>	<b>Amount 1,026.95</b>		
004311	TELUS	3-31-2016	27/04/2016	CELL PHONE SERVICES	1,026.95
Invoice Count 1 Total					1,026.95
<b>Cheque 000367</b>		<b>Date 28/04/2016</b>	<b>Amount 1,157.10</b>		
000294	HYDRO ONE NETWORKS INC	March 2016-1401	28/04/2016	1599.9552 KWH- E/W P/W	395.24
000294	HYDRO ONE NETWORKS INC	March 2016-0983	28/04/2016	0 KWH-# 8 CAMP ENTRANCE	119.97
000294	HYDRO ONE NETWORKS INC	March 2016-6627	28/04/2016	938.3358 KWH- 429 MILL ST	246.15
000294	HYDRO ONE NETWORKS INC	March 2016-7304	28/04/2016	297.3174 KWH- 423 MILL STRI	101.23
000294	HYDRO ONE NETWORKS INC	March 2016-2950	28/04/2016	699.7284 KWH- 435 QUEENS :	187.35
000294	HYDRO ONE NETWORKS INC	March 2016-4633	28/04/2016	.126 KWH- 377 GYPSY OTHR	34.49
000294	HYDRO ONE NETWORKS INC	March 2016-4071	28/04/2016	180.0624 KWH- 377 GYPSY LA	72.67
Invoice Count 7 Total					1,157.10
<b>Cheque 000368</b>		<b>Date 28/04/2016</b>	<b>Amount 3,892.24</b>		
000687	WESTARIO POWER INC.	2103318112	28/04/2016	4839.04 KWH- DAY CARE	838.21
000687	WESTARIO POWER INC.	2103318115	28/04/2016	3158.232 KWH- LIBRARY	563.81
000687	WESTARIO POWER INC.	2103318119	28/04/2016	JOSEPHINE ST ST LIGHTS	219.65
000687	WESTARIO POWER INC.	300217958	28/04/2016	13612.992 KWH TOWN HALL/f	2,270.57
Invoice Count 4 Total					3,892.24
Report Total					56,894.46

# Accounts Payable

Paid Invoice History By Cheque Report - WATER INTERNET/PRE-AUTHORIZED PAYMENTS

Cheque Date 16/04/2016 to 31/12/2016

Vendor 000000 to 999999

Vendor Number	Vendor Name	Invoice Number	Entry Date	Invoice Description	Invoice Amount
<b>Cheque 000353 Date 18/04/2016 Amount 51.07</b>					
003924	GLOBAL PAYMENTS	6232	18/04/2016	MAR DEBIT FEES	51.07
				Invoice Count 1	Total 51.07
<b>Cheque 000354 Date 20/04/2016 Amount 968.52</b>					
002664	D.H. JUTZI LIMITED	D98027	20/04/2016	LIQUID CHLORINE	644.10
002664	D.H. JUTZI LIMITED	D98028	20/04/2016	SODIUM SILICATE	324.42
				Invoice Count 2	Total 968.52
<b>Cheque 000355 Date 20/04/2016 Amount 98.50</b>					
000296	IDEAL SUPPLY COMPANY LTD	2141417	20/04/2016	BATTERIES	17.63
000296	IDEAL SUPPLY COMPANY LTD	2210029	20/04/2016	SHOP TOWELS, FLUID FILM	80.87
				Invoice Count 2	Total 98.50
<b>Cheque 000356 Date 20/04/2016 Amount 248.60</b>					
004311	TELUS	02/2016	20/04/2016	FEB CELL PHONE CHARGES	248.60
				Invoice Count 1	Total 248.60
<b>Cheque 000357 Date 20/04/2016 Amount 1,898.47</b>					
000687	WESTARIO POWER INC.	2103318116	20/04/2016	WELL 3 MARCH USAGE	1,223.56
000687	WESTARIO POWER INC.	2103311114	20/04/2016	435 MINNIE ST MARCH USAG	358.22
000687	WESTARIO POWER INC.	2103311133	20/04/2016	STANDPIPE MARCH USAGE	316.69
				Invoice Count 3	Total 1,898.47
				Report Total	3,265.16



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 02/05/2016  
**SUBJECT:** Year to Date Report  
**ATTACHMENTS:** Keystone YTD Report

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Year to Date Report from the Director of Finance for information purposes.

## **EXECUTIVE SUMMARY**

With the passing of the tax rate by-law and the adoption of the 2016 Budget, part of the monitoring process is to provide council with quarterly year to date reports. The Budget numbers have been entered into Keystone for the generation of reports. The Department Heads have been reviewing the final budget numbers and their year to date reports. Staff will continue to work on various report formats.

## **DISCUSSION**

There have been some changes to note:

- Utility invoices for various buildings are now split at time of entering to provide up to date costs for each facility based on the budget split
- Work continues on payroll costing and adjusting entries will be made
- Wingham BIA – Transfer from Reserve for streetlight adjustment has been made
- Blyth Development – Capital costs have been added to the budget in the amount of \$190,000 offset by revenue recoverable from developer in the amount of \$95,000 – Township costs will increase the transfer from reserve
- Water and Sewer budgets have been re-allocated to reflect May 1, 2016 start date for the Veolia Contract
- Transfers to and from reserves will be processed after formal adoption of by-law

## **FINANCIAL IMPACT**

With the passing of the budget, the 2016 projects and expenditures will proceed as outlined in the budget.

## **FUTURE CONSIDERATIONS**

The budget and year to date reports will continue to be monitored and reviewed throughout the year with any variances brought forward to council.

## **RELATIONSHIP TO STRATEGIC PLAN**

Goal #4 – Our administration is fiscally responsible and strives for operational excellence.

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Fund: 01 General Fund</b>							
<b>Category: 1???</b>							
<b>1000 General Government</b>							
<b>Revenue</b>							
01-1000-5100	Licences/Permits	5,663.80	5,000.00	4,044.93	5,000.00	955.07	5,000.00
01-1000-5101	Marriage Licences	1,360.00	1,200.00	(600.00)	1,200.00	1,800.00	1,200.00
01-1000-5102	Civil Marriages	3,000.00	1,300.00	500.00	1,500.00	1,000.00	1,500.00
01-1000-5115	Interest Income	48,724.09	20,000.00	13,446.16	32,000.00	18,553.84	32,000.00
01-1000-5117	Penalty & Interest on Taxes	80,728.21	60,000.00	28,103.29	65,000.00	36,896.71	65,000.00
01-1000-5118	Interest A/R Program	3,307.17	500.00	63.14	500.00	436.86	500.00
01-1000-5120	Misc Revenue	26,622.84	4,000.00	4,178.56	4,000.00	(178.56)	4,000.00
01-1000-5125	Transfer from Reserve	47,385.66	45,482.00	0.00	158,166.00	158,166.00	158,166.00
01-1000-5200	Admissions/Rentals	4,740.27	3,000.00	2,013.27	3,000.00	986.73	3,000.00
01-1000-5282	Unconditional Grants - OMPF	1,284,200.00	1,284,200.00	615,550.00	1,231,100.00	615,550.00	1,231,100.00
01-1000-5290	Rev - Other Municipalities MT	0.00	0.00	0.00	66,971.00	66,971.00	66,971.00
01-1000-5700	Tax Certificates	6,850.00	3,500.00	1,480.00	4,000.00	2,520.00	4,000.00
01-1000-5950	Sale of Land/Property	0.00	0.00	14,000.00	0.00	(14,000.00)	0.00
<b>Total Revenue</b>		<b>1,512,582.04</b>	<b>1,428,182.00</b>	<b>682,779.35</b>	<b>1,572,437.00</b>	<b>889,657.65</b>	<b>1,572,437.00</b>
<b>Expense</b>							
01-1000-6290	Physician Recruitment	36,318.00	36,317.00	0.00	33,458.00	33,458.00	33,458.00
01-1000-6292	Shared Services Expense	0.00	0.00	0.00	77,285.00	77,285.00	77,285.00
01-1000-6340	Environment & Energy	3,406.54	3,500.00	254.40	3,500.00	3,245.60	3,500.00
01-1000-6900	OSIFA Loan - Principle	66,532.33	66,532.00	21,501.30	68,943.00	47,441.70	68,943.00
01-1000-6902	OSIFA Loan - Interest	21,675.01	21,675.00	7,195.16	19,263.00	12,067.84	19,263.00
<b>Total Expense</b>		<b>127,931.88</b>	<b>128,024.00</b>	<b>28,950.86</b>	<b>202,449.00</b>	<b>173,498.14</b>	<b>202,449.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>1,384,650.16</b>	<b>1,300,158.00</b>	<b>653,828.49</b>	<b>1,369,988.00</b>	<b>716,159.51</b>	<b>1,369,988.00</b>
<b>1100 Members of Council</b>							
<b>Expense</b>							
01-1100-6125	Benefits - Part Time	1,936.80	2,000.00	909.17	2,000.00	1,090.83	2,000.00
01-1100-6150	Honorarium	74,519.00	84,500.00	20,241.54	80,000.00	59,758.46	80,000.00
01-1100-6220	Training/Travel/Workshops	7,440.96	13,500.00	5,869.45	10,000.00	4,130.55	10,000.00
01-1100-6292	Misc Expense	2,935.89	5,000.00	438.78	5,000.00	4,561.22	5,000.00
01-1100-6293	Council Contingency	6,210.04	10,500.00	0.00	10,500.00	10,500.00	10,500.00
<b>Total Expense</b>		<b>93,042.69</b>	<b>115,500.00</b>	<b>27,458.94</b>	<b>107,500.00</b>	<b>80,041.06</b>	<b>107,500.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(93,042.69)</b>	<b>(115,500.00)</b>	<b>(27,458.94)</b>	<b>(107,500.00)</b>	<b>(80,041.06)</b>	<b>(107,500.00)</b>
<b>1200 Administration</b>							
<b>Revenue</b>							
01-1200-5125	Transfer from Reserve	9,133.35	0.00	0.00	136,000.00	136,000.00	136,000.00
01-1200-5280	Grants/Levies	23,720.00	0.00	0.00	21,000.00	21,000.00	21,000.00
<b>Total Revenue</b>		<b>32,853.35</b>	<b>0.00</b>	<b>0.00</b>	<b>157,000.00</b>	<b>157,000.00</b>	<b>157,000.00</b>
<b>Expense</b>							
01-1200-6100	Salaries & Wages - Full Time	421,340.45	436,000.00	159,945.36	457,932.00	297,986.64	457,932.00
01-1200-6120	Benefits - Full Time	97,850.23	117,720.00	32,179.51	123,012.00	90,832.49	123,012.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-1200-6200	Clothing/Uniforms	731.68	1,040.00	0.00	1,040.00	1,040.00	1,040.00
01-1200-6205	Meeting Allowance	4,400.00	10,500.00	1,400.00	5,500.00	4,100.00	5,500.00
01-1200-6210	Subscriptions/Memberships	4,301.17	5,400.00	3,974.44	5,000.00	1,025.56	5,000.00
01-1200-6220	Training/Travel/Workshops	6,904.98	11,800.00	5,614.68	11,000.00	5,385.32	11,000.00
01-1200-6230	Health & Safety	0.00	2,000.00	501.88	2,000.00	1,498.12	2,000.00
01-1200-6240	Advertising/Promotion	5,582.09	4,500.00	1,076.24	4,500.00	3,423.76	4,500.00
01-1200-6255	Postage/Courier	10,441.90	10,500.00	4,385.86	10,500.00	6,114.14	10,500.00
01-1200-6260	Phone/Fax/Internet	7,852.57	6,000.00	2,791.26	7,200.00	4,408.74	7,200.00
01-1200-6265	Lease/Copier Expense	3,010.86	3,000.00	1,300.67	3,500.00	2,199.33	3,500.00
01-1200-6270	Insurance	6,667.50	10,000.00	6,740.07	10,000.00	3,259.93	10,000.00
01-1200-6280	Legal/Accounting	27,153.69	32,000.00	1,101.55	30,000.00	28,898.45	30,000.00
01-1200-6281	Insurance Deductible Expense	19,716.48	15,000.00	4,486.67	15,000.00	10,513.33	15,000.00
01-1200-6282	Tax Write-Offs/Refunds	25,740.30	25,000.00	0.00	25,000.00	25,000.00	25,000.00
01-1200-6283	Tax Collection	172.18	1,000.00	61.88	500.00	438.12	500.00
01-1200-6284	Bank Fees/Charges	815.19	1,000.00	324.89	1,000.00	675.11	1,000.00
01-1200-6285	Service Awards	270.17	300.00	247.64	300.00	52.36	300.00
01-1200-6287	Rental Properties Expenses	463.48	500.00	0.00	500.00	500.00	500.00
01-1200-6290	Materials/Supplies	23,490.19	21,000.00	7,429.22	21,000.00	13,570.78	21,000.00
01-1200-6800	Civil Marriage Fees	900.00	800.00	500.00	800.00	300.00	800.00
01-1200-6910	HR/Studies	10,763.20	10,000.00	1,628.16	28,500.00	26,871.84	28,500.00
01-1200-6915	Asset Management/PSAB	4,436.62	5,000.00	10,684.80	21,000.00	10,315.20	21,000.00
<b>Total Expense</b>		<b>683,004.93</b>	<b>730,060.00</b>	<b>246,374.78</b>	<b>784,784.00</b>	<b>538,409.22</b>	<b>784,784.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(650,151.58)</b>	<b>(730,060.00)</b>	<b>(246,374.78)</b>	<b>(627,784.00)</b>	<b>(381,409.22)</b>	<b>(627,784.00)</b>
<b>1210 TownHall Bldg</b>							
<b>Revenue</b>							
01-1210-5110	Donations - Heritage Theatre	42,400.00	0.00	8,225.95	0.00	(8,225.95)	0.00
<b>Total Revenue</b>		<b>42,400.00</b>	<b>0.00</b>	<b>8,225.95</b>	<b>0.00</b>	<b>(8,225.95)</b>	<b>0.00</b>
<b>Expense</b>							
01-1210-6100	Salaries & Wages - Full Time	13,172.99	12,998.00	0.00	8,904.00	8,904.00	8,904.00
01-1210-6110	Salaries - Part Time	0.00	354.00	0.00	359.00	359.00	359.00
01-1210-6120	Benefits - Full Time	3,518.06	3,570.00	0.00	2,465.00	2,465.00	2,465.00
01-1210-6260	Phone/Fax/internet	206.08	336.00	103.04	336.00	232.96	336.00
01-1210-6270	Insurance	8,257.23	4,645.00	8,774.56	8,775.00	0.44	8,775.00
01-1210-6300	Bldg Repair/Maintenance	3,191.20	5,550.00	207.56	5,550.00	5,342.44	5,550.00
01-1210-6320	Janitorial Supplies	573.55	750.00	356.29	750.00	393.71	750.00
01-1210-6330	Inspections/Contracts	15,094.21	15,740.00	4,430.59	15,780.00	11,349.41	15,780.00
01-1210-6350	Electricity	15,757.98	15,015.00	3,836.59	16,545.00	12,708.41	16,545.00
01-1210-6360	Water/Sewer	2,484.94	3,200.00	444.09	3,200.00	2,755.91	3,200.00
01-1210-6370	Natural Gas/Heat	2,360.34	3,180.00	672.57	3,180.00	2,507.43	3,180.00
01-1210-6380	Waste Disposal	865.90	715.00	111.94	729.00	617.06	729.00
01-1210-6390	SnowPlowing	1,425.00	2,178.00	0.00	1,992.00	1,992.00	1,992.00
<b>Total Expense</b>		<b>66,907.48</b>	<b>68,231.00</b>	<b>18,937.23</b>	<b>68,565.00</b>	<b>49,627.77</b>	<b>68,565.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(24,507.48)</b>	<b>(68,231.00)</b>	<b>(10,711.28)</b>	<b>(68,565.00)</b>	<b>(57,853.72)</b>	<b>(68,565.00)</b>
<b>1220 Red Cross Bldg</b>							
<b>Revenue</b>							
01-1220-5125	Transfer from Reserves	26,500.00	26,500.00	0.00	14,775.00	14,775.00	14,775.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-1220-5200	Admissions/rentals	6,098.88	13,647.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>		<b>32,598.88</b>	<b>40,147.00</b>	<b>0.00</b>	<b>14,775.00</b>	<b>14,775.00</b>	<b>14,775.00</b>
<b>Expense</b>							
01-1220-6295	Transfer to Reserve	14,775.00	0.00	0.00	0.00	0.00	0.00
01-1220-6300	Bldg Repair/Maitenance	11,723.25	900.00	0.00	14,775.00	14,775.00	14,775.00
01-1220-6330	Inspections/Contracts	808.48	1,850.00	0.00	0.00	0.00	0.00
01-1220-6350	Electricity	1,347.18	2,900.00	0.00	0.00	0.00	0.00
01-1220-6360	Water/Sewer	499.00	510.00	0.00	0.00	0.00	0.00
01-1220-6370	Natural Gas/Heat	658.25	1,000.00	0.00	0.00	0.00	0.00
01-1220-6390	Snowplowing	651.00	1,400.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>		<b>30,462.16</b>	<b>8,560.00</b>	<b>0.00</b>	<b>14,775.00</b>	<b>14,775.00</b>	<b>14,775.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>2,136.72</b>	<b>31,587.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>619,085.13</b>	<b>417,954.00</b>	<b>369,283.49</b>	<b>566,139.00</b>	<b>196,855.51</b>	<b>566,139.00</b>

**Category: 2???**

**2100 Fire**

**Revenue**

01-2100-5125	Transfer from Reserves	0.00	0.00	0.00	319,022.00	319,022.00	319,022.00
01-2100-5290	Revenue - Other Municipalities	302,090.04	302,090.00	132,112.79	303,001.00	170,888.21	303,001.00
01-2100-5700	User Fees	18,683.42	9,000.00	10,691.00	3,000.00	(7,691.00)	3,000.00
<b>Total Revenue</b>		<b>320,773.46</b>	<b>311,090.00</b>	<b>142,803.79</b>	<b>625,023.00</b>	<b>482,219.21</b>	<b>625,023.00</b>

**Expense**

01-2100-6100	Salaries & Wages - Full Time	88,168.50	87,142.00	27,906.00	90,700.00	62,794.00	90,700.00
01-2100-6110	Salaries - Part Time	154,114.28	151,363.00	50,315.13	152,876.00	102,560.87	152,876.00
01-2100-6120	Benefits - Full Time	50,728.22	37,000.00	13,937.86	43,490.00	29,552.14	43,490.00
01-2100-6200	Clothing/Uniforms/Bunker Gear	13,650.77	19,626.00	7,504.66	10,500.00	2,995.34	10,500.00
01-2100-6210	Subscriptions/Memberships	801.02	1,600.00	0.00	900.00	900.00	900.00
01-2100-6220	Training/Travel/Workshops	19,442.77	21,970.00	1,949.80	21,970.00	20,020.20	21,970.00
01-2100-6230	Health & Safety	643.60	1,000.00	223.88	750.00	526.12	750.00
01-2100-6240	Advertising/Promotion	330.70	900.00	0.00	750.00	750.00	750.00
01-2100-6250	Office Supplies	405.31	650.00	78.99	650.00	571.01	650.00
01-2100-6255	Postage/Courier	323.84	200.00	0.00	200.00	200.00	200.00
01-2100-6260	Phone/Fax/Internet	2,552.94	2,336.00	843.28	2,336.00	1,492.72	2,336.00
01-2100-6265	Lease/Copier Expense	129.98	750.00	56.13	750.00	693.87	750.00
01-2100-6270	Insurance	17,050.15	19,416.00	17,804.65	19,804.00	1,999.35	19,804.00
01-2100-6280	Legal/Accounting	0.00	800.00	0.00	800.00	800.00	800.00
01-2100-6285	Service Awards	0.00	300.00	91.58	300.00	208.42	300.00
01-2100-6290	Materials/Supplies	14,010.91	14,143.00	8,109.64	10,500.00	2,390.36	10,500.00
01-2100-6295	Transfer to Reserve	134,558.46	115,567.00	0.00	116,723.00	116,723.00	116,723.00
01-2100-6330	Inspections/Contracts	11,308.15	12,300.00	3,522.93	19,000.00	15,477.07	19,000.00
01-2100-6335	Contracts - Fire Dispatch	20,211.18	21,936.00	9,283.49	21,936.00	12,652.51	21,936.00
01-2100-6400	Equip Repair/Maintenance	28,255.69	27,000.00	12,801.22	34,000.00	21,198.78	34,000.00
01-2100-6410	Fuel	6,058.33	7,000.00	1,500.64	7,350.00	5,849.36	7,350.00
01-2100-6472	Radio Equipment	4,402.50	3,437.00	931.06	4,670.00	3,738.94	4,670.00
01-2100-6620	Mutual Aid	485.71	486.00	477.31	486.00	8.69	486.00
01-2100-6704	Food	1,347.48	1,100.00	586.25	500.00	(86.25)	500.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-2100-6790	Generator Expense	502.54	1,000.00	1,119.04	1,000.00	(119.04)	1,000.00
01-2100-6795	Public Education	1,193.59	500.00	0.00	500.00	500.00	500.00
01-2100-6900	Loan Principal	7,578.08	7,578.00	0.00	7,447.00	7,447.00	7,447.00
<b>Total Expense</b>		<b>578,254.70</b>	<b>557,100.00</b>	<b>159,043.54</b>	<b>570,888.00</b>	<b>411,844.46</b>	<b>570,888.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(257,481.24)</b>	<b>(246,010.00)</b>	<b>(16,239.75)</b>	<b>54,135.00</b>	<b>70,374.75</b>	<b>54,135.00</b>
<b>2110 Wingham Fire Hall</b>							
<b>Expense</b>							
01-2110-6100	Salaries - Full Time	4,219.34	4,293.00	0.00	4,333.00	4,333.00	4,333.00
01-2110-6120	Benefits	1,136.35	1,159.00	0.00	1,170.00	1,170.00	1,170.00
01-2110-6270	Insurance	2,365.55	1,428.00	2,513.80	2,514.00	0.20	2,514.00
01-2110-6300	Bldg Repair/Maintenance	5,865.19	3,500.00	663.28	3,500.00	2,836.72	3,500.00
01-2110-6320	Janitorial Supplies	227.02	275.00	0.00	275.00	275.00	275.00
01-2110-6330	Inspections/Contracts	1,425.69	1,580.00	507.72	1,580.00	1,072.28	1,580.00
01-2110-6350	Electricity	2,729.20	3,450.00	994.70	2,875.00	1,880.30	2,875.00
01-2110-6360	Water/Sewer	796.05	795.00	291.30	825.00	533.70	825.00
01-2110-6370	Natural Gas/Heat	1,739.21	3,200.00	434.99	1,900.00	1,465.01	1,900.00
01-2110-6380	Waste Disposal	17.28	50.00	0.00	25.00	25.00	25.00
01-2110-6390	SnowPlowing	2,000.00	2,695.00	0.00	2,545.00	2,545.00	2,545.00
<b>Total Expense</b>		<b>22,520.88</b>	<b>22,425.00</b>	<b>5,405.79</b>	<b>21,542.00</b>	<b>16,136.21</b>	<b>21,542.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(22,520.88)</b>	<b>(22,425.00)</b>	<b>(5,405.79)</b>	<b>(21,542.00)</b>	<b>(16,136.21)</b>	<b>(21,542.00)</b>
<b>2115 Blyth Fire Hall</b>							
<b>Expense</b>							
01-2115-6100	Salaries - Full Time	2,856.47	2,899.00	0.00	438.00	438.00	438.00
01-2115-6110	Salaries Part time	0.00	0.00	0.00	2,523.00	2,523.00	2,523.00
01-2115-6120	Benefits	485.60	493.00	0.00	547.00	547.00	547.00
01-2115-6270	Insurance	1,214.86	1,215.00	1,291.00	1,291.00	0.00	1,291.00
01-2115-6300	Bldg Repair/Maintenance	2,249.58	1,575.00	383.46	1,575.00	1,191.54	1,575.00
01-2115-6320	Janitorial Supplies	36.49	248.00	0.00	248.00	248.00	248.00
01-2115-6330	Inspections/Contracts	1,105.69	1,080.00	0.00	1,080.00	1,080.00	1,080.00
01-2115-6350	Electricity	4,725.63	5,297.00	1,230.66	5,040.00	3,809.34	5,040.00
01-2115-6360	Water/Sewer	455.11	455.00	77.57	471.00	393.43	471.00
01-2115-6375	Propane	2,054.16	3,825.00	820.47	2,925.00	2,104.53	2,925.00
01-2115-6390	SnowPlowing/Grass Cutting	1,046.25	1,575.00	0.00	1,575.00	1,575.00	1,575.00
<b>Total Expense</b>		<b>16,229.84</b>	<b>18,662.00</b>	<b>3,803.16</b>	<b>17,713.00</b>	<b>13,909.84</b>	<b>17,713.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(16,229.84)</b>	<b>(18,662.00)</b>	<b>(3,803.16)</b>	<b>(17,713.00)</b>	<b>(13,909.84)</b>	<b>(17,713.00)</b>
<b>2120 FPO</b>							
<b>Revenue</b>							
01-2120-5125	Transfer from Reserve	0.00	0.00	0.00	33,000.00	33,000.00	33,000.00
01-2120-5700	FPO Inspection Revenue	4,300.00	0.00	0.00	5,000.00	5,000.00	5,000.00
<b>Total Revenue</b>		<b>4,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38,000.00</b>	<b>38,000.00</b>	<b>38,000.00</b>
<b>Expense</b>							
01-2120-6210	Subscriptions/Memberships	738.23	1,000.00	1,000.00	1,010.00	10.00	1,010.00
01-2120-6330	Inspections and Contracts	44,062.12	43,365.00	0.00	45,000.00	45,000.00	45,000.00
01-2120-6795	Public Education	3,303.50	3,500.00	78.34	3,535.00	3,456.66	3,535.00
01-2120-6900	Loan Principal - PayOuts/Bldg	67,865.74	76,073.00	24,483.72	70,663.00	46,179.28	70,663.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-2120-6902	Interest - Loan PayOuts/Bldg	46,691.11	38,483.00	13,553.11	43,893.00	30,339.89	43,893.00
01-2120-6955	Gain/Loss on Disposal of Assets	26,090.84	0.00	(2,000.00)	0.00	2,000.00	0.00
<b>Total Expense</b>		<b>188,751.54</b>	<b>162,421.00</b>	<b>37,115.17</b>	<b>164,101.00</b>	<b>126,985.83</b>	<b>164,101.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(184,451.54)</b>	<b>(162,421.00)</b>	<b>(37,115.17)</b>	<b>(126,101.00)</b>	<b>(88,985.83)</b>	<b>(126,101.00)</b>
<b>2200 Police</b>							
<b>Revenue</b>							
01-2200-5105	Fines	1,763.00	2,000.00	405.00	2,000.00	1,595.00	2,000.00
01-2200-5120	Misc Revenue	675.00	0.00	8,000.00	0.00	(8,000.00)	0.00
01-2200-5125	Transfer from Reserve	0.00	0.00	0.00	23,000.00	23,000.00	23,000.00
01-2200-5280	Court Security/Prisoner Transport	2,005.58	1,150.00	359.24	1,437.00	1,077.76	1,437.00
01-2200-5286	Conditional Grants - Ontario	103,923.31	101,000.00	31,727.04	101,000.00	69,272.96	101,000.00
<b>Total Revenue</b>		<b>108,366.89</b>	<b>104,150.00</b>	<b>40,491.28</b>	<b>127,437.00</b>	<b>86,945.72</b>	<b>127,437.00</b>
<b>Expense</b>							
01-2200-6100	Salaries & Wages - Full Time	729,596.38	715,000.00	235,712.24	755,627.00	519,914.76	755,627.00
01-2200-6120	Benefits - Full Time	188,945.99	178,750.00	69,711.49	188,906.00	119,194.51	188,906.00
01-2200-6130	Overtime	49,216.59	35,000.00	20,694.52	35,000.00	14,305.48	35,000.00
01-2200-6150	Honorarium	3,080.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
01-2200-6200	Clothing/Uniforms	5,059.19	5,000.00	2,118.71	5,000.00	2,881.29	5,000.00
01-2200-6205	Meeting Allowance	600.00	600.00	0.00	600.00	600.00	600.00
01-2200-6210	Subscriptions/Memberships	1,235.12	1,000.00	0.00	1,500.00	1,500.00	1,500.00
01-2200-6220	Training/Travel/Workshops	6,830.86	5,000.00	1,721.30	6,000.00	4,278.70	6,000.00
01-2200-6225	Police Board Expenses	925.82	2,000.00	1,460.95	2,000.00	539.05	2,000.00
01-2200-6250	Office Supplies	5,519.09	7,000.00	1,235.07	7,500.00	6,264.93	7,500.00
01-2200-6260	Phone/Fax/Internet	3,138.91	3,500.00	933.90	3,500.00	2,566.10	3,500.00
01-2200-6270	Insurance	11,533.02	11,533.00	11,306.13	13,000.00	1,693.87	13,000.00
01-2200-6280	Legal/Accounting	0.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
01-2200-6400	Equip Repair/Maintenance	10,821.50	9,000.00	750.92	9,000.00	8,249.08	9,000.00
01-2200-6410	Fuel	14,530.13	18,000.00	2,878.70	18,000.00	15,121.30	18,000.00
01-2200-6650	Communication System	32,388.17	36,000.00	10,175.88	38,000.00	27,824.12	38,000.00
01-2200-6685	OPTIC	11,125.97	10,000.00	1,943.11	11,000.00	9,056.89	11,000.00
01-2200-6686	CISO	656.94	3,500.00	0.00	3,500.00	3,500.00	3,500.00
01-2200-6690	OPP Policing	231,794.00	242,577.00	47,846.00	288,059.00	240,213.00	288,059.00
<b>Total Expense</b>		<b>1,306,997.68</b>	<b>1,293,460.00</b>	<b>408,488.92</b>	<b>1,396,192.00</b>	<b>987,703.08</b>	<b>1,396,192.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(1,198,630.79)</b>	<b>(1,189,310.00)</b>	<b>(367,997.64)</b>	<b>(1,268,755.00)</b>	<b>(900,757.36)</b>	<b>(1,268,755.00)</b>
<b>2210 Police Stn</b>							
<b>Expense</b>							
01-2210-6100	Salaries & Wages - Full Time	4,132.80	4,293.00	0.00	4,333.00	4,333.00	4,333.00
01-2210-6120	Benefits - Full Time	1,774.25	1,159.00	0.00	1,170.00	1,170.00	1,170.00
01-2210-6270	Insurance	1,780.49	1,780.00	1,892.07	1,892.00	(0.07)	1,892.00
01-2210-6295	Transfer to Reserves	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00
01-2210-6300	Bldg Repair/Maintenance	984.06	3,200.00	74.34	1,200.00	1,125.66	1,200.00
01-2210-6320	Janitorial Supplies	250.00	250.00	316.45	250.00	(66.45)	250.00
01-2210-6330	Inspections/Contracts	4,921.11	4,920.00	790.74	5,040.00	4,249.26	5,040.00
01-2210-6350	Electricity	7,620.87	6,489.00	1,758.21	8,000.00	6,241.79	8,000.00
01-2210-6360	Water/Sewer	861.75	795.00	271.21	850.00	578.79	850.00
01-2210-6370	Natural Gas/Heat	991.92	1,200.00	308.52	1,100.00	791.48	1,100.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-2210-6380	Waste Disposal	577.28	477.00	74.62	486.00	411.38	486.00
01-2210-6390	SnowPlowing	1,425.00	2,178.00	0.00	1,992.00	1,992.00	1,992.00
<b>Total Expense</b>		<b>25,319.53</b>	<b>26,741.00</b>	<b>5,486.16</b>	<b>30,313.00</b>	<b>24,826.84</b>	<b>30,313.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(25,319.53)</b>	<b>(26,741.00)</b>	<b>(5,486.16)</b>	<b>(30,313.00)</b>	<b>(24,826.84)</b>	<b>(30,313.00)</b>
<b>2300 Conservation Authority</b>							
<b>Expense</b>							
01-2300-6680	MVCA Levy	80,230.00	80,230.00	0.00	82,323.00	82,323.00	82,323.00
<b>Total Expense</b>		<b>80,230.00</b>	<b>80,230.00</b>	<b>0.00</b>	<b>82,323.00</b>	<b>82,323.00</b>	<b>82,323.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(80,230.00)</b>	<b>(80,230.00)</b>	<b>0.00</b>	<b>(82,323.00)</b>	<b>(82,323.00)</b>	<b>(82,323.00)</b>
<b>2400 Building Depart</b>							
<b>Revenue</b>							
01-2400-5100	Building Permits	47,874.12	41,000.00	30,434.59	42,000.00	11,565.41	42,000.00
01-2400-5105	Misc Revenue	0.00	0.00	13,440.59	0.00	(13,440.59)	0.00
01-2400-5131	Pool Permits	0.00	700.00	0.00	500.00	500.00	500.00
01-2400-5132	Sign Permits	1,469.50	500.00	151.00	1,000.00	849.00	1,000.00
01-2400-5280	Grants	7,740.00	0.00	0.00	4,000.00	4,000.00	4,000.00
01-2400-5295	Revenue - Other Municipalities	0.00	1,600.00	0.00	1,600.00	1,600.00	1,600.00
<b>Total Revenue</b>		<b>57,083.62</b>	<b>43,800.00</b>	<b>44,026.18</b>	<b>49,100.00</b>	<b>5,073.82</b>	<b>49,100.00</b>
<b>Expense</b>							
01-2400-6100	Salaries & Wages - Full Time	55,867.84	60,000.00	20,400.16	56,024.00	35,623.84	56,024.00
01-2400-6120	Benefits - Full Time	14,449.91	16,210.00	3,896.42	15,127.00	11,230.58	15,127.00
01-2400-6200	Clothing/Uniforms	117.07	184.00	0.00	184.00	184.00	184.00
01-2400-6210	Subscriptions/Memberships	449.69	590.00	555.83	590.00	34.17	590.00
01-2400-6220	Training/Travel/Workshops	85.03	3,000.00	3,308.13	3,000.00	(308.13)	3,000.00
01-2400-6240	Advertising/Promotion	73.27	500.00	0.00	500.00	500.00	500.00
01-2400-6250	Office Supplies	693.18	3,000.00	1,117.93	1,500.00	382.07	1,500.00
01-2400-6260	Phone/Fax/Internet	399.92	400.00	0.00	400.00	400.00	400.00
01-2400-6270	Insurance	0.00	380.00	0.00	380.00	380.00	380.00
01-2400-6280	Legal/Accounting	8,722.91	5,000.00	2,767.21	5,000.00	2,232.79	5,000.00
01-2400-6290	Materials/Supplies	180.69	300.00	22.98	300.00	277.02	300.00
01-2400-6330	Inspections/Contracts	232.96	1,600.00	0.00	1,600.00	1,600.00	1,600.00
01-2400-6340	Engineering	17,619.75	10,000.00	0.00	10,000.00	10,000.00	10,000.00
01-2400-6400	Equip Repair/Maintenance	704.28	400.00	0.00	400.00	400.00	400.00
01-2400-6410	Fuel	629.10	920.00	208.00	920.00	712.00	920.00
01-2400-6706	Office Rent	1,240.00	1,240.00	0.00	1,240.00	1,240.00	1,240.00
<b>Total Expense</b>		<b>101,465.60</b>	<b>103,724.00</b>	<b>32,276.66</b>	<b>97,165.00</b>	<b>64,888.34</b>	<b>97,165.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(44,381.98)</b>	<b>(59,924.00)</b>	<b>11,749.52</b>	<b>(48,065.00)</b>	<b>(59,814.52)</b>	<b>(48,065.00)</b>
<b>2410 Property Standards</b>							
<b>Revenue</b>							
01-2410-5133	Property Standards Inspections	90.00	100.00	0.00	100.00	100.00	100.00
<b>Total Revenue</b>		<b>90.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>
<b>Expense</b>							
01-2410-6100	Salaries & Wages - Full Time	7,696.08	6,676.00	0.00	7,308.00	7,308.00	7,308.00
01-2410-6120	Benefits - Full Time	2,404.43	1,803.00	0.00	1,973.00	1,973.00	1,973.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-2410-6200	Clothing/Uniforms	0.00	100.00	0.00	100.00	100.00	100.00
01-2410-6210	Subscriptions/Memberships	0.00	55.00	0.00	55.00	55.00	55.00
01-2410-6220	Training/Travel/Workshops	240.00	965.00	0.00	965.00	965.00	965.00
01-2410-6240	Advertising/Promotion	95.28	250.00	0.00	250.00	250.00	250.00
01-2410-6250	Office Supplies	99.80	300.00	0.00	300.00	300.00	300.00
01-2410-6260	Phone/Fax/Internet	180.11	200.00	0.00	200.00	200.00	200.00
01-2410-6280	Legal/Accounting	2,220.75	500.00	464.03	500.00	35.97	500.00
01-2410-6400	Equip Repair/Maintenance	108.00	136.00	0.00	136.00	136.00	136.00
01-2410-6410	Fuel	75.56	400.00	0.00	400.00	400.00	400.00
<b>Total Expense</b>		<b>13,120.01</b>	<b>11,385.00</b>	<b>464.03</b>	<b>12,187.00</b>	<b>11,722.97</b>	<b>12,187.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(13,030.01)</b>	<b>(11,285.00)</b>	<b>(464.03)</b>	<b>(12,087.00)</b>	<b>(11,622.97)</b>	<b>(12,087.00)</b>
<b>2500 Animal Control</b>							
<b>Revenue</b>							
01-2500-5100	Licences/Permits	9,670.00	10,000.00	9,080.00	10,000.00	920.00	10,000.00
01-2500-5105	Fines	840.00	1,200.00	0.00	1,200.00	1,200.00	1,200.00
01-2500-5280	Grants - Livestock Claims	0.00	1,000.00	30.00	1,000.00	970.00	1,000.00
<b>Total Revenue</b>		<b>10,510.00</b>	<b>12,200.00</b>	<b>9,110.00</b>	<b>12,200.00</b>	<b>3,090.00</b>	<b>12,200.00</b>
<b>Expense</b>							
01-2500-6290	Materials/Supplies	1,562.11	1,000.00	862.79	1,600.00	737.21	1,600.00
01-2500-6660	Animal Control Officer	367.43	2,000.00	240.00	2,000.00	1,760.00	2,000.00
01-2500-6670	Livestock Claims	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
<b>Total Expense</b>		<b>1,929.54</b>	<b>4,500.00</b>	<b>1,102.79</b>	<b>5,100.00</b>	<b>3,997.21</b>	<b>5,100.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>8,580.46</b>	<b>7,700.00</b>	<b>8,007.21</b>	<b>7,100.00</b>	<b>(907.21)</b>	<b>7,100.00</b>
<b>2600 Emergency Planning</b>							
<b>Expense</b>							
01-2600-6220	Training/Travel/Workshops	484.14	1,000.00	254.40	1,075.00	820.60	1,075.00
01-2600-6290	Materials/Supplies	1,821.94	1,500.00	94.53	1,500.00	1,405.47	1,500.00
01-2600-6795	Public Education	1,044.70	2,500.00	0.00	2,500.00	2,500.00	2,500.00
<b>Total Expense</b>		<b>3,350.78</b>	<b>5,000.00</b>	<b>348.93</b>	<b>5,075.00</b>	<b>4,726.07</b>	<b>5,075.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(3,350.78)</b>	<b>(5,000.00)</b>	<b>(348.93)</b>	<b>(5,075.00)</b>	<b>(4,726.07)</b>	<b>(5,075.00)</b>
<b>2700 ESTC Centre</b>							
<b>Revenue</b>							
01-2700-5100	Course Revenue	67,723.73	155,625.00	3,050.00	147,780.00	144,730.00	147,780.00
01-2700-5103	Contract Instructor Courses	65,830.85	84,120.00	59,300.25	215,030.00	155,729.75	215,030.00
01-2700-5120	Misc Revenue	5,419.45	0.00	(41.00)	5,500.00	5,541.00	5,500.00
01-2700-5121	Meal Revenue	6,658.86	0.00	1,924.36	40,502.00	38,577.64	40,502.00
01-2700-5131	Clothing/Equipment Sales(15)	1,295.08	1,750.00	230.00	0.00	(230.00)	0.00
01-2700-5200	Facility Rentals	43,357.50	27,000.00	10,650.00	101,450.00	90,800.00	101,450.00
01-2700-5205	Classroom/Long Term Rental	900.00	7,400.00	50.00	7,560.00	7,510.00	7,560.00
01-2700-5208	Rental Revenue - PPE	0.00	0.00	0.00	10,272.00	10,272.00	10,272.00
01-2700-5255	Clothing/Textbook Sales	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
<b>Total Revenue</b>		<b>191,185.47</b>	<b>275,895.00</b>	<b>75,163.61</b>	<b>530,094.00</b>	<b>454,930.39</b>	<b>530,094.00</b>
<b>Expense</b>							
01-2700-6100	Salaries & Wages - Full Time	41,308.51	55,000.00	12,733.26	63,000.00	50,266.74	63,000.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-2700-6110	Wages - Part Time	18,993.75	41,675.00	1,500.00	67,750.00	66,250.00	67,750.00
01-2700-6120	Benefits - Full Time	9,513.11	13,260.00	1,878.84	21,060.00	19,181.16	21,060.00
01-2700-6200	Clothing/Uniforms	70.77	130.00	0.00	130.00	130.00	130.00
01-2700-6210	Subscriptions/Memberships	455.03	400.00	125.00	460.00	335.00	460.00
01-2700-6220	Training/Travel/Workshops	1,346.82	4,050.00	0.00	4,050.00	4,050.00	4,050.00
01-2700-6223	Mileage - Instructors	1,781.19	3,600.00	0.00	3,600.00	3,600.00	3,600.00
01-2700-6224	Meal Expense - Instructors	754.20	2,600.00	16.62	2,600.00	2,583.38	2,600.00
01-2700-6225	Accomodations	2,754.88	2,000.00	0.00	2,000.00	2,000.00	2,000.00
01-2700-6240	Advertising/Promotion	1,767.39	3,000.00	170.09	3,000.00	2,829.91	3,000.00
01-2700-6250	Office Supplies	2,636.47	1,750.00	1,363.20	2,500.00	1,136.80	2,500.00
01-2700-6255	Postage/Courier	144.73	60.00	0.00	150.00	150.00	150.00
01-2700-6260	Phone/Fax/Internet	1,047.89	3,060.00	181.15	2,000.00	1,818.85	2,000.00
01-2700-6265	Lease/Copier	566.49	1,200.00	216.31	1,200.00	983.69	1,200.00
01-2700-6270	Insurance	3,675.23	2,921.00	2,077.56	4,000.00	1,922.44	4,000.00
01-2700-6284	ActiveNet Fees/Charges	1,006.72	0.00	2,279.73	11,878.00	9,598.27	11,878.00
01-2700-6290	Materials/Supplies	23,201.83	9,940.00	5,710.78	27,201.00	21,490.22	27,201.00
01-2700-6295	Transfer to Reserve	20,000.00	0.00	0.00	106,165.00	106,165.00	106,165.00
01-2700-6330	Inspections/Contracts	0.00	0.00	5,382.00	15,000.00	9,618.00	15,000.00
01-2700-6335	Contracts - Instructors	42,135.02	104,915.00	13,619.00	39,100.00	25,481.00	39,100.00
01-2700-6350	Hydro - ESTC Program	0.00	0.00	105.71	500.00	394.29	500.00
01-2700-6375	Propane - ESTC Program	3,404.90	6,950.00	300.00	20,354.00	20,054.00	20,354.00
01-2700-6400	Equip Repair/Maintenance	6,585.17	8,000.00	784.83	12,000.00	11,215.17	12,000.00
01-2700-6410	Fuel - Program Diesel	389.88	1,650.00	0.00	2,412.00	2,412.00	2,412.00
01-2700-6704	Food	15,313.68	31,437.00	3,385.40	33,616.00	30,230.60	33,616.00
01-2700-6790	Clothing/Textbooks Resale	3,712.79	2,000.00	0.00	3,000.00	3,000.00	3,000.00
01-2700-6900	Loan Principle	24,948.71	24,948.72	0.00	25,883.00	25,883.00	25,883.00
01-2700-6902	Loan Interest	22,086.26	22,086.28	0.00	21,152.00	21,152.00	21,152.00
<b>Total Expense</b>		<b>249,601.42</b>	<b>346,633.00</b>	<b>51,829.48</b>	<b>495,761.00</b>	<b>443,931.52</b>	<b>495,761.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(58,415.95)</b>	<b>(70,738.00)</b>	<b>23,334.13</b>	<b>34,333.00</b>	<b>10,998.87</b>	<b>34,333.00</b>
<b>2710 ESTC Building</b>							
<b>Expense</b>							
01-2710-6100	Salaries - Full Time	3,491.24	3,544.00	0.00	535.00	535.00	535.00
01-2710-6110	Salaries - Part time	0.00	0.00	0.00	3,084.00	3,084.00	3,084.00
01-2710-6120	Benefits	593.51	602.00	0.00	669.00	669.00	669.00
01-2710-6270	Insurance	1,484.83	1,485.00	1,577.88	1,578.00	0.12	1,578.00
01-2710-6300	Bldg Repair/Maintenance	2,749.49	4,425.00	487.98	3,925.00	3,437.02	3,925.00
01-2710-6320	Janitorial Supplies	246.60	303.00	0.00	303.00	303.00	303.00
01-2710-6330	Inspections/Contracts	1,351.40	1,740.00	159.07	1,740.00	1,580.93	1,740.00
01-2710-6350	Electricity	5,775.76	6,474.00	1,504.13	6,160.00	4,655.87	6,160.00
01-2710-6360	Water/Sewer	556.25	557.00	94.79	575.00	480.21	575.00
01-2710-6375	Propane	2,510.63	4,675.00	1,002.80	3,575.00	2,572.20	3,575.00
01-2710-6390	SnowPlowing	1,278.75	1,925.00	0.00	1,925.00	1,925.00	1,925.00
<b>Total Expense</b>		<b>20,038.46</b>	<b>25,730.00</b>	<b>4,826.65</b>	<b>24,069.00</b>	<b>19,242.35</b>	<b>24,069.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(20,038.46)</b>	<b>(25,730.00)</b>	<b>(4,826.65)</b>	<b>(24,069.00)</b>	<b>(19,242.35)</b>	<b>(24,069.00)</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>(1,915,500.54)</b>	<b>(1,910,776.00)</b>	<b>(398,596.42)</b>	<b>(1,540,475.00)</b>	<b>(1,141,878.58)</b>	<b>(1,540,475.00)</b>

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Category: 3???</b>							
<b>3100 Roads</b>							
<b>Revenue</b>							
01-3100-5125	Transfer from Reserve	66,940.22	60,000.00	0.00	80,000.00	80,000.00	80,000.00
01-3100-5280	Grants/Levies	130,937.60	130,375.00	92,375.00	411,875.00	319,500.00	411,875.00
01-3100-5480	Public Works Income	96,769.37	100,000.00	810.21	108,400.00	107,589.79	108,400.00
<b>Total Revenue</b>		<b>294,647.19</b>	<b>290,375.00</b>	<b>93,185.21</b>	<b>600,275.00</b>	<b>507,089.79</b>	<b>600,275.00</b>
<b>Expense</b>							
01-3100-6100	Salaries & Wages - Full Time	512,056.71	517,000.00	188,088.30	548,269.00	360,180.70	548,269.00
01-3100-6110	Salaries - Part Time	0.00	0.00	0.00	55,722.00	55,722.00	55,722.00
01-3100-6120	Benefits - Full Time	125,506.37	135,290.00	34,516.64	172,472.00	137,955.36	172,472.00
01-3100-6130	Overtime	19,326.07	32,000.00	12,245.11	17,988.00	5,742.89	17,988.00
01-3100-6200	Clothing/Uniforms	2,568.01	3,850.00	270.18	3,500.00	3,229.82	3,500.00
01-3100-6210	Subscriptions/Memberships	1,949.44	1,900.00	1,766.61	1,033.00	(733.61)	1,033.00
01-3100-6220	Training/Travel/Workshops	8,005.38	8,000.00	759.32	7,500.00	6,740.68	7,500.00
01-3100-6230	Health & Safety	2,239.63	2,000.00	252.91	1,900.00	1,647.09	1,900.00
01-3100-6240	Advertising/Promotion	2,082.74	1,750.00	58.42	1,500.00	1,441.58	1,500.00
01-3100-6250	Office Supplies	782.83	800.00	187.21	800.00	612.79	800.00
01-3100-6260	Phone/Fax/Internet	6,157.30	5,000.00	1,770.96	5,728.00	3,957.04	5,728.00
01-3100-6270	Insurance	24,340.01	24,340.00	24,117.73	25,000.00	882.27	25,000.00
01-3100-6280	Legal	13.71	500.00	0.00	500.00	500.00	500.00
01-3100-6290	Materials/Supplies	15,459.62	13,500.00	3,990.16	14,500.00	10,509.84	14,500.00
01-3100-6292	Misc Expense	3,028.91	5,000.00	762.18	5,000.00	4,237.82	5,000.00
01-3100-6295	Transfer to Reserves	100,000.00	40,000.00	0.00	54,500.00	54,500.00	54,500.00
01-3100-6300	Bldg Repair/Maintenance	5,968.19	15,000.00	1,640.01	30,000.00	28,359.99	30,000.00
01-3100-6330	Inspections/Contracts	26,306.36	25,500.00	0.00	28,500.00	28,500.00	28,500.00
01-3100-6340	Engineering	785.49	4,350.00	0.00	4,350.00	4,350.00	4,350.00
01-3100-6350	Electricity	8,580.25	9,900.00	3,122.30	9,900.00	6,777.70	9,900.00
01-3100-6360	Water/Sewer	1,844.00	2,100.00	452.56	2,100.00	1,647.44	2,100.00
01-3100-6370	Natural Gas/Heat	3,045.76	3,800.00	836.78	6,500.00	5,663.22	6,500.00
01-3100-6375	Propane	5,617.12	10,000.00	3,351.67	5,800.00	2,448.33	5,800.00
01-3100-6400	Equip Repair/Maintenance	89,312.36	85,000.00	14,972.20	82,800.00	67,827.80	82,800.00
01-3100-6405	Fleet Expense	0.00	0.00	172.99	7,200.00	7,027.01	7,200.00
01-3100-6406	Total Fleet Maintenance	0.00	0.00	1,754.82	13,415.00	11,660.18	13,415.00
01-3100-6410	Fuel	88,241.96	115,000.00	27,346.09	105,000.00	77,653.91	105,000.00
01-3100-6415	Loose Top Maintenance	140,662.31	100,000.00	0.00	175,000.00	175,000.00	175,000.00
01-3100-6420	Hard Top Maintenance	34,195.36	25,000.00	350.36	18,000.00	17,649.64	18,000.00
01-3100-6425	Winter Control	7,165.34	18,500.00	4,742.44	12,500.00	7,757.56	12,500.00
01-3100-6427	Salt & Sand	27,364.09	30,000.00	872.49	32,000.00	31,127.51	32,000.00
01-3100-6430	Sidewalk Repairs	4,606.49	0.00	0.00	12,000.00	12,000.00	12,000.00
01-3100-6440	Catch Basin Repair/Cleaning	11,225.94	6,500.00	0.00	10,000.00	10,000.00	10,000.00
01-3100-6445	Street Signs	3,037.54	4,500.00	718.17	2,500.00	1,781.83	2,500.00
01-3100-6450	Drains	3,907.76	5,500.00	0.00	5,500.00	5,500.00	5,500.00
01-3100-6455	Pit Licence	2,431.61	2,500.00	0.00	2,500.00	2,500.00	2,500.00
01-3100-6460	Bridges & Culverts	5,003.28	6,500.00	1,575.00	6,500.00	4,925.00	6,500.00
01-3100-6465	Tree Removal/Planting	11,394.73	20,000.00	189.68	20,000.00	19,810.32	20,000.00
01-3100-6470	License Fees	9,483.24	9,500.00	152.64	10,500.00	10,347.36	10,500.00
01-3100-6472	Radio Equipment	0.00	1,000.00	0.00	500.00	500.00	500.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-3100-6480	Traffic Lights	1,228.57	1,800.00	966.72	0.00	(966.72)	0.00
01-3100-6910	Studies - Roads Needs	0.00	0.00	0.00	19,500.00	19,500.00	19,500.00
<b>Total Expense</b>		<b>1,314,924.48</b>	<b>1,292,880.00</b>	<b>332,002.65</b>	<b>1,538,477.00</b>	<b>1,206,474.35</b>	<b>1,538,477.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(1,020,277.29)</b>	<b>(1,002,505.00)</b>	<b>(238,817.44)</b>	<b>(938,202.00)</b>	<b>(699,384.56)</b>	<b>(938,202.00)</b>
<b>3400 Streetlighting</b>							
<b>Revenue</b>							
01-3400-5125	Transfer from Reserves	0.00	0.00	0.00	9,200.00	9,200.00	9,200.00
01-3400-5450	Streetlight Revenue	4,508.82	5,915.00	0.00	6,062.00	6,062.00	6,062.00
<b>Total Revenue</b>		<b>4,508.82</b>	<b>5,915.00</b>	<b>0.00</b>	<b>15,262.00</b>	<b>15,262.00</b>	<b>15,262.00</b>
<b>Expense</b>							
01-3400-6481	Wingham Consumption	91,593.45	96,000.00	21,355.28	98,400.00	77,044.72	98,400.00
01-3400-6482	Wingham S/L Repair & Maintenance	4,879.10	8,700.00	1,051.45	8,918.00	7,866.55	8,918.00
01-3400-6483	Blyth Consumption	24,634.64	25,200.00	5,056.14	25,830.00	20,773.86	25,830.00
01-3400-6484	Blyth S/L Repairs & Maintenance	2,712.79	5,500.00	223.87	5,638.00	5,414.13	5,638.00
01-3400-6485	Humphrey Consumption	2,104.20	2,100.00	422.85	2,153.00	1,730.15	2,153.00
01-3400-6486	Humphrey S/L Repairs & Maintenance	0.00	250.00	131.89	256.00	124.11	256.00
01-3400-6487	Auburn Consumption	948.26	1,050.00	284.93	1,076.00	791.07	1,076.00
01-3400-6488	Auburn S/L Repairs & Maintenance	0.00	250.00	0.00	256.00	256.00	256.00
01-3400-6489	Hutton Heights Consumption	1,248.54	1,275.00	375.71	1,307.00	931.29	1,307.00
01-3400-6490	Hutton Heights S/L Repairs & Maintenance	0.00	250.00	319.72	256.00	(63.72)	256.00
01-3400-6491	Whitechurch Consumption	168.78	370.00	0.00	379.00	379.00	379.00
01-3400-6492	Belgrave Consumption	496.46	370.00	364.46	379.00	14.54	379.00
<b>Total Expense</b>		<b>128,786.22</b>	<b>141,315.00</b>	<b>29,586.30</b>	<b>144,848.00</b>	<b>115,261.70</b>	<b>144,848.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(124,277.40)</b>	<b>(135,400.00)</b>	<b>(29,586.30)</b>	<b>(129,586.00)</b>	<b>(99,999.70)</b>	<b>(129,586.00)</b>
<b>3500 Air Transportation</b>							
<b>Revenue</b>							
01-3500-5200	Admissions/Rentals	67,737.98	67,744.00	7,896.68	67,548.00	59,651.32	67,548.00
01-3500-5255	Sales	21,761.33	19,800.00	3,286.12	19,800.00	16,513.88	19,800.00
01-3500-5260	Vending	0.00	0.00	10.89	0.00	(10.89)	0.00
01-3500-5280	Grants/Levies	2,000.00	1,800.00	0.00	2,000.00	2,000.00	2,000.00
<b>Total Revenue</b>		<b>91,499.31</b>	<b>89,344.00</b>	<b>11,193.69</b>	<b>89,348.00</b>	<b>78,154.31</b>	<b>89,348.00</b>
<b>Expense</b>							
01-3500-6100	Salaries & Wages - Full Time	3,601.25	3,281.00	0.00	3,515.00	3,515.00	3,515.00
01-3500-6110	Salaries - Part Time	17,153.86	19,360.00	5,120.87	16,122.00	11,001.13	16,122.00
01-3500-6120	Benefits - Full Time	1,731.22	4,177.00	234.61	3,690.00	3,455.39	3,690.00
01-3500-6200	Clothing/Uniforms	0.00	150.00	0.00	150.00	150.00	150.00
01-3500-6205	Meeting Allowance	0.00	300.00	0.00	300.00	300.00	300.00
01-3500-6210	Subscriptions/Memberships	425.00	850.00	425.00	950.00	525.00	950.00
01-3500-6220	Training/Travel/Workshops	407.33	862.00	195.00	862.00	667.00	862.00
01-3500-6250	Office Supplies	56.99	50.00	0.00	50.00	50.00	50.00
01-3500-6260	Phone/Fax/Internet	1,337.54	1,380.00	430.76	1,356.00	925.24	1,356.00
01-3500-6270	Insurance	5,856.63	6,281.00	5,820.38	6,263.00	442.62	6,263.00
01-3500-6290	Materials/Supplies	1,370.38	2,500.00	0.00	500.00	500.00	500.00
01-3500-6300	Bldg Repair/Maintenance	5,025.22	7,300.00	2,610.07	9,750.00	7,139.93	9,750.00
01-3500-6310	Taxes	5,799.23	5,000.00	1,979.00	5,800.00	3,821.00	5,800.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-3500-6320	Janitorial Supplies	200.00	200.00	0.00	200.00	200.00	200.00
01-3500-6330	Inspections/Contracts	5,743.06	3,450.00	94.00	4,550.00	4,456.00	4,550.00
01-3500-6350	Electricity	8,757.04	9,500.00	3,466.66	9,200.00	5,733.34	9,200.00
01-3500-6390	SnowPlowing	3,380.00	5,765.00	0.00	5,265.00	5,265.00	5,265.00
01-3500-6410	Fuel	20,449.98	17,050.00	3,103.52	17,050.00	13,946.48	17,050.00
<b>Total Expense</b>		<b>81,294.73</b>	<b>87,456.00</b>	<b>23,479.87</b>	<b>85,573.00</b>	<b>62,093.13</b>	<b>85,573.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>10,204.58</b>	<b>1,888.00</b>	<b>(12,286.18)</b>	<b>3,775.00</b>	<b>16,061.18</b>	<b>3,775.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>(1,134,350.11)</b>	<b>(1,136,017.00)</b>	<b>(280,689.92)</b>	<b>(1,064,013.00)</b>	<b>(783,323.08)</b>	<b>(1,064,013.00)</b>

**Category: 4???**

**4100 Sanitary Sewer**

**Revenue**

01-4100-5115	Interest Income	13,548.66	8,147.00	3,200.66	10,000.00	6,799.34	10,000.00
01-4100-5120	Misc Revenue	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
01-4100-5125	Transfer from Reserve	10,081.32	173,423.00	0.00	161,464.00	161,464.00	161,464.00
01-4100-5600	Wingham Residential	375,474.79	365,905.00	84,944.43	379,000.00	294,055.57	379,000.00
01-4100-5605	Blyth Residential	114,431.01	113,850.00	39,145.53	117,800.00	78,654.47	117,800.00
01-4100-5620	Wingham Commerical	54,079.51	64,170.00	11,509.73	58,000.00	46,490.27	58,000.00
01-4100-5625	Blyth Commercial	22,899.74	18,630.00	5,646.28	21,000.00	15,353.72	21,000.00
01-4100-5630	Installations/Connections	7,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
01-4100-5675	SS Long Term Reserves	300,843.80	298,500.00	73,539.99	298,500.00	224,960.01	298,500.00
01-4100-5680	Frontage & Connection	6,536.89	6,500.00	0.00	6,500.00	6,500.00	6,500.00
01-4100-5685	Braemar Agreement	9,666.00	9,338.00	2,500.88	10,000.00	7,499.12	10,000.00
<b>Total Revenue</b>		<b>914,561.72</b>	<b>1,064,463.00</b>	<b>220,487.50</b>	<b>1,068,264.00</b>	<b>847,776.50</b>	<b>1,068,264.00</b>

**Expense**

01-4100-6100	Salaries & Wages - Full Time	168,107.60	146,553.00	38,199.10	85,000.00	46,800.90	85,000.00
01-4100-6120	Benefits - Full Time	43,802.42	38,220.00	6,839.55	22,930.00	16,090.45	22,930.00
01-4100-6130	Overtime	3,137.03	3,000.00	2,782.90	3,500.00	717.10	3,500.00
01-4100-6200	Clothing/Uniforms	416.14	935.00	76.32	500.00	423.68	500.00
01-4100-6210	Subscriptions/Memberships	2,281.35	2,000.00	0.00	2,500.00	2,500.00	2,500.00
01-4100-6220	Training/Travel/Workshops	1,567.50	3,850.00	0.00	500.00	500.00	500.00
01-4100-6230	Health & Safety	1,375.77	2,150.00	0.00	500.00	500.00	500.00
01-4100-6240	Advertising/Promotion	209.42	500.00	0.00	500.00	500.00	500.00
01-4100-6250	Office Supplies	855.26	2,350.00	37.30	1,350.00	1,312.70	1,350.00
01-4100-6260	Phone/Fax/Internet	4,566.36	5,480.00	1,491.18	2,976.00	1,484.82	2,976.00
01-4100-6270	Insurance	15,327.05	14,452.00	0.00	10,385.00	10,385.00	10,385.00
01-4100-6280	Legal/Accounting	0.00	5,480.00	0.00	5,640.00	5,640.00	5,640.00
01-4100-6295	Transfer to Reserves	307,843.80	323,500.00	0.00	298,500.00	298,500.00	298,500.00
01-4100-6300	Bldg Repair/Maintenance	900.35	13,100.00	607.87	13,100.00	12,492.13	13,100.00
01-4100-6310	Taxes	29,871.33	28,325.00	0.00	28,325.00	28,325.00	28,325.00
01-4100-6330	Inspections/Contracts	8,906.02	3,800.00	0.00	2,400.00	2,400.00	2,400.00
01-4100-6335	Contracts - Veolia	0.00	0.00	5,155.16	166,667.00	161,511.84	166,667.00
01-4100-6340	Engineering	1,549.10	8,000.00	0.00	4,000.00	4,000.00	4,000.00
01-4100-6350	Electricity	111,880.95	77,110.00	26,453.97	107,084.00	80,630.03	107,084.00
01-4100-6360	Water/Sewer	1,373.32	1,500.00	538.31	1,500.00	961.69	1,500.00
01-4100-6400	Equip Repair/Maintenance	56,868.02	56,200.00	1,110.93	36,140.00	35,029.07	36,140.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-4100-6410	Fuel	7,112.34	8,440.00	463.51	500.00	36.49	500.00
01-4100-6510	Chemicals	12,005.13	26,500.00	0.00	500.00	500.00	500.00
01-4100-6512	Lab Services/Supplies	11,138.49	16,818.00	2,664.63	3,000.00	335.37	3,000.00
01-4100-6513	Billing/Collecting	6,465.68	7,000.00	7.29	7,000.00	6,992.71	7,000.00
01-4100-6514	Distribution/Collection Maintenance	31,371.88	46,200.00	1,151.43	21,572.00	20,420.57	21,572.00
01-4100-6515	Sludge Disposal	74,057.36	48,000.00	0.00	8,800.00	8,800.00	8,800.00
<b>Total Expense</b>		<b>902,989.67</b>	<b>889,463.00</b>	<b>87,579.45</b>	<b>835,369.00</b>	<b>747,789.55</b>	<b>835,369.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>11,572.05</b>	<b>175,000.00</b>	<b>132,908.05</b>	<b>232,895.00</b>	<b>99,986.95</b>	<b>232,895.00</b>
<b>4300 Waterworks</b>							
<b>Revenue</b>							
01-4300-5115	Interest Income	26,700.51	6,531.00	6,889.24	8,000.00	1,110.76	8,000.00
01-4300-5120	Misc Revenue	4,261.68	5,000.00	7,052.72	5,000.00	(2,052.72)	5,000.00
01-4300-5125	Transfer from Reserve	0.00	0.00	0.00	755,072.00	755,072.00	755,072.00
01-4300-5280	Grants - Source Water	265,628.60	131,000.00	0.00	176,513.00	176,513.00	176,513.00
01-4300-5600	Wingham Residential	404,974.18	407,778.00	88,023.79	416,000.00	327,976.21	416,000.00
01-4300-5605	Blyth Residential	182,351.63	184,230.00	62,510.55	189,000.00	126,489.45	189,000.00
01-4300-5610	East Wawanosh Residential	11,447.20	11,592.00	4,074.00	12,420.00	8,346.00	12,420.00
01-4300-5620	Wingham Commerical	92,370.99	108,675.00	18,957.85	100,000.00	81,042.15	100,000.00
01-4300-5625	Blyth Commercial	15,828.16	15,525.00	4,617.73	16,000.00	11,382.27	16,000.00
01-4300-5630	Installations/Connections	5,000.00	5,000.00	2,500.00	100,000.00	97,500.00	100,000.00
01-4300-5640	Fire Protection Charge	4,237.64	4,100.00	3,094.67	4,100.00	1,005.33	4,100.00
01-4300-5645	Late Payment Revenue	13,528.76	9,000.00	3,417.70	9,000.00	5,582.30	9,000.00
01-4300-5650	Billing Revenue	25,906.20	24,000.00	0.00	25,000.00	25,000.00	25,000.00
01-4300-5675	W/W Long Term Reserves	312,508.14	312,000.00	77,109.99	310,500.00	233,390.01	310,500.00
<b>Total Revenue</b>		<b>1,364,743.69</b>	<b>1,224,431.00</b>	<b>278,248.24</b>	<b>2,126,605.00</b>	<b>1,848,356.76</b>	<b>2,126,605.00</b>
<b>Expense</b>							
01-4300-6100	Salaries & Wages - Full Time	209,800.89	219,830.00	33,942.84	99,125.00	65,182.16	99,125.00
01-4300-6120	Benefits - Full Time	50,472.38	57,330.00	4,906.53	26,730.00	21,823.47	26,730.00
01-4300-6130	Overtime	1,502.10	4,000.00	344.35	500.00	155.65	500.00
01-4300-6200	Clothing/Uniforms	806.43	935.00	183.68	200.00	16.32	200.00
01-4300-6210	Subscriptions/Memberships	2,231.35	3,100.00	450.53	2,500.00	2,049.47	2,500.00
01-4300-6220	Training/Travel/Workshops	3,044.08	6,450.00	2,037.73	2,500.00	462.27	2,500.00
01-4300-6230	Health & Safety	445.53	1,800.00	102.03	500.00	397.97	500.00
01-4300-6240	Advertising/Promotion	1,346.04	2,450.00	0.00	2,450.00	2,450.00	2,450.00
01-4300-6250	Office Supplies	3,453.20	2,350.00	325.94	1,350.00	1,024.06	1,350.00
01-4300-6260	Phone/Fax/Internet	5,907.86	5,880.00	2,128.66	4,464.00	2,335.34	4,464.00
01-4300-6270	Insurance	12,536.60	12,029.00	0.00	15,577.00	15,577.00	15,577.00
01-4300-6280	Legal/Accounting	661.44	7,000.00	381.60	7,000.00	6,618.40	7,000.00
01-4300-6295	Transfer to Reserve	638,058.38	356,650.00	0.00	310,500.00	310,500.00	310,500.00
01-4300-6300	Bldg Repair/Maintenance	1,655.74	5,100.00	1,277.03	4,500.00	3,222.97	4,500.00
01-4300-6310	Taxes	4,081.14	5,150.00	0.00	5,150.00	5,150.00	5,150.00
01-4300-6330	Inspections/Contracts	20,546.47	26,800.00	0.00	3,600.00	3,600.00	3,600.00
01-4300-6335	Contracts - Veolia	0.00	0.00	6,089.32	250,000.00	243,910.68	250,000.00
01-4300-6340	Engineering	12,952.60	7,000.00	623.28	6,000.00	5,376.72	6,000.00
01-4300-6350	Electricity	81,830.54	54,175.00	20,671.82	116,206.00	95,534.18	116,206.00
01-4300-6360	Water/Sewer	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
01-4300-6400	Equip Repair/Maintenance	51,195.88	57,950.00	1,035.82	54,210.00	53,174.18	54,210.00
01-4300-6410	Fuel	7,424.29	10,160.00	1,492.40	2,000.00	507.60	2,000.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-4300-6510	Chemicals	16,639.84	15,117.00	4,805.75	5,000.00	194.25	5,000.00
01-4300-6512	Lab Services/Supplies	16,511.45	21,625.00	3,001.12	3,500.00	498.88	3,500.00
01-4300-6513	Billing/Collecting	12,987.53	14,000.00	7,999.28	14,000.00	6,000.72	14,000.00
01-4300-6514	Distribution/Collection Maintenance	47,301.99	58,850.00	13,173.46	32,358.00	19,184.54	32,358.00
01-4300-6516	M-T Belgrave Water System	26,621.65	24,500.00	0.00	29,421.00	29,421.00	29,421.00
<b>Total Expense</b>		<b>1,230,015.40</b>	<b>981,231.00</b>	<b>104,973.17</b>	<b>1,000,341.00</b>	<b>895,367.83</b>	<b>1,000,341.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>134,728.29</b>	<b>243,200.00</b>	<b>173,275.07</b>	<b>1,126,264.00</b>	<b>952,988.93</b>	<b>1,126,264.00</b>
<b>4525 Waste</b>							
<b>Revenue</b>							
01-4525-5400	Bag Tags	76,210.50	80,000.00	32,496.80	100,000.00	67,503.20	100,000.00
01-4525-5410	Tipping Fees	79,494.22	50,000.00	22,013.51	64,000.00	41,986.49	64,000.00
01-4525-5420	Recycling Revenue - WDO/BLUE BC	50,183.51	30,000.00	14,466.67	40,000.00	25,533.33	40,000.00
<b>Total Revenue</b>		<b>205,888.23</b>	<b>160,000.00</b>	<b>68,976.98</b>	<b>204,000.00</b>	<b>135,023.02</b>	<b>204,000.00</b>
<b>Expense</b>							
01-4525-6110	Salaries - Part Time	42,960.17	41,000.00	11,247.73	42,025.00	30,777.27	42,025.00
01-4525-6125	Benefits - Part Time	5,098.18	6,970.00	1,289.43	7,144.00	5,854.57	7,144.00
01-4525-6220	Training	50.88	500.00	0.00	500.00	500.00	500.00
01-4525-6250	Office Supplies	601.66	150.00	518.83	650.00	131.17	650.00
01-4525-6255	Postage/Courier	301.62	500.00	0.00	500.00	500.00	500.00
01-4525-6260	Phone/Fax/Internet	289.45	650.00	129.02	650.00	520.98	650.00
01-4525-6270	Insurance	9,697.57	9,697.00	9,858.11	9,939.00	80.89	9,939.00
01-4525-6295	Transfer to Reserve	96,444.31	20,000.00	0.00	20,000.00	20,000.00	20,000.00
01-4525-6310	Taxes	2,508.45	2,500.00	0.00	2,571.00	2,571.00	2,571.00
01-4525-6330	Inspections/Contracts	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
01-4525-6350	Electricity	1,121.99	1,325.00	295.29	1,358.00	1,062.71	1,358.00
01-4525-6400	Equipment Repair/Maintenance	1,861.12	12,000.00	43.10	12,000.00	11,956.90	12,000.00
01-4525-6410	Fuel	5,185.60	10,000.00	1,218.17	10,000.00	8,781.83	10,000.00
01-4525-6490	Operating Expense	30,790.49	14,000.00	205.27	28,000.00	27,794.73	28,000.00
01-4525-6491	Operating Expense B/H	13,555.69	40,000.00	0.00	40,000.00	40,000.00	40,000.00
01-4525-6492	Annual Costs	43,524.19	50,000.00	4,391.25	50,000.00	45,608.75	50,000.00
01-4525-6494	Pest Control	1,411.36	1,400.00	361.74	1,500.00	1,138.26	1,500.00
01-4525-6496	Waste Bin	1,415.31	1,700.00	171.76	1,700.00	1,528.24	1,700.00
01-4525-6498	Collection Contract	117,363.44	110,127.00	18,427.88	111,779.00	93,351.12	111,779.00
01-4525-6499	Recycle Contract	81,699.97	88,610.00	15,077.34	89,939.00	74,861.66	89,939.00
01-4525-6832	Recycle Bin	4,828.03	4,500.00	1,089.85	5,000.00	3,910.15	5,000.00
<b>Total Expense</b>		<b>460,709.48</b>	<b>416,629.00</b>	<b>64,324.77</b>	<b>436,255.00</b>	<b>371,930.23</b>	<b>436,255.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(254,821.25)</b>	<b>(256,629.00)</b>	<b>4,652.21</b>	<b>(232,255.00)</b>	<b>(236,907.21)</b>	<b>(232,255.00)</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>(108,520.91)</b>	<b>161,571.00</b>	<b>310,835.33</b>	<b>1,126,904.00</b>	<b>816,068.67</b>	<b>1,126,904.00</b>

Category: 5???

**5500 Cemeteries**

**Revenue**

01-5500-5110	Donations	140.00	75.00	0.00	100.00	100.00	100.00
01-5500-5120	Misc Revenue	3,450.00	1,000.00	975.00	1,000.00	25.00	1,000.00
01-5500-5125	Transfer from Reserve	20,508.12	7,500.00	0.00	32,000.00	32,000.00	32,000.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-5500-5280	Grants/Levies	0.00	500.00	0.00	500.00	500.00	500.00
01-5500-5300	Plots Sales	32,195.00	20,000.00	6,250.00	20,000.00	13,750.00	20,000.00
01-5500-5305	Grave Openings	38,712.50	27,000.00	10,037.50	27,000.00	16,962.50	27,000.00
01-5500-5315	Vault Installation	0.00	600.00	0.00	600.00	600.00	600.00
01-5500-5320	Ontario Licence Fee	0.00	0.00	10.00	0.00	(10.00)	0.00
01-5500-5370	Perpetual Care Interest	4,490.37	5,000.00	1,469.19	5,000.00	3,530.81	5,000.00
01-5500-5375	Monument Care Interest	330.28	350.00	48.00	350.00	302.00	350.00
<b>Total Revenue</b>		<b>99,826.27</b>	<b>62,025.00</b>	<b>18,789.69</b>	<b>86,550.00</b>	<b>67,760.31</b>	<b>86,550.00</b>
<b>Expense</b>							
01-5500-6100	Salaries & Wages - Full Time	49,131.61	51,500.00	0.00	52,788.00	52,788.00	52,788.00
01-5500-6120	Benefits - Full Time	14,619.28	13,905.00	0.00	14,253.00	14,253.00	14,253.00
01-5500-6200	Clothing/Uniforms	207.13	300.00	0.00	400.00	400.00	400.00
01-5500-6210	Subscriptions/Memberships	191.51	225.00	195.87	250.00	54.13	250.00
01-5500-6220	Travel/Training/Workshops	0.00	800.00	0.00	1,000.00	1,000.00	1,000.00
01-5500-6230	Health & Safety	0.00	150.00	0.00	150.00	150.00	150.00
01-5500-6250	Office Supplies	6.09	50.00	6.35	50.00	43.65	50.00
01-5500-6260	Phone/Fax/Internet	826.74	1,000.00	214.81	1,025.00	810.19	1,025.00
01-5500-6270	Insurance	1,513.51	1,514.00	1,582.75	1,552.00	(30.75)	1,552.00
01-5500-6290	Materials/Supplies	11,985.16	6,000.00	0.00	12,000.00	12,000.00	12,000.00
01-5500-6292	Misc Expense	5,177.79	4,000.00	2,079.00	4,000.00	1,921.00	4,000.00
01-5500-6295	Transfer to Reserve	35,000.00	0.00	0.00	10,000.00	10,000.00	10,000.00
01-5500-6350	Electricity	1,221.73	1,600.00	557.91	1,640.00	1,082.09	1,640.00
01-5500-6400	Equip Repair/Maintenance	34.41	1,250.00	0.00	1,000.00	1,000.00	1,000.00
01-5500-6410	Fuel	1,918.26	1,800.00	0.00	1,845.00	1,845.00	1,845.00
01-5500-6880	Blyth Maint/Supplies/Burials	2,842.76	4,500.00	0.00	4,500.00	4,500.00	4,500.00
<b>Total Expense</b>		<b>124,675.98</b>	<b>88,594.00</b>	<b>4,636.69</b>	<b>106,453.00</b>	<b>101,816.31</b>	<b>106,453.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(24,849.71)</b>	<b>(26,569.00)</b>	<b>14,153.00</b>	<b>(19,903.00)</b>	<b>(34,056.00)</b>	<b>(19,903.00)</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>(24,849.71)</b>	<b>(26,569.00)</b>	<b>14,153.00</b>	<b>(19,903.00)</b>	<b>(34,056.00)</b>	<b>(19,903.00)</b>

**Category: 6???**

**6400 Child Care**

**Revenue**

01-6400-5125	Transfer from Reserve	36,539.87	35,750.00	0.00	22,846.00	22,846.00	22,846.00
01-6400-5205	Revenue from Parents	329,349.24	298,050.00	103,172.37	374,125.00	270,952.63	374,125.00
01-6400-5505	Fee Subsidy (County)	163,310.47	149,025.00	29,020.50	124,708.00	95,687.50	124,708.00
01-6400-5510	Program Assistant	13,770.40	9,000.00	0.00	5,000.00	5,000.00	5,000.00
01-6400-5515	Direct Operating Grant	131,277.90	127,987.00	47,750.40	127,987.00	80,236.60	127,987.00
01-6400-5520	Health & Safety Grant	15,355.58	6,052.00	0.00	3,000.00	3,000.00	3,000.00
01-6400-5521	Wage Improvement	28,029.42	0.00	12,360.52	0.00	(12,360.52)	0.00
01-6400-5525	Early Years Admin Fee	8,820.00	8,820.00	0.00	8,820.00	8,820.00	8,820.00
<b>Total Revenue</b>		<b>726,452.88</b>	<b>634,684.00</b>	<b>192,303.79</b>	<b>666,486.00</b>	<b>474,182.21</b>	<b>666,486.00</b>

**Expense**

01-6400-6100	Salaries & Wages - Full Time	546,765.12	497,586.00	153,215.26	469,527.00	316,311.74	469,527.00
01-6400-6120	Benefits - Full Time	117,141.41	114,010.00	21,913.54	108,485.00	86,571.46	108,485.00
01-6400-6200	Clothing/Uniforms	936.56	1,000.00	0.00	1,000.00	1,000.00	1,000.00
01-6400-6220	Training/Travel/Workshops	2,042.39	2,000.00	366.13	2,000.00	1,633.87	2,000.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-6400-6250	Office Supplies	3,531.35	3,500.00	1,796.78	4,500.00	2,703.22	4,500.00
01-6400-6270	Insurance	2,205.40	2,205.00	2,266.71	2,205.00	(61.71)	2,205.00
01-6400-6700	Program Occupancy	1,553.66	1,800.00	1,898.23	1,800.00	(98.23)	1,800.00
01-6400-6702	Program Supplies	2,904.99	3,500.00	1,456.27	3,500.00	2,043.73	3,500.00
01-6400-6704	Food	21,863.12	19,000.00	7,841.51	20,000.00	12,158.49	20,000.00
01-6400-6710	Health & Safety Project	0.00	3,295.00	0.00	3,000.00	3,000.00	3,000.00
<b>Total Expense</b>		<b>698,944.00</b>	<b>647,896.00</b>	<b>190,754.43</b>	<b>616,017.00</b>	<b>425,262.57</b>	<b>616,017.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>27,508.88</b>	<b>(13,212.00)</b>	<b>1,549.36</b>	<b>50,469.00</b>	<b>48,919.64</b>	<b>50,469.00</b>
<b>6410 Day Care Bldg</b>							
<b>Expense</b>							
01-6410-6100	Salaries & Wages - Full Time	5,791.76	5,838.00	0.00	5,878.00	5,878.00	5,878.00
01-6410-6110	Salaries - Part Time	0.00	752.00	0.00	764.00	764.00	764.00
01-6410-6120	Benefits - Full Time	1,302.02	1,704.00	0.00	1,717.00	1,717.00	1,717.00
01-6410-6270	Insurance	1,196.64	1,197.00	1,271.64	1,272.00	0.36	1,272.00
01-6410-6295	Transfer to Reserve	0.00	0.00	0.00	37,500.00	37,500.00	37,500.00
01-6410-6300	Bldg Repair/Maintenance	4,577.65	17,050.00	297.41	3,700.00	3,402.59	3,700.00
01-6410-6320	Janitorial Supplies	4,622.51	4,700.00	1,442.56	4,700.00	3,257.44	4,700.00
01-6410-6330	Inspections/Contracts	17,706.39	18,678.00	3,865.91	18,678.00	14,812.09	18,678.00
01-6410-6350	Electricity	8,230.46	8,200.00	1,738.71	8,200.00	6,461.29	8,200.00
01-6410-6360	Water/Sewer	1,483.91	1,300.00	293.35	1,400.00	1,106.65	1,400.00
01-6410-6370	Natural Gas/Heat	1,537.99	2,060.00	336.61	2,060.00	1,723.39	2,060.00
01-6410-6380	Waste Disposal	865.92	715.00	111.94	729.00	617.06	729.00
01-6410-6390	SnowPlowing	1,610.00	1,460.00	0.00	1,945.00	1,945.00	1,945.00
<b>Total Expense</b>		<b>48,925.25</b>	<b>63,654.00</b>	<b>9,358.13</b>	<b>88,543.00</b>	<b>79,184.87</b>	<b>88,543.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(48,925.25)</b>	<b>(63,654.00)</b>	<b>(9,358.13)</b>	<b>(88,543.00)</b>	<b>(79,184.87)</b>	<b>(88,543.00)</b>
<b>6500 Early Learning Site</b>							
<b>Revenue</b>							
01-6500-5205	Revenue from Parents	13,285.46	60,587.00	6,136.00	38,647.00	32,511.00	38,647.00
01-6500-5505	Fee Subsidy (County)	39,220.21	30,293.00	7,490.70	12,882.00	5,391.30	12,882.00
01-6500-5510	Program Assistant	0.00	1,000.00	0.00	500.00	500.00	500.00
01-6500-5515	Direct Operating Grant	13,429.80	13,089.00	4,526.36	13,089.00	8,562.64	13,089.00
01-6500-5520	Health & Safety Grant	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
<b>Total Revenue</b>		<b>65,935.47</b>	<b>105,969.00</b>	<b>18,153.06</b>	<b>66,118.00</b>	<b>47,964.94</b>	<b>66,118.00</b>
<b>Expense</b>							
01-6500-6100	Salaries & Wages - Full Time	46,567.29	51,596.00	15,066.46	50,129.00	35,062.54	50,129.00
01-6500-6120	Benefits - Full Time	10,746.65	11,069.00	2,516.56	12,290.00	9,773.44	12,290.00
01-6500-6200	Clothing/Uniforms	0.00	130.00	0.00	130.00	130.00	130.00
01-6500-6220	Training/Travel/Workshops	58.53	500.00	108.06	500.00	391.94	500.00
01-6500-6250	Office Supplies	155.00	700.00	103.39	700.00	596.61	700.00
01-6500-6700	Program Occupancy	62.74	500.00	378.40	500.00	121.60	500.00
01-6500-6702	Program Supplies	320.47	1,000.00	833.47	1,000.00	166.53	1,000.00
01-6500-6704	Food	6,340.79	6,400.00	942.28	5,000.00	4,057.72	5,000.00
<b>Total Expense</b>		<b>64,251.47</b>	<b>71,895.00</b>	<b>19,948.62</b>	<b>70,249.00</b>	<b>50,300.38</b>	<b>70,249.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>1,684.00</b>	<b>34,074.00</b>	<b>(1,795.56)</b>	<b>(4,131.00)</b>	<b>(2,335.44)</b>	<b>(4,131.00)</b>
<b>6600 Before &amp; After Maitland Campus</b>							

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Revenue</b>							
01-6600-5205	Revenue from Parents	84,982.01	72,337.00	25,315.36	108,938.00	83,622.64	108,938.00
01-6600-5505	Fee Subsidy (County)	42,200.59	24,112.00	9,686.47	36,313.00	26,626.53	36,313.00
01-6600-5510	Program Assistant	0.00	0.00	362.68	0.00	(362.68)	0.00
01-6600-5515	Direct Operating Grant	26,859.60	26,179.00	8,953.20	26,179.00	17,225.80	26,179.00
<b>Total Revenue</b>		<b>154,042.20</b>	<b>122,628.00</b>	<b>44,317.71</b>	<b>171,430.00</b>	<b>127,112.29</b>	<b>171,430.00</b>
<b>Expense</b>							
01-6600-6110	Salaries - Part Time	61,060.14	65,910.00	17,876.00	68,218.00	50,342.00	68,218.00
01-6600-6125	Benefits - Part Time	7,507.37	11,204.00	1,762.38	11,597.00	9,834.62	11,597.00
01-6600-6702	Program Supplies	4,096.77	2,000.00	1,766.98	2,000.00	233.02	2,000.00
01-6600-6704	Food	6,020.05	6,000.00	2,317.46	6,500.00	4,182.54	6,500.00
<b>Total Expense</b>		<b>78,684.33</b>	<b>85,114.00</b>	<b>23,722.82</b>	<b>88,315.00</b>	<b>64,592.18</b>	<b>88,315.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>75,357.87</b>	<b>37,514.00</b>	<b>20,594.89</b>	<b>83,115.00</b>	<b>62,520.11</b>	<b>83,115.00</b>
<b>6700 Before &amp; After Sacred Heart</b>							
<b>Revenue</b>							
01-6700-5205	Revenue from Parents	20,699.18	17,439.00	5,969.05	26,100.00	20,130.95	26,100.00
01-6700-5505	Fee Subsidy (County)	3,170.00	5,813.00	833.00	8,700.00	7,867.00	8,700.00
01-6700-5515	Direct Operating Grant	5,968.80	5,817.00	1,939.84	5,817.00	3,877.16	5,817.00
<b>Total Revenue</b>		<b>29,837.98</b>	<b>29,069.00</b>	<b>8,741.89</b>	<b>40,617.00</b>	<b>31,875.11</b>	<b>40,617.00</b>
<b>Expense</b>							
01-6700-6110	Salaries - Part Time	22,414.44	22,678.00	10,805.60	21,564.00	10,758.40	21,564.00
01-6700-6120	Benefits	2,358.29	3,855.00	1,095.57	3,666.00	2,570.43	3,666.00
01-6700-6702	Program Supplies	221.04	500.00	345.91	500.00	154.09	500.00
01-6700-6704	Food	1,757.04	1,000.00	405.13	1,000.00	594.87	1,000.00
<b>Total Expense</b>		<b>26,750.81</b>	<b>28,033.00</b>	<b>12,652.21</b>	<b>26,730.00</b>	<b>14,077.79</b>	<b>26,730.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>3,087.17</b>	<b>1,036.00</b>	<b>(3,910.32)</b>	<b>13,887.00</b>	<b>17,797.32</b>	<b>13,887.00</b>
<b>6800 Early Years</b>							
<b>Revenue</b>							
01-6800-5290	Rev - Huron County	80,820.00	80,820.00	27,480.00	82,440.00	54,960.00	82,440.00
<b>Total Revenue</b>		<b>80,820.00</b>	<b>80,820.00</b>	<b>27,480.00</b>	<b>82,440.00</b>	<b>54,960.00</b>	<b>82,440.00</b>
<b>Expense</b>							
01-6800-6110	Salaries - Part Time	45,097.74	52,933.00	25,970.77	50,400.00	24,429.23	50,400.00
01-6800-6125	Benefits - Part Time	3,546.88	8,967.00	2,654.59	8,568.00	5,913.41	8,568.00
01-6800-6220	Training/Travel/Workshops	3,168.31	4,200.00	1,177.89	3,570.00	2,392.11	3,570.00
01-6800-6702	Program Supplies	15,497.63	4,500.00	4,116.08	10,395.00	6,278.92	10,395.00
01-6800-6706	Rent	915.84	1,400.00	264.58	510.00	245.42	510.00
01-6800-6708	Administration Fee	8,820.00	8,820.00	0.00	8,997.00	8,997.00	8,997.00
<b>Total Expense</b>		<b>77,046.40</b>	<b>80,820.00</b>	<b>34,183.91</b>	<b>82,440.00</b>	<b>48,256.09</b>	<b>82,440.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>3,773.60</b>	<b>0.00</b>	<b>(6,703.91)</b>	<b>0.00</b>	<b>6,703.91</b>	<b>0.00</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>62,486.27</b>	<b>(4,242.00)</b>	<b>376.33</b>	<b>54,797.00</b>	<b>54,420.67</b>	<b>54,797.00</b>

Category: 7???

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>7100 Parks - W</b>							
<b>Revenue</b>							
01-7100-5125	Transfer from Reserve	50,000.00	50,000.00	0.00	10,000.00	10,000.00	10,000.00
01-7100-5200	Admissions/Rentals	6,803.73	5,475.00	0.00	5,325.00	5,325.00	5,325.00
<b>Total Revenue</b>		<b>56,803.73</b>	<b>55,475.00</b>	<b>0.00</b>	<b>15,325.00</b>	<b>15,325.00</b>	<b>15,325.00</b>
<b>Expense</b>							
01-7100-6100	Salaries & Wages - Full Time	45,860.46	48,416.00	0.00	48,901.00	48,901.00	48,901.00
01-7100-6110	Salaries - Part Time	29,455.63	27,720.00	0.00	25,928.00	25,928.00	25,928.00
01-7100-6120	Benefits - Full Time	13,551.52	17,785.00	349.78	17,611.00	17,261.22	17,611.00
01-7100-6200	Clothing/Uniforms	457.00	250.00	0.00	250.00	250.00	250.00
01-7100-6210	Subscriptions/Memberships	0.00	140.00	0.00	140.00	140.00	140.00
01-7100-6220	Training/Travel/Workshops	1,369.57	1,430.00	180.12	1,430.00	1,249.88	1,430.00
01-7100-6240	Advertising/Promotion	233.79	500.00	0.00	500.00	500.00	500.00
01-7100-6270	Insurance	4,204.24	4,199.00	4,229.78	4,230.00	0.22	4,230.00
01-7100-6290	Materials/Supplies	2,246.68	3,900.00	0.00	2,600.00	2,600.00	2,600.00
01-7100-6300	Bldg Repair/Maintenance	5,518.68	18,200.00	100.59	12,500.00	12,399.41	12,500.00
01-7100-6310	Taxes	496.32	480.00	0.00	480.00	480.00	480.00
01-7100-6320	Janitorial Supplies	336.87	400.00	0.00	400.00	400.00	400.00
01-7100-6330	Inspections/Contracts	1,949.38	2,300.00	(115.00)	2,300.00	2,415.00	2,300.00
01-7100-6350	Electricity	3,242.93	4,190.00	561.74	4,190.00	3,628.26	4,190.00
01-7100-6360	Water/Sewer	4,064.93	3,895.00	0.00	4,130.00	4,130.00	4,130.00
01-7100-6400	Equip Repair/Maintenance	4,053.94	7,800.00	182.76	6,000.00	5,817.24	6,000.00
01-7100-6405	Fleet Expense	0.00	0.00	0.00	400.00	400.00	400.00
01-7100-6410	Fuel	9,919.81	12,000.00	673.41	12,000.00	11,326.59	12,000.00
01-7100-6745	Flowers/Planters	3,320.48	4,000.00	0.00	4,000.00	4,000.00	4,000.00
<b>Total Expense</b>		<b>130,282.23</b>	<b>157,605.00</b>	<b>6,163.18</b>	<b>147,990.00</b>	<b>141,826.82</b>	<b>147,990.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(73,478.50)</b>	<b>(102,130.00)</b>	<b>(6,163.18)</b>	<b>(132,665.00)</b>	<b>(126,501.82)</b>	<b>(132,665.00)</b>
<b>7110 Parks - B</b>							
<b>Revenue</b>							
01-7110-5200	Admissions/Rentals	1,390.83	1,000.00	46.36	1,200.00	1,153.64	1,200.00
<b>Total Revenue</b>		<b>1,390.83</b>	<b>1,000.00</b>	<b>46.36</b>	<b>1,200.00</b>	<b>1,153.64</b>	<b>1,200.00</b>
<b>Expense</b>							
01-7110-6100	Salaries & Wages - Full Time	2,548.56	2,579.00	0.00	2,756.00	2,756.00	2,756.00
01-7110-6110	Salaries - Part Time	8,082.75	8,642.00	0.00	8,930.00	8,930.00	8,930.00
01-7110-6120	Benefits - Full Time	1,697.10	2,165.00	0.00	2,262.00	2,262.00	2,262.00
01-7110-6210	Subscriptions/Memberships	0.00	70.00	0.00	70.00	70.00	70.00
01-7110-6220	Training/Travel/Workshops	35.00	150.00	0.00	150.00	150.00	150.00
01-7110-6240	Advertising & Promotion	265.91	200.00	188.26	200.00	11.74	200.00
01-7110-6270	Insurance	1,028.69	1,029.00	1,013.16	1,029.00	15.84	1,029.00
01-7110-6290	Materials/Supplies	2,353.20	5,000.00	0.00	4,000.00	4,000.00	4,000.00
01-7110-6300	Bldg Repair/Maintenance	2,304.28	8,350.00	0.00	6,350.00	6,350.00	6,350.00
01-7110-6330	Inspections/Contracts	10,785.35	10,575.00	0.00	11,779.00	11,779.00	11,779.00
01-7110-6350	Electricity	456.09	1,000.00	102.04	1,000.00	897.96	1,000.00
01-7110-6400	Equipment Repair/Maintenance	960.61	2,000.00	0.00	2,000.00	2,000.00	2,000.00
01-7110-6405	Fleet Expense	0.00	0.00	0.00	3,691.00	3,691.00	3,691.00
01-7110-6410	Fuel	440.55	1,800.00	0.00	900.00	900.00	900.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7110-6745	Planters/Flowers	2,214.49	2,400.00	0.00	2,400.00	2,400.00	2,400.00
<b>Total Expense</b>		<b>33,172.58</b>	<b>45,960.00</b>	<b>1,303.46</b>	<b>47,517.00</b>	<b>46,213.54</b>	<b>47,517.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(31,781.75)</b>	<b>(44,960.00)</b>	<b>(1,257.10)</b>	<b>(46,317.00)</b>	<b>(45,059.90)</b>	<b>(46,317.00)</b>
<b>7120 Trailer Park - W</b>							
<b>Revenue</b>							
01-7120-5200	Admissions/Rentals	8,660.52	9,032.00	0.00	8,732.00	8,732.00	8,732.00
<b>Total Revenue</b>		<b>8,660.52</b>	<b>9,032.00</b>	<b>0.00</b>	<b>8,732.00</b>	<b>8,732.00</b>	<b>8,732.00</b>
<b>Expense</b>							
01-7120-6100	Salaries & Wages - Full Time	1,599.37	1,578.00	0.00	1,578.00	1,578.00	1,578.00
01-7120-6120	Benefits - Full Time	886.51	426.00	0.00	426.00	426.00	426.00
01-7120-6270	Insurance	542.87	543.00	557.96	558.00	0.04	558.00
01-7120-6300	Bldg Repair/Maintenance	616.97	2,500.00	0.00	2,500.00	2,500.00	2,500.00
01-7120-6350	Electricity	4,707.61	5,700.00	343.12	4,850.00	4,506.88	4,850.00
01-7120-6360	Water/Sewer	831.36	832.00	0.00	854.00	854.00	854.00
<b>Total Expense</b>		<b>9,184.69</b>	<b>11,579.00</b>	<b>901.08</b>	<b>10,766.00</b>	<b>9,864.92</b>	<b>10,766.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(524.17)</b>	<b>(2,547.00)</b>	<b>(901.08)</b>	<b>(2,034.00)</b>	<b>(1,132.92)</b>	<b>(2,034.00)</b>
<b>7130 Campground - B</b>							
<b>Revenue</b>							
01-7130-5110	Donations	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00
01-7130-5200	Admissions/Rentals	27,216.77	21,274.00	(852.65)	23,211.00	24,063.65	23,211.00
<b>Total Revenue</b>		<b>27,216.77</b>	<b>21,274.00</b>	<b>(852.65)</b>	<b>25,211.00</b>	<b>26,063.65</b>	<b>25,211.00</b>
<b>Expense</b>							
01-7130-6100	Salaries & Wages - Full Time	12,833.82	12,895.00	0.00	13,779.00	13,779.00	13,779.00
01-7130-6110	Salaries - Part Time	5,463.71	6,338.00	0.00	6,811.00	6,811.00	6,811.00
01-7130-6120	Benefits - Full Time	3,260.20	4,559.00	0.00	4,878.00	4,878.00	4,878.00
01-7130-6200	Clothing/Uniforms	193.34	100.00	0.00	100.00	100.00	100.00
01-7130-6240	Advertising/Promotion	574.78	1,090.00	85.00	590.00	505.00	590.00
01-7130-6270	Insurance	4,125.83	4,126.00	4,307.49	4,307.00	(0.49)	4,307.00
01-7130-6290	Materials/Supplies	393.77	500.00	0.00	500.00	500.00	500.00
01-7130-6300	Bldg Repair/Maintenance	8,332.19	11,200.00	70.19	15,200.00	15,129.81	15,200.00
01-7130-6320	Janitorial Supplies	1,831.23	2,300.00	0.00	2,300.00	2,300.00	2,300.00
01-7130-6330	Inspections and Contracts	9,810.00	8,100.00	0.00	9,810.00	9,810.00	9,810.00
01-7130-6350	Electricity	14,414.94	13,750.00	358.54	13,000.00	12,641.46	13,000.00
01-7130-6360	Water/Sewer	831.36	832.00	0.00	832.00	832.00	832.00
01-7130-6375	Propane	0.00	200.00	0.00	200.00	200.00	200.00
01-7130-6380	Waste Disposal	899.31	700.00	0.00	1,900.00	1,900.00	1,900.00
01-7130-6410	Fuel	354.90	300.00	0.00	300.00	300.00	300.00
<b>Total Expense</b>		<b>63,319.38</b>	<b>66,990.00</b>	<b>4,821.22</b>	<b>74,507.00</b>	<b>69,685.78</b>	<b>74,507.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(36,102.61)</b>	<b>(45,716.00)</b>	<b>(5,673.87)</b>	<b>(49,296.00)</b>	<b>(43,622.13)</b>	<b>(49,296.00)</b>
<b>7140 Parks E/W</b>							
<b>Expense</b>							
01-7140-6100	Salaries	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
01-7140-6120	Benefits	270.00	270.00	0.00	270.00	270.00	270.00
01-7140-6290	Materials/Supplies	0.00	500.00	0.00	500.00	500.00	500.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7140-6320	Janitorial Supplies	0.00	50.00	0.00	50.00	50.00	50.00
01-7140-6330	Inspections/Contracts	1,562.00	1,350.00	0.00	1,500.00	1,500.00	1,500.00
01-7140-6410	Fuel	222.75	243.00	0.00	243.00	243.00	243.00
<b>Total Expense</b>		<b>3,054.75</b>	<b>3,413.00</b>	<b>0.00</b>	<b>3,563.00</b>	<b>3,563.00</b>	<b>3,563.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(3,054.75)</b>	<b>(3,413.00)</b>	<b>0.00</b>	<b>(3,563.00)</b>	<b>(3,563.00)</b>	<b>(3,563.00)</b>
<b>7210 Rec Programs</b>							
<b>Revenue</b>							
01-7210-5205	User Fees	91,696.49	83,342.00	13,838.09	85,667.00	71,828.91	85,667.00
<b>Total Revenue</b>		<b>91,696.49</b>	<b>83,342.00</b>	<b>13,838.09</b>	<b>85,667.00</b>	<b>71,828.91</b>	<b>85,667.00</b>
<b>Expense</b>							
01-7210-6100	Salaries - Full Time	7,094.81	7,083.00	0.00	7,188.00	7,188.00	7,188.00
01-7210-6110	Salaries - Part Time	38,778.46	38,527.00	1,767.45	37,482.00	35,714.55	37,482.00
01-7210-6125	Benefits - Part Time	6,160.07	8,462.00	147.34	8,313.00	8,165.66	8,313.00
01-7210-6200	Clothing/Uniforms	0.00	520.00	0.00	520.00	520.00	520.00
01-7210-6210	Subscriptions/Memberships	0.00	400.00	0.00	400.00	400.00	400.00
01-7210-6220	Training/Travel/Workshops	1,447.47	1,448.00	5.00	1,448.00	1,443.00	1,448.00
01-7210-6240	Advertising/Promotion	181.29	400.00	185.00	400.00	215.00	400.00
01-7210-6250	Office Supplies	0.00	100.00	13.49	100.00	86.51	100.00
01-7210-6260	Phone/Fax/Internet	91.46	300.00	86.84	336.00	249.16	336.00
01-7210-6290	Materials/Supplies	22,643.37	20,249.00	2,392.35	21,450.00	19,057.65	21,450.00
01-7210-6335	Contracts - Instructors	3,650.00	5,620.00	0.00	4,810.00	4,810.00	4,810.00
<b>Total Expense</b>		<b>80,046.93</b>	<b>83,109.00</b>	<b>4,597.47</b>	<b>82,447.00</b>	<b>77,849.53</b>	<b>82,447.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>11,649.56</b>	<b>233.00</b>	<b>9,240.62</b>	<b>3,220.00</b>	<b>(6,020.62)</b>	<b>3,220.00</b>
<b>7220 Aquatic Programs</b>							
<b>Revenue</b>							
01-7220-5200	Admissions/Rentals	44,706.91	34,057.00	12,182.22	28,091.00	15,908.78	28,091.00
01-7220-5205	Program Registrations	74,653.78	90,270.00	36,894.00	81,076.00	44,182.00	81,076.00
01-7220-5210	Memberships/Pass	66,041.24	69,688.00	18,852.65	66,103.00	47,250.35	66,103.00
01-7220-5255	Sales	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
<b>Total Revenue</b>		<b>185,401.93</b>	<b>195,015.00</b>	<b>67,928.87</b>	<b>176,270.00</b>	<b>108,341.13</b>	<b>176,270.00</b>
<b>Expense</b>							
01-7220-6100	Salaries & Wages - Full Time	47,529.09	48,269.00	16,421.53	49,453.00	33,031.47	49,453.00
01-7220-6110	Salaries - Part Time	114,639.84	113,973.00	34,203.95	116,161.00	81,957.05	116,161.00
01-7220-6120	Benefits - Full Time	25,821.03	32,408.00	6,363.69	33,100.00	26,736.31	33,100.00
01-7220-6200	Clothing/Uniforms	1,104.51	1,134.00	0.00	1,234.00	1,234.00	1,234.00
01-7220-6210	Subscriptions/Memberships	195.00	431.00	96.00	686.00	590.00	686.00
01-7220-6220	Training/Travel/Workshops	1,442.84	1,978.00	0.00	1,803.00	1,803.00	1,803.00
01-7220-6250	Office Supplies	523.16	750.00	92.62	750.00	657.38	750.00
01-7220-6290	Materials/Supplies	8,357.28	12,600.00	3,429.95	11,000.00	7,570.05	11,000.00
01-7220-6400	Equip Repair/Maintenance	1,679.45	1,500.00	0.00	1,650.00	1,650.00	1,650.00
01-7220-6790	Clothing (Re-sale)	718.00	1,000.00	466.00	1,000.00	534.00	1,000.00
<b>Total Expense</b>		<b>202,010.20</b>	<b>214,043.00</b>	<b>61,073.74</b>	<b>216,837.00</b>	<b>155,763.26</b>	<b>216,837.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(16,608.27)</b>	<b>(19,028.00)</b>	<b>6,855.13</b>	<b>(40,567.00)</b>	<b>(47,422.13)</b>	<b>(40,567.00)</b>
<b>7240 Fitness Programs</b>							

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Revenue</b>							
01-7240-5125	Transfer from Reserve	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
01-7240-5200	Admissions/Rentals	2,744.17	0.00	135.65	0.00	(135.65)	0.00
01-7240-5205	Program Registrations	7,009.15	10,668.00	6,973.50	8,775.00	1,801.50	8,775.00
01-7240-5210	Memberships/Pass	157,207.67	157,800.00	45,354.85	158,566.00	113,211.15	158,566.00
01-7240-5255	Sales	200.00	0.00	730.00	0.00	(730.00)	0.00
<b>Total Revenue</b>		<b>167,160.99</b>	<b>168,468.00</b>	<b>53,194.00</b>	<b>192,341.00</b>	<b>139,147.00</b>	<b>192,341.00</b>
<b>Expense</b>							
01-7240-6100	Salaries & Wages - Full Time	46,390.82	43,739.00	14,583.90	46,722.00	32,138.10	46,722.00
01-7240-6110	Salaries - Part Time	44,825.08	48,057.00	14,562.58	42,073.00	27,510.42	42,073.00
01-7240-6120	Benefits - Full Time	21,114.58	19,979.00	4,831.83	19,767.00	14,935.17	19,767.00
01-7240-6200	Clothing/Uniforms	248.75	420.00	0.00	350.00	350.00	350.00
01-7240-6210	Subscriptions/Memberships	1,356.91	1,070.00	219.60	1,080.00	860.40	1,080.00
01-7240-6220	Training/Travel/Workshops	2,083.31	2,715.00	669.90	2,535.00	1,865.10	2,535.00
01-7240-6250	Office Supplies	258.50	600.00	103.65	600.00	496.35	600.00
01-7240-6290	Materials/Supplies	154.36	400.00	436.62	400.00	(36.62)	400.00
01-7240-6295	Transfer to Reserve	5,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
01-7240-6330	Inspections/Contracts	7,039.27	7,300.00	459.95	7,300.00	6,840.05	7,300.00
01-7240-6400	Equip Repair/Maintenance	2,437.22	2,265.00	0.00	2,260.00	2,260.00	2,260.00
<b>Total Expense</b>		<b>130,908.80</b>	<b>131,545.00</b>	<b>35,868.03</b>	<b>128,087.00</b>	<b>92,218.97</b>	<b>128,087.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>36,252.19</b>	<b>36,923.00</b>	<b>17,325.97</b>	<b>64,254.00</b>	<b>46,928.03</b>	<b>64,254.00</b>
<b>7301 Rec Admin</b>							
<b>Revenue</b>							
01-7301-5120	Misc Revenue	356.00	0.00	85.00	300.00	215.00	300.00
01-7301-5125	Transfer from Reserves	0.00	0.00	0.00	45,000.00	45,000.00	45,000.00
01-7301-5250	Advertising	1,144.65	900.00	876.03	1,200.00	323.97	1,200.00
<b>Total Revenue</b>		<b>1,500.65</b>	<b>900.00</b>	<b>961.03</b>	<b>46,500.00</b>	<b>45,538.97</b>	<b>46,500.00</b>
<b>Expense</b>							
01-7301-6100	Salaries & Wages - Full Time	130,094.88	131,095.00	53,849.39	132,402.00	78,552.61	132,402.00
01-7301-6110	Salaries - Part Time	18,844.58	20,566.00	3,994.80	21,538.00	17,543.20	21,538.00
01-7301-6120	Benefits - Full Time	38,299.13	44,444.00	10,940.27	45,225.00	34,284.73	45,225.00
01-7301-6200	Clothing/Uniforms	378.04	867.00	18.00	642.00	624.00	642.00
01-7301-6205	Meeting Allowance	1,305.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
01-7301-6210	Subscriptions/Memberships	0.00	169.00	55.66	169.00	113.34	169.00
01-7301-6220	Training/Travel/Workshops	1,179.26	2,250.00	371.75	2,625.00	2,253.25	2,625.00
01-7301-6230	Health & Safety	17.45	375.00	719.17	750.00	30.83	750.00
01-7301-6240	Advertising/Promotion	8,511.91	10,275.00	4,294.45	10,275.00	5,980.55	10,275.00
01-7301-6250	Office Supplies	4,648.71	8,213.00	1,430.60	6,863.00	5,432.40	6,863.00
01-7301-6255	Postage/Courier	699.12	1,350.00	0.00	1,238.00	1,238.00	1,238.00
01-7301-6260	Phone/Fax/Internet	2,571.63	3,195.00	1,365.73	5,754.00	4,388.27	5,754.00
01-7301-6270	Insurance - Facility Users	40.00	0.00	0.94	0.00	(0.94)	0.00
01-7301-6280	Legal/Accounting	222.37	4,500.00	0.00	4,500.00	4,500.00	4,500.00
01-7301-6330	Inspections/Contracts	8,393.74	8,250.00	2,730.32	11,700.00	8,969.68	11,700.00
01-7301-6400	Equip Repair/Maintenance	71.98	750.00	0.00	750.00	750.00	750.00
01-7301-6405	Fleet Expense	0.00	0.00	0.00	14,768.00	14,768.00	14,768.00
<b>Total Expense</b>		<b>215,277.80</b>	<b>237,799.00</b>	<b>79,771.08</b>	<b>260,699.00</b>	<b>180,927.92</b>	<b>260,699.00</b>

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Dept Excess Revenue Over (Under) Expenditures</b>		(213,777.15)	(236,899.00)	(78,810.05)	(214,199.00)	(135,388.95)	(214,199.00)
<b>7305 Complex Admin</b>							
<b>Expense</b>							
01-7305-6100	Salaries & Wages - Full Time	43,364.96	43,698.00	0.00	44,134.00	44,134.00	44,134.00
01-7305-6110	Salaries - Part Time	6,281.53	6,855.00	0.00	7,179.00	7,179.00	7,179.00
01-7305-6120	Benefits - Full Time	12,766.38	14,815.00	0.00	15,075.00	15,075.00	15,075.00
01-7305-6200	Clothing/Uniforms	126.02	289.00	0.00	214.00	214.00	214.00
01-7305-6205	Meeting Allowance	435.00	500.00	0.00	500.00	500.00	500.00
01-7305-6210	Subscriptions/Memberships	0.00	56.00	10.22	56.00	45.78	56.00
01-7305-6220	Training/Travel/Workshops	393.09	750.00	123.92	875.00	751.08	875.00
01-7305-6230	Health & Safety	5.82	125.00	0.00	250.00	250.00	250.00
01-7305-6240	Advertising/Promotion	2,837.30	3,425.00	677.97	3,425.00	2,747.03	3,425.00
01-7305-6250	Office Supplies	1,549.57	2,738.00	163.48	2,288.00	2,124.52	2,288.00
01-7305-6255	Postage/Courier	233.04	450.00	0.00	413.00	413.00	413.00
01-7305-6260	Phone/Fax/Internet	857.21	1,065.00	327.76	1,918.00	1,590.24	1,918.00
01-7305-6280	Legal/Accounting	74.13	1,500.00	0.00	1,500.00	1,500.00	1,500.00
01-7305-6330	Inspections/Contracts	2,797.91	2,750.00	81.63	3,900.00	3,818.37	3,900.00
01-7305-6400	Equip Repair/Maintenance	23.99	250.00	0.00	250.00	250.00	250.00
<b>Total Expense</b>		71,745.95	79,266.00	1,384.98	81,977.00	80,592.02	81,977.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		(71,745.95)	(79,266.00)	(1,384.98)	(81,977.00)	(80,592.02)	(81,977.00)
<b>7310 Arena - W</b>							
<b>Revenue</b>							
01-7310-5125	Transfer from Reserve	13,000.00	13,000.00	0.00	82,000.00	82,000.00	82,000.00
01-7310-5200	Admissions	677.64	2,777.00	0.00	3,100.00	3,100.00	3,100.00
01-7310-5250	Advertising	9,115.03	8,212.00	0.00	8,700.00	8,700.00	8,700.00
01-7310-5260	Vending	283.65	550.00	0.00	250.00	250.00	250.00
01-7310-5270	Room Space Rental	14,791.02	12,000.00	3,916.17	13,000.00	9,083.83	13,000.00
01-7310-5275	Ice Rentals	137,290.17	126,000.00	51,727.33	135,000.00	83,272.67	135,000.00
01-7310-5290	Revenue - Other Municipalities	55,000.00	40,000.00	0.00	70,000.00	70,000.00	70,000.00
<b>Total Revenue</b>		230,157.51	202,539.00	55,643.50	312,050.00	256,406.50	312,050.00
<b>Expense</b>							
01-7310-6100	Salaries & Wages - Full Time	76,858.36	81,751.00	65,312.53	82,408.00	17,095.47	82,408.00
01-7310-6110	Salaries - Part Time	23,673.74	22,892.00	15,443.99	23,245.00	7,801.01	23,245.00
01-7310-6120	Benefits - Full Time	23,701.18	25,964.00	13,800.66	26,202.00	12,401.34	26,202.00
01-7310-6200	Clothing/Uniforms	470.29	730.00	278.73	730.00	451.27	730.00
01-7310-6210	Subscriptions/Memberships	337.50	330.00	140.00	330.00	190.00	330.00
01-7310-6220	Training/Travel/Workshops	621.47	1,700.00	1,515.00	1,700.00	185.00	1,700.00
01-7310-6230	Health & Safety	287.13	500.00	45.47	500.00	454.53	500.00
01-7310-6240	Advertising/Promotion	0.00	400.00	0.00	400.00	400.00	400.00
01-7310-6250	Office Supplies	82.18	300.00	0.00	300.00	300.00	300.00
01-7310-6270	Insurance	3,149.80	3,450.00	3,341.55	3,342.00	0.45	3,342.00
01-7310-6295	Transfer to Reserve	65,783.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
01-7310-6300	Bldg Repair/Maintenance	7,275.05	8,225.00	1,629.64	8,100.00	6,470.36	8,100.00
01-7310-6320	Janitorial Supplies	4,055.58	4,000.00	2,149.77	4,000.00	1,850.23	4,000.00
01-7310-6330	Inspections/Contracts	5,517.65	7,642.00	1,829.71	3,427.00	1,597.29	3,427.00
01-7310-6350	Electricity	90,412.44	94,080.00	17,145.02	95,844.00	78,698.98	95,844.00
01-7310-6360	Water/Sewer	3,972.05	3,242.00	1,139.01	3,842.00	2,702.99	3,842.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7310-6370	Natural Gas/Heat	4,294.98	5,760.00	2,027.30	5,280.00	3,252.70	5,280.00
01-7310-6375	Propane	1,623.50	2,310.00	468.00	2,331.00	1,863.00	2,331.00
01-7310-6380	Waste Disposal	3,902.74	3,750.00	467.49	3,818.00	3,350.51	3,818.00
01-7310-6390	SnowPlowing	1,260.00	1,885.00	0.00	1,885.00	1,885.00	1,885.00
01-7310-6400	Equip Repair/Maintenance	15,288.33	12,250.00	873.01	16,630.00	15,756.99	16,630.00
01-7310-6740	Socan	185.07	100.00	185.07	185.00	(0.07)	185.00
<b>Total Expense</b>		<b>332,752.04</b>	<b>286,261.00</b>	<b>127,791.95</b>	<b>289,499.00</b>	<b>161,707.05</b>	<b>289,499.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(102,594.53)</b>	<b>(83,722.00)</b>	<b>(72,148.45)</b>	<b>22,551.00</b>	<b>94,699.45</b>	<b>22,551.00</b>
<b>7315 Concession - W</b>							
<b>Revenue</b>							
01-7315-5255	Sales	35,060.10	40,000.00	9,244.54	35,000.00	25,755.46	35,000.00
01-7315-5260	Vending	2,334.06	2,200.00	1,425.27	1,800.00	374.73	1,800.00
<b>Total Revenue</b>		<b>37,394.16</b>	<b>42,200.00</b>	<b>10,669.81</b>	<b>36,800.00</b>	<b>26,130.19</b>	<b>36,800.00</b>
<b>Expense</b>							
01-7315-6100	Salaries & Wages - Full Time	3,801.89	3,813.00	0.00	4,073.00	4,073.00	4,073.00
01-7315-6110	Salaries - Part Time	10,150.40	10,815.00	2,868.58	11,078.00	8,209.42	11,078.00
01-7315-6120	Benefits - Full Time	1,510.06	1,839.00	214.57	1,883.00	1,668.43	1,883.00
01-7315-6200	Clothing/Uniforms	44.00	150.00	0.00	150.00	150.00	150.00
01-7315-6220	Training/Travel/Workshops	0.00	50.00	0.00	50.00	50.00	50.00
01-7315-6240	Advertising/Promotion	102.21	250.00	0.00	250.00	250.00	250.00
01-7315-6290	Materials/Supplies	14,441.68	21,000.00	4,771.17	16,000.00	11,228.83	16,000.00
01-7315-6400	Equip Repair/Maintenance	200.00	150.00	0.00	150.00	150.00	150.00
<b>Total Expense</b>		<b>30,250.24</b>	<b>38,067.00</b>	<b>7,854.32</b>	<b>33,634.00</b>	<b>25,779.68</b>	<b>33,634.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>7,143.92</b>	<b>4,133.00</b>	<b>2,815.49</b>	<b>3,166.00</b>	<b>350.51</b>	<b>3,166.00</b>
<b>7320 Pool - W</b>							
<b>Expense</b>							
01-7320-6100	Salaries & Wages - Full Time	29,648.91	33,094.00	0.00	32,466.00	32,466.00	32,466.00
01-7320-6110	Salaries - Part Time	14,796.09	14,757.00	0.00	14,528.00	14,528.00	14,528.00
01-7320-6120	Benefits - Full Time	10,175.40	11,444.00	0.00	11,235.00	11,235.00	11,235.00
01-7320-6200	Clothing/Uniforms	88.50	230.00	0.00	230.00	230.00	230.00
01-7320-6220	Training/Travel/Workshops	0.00	900.00	0.00	900.00	900.00	900.00
01-7320-6270	Insurance	3,149.80	3,150.00	3,341.55	3,150.00	(191.55)	3,150.00
01-7320-6290	Materials/Supplies	8,800.44	7,400.00	1,438.08	9,000.00	7,561.92	9,000.00
01-7320-6295	Transfer to Reserve	48,000.00	40,000.00	0.00	45,000.00	45,000.00	45,000.00
01-7320-6300	Bldg Repair/Maintenance	3,637.53	4,113.00	442.56	4,050.00	3,607.44	4,050.00
01-7320-6320	Janitorial Supplies	2,558.74	2,400.00	345.86	2,400.00	2,054.14	2,400.00
01-7320-6330	Inspections/Contracts	6,815.47	6,012.00	1,239.48	6,177.00	4,937.52	6,177.00
01-7320-6350	Electricity	70,115.77	72,960.00	13,195.25	74,328.00	61,132.75	74,328.00
01-7320-6360	Water/Sewer	3,972.05	3,242.00	1,139.04	3,842.00	2,702.96	3,842.00
01-7320-6370	Natural Gas/Heat	5,905.59	7,919.00	2,787.55	7,260.00	4,472.45	7,260.00
01-7320-6380	Waste Disposal	1,951.37	1,875.00	233.74	1,909.00	1,675.26	1,909.00
01-7320-6390	SnowPlowing	1,260.00	1,885.00	0.00	1,885.00	1,885.00	1,885.00
01-7320-6400	Equip Repair/Maintenance	23,580.54	23,500.00	4,401.75	17,100.00	12,698.25	17,100.00
<b>Total Expense</b>		<b>234,456.20</b>	<b>234,881.00</b>	<b>28,564.86</b>	<b>235,460.00</b>	<b>206,895.14</b>	<b>235,460.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(234,456.20)</b>	<b>(234,881.00)</b>	<b>(28,564.86)</b>	<b>(235,460.00)</b>	<b>(206,895.14)</b>	<b>(235,460.00)</b>

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>7325 Fitness - W</b>							
<b>Expense</b>							
01-7325-6100	Salaries & Wages - Full Time	11,120.52	9,907.00	0.00	10,257.00	10,257.00	10,257.00
01-7325-6110	Salaries - Part Time	10,850.47	10,555.00	0.00	10,654.00	10,654.00	10,654.00
01-7325-6120	Benefits - Full Time	4,294.62	4,469.00	351.01	4,581.00	4,229.99	4,581.00
01-7325-6270	Insurance	3,149.80	3,446.00	3,341.55	3,342.00	0.45	3,342.00
01-7325-6300	Bldg Repair/Maintenance	2,182.52	2,468.00	309.47	2,430.00	2,120.53	2,430.00
01-7325-6320	Janitorial Supplies	1,666.90	1,600.00	352.46	1,600.00	1,247.54	1,600.00
01-7325-6330	Inspections & Contracts	6,218.33	6,012.00	1,239.53	6,177.00	4,937.47	6,177.00
01-7325-6350	Electricity	7,380.61	7,680.00	1,399.59	7,824.00	6,424.41	7,824.00
01-7325-6360	Water/Sewer	1,986.03	1,621.00	569.52	1,921.00	1,351.48	1,921.00
01-7325-6370	Natural Gas/Heat	3,758.11	5,040.00	1,773.89	4,620.00	2,846.11	4,620.00
01-7325-6380	Waste Disposal	1,951.37	1,875.00	233.77	1,909.00	1,675.23	1,909.00
01-7325-6390	SnowPlowing	1,260.00	1,885.00	0.00	1,885.00	1,885.00	1,885.00
01-7325-6400	Equip Repair/Maintenance	0.00	1,825.00	0.00	2,175.00	2,175.00	2,175.00
<b>Total Expense</b>		<b>55,819.28</b>	<b>58,383.00</b>	<b>9,570.79</b>	<b>59,375.00</b>	<b>49,804.21</b>	<b>59,375.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(55,819.28)</b>	<b>(58,383.00)</b>	<b>(9,570.79)</b>	<b>(59,375.00)</b>	<b>(49,804.21)</b>	<b>(59,375.00)</b>
<b>7330 KOC Hall</b>							
<b>Revenue</b>							
01-7330-5205	User Fees	39,800.00	39,500.00	0.00	39,500.00	39,500.00	39,500.00
<b>Total Revenue</b>		<b>39,800.00</b>	<b>39,500.00</b>	<b>0.00</b>	<b>39,500.00</b>	<b>39,500.00</b>	<b>39,500.00</b>
<b>Expense</b>							
01-7330-6100	Salaries & Wages - Full Time	1,577.60	1,416.00	0.00	1,578.00	1,578.00	1,578.00
01-7330-6120	Benefits - Full Time	425.79	241.00	0.00	426.00	426.00	426.00
01-7330-6270	Insurance	2,414.71	2,415.00	2,506.18	2,506.00	(0.18)	2,506.00
01-7330-6295	Transfer to Reserve	18,500.00	12,500.00	0.00	12,500.00	12,500.00	12,500.00
01-7330-6300	Bldg Repair/Maintenance	1,652.23	1,645.00	123.63	1,620.00	1,496.37	1,620.00
01-7330-6330	Inspections/Contracts	200.00	200.00	0.00	200.00	200.00	200.00
01-7330-6350	Electricity	16,606.37	17,280.00	3,249.99	17,604.00	14,354.01	17,604.00
01-7330-6360	Water/Sewer	895.00	895.00	74.58	895.00	820.42	895.00
01-7330-6370	Natural Gas/Heat	3,937.06	5,280.00	1,858.39	4,840.00	2,981.61	4,840.00
01-7330-6390	SnowPlowing	1,260.00	1,885.00	0.00	1,885.00	1,885.00	1,885.00
01-7330-6400	Equip Repair/Maintenance	471.80	4,000.00	0.00	2,500.00	2,500.00	2,500.00
<b>Total Expense</b>		<b>47,940.56</b>	<b>47,757.00</b>	<b>7,812.77</b>	<b>46,554.00</b>	<b>38,741.23</b>	<b>46,554.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(8,140.56)</b>	<b>(8,257.00)</b>	<b>(7,812.77)</b>	<b>(7,054.00)</b>	<b>758.77</b>	<b>(7,054.00)</b>
<b>7340 Arena - B</b>							
<b>Revenue</b>							
01-7340-5200	Admissions	502.75	400.00	128.31	400.00	271.69	400.00
01-7340-5250	Advertising	4,930.15	3,685.00	200.00	4,400.00	4,200.00	4,400.00
01-7340-5255	Sales	620.00	600.00	170.00	200.00	30.00	200.00
01-7340-5270	Room Space Rental	3,824.91	3,200.00	0.00	3,300.00	3,300.00	3,300.00
01-7340-5275	Ice Rentals	109,477.53	121,000.00	48,070.73	109,500.00	61,429.27	109,500.00
01-7340-5290	Revenue - Other Municipalities	15,000.00	11,000.00	0.00	16,000.00	16,000.00	16,000.00
<b>Total Revenue</b>		<b>134,355.34</b>	<b>139,885.00</b>	<b>48,569.04</b>	<b>133,800.00</b>	<b>85,230.96</b>	<b>133,800.00</b>
<b>Expense</b>							

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7340-6100	Salaries & Wages - Full Time	38,577.31	39,412.00	20,943.32	39,358.00	18,414.68	39,358.00
01-7340-6110	Salaries - Part Time	33,248.46	33,955.00	15,919.83	36,701.00	20,781.17	36,701.00
01-7340-6120	Benefits - Full Time	13,015.51	16,414.00	5,597.24	16,866.00	11,268.76	16,866.00
01-7340-6200	Clothing/Uniforms	204.50	330.00	0.00	380.00	380.00	380.00
01-7340-6210	Subscriptions/Memberships	477.50	330.00	0.00	330.00	330.00	330.00
01-7340-6220	Training/Travel/Workshops	1,088.58	1,023.00	0.00	1,023.00	1,023.00	1,023.00
01-7340-6230	Health & Safety	454.89	750.00	0.00	750.00	750.00	750.00
01-7340-6240	Advertising/Promotion	226.37	500.00	0.00	500.00	500.00	500.00
01-7340-6250	Office Supplies	129.53	500.00	218.30	300.00	81.70	300.00
01-7340-6260	Phone/Fax/Internet	598.79	720.00	249.55	691.00	441.45	691.00
01-7340-6270	Insurance	4,296.37	4,296.00	4,527.17	4,527.00	(0.17)	4,527.00
01-7340-6295	Transfer to Reserve	23,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00
01-7340-6300	Bldg Repair/Maintenance	1,488.45	2,250.00	16.69	2,250.00	2,233.31	2,250.00
01-7340-6320	Janitorial Supplies	1,825.49	2,000.00	1,418.97	2,000.00	581.03	2,000.00
01-7340-6330	Inspections/Contracts	8,613.52	9,495.00	2,170.96	4,180.00	2,009.04	4,180.00
01-7340-6350	Electricity	57,364.47	62,400.00	14,568.09	60,160.00	45,591.91	60,160.00
01-7340-6360	Water/Sewer	2,952.90	2,750.00	506.10	2,750.00	2,243.90	2,750.00
01-7340-6375	Propane	14,332.73	25,200.00	5,042.14	21,750.00	16,707.86	21,750.00
01-7340-6380	Waste Disposal	2,028.37	1,500.00	168.80	1,100.00	931.20	1,100.00
01-7340-6390	SnowPlowing	1,162.50	1,750.00	0.00	1,750.00	1,750.00	1,750.00
01-7340-6400	Equip Repair/Maintenance	13,428.66	14,000.00	1,867.01	18,355.00	16,487.99	18,355.00
01-7340-6410	Fuel	93.81	250.00	43.81	250.00	206.19	250.00
<b>Total Expense</b>		<b>218,608.71</b>	<b>224,825.00</b>	<b>73,257.98</b>	<b>220,971.00</b>	<b>147,713.02</b>	<b>220,971.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(84,253.37)</b>	<b>(84,940.00)</b>	<b>(24,688.94)</b>	<b>(87,171.00)</b>	<b>(62,482.06)</b>	<b>(87,171.00)</b>
<b>7345 Concession - B</b>							
<b>Revenue</b>							
01-7345-5520	Vending	7,637.55	8,000.00	194.10	7,500.00	7,305.90	7,500.00
01-7345-5525	Sales	22,959.37	32,000.00	6,971.26	25,000.00	18,028.74	25,000.00
<b>Total Revenue</b>		<b>30,596.92</b>	<b>40,000.00</b>	<b>7,165.36</b>	<b>32,500.00</b>	<b>25,334.64</b>	<b>32,500.00</b>
<b>Expense</b>							
01-7345-6110	Salaries - Part Time	11,724.68	14,723.00	3,397.11	13,441.00	10,043.89	13,441.00
01-7345-6120	Benefits - Full Time	1,346.06	2,503.00	288.71	2,285.00	1,996.29	2,285.00
01-7345-6200	Clothing/Uniforms	0.00	150.00	0.00	150.00	150.00	150.00
01-7345-6220	Training/Travel/Workshops	50.00	50.00	0.00	50.00	50.00	50.00
01-7345-6230	Health & Safety	0.00	200.00	29.96	0.00	(29.96)	0.00
01-7345-6290	Materials/Supplies	14,544.03	20,600.00	3,766.30	15,500.00	11,733.70	15,500.00
01-7345-6300	Bldg Repair/Maintenance	200.00	550.00	0.00	550.00	550.00	550.00
<b>Total Expense</b>		<b>27,864.77</b>	<b>38,776.00</b>	<b>7,482.08</b>	<b>31,976.00</b>	<b>24,493.92</b>	<b>31,976.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>2,732.15</b>	<b>1,224.00</b>	<b>(316.72)</b>	<b>524.00</b>	<b>840.72</b>	<b>524.00</b>
<b>7350 Hall - B</b>							
<b>Revenue</b>							
01-7350-5200	Admissions/Rentals	9,419.40	9,700.00	1,793.27	9,300.00	7,506.73	9,300.00
01-7350-5255	Sales	671.26	700.00	24.90	400.00	375.10	400.00
<b>Total Revenue</b>		<b>10,090.66</b>	<b>10,400.00</b>	<b>1,818.17</b>	<b>9,700.00</b>	<b>7,881.83</b>	<b>9,700.00</b>
<b>Expense</b>							

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7350-6100	Salaries & Wages - Full Time	7,630.51	7,737.00	0.00	8,267.00	8,267.00	8,267.00
01-7350-6110	Salaries - Part Time	8,354.43	9,691.00	0.00	10,732.00	10,732.00	10,732.00
01-7350-6120	Benefits - Full Time	3,642.44	3,736.00	0.00	4,057.00	4,057.00	4,057.00
01-7350-6200	Clothing/Uniforms	69.83	350.00	0.00	350.00	350.00	350.00
01-7350-6220	Training/Travel/Workshops	0.00	963.00	0.00	963.00	963.00	963.00
01-7350-6230	Health & Safety	127.94	250.00	0.00	250.00	250.00	250.00
01-7350-6250	Office Supplies	129.53	500.00	12.05	500.00	487.95	500.00
01-7350-6260	Phone/Fax/Internet	298.95	360.00	81.12	220.00	138.88	220.00
01-7350-6270	Insurance	4,296.37	4,296.00	4,527.17	4,527.00	(0.17)	4,527.00
01-7350-6290	Materials/Supplies	657.14	1,000.00	237.86	1,000.00	762.14	1,000.00
01-7350-6300	Bldg Repair/Maintenance	1,488.45	1,750.00	16.69	1,750.00	1,733.31	1,750.00
01-7350-6320	Janitorial Supplies	1,721.33	2,000.00	1,009.47	2,000.00	990.53	2,000.00
01-7350-6330	Inspections/Contracts	1,031.33	1,105.00	967.58	1,105.00	137.42	1,105.00
01-7350-6350	Electricity	14,341.12	15,600.00	3,693.04	15,040.00	11,346.96	15,040.00
01-7350-6360	Water/Sewer	2,952.90	2,750.00	506.10	2,750.00	2,243.90	2,750.00
01-7350-6375	Propane	4,777.58	7,400.00	1,582.03	6,250.00	4,667.97	6,250.00
01-7350-6380	Waste Disposal	1,014.19	1,500.00	168.82	1,100.00	931.18	1,100.00
01-7350-6390	SnowPlowing	1,162.50	1,750.00	0.00	1,750.00	1,750.00	1,750.00
01-7350-6400	Equip Repair/Maintenance	618.77	4,000.00	0.00	4,000.00	4,000.00	4,000.00
01-7350-6740	Socan	185.07	100.00	185.07	185.00	(0.07)	185.00
<b>Total Expense</b>		<b>54,500.38</b>	<b>66,838.00</b>	<b>12,987.00</b>	<b>66,796.00</b>	<b>53,809.00</b>	<b>66,796.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(44,409.72)</b>	<b>(56,438.00)</b>	<b>(11,168.83)</b>	<b>(57,096.00)</b>	<b>(45,927.17)</b>	<b>(57,096.00)</b>
<b>7360 Arena - E/W</b>							
<b>Revenue</b>							
01-7360-5200	Admissions/Rentals	13,298.04	13,305.00	0.00	13,305.00	13,305.00	13,305.00
<b>Total Revenue</b>		<b>13,298.04</b>	<b>13,305.00</b>	<b>0.00</b>	<b>13,305.00</b>	<b>13,305.00</b>	<b>13,305.00</b>
<b>Expense</b>							
01-7360-6270	Insurance	1,469.81	1,470.00	1,510.68	1,511.00	0.32	1,511.00
01-7360-6330	Inspections/Contracts	48,759.17	48,705.00	0.00	49,108.00	49,108.00	49,108.00
<b>Total Expense</b>		<b>50,228.98</b>	<b>50,175.00</b>	<b>1,510.68</b>	<b>50,619.00</b>	<b>49,108.32</b>	<b>50,619.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(36,930.94)</b>	<b>(36,870.00)</b>	<b>(1,510.68)</b>	<b>(37,314.00)</b>	<b>(35,803.32)</b>	<b>(37,314.00)</b>
<b>7710 Library - W</b>							
<b>Revenue</b>							
01-7710-5125	Transfer from Reserves	23,000.00	23,000.00	0.00	18,887.00	18,887.00	18,887.00
01-7710-5290	Revenue - Other Municipalities	15,000.00	15,000.00	5,000.00	15,000.00	10,000.00	15,000.00
<b>Total Revenue</b>		<b>38,000.00</b>	<b>38,000.00</b>	<b>5,000.00</b>	<b>33,887.00</b>	<b>28,887.00</b>	<b>33,887.00</b>
<b>Expense</b>							
01-7710-6100	Salaries & Wages - Full Time	7,347.78	7,288.00	0.00	7,326.00	7,326.00	7,326.00
01-7710-6120	Benefits - Full Time	1,983.34	1,968.00	0.00	1,978.00	1,978.00	1,978.00
01-7710-6270	Insurance	2,360.07	2,360.00	2,456.72	2,457.00	0.28	2,457.00
01-7710-6300	Bldg Repair/Maintenance	2,227.15	2,900.00	62.21	1,000.00	937.79	1,000.00
01-7710-6320	Janitorial Supplies	400.00	400.00	439.77	400.00	(39.77)	400.00
01-7710-6330	Inspections/Contracts	5,263.54	5,687.00	1,317.81	6,187.00	4,869.19	6,187.00
01-7710-6350	Electricity	5,643.37	6,800.00	1,327.61	6,800.00	5,472.39	6,800.00
01-7710-6360	Water/Sewer	1,011.36	1,012.00	172.36	1,046.00	873.64	1,046.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7710-6370	Natural Gas/Heat	1,672.86	2,000.00	514.96	2,000.00	1,485.04	2,000.00
01-7710-6380	Waste Disposal	577.28	477.00	74.62	486.00	411.38	486.00
01-7710-6390	SnowPlowing	1,425.00	2,178.00	0.00	1,992.00	1,992.00	1,992.00
<b>Total Expense</b>		<b>29,911.75</b>	<b>33,070.00</b>	<b>6,366.06</b>	<b>31,672.00</b>	<b>25,305.94</b>	<b>31,672.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>8,088.25</b>	<b>4,930.00</b>	<b>(1,366.06)</b>	<b>2,215.00</b>	<b>3,581.06</b>	<b>2,215.00</b>
<b>7720 Library - B</b>							
<b>Revenue</b>							
01-7720-5290	Revenue - Other Municipalities	9,999.96	9,996.00	3,333.32	9,996.00	6,662.68	9,996.00
<b>Total Revenue</b>		<b>9,999.96</b>	<b>9,996.00</b>	<b>3,333.32</b>	<b>9,996.00</b>	<b>6,662.68</b>	<b>9,996.00</b>
<b>Expense</b>							
01-7720-6110	Salaries - Part Time	1,426.57	1,912.00	0.00	1,869.00	1,869.00	1,869.00
01-7720-6120	Benefits - Full Time	0.00	325.00	0.00	318.00	318.00	318.00
01-7720-6300	Bldg Repair/Maintenance	0.00	300.00	0.00	300.00	300.00	300.00
01-7720-6320	Janitorial Supplies	235.00	325.00	0.00	325.00	325.00	325.00
01-7720-6330	Inspections/Contracts	11,373.60	11,395.00	4,781.60	11,676.00	6,894.40	11,676.00
<b>Total Expense</b>		<b>13,035.17</b>	<b>14,257.00</b>	<b>4,781.60</b>	<b>14,488.00</b>	<b>9,706.40</b>	<b>14,488.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(3,035.21)</b>	<b>(4,261.00)</b>	<b>(1,448.28)</b>	<b>(4,492.00)</b>	<b>(3,043.72)</b>	<b>(4,492.00)</b>
<b>7810 Museum</b>							
<b>Revenue</b>							
01-7810-5110	Donations	20.00	50.00	0.00	50.00	50.00	50.00
01-7810-5120	Misc Revenue	228.35	200.00	0.00	200.00	200.00	200.00
01-7810-5200	Admissions/Rentals	4,840.20	4,000.00	0.00	4,000.00	4,000.00	4,000.00
01-7810-5280	Grants/Levies	0.00	700.00	0.00	700.00	700.00	700.00
<b>Total Revenue</b>		<b>5,088.55</b>	<b>4,950.00</b>	<b>0.00</b>	<b>4,950.00</b>	<b>4,950.00</b>	<b>4,950.00</b>
<b>Expense</b>							
01-7810-6110	Salaries - Part Time	6,797.73	6,200.00	0.00	6,200.00	6,200.00	6,200.00
01-7810-6120	Benefits - Full Time	1,353.68	900.00	0.00	900.00	900.00	900.00
01-7810-6240	Advertising/Promotion	1,186.94	1,200.00	430.00	1,200.00	770.00	1,200.00
01-7810-6260	Phone/Fax/Internet	331.26	400.00	111.93	400.00	288.07	400.00
01-7810-6270	Insurance	0.00	0.00	754.64	0.00	(754.64)	0.00
01-7810-6290	Materials/Supplies	1,524.63	1,500.00	190.58	1,500.00	1,309.42	1,500.00
01-7810-6760	Fundraising Expense	0.00	500.00	0.00	500.00	500.00	500.00
01-7810-6768	Gift Shop	0.00	200.00	0.00	200.00	200.00	200.00
<b>Total Expense</b>		<b>11,194.24</b>	<b>10,900.00</b>	<b>1,487.15</b>	<b>10,900.00</b>	<b>9,412.85</b>	<b>10,900.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(6,105.69)</b>	<b>(5,950.00)</b>	<b>(1,487.15)</b>	<b>(5,950.00)</b>	<b>(4,462.85)</b>	<b>(5,950.00)</b>
<b>7815 Museum Bldg</b>							
<b>Expense</b>							
01-7815-6100	Salaries & Wages - Full Time	5,997.86	5,710.00	0.00	5,749.00	5,749.00	5,749.00
01-7815-6110	Salaries - Part Time	0.00	1,670.00	0.00	1,684.00	1,684.00	1,684.00
01-7815-6120	Benefits - Full Time	2,028.55	1,826.00	0.00	1,839.00	1,839.00	1,839.00
01-7815-6270	Insurance	2,303.62	2,304.00	1,667.75	1,668.00	0.25	1,668.00
01-7815-6300	Bldg Repair/Maintenance	1,506.98	5,500.00	0.00	6,600.00	6,600.00	6,600.00
01-7815-6320	Janitorial Supplies	269.90	300.00	156.47	300.00	143.53	300.00
01-7815-6330	Inspections/Contracts	215.00	660.00	53.00	660.00	607.00	660.00

# General Ledger

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Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7815-6350	Electricity	3,554.37	2,500.00	784.92	3,885.00	3,100.08	3,885.00
01-7815-6360	Water/Sewer	1,071.37	1,000.00	308.30	1,080.00	771.70	1,080.00
01-7815-6370	Natural Gas/Heat	2,873.13	10,000.00	733.80	4,500.00	3,766.20	4,500.00
01-7815-6380	Waste Disposal	577.28	477.00	73.34	486.00	412.66	486.00
<b>Total Expense</b>		<b>20,398.06</b>	<b>31,947.00</b>	<b>3,777.58</b>	<b>28,451.00</b>	<b>24,673.42</b>	<b>28,451.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(20,398.06)</b>	<b>(31,947.00)</b>	<b>(3,777.58)</b>	<b>(28,451.00)</b>	<b>(24,673.42)</b>	<b>(28,451.00)</b>
<b>7850 Memorial Hall</b>							
<b>Revenue</b>							
01-7850-5125	Transfer from Reserve	13,796.68	13,797.00	0.00	235,000.00	235,000.00	235,000.00
01-7850-5200	Admissions/Rentals	34,937.12	26,000.00	0.00	26,000.00	26,000.00	26,000.00
01-7850-5290	Rev-Other Municipalities	0.00	0.00	0.00	1,307,000.00	1,307,000.00	1,307,000.00
<b>Total Revenue</b>		<b>48,733.80</b>	<b>39,797.00</b>	<b>0.00</b>	<b>1,568,000.00</b>	<b>1,568,000.00</b>	<b>1,568,000.00</b>
<b>Expense</b>							
01-7850-6100	Salaries & Wages - Full Time	2,624.41	2,579.00	0.00	2,756.00	2,756.00	2,756.00
01-7850-6110	Salaries - Part Time	10,445.00	11,128.00	0.00	11,283.00	11,283.00	11,283.00
01-7850-6120	Benefits - Full Time	728.64	381.00	0.00	381.00	381.00	381.00
01-7850-6230	Health & Safety	0.00	200.00	0.00	200.00	200.00	200.00
01-7850-6260	Phone/Fax/Internet	393.21	360.00	98.01	360.00	261.99	360.00
01-7850-6270	Insurance	8,758.26	8,758.00	9,255.88	9,256.00	0.12	9,256.00
01-7850-6295	Transfer to Reserve	95,257.52	75,000.00	0.00	50,000.00	50,000.00	50,000.00
01-7850-6300	Bldg Repair/Maintenance	6,154.01	7,200.00	0.00	7,200.00	7,200.00	7,200.00
01-7850-6320	Janitorial Supplies	516.00	800.00	0.00	800.00	800.00	800.00
01-7850-6330	Inspections/Contracts	4,973.06	4,835.00	1,629.73	4,835.00	3,205.27	4,835.00
01-7850-6350	Electricity	28,613.58	33,000.00	7,388.80	33,000.00	25,611.20	33,000.00
01-7850-6360	Water/Sewer	1,011.36	1,012.00	172.36	1,012.00	839.64	1,012.00
01-7850-6370	Natural Gas/Heat	2,315.68	2,120.00	254.66	2,120.00	1,865.34	2,120.00
01-7850-6375	Propane	374.71	450.00	89.77	450.00	360.23	450.00
<b>Total Expense</b>		<b>162,165.44</b>	<b>147,823.00</b>	<b>18,889.21</b>	<b>123,653.00</b>	<b>104,763.79</b>	<b>123,653.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(113,431.64)</b>	<b>(108,026.00)</b>	<b>(18,889.21)</b>	<b>1,444,347.00</b>	<b>1,463,236.21</b>	<b>1,444,347.00</b>
<b>7860 Blyth Meeting Room</b>							
<b>Expense</b>							
01-7860-6330	Inspections/Contracts	0.00	160.00	0.00	160.00	160.00	160.00
01-7860-6350	Electricity	1,327.53	2,000.00	418.32	2,500.00	2,081.68	2,500.00
<b>Total Expense</b>		<b>1,327.53</b>	<b>2,160.00</b>	<b>418.32</b>	<b>2,660.00</b>	<b>2,241.68</b>	<b>2,660.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(1,327.53)</b>	<b>(2,160.00)</b>	<b>(418.32)</b>	<b>(2,660.00)</b>	<b>(2,241.68)</b>	<b>(2,660.00)</b>
<b>7900 Community Development</b>							
<b>Revenue</b>							
01-7900-5205	Program Registrations	0.00	0.00	500.00	1,200.00	700.00	1,200.00
<b>Total Revenue</b>		<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>1,200.00</b>	<b>700.00</b>	<b>1,200.00</b>
<b>Expense</b>							
01-7900-6100	Salaries & Wages - Full Time	57,773.66	57,345.00	18,155.20	58,492.00	40,336.80	58,492.00
01-7900-6110	Salaries - Part Time	50,391.04	6,000.00	0.00	6,000.00	6,000.00	6,000.00
01-7900-6120	Benefits - Full Time	21,835.58	16,505.00	3,433.86	16,840.00	13,406.14	16,840.00
01-7900-6200	Clothing/Uniforms	117.07	0.00	0.00	130.00	130.00	130.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7900-6205	Meeting Allowance	0.00	0.00	75.00	450.00	375.00	450.00
01-7900-6210	Subscriptions/Memberships	575.00	1,400.00	735.05	1,500.00	764.95	1,500.00
01-7900-6220	Training/Travel/Workshops	5,481.60	4,500.00	431.20	4,800.00	4,368.80	4,800.00
01-7900-6240	Advertising/Promotion	18,866.37	27,000.00	2,511.94	22,000.00	19,488.06	22,000.00
01-7900-6250	Office Supplies	2,106.67	2,700.00	131.94	2,000.00	1,868.06	2,000.00
01-7900-6255	Postage/Courier	0.00	400.00	0.00	400.00	400.00	400.00
01-7900-6260	Phone/Fax/Internet	625.46	900.00	784.43	900.00	115.57	900.00
01-7900-6290	Materials/Supplies	246.67	3,500.00	81.29	3,500.00	3,418.71	3,500.00
01-7900-6292	Misc	3,000.00	4,500.00	0.00	4,500.00	4,500.00	4,500.00
01-7900-6293	Special Projects (Industry Connects)	1,000.00	4,000.00	0.00	7,200.00	7,200.00	7,200.00
01-7900-6750	Community Partnership	10,155.36	11,800.00	0.00	62,800.00	62,800.00	62,800.00
01-7900-6752	Web Site Update	2,577.03	2,500.00	122.87	2,500.00	2,377.13	2,500.00
<b>Total Expense</b>		<b>174,751.51</b>	<b>143,050.00</b>	<b>26,462.78</b>	<b>194,012.00</b>	<b>167,549.22</b>	<b>194,012.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(174,751.51)</b>	<b>(143,050.00)</b>	<b>(25,962.78)</b>	<b>(192,812.00)</b>	<b>(166,849.22)</b>	<b>(192,812.00)</b>
<b>Category Excess Revenue Over (Under) Expenditures</b>		<b>(1,266,861.32)</b>	<b>(1,345,401.00)</b>	<b>(267,084.47)</b>	<b>251,824.00</b>	<b>518,908.47</b>	<b>251,824.00</b>
<b>Category: 8???</b>							
<b>8100 Planning &amp; Zoning</b>							
<b>Revenue</b>							
01-8100-5700	Zoning Certificates	3,740.00	2,700.00	1,000.00	2,900.00	1,900.00	2,900.00
01-8100-5710	Planning Applications	8,460.00	2,500.00	2,000.00	4,000.00	2,000.00	4,000.00
<b>Total Revenue</b>		<b>12,200.00</b>	<b>5,200.00</b>	<b>3,000.00</b>	<b>6,900.00</b>	<b>3,900.00</b>	<b>6,900.00</b>
<b>Expense</b>							
01-8100-6100	Salaries & Wages - Full Time	10,000.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00
01-8100-6120	Benefits - Full Time	2,500.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00
01-8100-6240	Advertising/Promotion	1,049.25	1,200.00	562.92	1,000.00	437.08	1,000.00
01-8100-6280	Legal/Accounting	950.50	1,500.00	0.00	1,500.00	1,500.00	1,500.00
01-8100-6340	Engineering	1,708.85	40,000.00	0.00	20,000.00	20,000.00	20,000.00
<b>Total Expense</b>		<b>16,208.60</b>	<b>55,200.00</b>	<b>562.92</b>	<b>35,000.00</b>	<b>34,437.08</b>	<b>35,000.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(4,008.60)</b>	<b>(50,000.00)</b>	<b>2,437.08</b>	<b>(28,100.00)</b>	<b>(30,537.08)</b>	<b>(28,100.00)</b>
<b>8500 Drainage</b>							
<b>Revenue</b>							
01-8500-5286	Conditional Grants - Ontario	2,051.82	2,000.00	0.00	2,000.00	2,000.00	2,000.00
01-8500-5800	Tile Drain Loan Revenue	5,461.90	0.00	3,749.96	0.00	(3,749.96)	0.00
<b>Total Revenue</b>		<b>7,513.72</b>	<b>2,000.00</b>	<b>3,749.96</b>	<b>2,000.00</b>	<b>(1,749.96)</b>	<b>2,000.00</b>
<b>Expense</b>							
01-8500-6100	Salaries & Wages - Full Time	2,830.10	3,500.00	0.00	3,500.00	3,500.00	3,500.00
01-8500-6120	Benefits - Full Time	764.12	900.00	0.00	900.00	900.00	900.00
01-8500-6210	Subscriptions/Memberships	132.29	300.00	0.00	300.00	300.00	300.00
01-8500-6220	Training/Travel/Workshops	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00
01-8500-6800	Tile Drain Loan Payment	5,461.89	0.00	3,749.96	0.00	(3,749.96)	0.00
<b>Total Expense</b>		<b>9,188.40</b>	<b>6,200.00</b>	<b>3,749.96</b>	<b>6,200.00</b>	<b>2,450.04</b>	<b>6,200.00</b>
<b>Dept Excess Revenue Over (Under) Expenditures</b>		<b>(1,674.68)</b>	<b>(4,200.00)</b>	<b>0.00</b>	<b>(4,200.00)</b>	<b>(4,200.00)</b>	<b>(4,200.00)</b>

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total Actual	Previous Year Total Budget	Current Year To Date Actual	Current Year To Date Budget	Budget Remaining	Total Budget
<b>Category Excess Revenue Over (Under) Expenditures</b>		(5,683.28)	(54,200.00)	2,437.08	(32,300.00)	(34,737.08)	(32,300.00)
<b>Category: 9???</b>							
<b>9500 Taxation</b>							
<b>Revenue</b>							
01-9500-4020	Municipal Purposes - Supps/Write-O	(2,944.95)	5,000.00	0.00	3,000.00	3,000.00	3,000.00
01-9500-4040	Municipal Purposes - Payments in Li	55,524.65	50,000.00	0.00	50,000.00	50,000.00	50,000.00
<b>Total Revenue</b>		52,579.70	55,000.00	0.00	53,000.00	53,000.00	53,000.00
<b>Expense</b>							
01-9500-4160	County - Requisition	2,073,851.00	0.00	522,623.00	0.00	(522,623.00)	0.00
01-9500-4260	Education Public - Requisition	1,027,624.44	0.00	257,137.55	0.00	(257,137.55)	0.00
01-9500-4360	Education Separate - Requisition	160,481.16	0.00	40,183.87	0.00	(40,183.87)	0.00
<b>Total Expense</b>		3,261,956.60	0.00	819,944.42	0.00	(819,944.42)	0.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		(3,209,376.90)	55,000.00	(819,944.42)	53,000.00	872,944.42	53,000.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		(3,209,376.90)	55,000.00	(819,944.42)	53,000.00	872,944.42	53,000.00
<b>Fund: 02 Capital Fund</b>							
<b>Category: 1???</b>							
<b>1210 TownHall Bldg</b>							
<b>Expense</b>							
02-1210-0300	Buildings	0.00	40,000.00	0.00	164,000.00	164,000.00	164,000.00
02-1210-0400	Machinery & Equipment	0.00	0.00	0.00	45,850.00	45,850.00	45,850.00
<b>Total Expense</b>		0.00	40,000.00	0.00	209,850.00	209,850.00	209,850.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(40,000.00)	0.00	(209,850.00)	(209,850.00)	(209,850.00)
<b>Category Excess Revenue Over (Under) Expenditures</b>		0.00	(40,000.00)	0.00	(209,850.00)	(209,850.00)	(209,850.00)
<b>Category: 2???</b>							
<b>2100 Fire Dept</b>							
<b>Expense</b>							
02-2100-0500	Vehicles	0.00	0.00	325,575.38	319,022.00	(6,553.38)	319,022.00
<b>Total Expense</b>		0.00	0.00	325,575.38	319,022.00	(6,553.38)	319,022.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	(325,575.38)	(319,022.00)	6,553.38	(319,022.00)
<b>2120</b>							
<b>Expense</b>							
02-2120-0300	Fire - NH Buildings	0.00	0.00	0.00	33,000.00	33,000.00	33,000.00
<b>Total Expense</b>		0.00	0.00	0.00	33,000.00	33,000.00	33,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(33,000.00)	(33,000.00)	(33,000.00)
<b>2200 Police</b>							

# General Ledger

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Account	Description	Previous Year Total Actual	Budget	Current Year To Date Actual	Budget	Budget Remaining	Total Budget
<b>Expense</b>							
02-2200-0500	Vehicles	0.00	0.00	0.00	39,000.00	39,000.00	39,000.00
<b>Total Expense</b>		0.00	0.00	0.00	39,000.00	39,000.00	39,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(39,000.00)	(39,000.00)	(39,000.00)
<b>2700 ESTC Centre</b>							
<b>Expense</b>							
02-2700-0300	ESTC Building	0.00	19,000.00	0.00	9,000.00	9,000.00	9,000.00
<b>Total Expense</b>		0.00	19,000.00	0.00	9,000.00	9,000.00	9,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(19,000.00)	0.00	(9,000.00)	(9,000.00)	(9,000.00)
<b>Category Excess Revenue Over (Under) Expenditures</b>		0.00	(19,000.00)	(325,575.38)	(400,022.00)	(74,446.62)	(400,022.00)

**Category: 3???**

<b>3100 Roads</b>							
<b>Expense</b>							
02-3100-0400	Machinery & Equipment	0.00	24,000.00	0.00	24,000.00	24,000.00	24,000.00
02-3100-0500	Vehicles	0.00	60,000.00	0.00	28,400.00	28,400.00	28,400.00
02-3100-0793	Westmoreland/Mill Street	0.00	130,000.00	308.74	300,000.00	299,691.26	300,000.00
02-3100-0794	Arthur Street - Land Strategy	0.00	0.00	0.00	95,000.00	95,000.00	95,000.00
02-3100-0796	Patrick Street	0.00	0.00	0.00	150,499.00	150,499.00	150,499.00
02-3100-1200	Bridges - Howson Dam EA	0.00	0.00	1,496.38	80,000.00	78,503.62	80,000.00
<b>Total Expense</b>		0.00	214,000.00	1,805.12	677,899.00	676,093.88	677,899.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(214,000.00)	(1,805.12)	(677,899.00)	(676,093.88)	(677,899.00)
<b>3400 Streetlighting</b>							
<b>Expense</b>							
02-3400-0450	Streetlight Replacement	0.00	10,000.00	658.43	9,200.00	8,541.57	9,200.00
<b>Total Expense</b>		0.00	10,000.00	658.43	9,200.00	8,541.57	9,200.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(10,000.00)	(658.43)	(9,200.00)	(8,541.57)	(9,200.00)
<b>Category Excess Revenue Over (Under) Expenditures</b>		0.00	(224,000.00)	(2,463.55)	(687,099.00)	(684,635.45)	(687,099.00)

**Category: 4???**

<b>4100 Sanitary Sewer</b>							
<b>Expense</b>							
02-4100-0400	Machinery & Equipment	0.00	40,000.00	0.00	25,000.00	25,000.00	25,000.00
02-4100-0708	Sewer Camera Video	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00
02-4100-0794	Arthur Street	0.00	0.00	0.00	37,500.00	37,500.00	37,500.00
02-4100-0796	Patrick Street	0.00	85,000.00	0.00	70,395.00	70,395.00	70,395.00
<b>Total Expense</b>		0.00	125,000.00	0.00	232,895.00	232,895.00	232,895.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(125,000.00)	0.00	(232,895.00)	(232,895.00)	(232,895.00)

<b>4300 Waterworks</b>							
<b>Expense</b>							

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
02-4300-0300	Buildings/Well Upgrades	0.00	60,000.00	19,998.20	551,540.00	531,541.80	551,540.00
02-4300-0400	Machinery & Equipment	0.00	9,500.00	0.00	18,100.00	18,100.00	18,100.00
02-4300-0708	Water Tower Sch B EA	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00
02-4300-0794	Arthur Street	0.00	0.00	0.00	87,500.00	87,500.00	87,500.00
02-4300-0796	Patrick Street	0.00	85,000.00	0.00	104,124.00	104,124.00	104,124.00
02-4300-0804	Blyth Road Development	0.00	0.00	0.00	190,000.00	190,000.00	190,000.00
02-4300-0805	Westmoreland Street	0.00	0.00	0.00	75,000.00	75,000.00	75,000.00
<b>Total Expense</b>		0.00	154,500.00	19,998.20	1,126,264.00	1,106,265.80	1,126,264.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(154,500.00)	(19,998.20)	(1,126,264.00)	(1,106,265.80)	(1,126,264.00)
<b>Category Excess Revenue Over (Under) Expenditures</b>		0.00	(279,500.00)	(19,998.20)	(1,359,159.00)	(1,339,160.80)	(1,359,159.00)
<b>Category: 5???</b>							
<b>5500 Cemeteries</b>							
<b>Expense</b>							
02-5500-0200	Land Improvements	0.00	0.00	0.00	56,000.00	56,000.00	56,000.00
<b>Total Expense</b>		0.00	0.00	0.00	56,000.00	56,000.00	56,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(56,000.00)	(56,000.00)	(56,000.00)
<b>Category Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(56,000.00)	(56,000.00)	(56,000.00)
<b>Category: 7???</b>							
<b>7100 Parks - W</b>							
<b>Expense</b>							
02-7100-0200	Land Improvements	0.00	18,116.00	0.00	10,000.00	10,000.00	10,000.00
<b>Total Expense</b>		0.00	18,116.00	0.00	10,000.00	10,000.00	10,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(18,116.00)	0.00	(10,000.00)	(10,000.00)	(10,000.00)
<b>7240 Fitness Programs</b>							
<b>Expense</b>							
02-7240-0400	Machinery & Equipment	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
<b>Total Expense</b>		0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(25,000.00)	(25,000.00)	(25,000.00)
<b>7301 Rec Admin</b>							
<b>Expense</b>							
02-7301-0600	IT Equipment	0.00	0.00	0.00	45,000.00	45,000.00	45,000.00
<b>Total Expense</b>		0.00	0.00	0.00	45,000.00	45,000.00	45,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(45,000.00)	(45,000.00)	(45,000.00)
<b>7310 Arena - W</b>							
<b>Expense</b>							
02-7310-0300	Buildings	0.00	33,000.00	0.00	82,000.00	82,000.00	82,000.00
<b>Total Expense</b>		0.00	33,000.00	0.00	82,000.00	82,000.00	82,000.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(33,000.00)	0.00	(82,000.00)	(82,000.00)	(82,000.00)
<b>7320 Pool - W</b>							
<b>Expense</b>							
02-7320-0300	Buildings	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
<b>Total Expense</b>		0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(20,000.00)	(20,000.00)	(20,000.00)
<b>7710 Library - W</b>							
<b>Expense</b>							
02-7710-0300	Library Repairs/Renovations	0.00	23,000.00	0.00	18,887.00	18,887.00	18,887.00
<b>Total Expense</b>		0.00	23,000.00	0.00	18,887.00	18,887.00	18,887.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	(23,000.00)	0.00	(18,887.00)	(18,887.00)	(18,887.00)
<b>7850 Memorial Hall</b>							
<b>Expense</b>							
02-7850-0300	Buildings	0.00	0.00	0.00	1,542,000.00	1,542,000.00	1,542,000.00
<b>Total Expense</b>		0.00	0.00	0.00	1,542,000.00	1,542,000.00	1,542,000.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		0.00	0.00	0.00	(1,542,000.00)	(1,542,000.00)	(1,542,000.00)
<b>Category Excess Revenue Over (Under) Expenditures</b>		0.00	(74,116.00)	0.00	(1,742,887.00)	(1,742,887.00)	(1,742,887.00)
<b>Fund: 03 Reserve Fund</b>							
<b>Category: 4???</b>							
<b>4100 Sanitary Sewer</b>							
<b>Revenue</b>							
03-4100-5115	Sewer Capital Fund	2,330.66	0.00	435.69	0.00	(435.69)	0.00
03-4100-5120	Sewer Reserve Fund	4,309.88	0.00	588.82	0.00	(588.82)	0.00
<b>Total Revenue</b>		6,640.54	0.00	1,024.51	0.00	(1,024.51)	0.00
<b>Dept Excess Revenue Over (Under) Expenditures</b>		6,640.54	0.00	1,024.51	0.00	(1,024.51)	0.00
<b>Category Excess Revenue Over (Under) Expenditures</b>		6,640.54	0.00	1,024.51	0.00	(1,024.51)	0.00

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Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		

REPORT SUMMARY

01-1000	General Government	1,512,582.04	1,428,182.00	682,779.35	1,572,437.00	889,657.65	1,572,437.00
01-1200	Administration	32,853.35	0.00	0.00	157,000.00	157,000.00	157,000.00
01-1210	TownHall Bldg	42,400.00	0.00	8,225.95	0.00	(8,225.95)	0.00
01-1220	Red Cross Bldg	32,598.88	40,147.00	0.00	14,775.00	14,775.00	14,775.00
01-2100	Fire	320,773.46	311,090.00	142,803.79	625,023.00	482,219.21	625,023.00
01-2120	FPO	4,300.00	0.00	0.00	38,000.00	38,000.00	38,000.00
01-2200	Police	108,366.89	104,150.00	40,491.28	127,437.00	86,945.72	127,437.00
01-2400	Building Depart	57,083.62	43,800.00	44,026.18	49,100.00	5,073.82	49,100.00
01-2410	Property Standards	90.00	100.00	0.00	100.00	100.00	100.00
01-2500	Animal Control	10,510.00	12,200.00	9,110.00	12,200.00	3,090.00	12,200.00
01-2700	ESTC Centre	191,185.47	275,895.00	75,163.61	530,094.00	454,930.39	530,094.00
01-3100	Roads	294,647.19	290,375.00	93,185.21	600,275.00	507,089.79	600,275.00
01-3400	Streetlighting	4,508.82	5,915.00	0.00	15,262.00	15,262.00	15,262.00
01-3500	Air Transportation	91,499.31	89,344.00	11,193.69	89,348.00	78,154.31	89,348.00
01-4100	Sanitary Sewer	914,561.72	1,064,463.00	220,487.50	1,068,264.00	847,776.50	1,068,264.00
01-4300	Waterworks	1,364,743.69	1,224,431.00	278,248.24	2,126,605.00	1,848,356.76	2,126,605.00
01-4525	Waste	205,888.23	160,000.00	68,976.98	204,000.00	135,023.02	204,000.00
01-5500	Cemeteries	99,826.27	62,025.00	18,789.69	86,550.00	67,760.31	86,550.00
01-6400	Child Care	726,452.88	634,684.00	192,303.79	666,486.00	474,182.21	666,486.00
01-6500	Early Learning Site	65,935.47	105,969.00	18,153.06	66,118.00	47,964.94	66,118.00
01-6600	Before & After Maitland Campus	154,042.20	122,628.00	44,317.71	171,430.00	127,112.29	171,430.00
01-6700	Before & After Sacred Heart	29,837.98	29,069.00	8,741.89	40,617.00	31,875.11	40,617.00
01-6800	Early Years	80,820.00	80,820.00	27,480.00	82,440.00	54,960.00	82,440.00
01-7100	Parks - W	56,803.73	55,475.00	0.00	15,325.00	15,325.00	15,325.00
01-7110	Parks - B	1,390.83	1,000.00	46.36	1,200.00	1,153.64	1,200.00
01-7120	Trailer Park - W	8,660.52	9,032.00	0.00	8,732.00	8,732.00	8,732.00
01-7130	Campground - B	27,216.77	21,274.00	(852.65)	25,211.00	26,063.65	25,211.00
01-7210	Rec Programs	91,696.49	83,342.00	13,838.09	85,667.00	71,828.91	85,667.00
01-7220	Aquatic Programs	185,401.93	195,015.00	67,928.87	176,270.00	108,341.13	176,270.00
01-7240	Fitness Programs	167,160.99	168,468.00	53,194.00	192,341.00	139,147.00	192,341.00
01-7301	Rec Admin	1,500.65	900.00	961.03	46,500.00	45,538.97	46,500.00
01-7310	Arena - W	230,157.51	202,539.00	55,643.50	312,050.00	256,406.50	312,050.00
01-7315	Concession - W	37,394.16	42,200.00	10,669.81	36,800.00	26,130.19	36,800.00
01-7330	KOC Hall	39,800.00	39,500.00	0.00	39,500.00	39,500.00	39,500.00
01-7340	Arena - B	134,355.34	139,885.00	48,569.04	133,800.00	85,230.96	133,800.00
01-7345	Concession - B	30,596.92	40,000.00	7,165.36	32,500.00	25,334.64	32,500.00
01-7350	Hall - B	10,090.66	10,400.00	1,818.17	9,700.00	7,881.83	9,700.00
01-7360	Arena - E/W	13,298.04	13,305.00	0.00	13,305.00	13,305.00	13,305.00
01-7710	Library - W	38,000.00	38,000.00	5,000.00	33,887.00	28,887.00	33,887.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7720	Library - B	9,999.96	9,996.00	3,333.32	9,996.00	6,662.68	9,996.00
01-7810	Museum	5,088.55	4,950.00	0.00	4,950.00	4,950.00	4,950.00
01-7850	Memorial Hall	48,733.80	39,797.00	0.00	1,568,000.00	1,568,000.00	1,568,000.00
01-7900	Community Development	0.00	0.00	500.00	1,200.00	700.00	1,200.00
01-8100	Planning & Zoning	12,200.00	5,200.00	3,000.00	6,900.00	3,900.00	6,900.00
01-8500	Drainage	7,513.72	2,000.00	3,749.96	2,000.00	(1,749.96)	2,000.00
01-9500	Taxation	52,579.70	55,000.00	0.00	53,000.00	53,000.00	53,000.00
Fund 01	Total Revenue	7,555,147.74	7,262,565.00	2,259,042.78	11,152,395.00	8,893,352.22	11,152,395.00
01-1000	General Government	127,931.88	128,024.00	28,950.86	202,449.00	173,498.14	202,449.00
01-1100	Members of Council	93,042.69	115,500.00	27,458.94	107,500.00	80,041.06	107,500.00
01-1200	Administration	683,004.93	730,060.00	246,374.78	784,784.00	538,409.22	784,784.00
01-1210	TownHall Bldg	66,907.48	68,231.00	18,937.23	68,565.00	49,627.77	68,565.00
01-1220	Red Cross Bldg	30,462.16	8,560.00	0.00	14,775.00	14,775.00	14,775.00
01-2100	Fire	578,254.70	557,100.00	159,043.54	570,888.00	411,844.46	570,888.00
01-2110	Wingham Fire Hall	22,520.88	22,425.00	5,405.79	21,542.00	16,136.21	21,542.00
01-2115	Blyth Fire Hall	16,229.84	18,662.00	3,803.16	17,713.00	13,909.84	17,713.00
01-2120	FPO	188,751.54	162,421.00	37,115.17	164,101.00	126,985.83	164,101.00
01-2200	Police	1,306,997.68	1,293,460.00	408,488.92	1,396,192.00	987,703.08	1,396,192.00
01-2210	Police Stn	25,319.53	26,741.00	5,486.16	30,313.00	24,826.84	30,313.00
01-2300	Conservation Authority	80,230.00	80,230.00	0.00	82,323.00	82,323.00	82,323.00
01-2400	Building Depart	101,465.60	103,724.00	32,276.66	97,165.00	64,888.34	97,165.00
01-2410	Property Standards	13,120.01	11,385.00	464.03	12,187.00	11,722.97	12,187.00
01-2500	Animal Control	1,929.54	4,500.00	1,102.79	5,100.00	3,997.21	5,100.00
01-2600	Emergency Planning	3,350.78	5,000.00	348.93	5,075.00	4,726.07	5,075.00
01-2700	ESTC Centre	249,601.42	346,633.00	51,829.48	495,761.00	443,931.52	495,761.00
01-2710	ESTC Building	20,038.46	25,730.00	4,826.65	24,069.00	19,242.35	24,069.00
01-3100	Roads	1,314,924.48	1,292,880.00	332,002.65	1,538,477.00	1,206,474.35	1,538,477.00
01-3400	Streetlighting	128,786.22	141,315.00	29,586.30	144,848.00	115,261.70	144,848.00
01-3500	Air Transportation	81,294.73	87,456.00	23,479.87	85,573.00	62,093.13	85,573.00
01-4100	Sanitary Sewer	902,989.67	889,463.00	87,579.45	835,369.00	747,789.55	835,369.00
01-4300	Waterworks	1,230,015.40	981,231.00	104,973.17	1,000,341.00	895,367.83	1,000,341.00
01-4525	Waste	460,709.48	416,629.00	64,324.77	436,255.00	371,930.23	436,255.00
01-5500	Cemeteries	124,675.98	88,594.00	4,636.69	106,453.00	101,816.31	106,453.00
01-6400	Child Care	698,944.00	647,896.00	190,754.43	616,017.00	425,262.57	616,017.00
01-6410	Day Care Bldg	48,925.25	63,654.00	9,358.13	88,543.00	79,184.87	88,543.00
01-6500	Early Learning Site	64,251.47	71,895.00	19,948.62	70,249.00	50,300.38	70,249.00
01-6600	Before & After Maitland Campus	78,684.33	85,114.00	23,722.82	88,315.00	64,592.18	88,315.00
01-6700	Before & After Sacred Heart	26,750.81	28,033.00	12,652.21	26,730.00	14,077.79	26,730.00
01-6800	Early Years	77,046.40	80,820.00	34,183.91	82,440.00	48,256.09	82,440.00
01-7100	Parks - W	130,282.23	157,605.00	6,163.18	147,990.00	141,826.82	147,990.00
01-7110	Parks - B	33,172.58	45,960.00	1,303.46	47,517.00	46,213.54	47,517.00

## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
01-7120	Trailer Park - W	9,184.69	11,579.00	901.08	10,766.00	9,864.92	10,766.00
01-7130	Campground - B	63,319.38	66,990.00	4,821.22	74,507.00	69,685.78	74,507.00
01-7140	Parks E/W	3,054.75	3,413.00	0.00	3,563.00	3,563.00	3,563.00
01-7210	Rec Programs	80,046.93	83,109.00	4,597.47	82,447.00	77,849.53	82,447.00
01-7220	Aquatic Programs	202,010.20	214,043.00	61,073.74	216,837.00	155,763.26	216,837.00
01-7240	Fitness Programs	130,908.80	131,545.00	35,868.03	128,087.00	92,218.97	128,087.00
01-7301	Rec Admin	215,277.80	237,799.00	79,771.08	260,699.00	180,927.92	260,699.00
01-7305	Complex Admin	71,745.95	79,266.00	1,384.98	81,977.00	80,592.02	81,977.00
01-7310	Arena - W	332,752.04	286,261.00	127,791.95	289,499.00	161,707.05	289,499.00
01-7315	Concession - W	30,250.24	38,067.00	7,854.32	33,634.00	25,779.68	33,634.00
01-7320	Pool - W	234,456.20	234,881.00	28,564.86	235,460.00	206,895.14	235,460.00
01-7325	Fitness - W	55,819.28	58,383.00	9,570.79	59,375.00	49,804.21	59,375.00
01-7330	KOC Hall	47,940.56	47,757.00	7,812.77	46,554.00	38,741.23	46,554.00
01-7340	Arena - B	218,608.71	224,825.00	73,257.98	220,971.00	147,713.02	220,971.00
01-7345	Concession - B	27,864.77	38,776.00	7,482.08	31,976.00	24,493.92	31,976.00
01-7350	Hall - B	54,500.38	66,838.00	12,987.00	66,796.00	53,809.00	66,796.00
01-7360	Arena - E/W	50,228.98	50,175.00	1,510.68	50,619.00	49,108.32	50,619.00
01-7710	Library - W	29,911.75	33,070.00	6,366.06	31,672.00	25,305.94	31,672.00
01-7720	Library - B	13,035.17	14,257.00	4,781.60	14,488.00	9,706.40	14,488.00
01-7810	Museum	11,194.24	10,900.00	1,487.15	10,900.00	9,412.85	10,900.00
01-7815	Museum Bldg	20,398.06	31,947.00	3,777.58	28,451.00	24,673.42	28,451.00
01-7850	Memorial Hall	162,165.44	147,823.00	18,889.21	123,653.00	104,763.79	123,653.00
01-7860	Blyth Meeting Room	1,327.53	2,160.00	418.32	2,660.00	2,241.68	2,660.00
01-7900	Community Development	174,751.51	143,050.00	26,462.78	194,012.00	167,549.22	194,012.00
01-8100	Planning & Zoning	16,208.60	55,200.00	562.92	35,000.00	34,437.08	35,000.00
01-8500	Drainage	9,188.40	6,200.00	3,749.96	6,200.00	2,450.04	6,200.00
01-9500	Taxation	3,261,956.60	0.00	819,944.42	0.00	(819,944.42)	0.00
Fund 01 Total Expenditure		14,538,719.11	11,105,245.00	3,328,272.78	11,756,422.00	8,428,149.22	11,756,422.00
Fund 01 Excess Revenue Over (Under) Expenditures		(6,983,571.37)	(3,842,680.00)	(1,069,230.00)	(604,027.00)	465,203.00	(604,027.00)
02-1210	TownHall Bldg	0.00	40,000.00	0.00	209,850.00	209,850.00	209,850.00
02-2100	Fire Dept	0.00	0.00	325,575.38	319,022.00	(6,553.38)	319,022.00
02-2120		0.00	0.00	0.00	33,000.00	33,000.00	33,000.00
02-2200	Police	0.00	0.00	0.00	39,000.00	39,000.00	39,000.00
02-2700	ESTC Centre	0.00	19,000.00	0.00	9,000.00	9,000.00	9,000.00
02-3100	Roads	0.00	214,000.00	1,805.12	677,899.00	676,093.88	677,899.00
02-3400	Streetlighting	0.00	10,000.00	658.43	9,200.00	8,541.57	9,200.00
02-4100	Sanitary Sewer	0.00	125,000.00	0.00	232,895.00	232,895.00	232,895.00
02-4300	Waterworks	0.00	154,500.00	19,998.20	1,126,264.00	1,106,265.80	1,126,264.00
02-5500	Cemeteries	0.00	0.00	0.00	56,000.00	56,000.00	56,000.00
02-7100	Parks - W	0.00	18,116.00	0.00	10,000.00	10,000.00	10,000.00

# General Ledger

## Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31,2016 - From Period 1 To Period 12 Ending DEC 31,2016

Account	Description	Previous Year Total		Current Year To Date		Budget Remaining	Total Budget
		Actual	Budget	Actual	Budget		
02-7240	Fitness Programs	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00
02-7301	Rec Admin	0.00	0.00	0.00	45,000.00	45,000.00	45,000.00
02-7310	Arena - W	0.00	33,000.00	0.00	82,000.00	82,000.00	82,000.00
02-7320	Pool - W	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
02-7710	Library - W	0.00	23,000.00	0.00	18,887.00	18,887.00	18,887.00
02-7850	Memorial Hall	0.00	0.00	0.00	1,542,000.00	1,542,000.00	1,542,000.00
Fund 02 Total Expenditure		0.00	636,616.00	348,037.13	4,455,017.00	4,106,979.87	4,455,017.00
Fund 02 Excess Revenue Over (Under) Expenditures		0.00	(636,616.00)	(348,037.13)	(4,455,017.00)	(4,106,979.87)	(4,455,017.00)
03-4100	Sanitary Sewer	6,640.54	0.00	1,024.51	0.00	(1,024.51)	0.00
Fund 03 Total Revenue		6,640.54	0.00	1,024.51	0.00	(1,024.51)	0.00
Fund 03 Excess Revenue Over (Under) Expenditures		6,640.54	0.00	1,024.51	0.00	(1,024.51)	0.00
Report Total Revenue		7,561,788.28	7,262,565.00	2,260,067.29	11,152,395.00	8,892,327.71	11,152,395.00
Report Total Expenditure		14,538,719.11	11,741,861.00	3,676,309.91	16,211,439.00	12,535,129.09	16,211,439.00
Report Excess Revenue Over (Under) Expenditures		(6,976,930.83)	(4,479,296.00)	(1,416,242.62)	(5,059,044.00)	(3,642,801.38)	(5,059,044.00)



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 02/05/2016  
**SUBJECT:** Recreation and Facilities Department Activity Report  
**ATTACHMENTS:** none

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Department Activity Report of the Director of Recreation and Facilities, dated May 2, 2016 for information purposes.

## **EXECUTIVE SUMMARY**

The Director of Recreation and Facilities provides a monthly report of department activities and ongoing projects to keep Council informed.

## **DISCUSSION**

### Aquatic Program - Aquatic Centre Spring 2016 Stats

2015 – 386 swimming lesson participants

2016 – 397 swimming lesson participants

- 3% increase in spring swimming lesson registration from 2015 (even with the loss of Maitland River School lessons)
- 20% increase in public swimming lessons on Wednesday and Saturdays
- 42% increase in after school lessons from 4-5pm on Tuesday and Thursdays (have expanded program from JK to grade 3)
- 66% increase in Private lessons
- Friday night Loonie/Toonie swim has seen an 50% increase in attendance over the same time period last year

### Recreation Programs

April 22 PA Day – 25 registrations.

May 9 PA Day – registrations still coming in.

May 9 PA Day Babysitting Course – Full already with a waiting list.

Kids Floor Gymnastics – 30 registrations.

Adult Drop-In Volleyball – average turn out is about 15 – 20 per night.

Adult Drop-In Basketball – average turn out is 10 per night.

Adult Drop-In Pickleball – 15 – 20 per night.

Drop-In Youth Soccer – average turn out is about 20 per night.

Drop-In Badminton – 20 – 30 per night.

BOUNCE program – So far 10 signed up for the Wednesday nights (pool night) and 17 signed up for the Thursday nights (dry land).

Pitching Clinic is back on the arena floor – May 09, 10, 12 – 3 hours per night.

### NHWCC 15<sup>th</sup> Anniversary Promotion

We had a very successful promotion to celebrate the 15 year anniversary of the Complex. The overall goal was to increase membership to the facility through a marketing campaign. This was performed as a result of the noted decrease in numbers reflected in the year end stats.

The outcome was successful, meeting or exceeding intended targets. Results are outlined on the next page of this report.

# 15 Day Membership Promotion

<b>Statistics</b>		
<b>Marketing</b>	<b>Goal/Budget</b>	<b>Actual</b>
Mailings & Printing Costs	\$3757.76	\$3135.09
<b>Usage of Free Promotion</b>	<b>Goal/Budget</b>	<b>Actual</b>
Number of Cards Mailed Out	10,000	10,574
Number of People Who Signed Up for Free Membership	1000	756
Number Households Who Signed Up for Free Membership	X	423
Current Members - Upgraded Membership	x	26 of the 756
Non-Current Members - Signed Up For Free Membership	x	730 of the 756
<b>Breakdown of Free Members by Location/Area</b>		<b>%</b>
Belgrave, Bluevale, Blyth, Brussels/Ethel		26%
Gorrie/Wroxeter/Fordwich		9%
Listowel/Atwood, Palmerston		4%
Lucknow, Teeswater		10%
Miscellaneous		4%
Wingham		47%
<b>Purchase Uptake Post Promotion</b>	<b>Goal/Budget</b>	<b>Actual</b>
Number People Who Purchased After Trying Free Membership	100	121
Financial Impact of Purchase	X	\$16,444.56
<b>Breakdown of Purchases – By Type</b>	<b>#</b>	<b>%</b>
1 Year Prepaid	9	7%
Pre-Authorized Membership (12 Month Continual)	29	24%
3 Month Membership	17	14%
1 Month Membership	30	25%
Single Use	27	22%
Other (Mom’s Program, New Swimming Lesson Participants, etc)	9	7%
<b>Breakdown of Purchases – By Facility Area</b>	<b>#</b>	<b>%</b>
Complete	24	20%
Fitness/Courts	74	61%
Aquatics	23	19%
<b>Breakdown of Purchases – By Area</b>	<b>\$</b>	<b>%</b>
Complete	\$5551.30	34%
Fitness/Courts	\$7640.40	46%
Aquatics	\$3252.90	20%

Ongoing follow up:

- Memberships are followed up using our retention program
- Email survey to households that have not joined yet – collect feedback

### Blyth Community Centre and Campground – May Events:

- May 14 – Cowbell Brewery – First Batch Tasting event on Blyth Arena Floor
- May 20-23 – OPA Campout
- May 26-29 – Barn Dance Jamboree Camp Out

### Parks and Trails

Meeting held with the new Friends of the Village of Blyth Parks chairperson to discuss 2016 projects. The group is working with the Township and the Centre for Creativity to look at options for new concrete planters in the downtown. The parks volunteers are reviewing with input from the BIA potential locations for planters on the street, and prioritizing them. The final Memorandum of Understanding for this community volunteer group is under review by their members, and will be ready for Council after their next meeting.

A meeting of the Wingham community groups that volunteer in the parks and trails in Wingham was held on April 18. Agenda items included trail maintenance, parks and garden maintenance, updates from the Wingham Horticultural Society, the Wingham Community Trail Committee, and the Wingham BIA. The Wingham Horticultural Society is in final review of the proposed Memorandum of Understanding for their volunteer community group. This will be presented to Council for their consideration after this review.

Both Larry Meyer and Dave Cook attended a one day seminar on trail risk management hosted by Cowan's Insurance. As a result there will be new added signs on each of the trails to improve the Township's risk management on the trails in both communities.

Four summer students are hired to start work in May in the parks and to assist with grass cutting. Staff are busy preparing, inspecting and opening the parks when weather cooperates. Projects this year include: trial dog poop bag dispensers, connecting hydro to batting cage in Wingham, repainting fountain at Cruikshank park and some path work by the Horticultural Society, added removable fencing at the Campground, electrical upgrades at the Campground, planters in Blyth, trail maintenance with tree trimming and stone dust.

### Blyth Arena Board

Meeting held Wednesday April 20 to discuss future direction of the Board. Next meeting is June 15<sup>th</sup> to review proposal discussed at the committee.

### Airport Feasibility Study

Pilot group has requested additional time to summarize their comments for Council. Will have an update for Council hopefully at the May 16 Council meeting. The Airport received formal notification from Nav Canada that they will no longer support the ongoing maintenance of the GPS approach.

### Blyth Memorial Community Hall Renovation Project

Meetings held with the Renovation Committee on April 4 and April 27. Topics included load in and out and storage of building contents, final design decisions, building artifacts, construction schedule, and approved general contractors list. A sub-committee was formed to work through building artifacts, donor recognition etc. That meeting was held on April 25.

Work continues on the development of the funding agreements and the required easement agreements for the property to the north of the building for construction and kitchen equipment and exit door. These will be presented to Council for their consideration as soon as they are finalized.

Insurance coverage for the construction project has been worked out with the Township insurance company BFL and all requirements of the General Contractor are being updated in the Tender documents. It requires that the Township purchase additional Builders Risk insurance to fully protect the asset during the renovation stage.

**Revised Project Budget Update:**

At the September 21, 2015 North Huron Council meeting, the estimated budget for the Blyth Memorial Community Hall Renovation project was approved. At that time the budget was estimated at a total of \$3,500,982.20.

This was broken down as follows:

Construction	\$3,142,802.40
Consulting	\$323,180
Additional Expenses	\$35,000
Total	\$3,500,982.40

This total was an estimate based on the exchange rate at the time of 1.27%. It included a 5% mark up for project inflation for a project delay to fall 2016. It included a contingency of \$150,000.

Now that the project is moving forward in fall of 2016, there have been some factors and review of this budget by North Huron staff and the 14/19 Inc. fundraisers. In order to ensure that all project costs, and the increased exchange rate are incorporated into the project expenses, staff at 14/19 Inc, and the Township have updated the budget to reflect the following:

Construction	\$3,292,082	Increased contingency for exchange rate impact.
Consulting	\$323,180	
Additional Expenses	\$50,000	New expenses (i.e. legal)
Load in and out expenses	\$10,000	Absent in original budget
Utility expenses	\$37,500	Absent in original budget
Township project insurance	\$16,000	Absent in original budget
Total	\$3,728,762	

This is still a moving target until North Huron tenders the project and confirms the approved bid. Then final numbers with respect to the Construction and contingency, and the consulting fees can be confirmed. All stakeholders are aware that the project budget will be dependent on the tender results, but staff are attempting to provide as accurate an estimate as possible to 14/19 Inc as they work on the funding agreement with the Province. Through all the work back and forth between the Township staff and 14/19 Inc. they have continued to provide assurances that the full project is funded, and that North Huron's contribution will not exceed the \$500,000 originally committed to the project.

### Wingham Town Hall Theatre

The Township was successful in receiving the Ontario Trillium Foundation grant of \$30,000 on behalf of the Wingham Town Hall Theatre Committee. These funds were allocated to installation of the sprinkler system for the theatre. There is another report in the Council package that will provide a more detailed update on the project and grant status.

### Alice Munro Public Library Windows

As soon as weather cooperates the contractor has been lined up to initiate the work on restoring the windows at the Alice Munro Public Library. The first step will be for the contractor to restore one window for inspection and if acceptable, the contractor will proceed with the rest of the windows. The project is targeted to start as early as April 25, or as soon as the weather cooperates.

### Recreation Software

Pat Newson attended the PRO (Parks and Recreation Ontario) Conference April 5-7. Richard Al also attended on April 6. The focus of the sessions attended were on the options for replacing the Recreation Software program. During the month of May staff will continue reviewing options for software products through interactive webinars from the final 4 companies. In the end seven products will have been reviewed, researched and priced. A report will be coming to Council for consideration and recommendations on purchase and implementation plans.

### Belgrave 14 Queen Street

Staff continue to work through the details of merging the property at 14 Queen Street (Former East Wawanosh Municipal Building) and the property at 12 Queen Street (Belgrave Community Centre). The Belgrave Community Centre Board Chairman and North Huron staff met on April 22 to discuss the future of the landscaping plans for the former 14 Queen Street property. The Board is working on a final plan to present to staff for Council's consideration. Staff provided feedback to the Board Chairman that the budget is limited, and that any plans that exceed the plans proposed by the Township would be the expense of the Board. The department will continue to work cooperatively with the Board on this initiative.

### **FINANCIAL IMPACT**

This is an update report for information purposes and there is no impact on the budget to report.

### **FUTURE CONSIDERATIONS**

An update report will be prepared for June 6, 2016 meeting.

### **RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive and welcoming to new businesses and Residents.

Our residents are engaged and well informed.

Our community is healthy and safe

Our natural environment is valued and protected.



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kelly Church  
**DATE:** 02/05/2016  
**SUBJECT:** Public Works Activity Update  
**ATTACHMENTS:** [Click here to enter text.](#)

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the May 2<sup>nd</sup> 2016 Activity Report of the Public Works Department for information purposes.

## **EXECUTIVE SUMMARY**

The Public Works Department provides monthly updates to Council on activities within the Department.

## **DISCUSSION**

### **Landfill**

The cost of the two new monitoring wells came in lower than projected \$8,694.79 including HST.

Budgeted amount including engineer work was \$24,875.00

Joy Rutherford, hydrogeologist with Burnside engineering was in charge of having this completed to the stipulations of the MOECC.

Investigation into having the vacant land adjacent to the landfill planted in trees, the subject land is not desirable to lease for farming operations.

Replacement of current scale operator is still being discussed with shared services implementation team, this may be considered as part of the pilot project. Current staff has consented to stay until the end of May of this year.

Landfill sampling schedule-East Wawanosh site-May 2<sup>nd</sup> and Wingham May 11<sup>th</sup>. Burnside engineering to conduct sampling as part of the annual requirements and support for the annual report.

Staff continues to strive for efficiencies in landfilling and to deal with the public in a courteous and professional manner.

### **Cemetery**

Spring internments have started in both active cemeteries and regular burials as per By-Law.

Clean up of grounds and tree trimming as staff readies both cemeteries for the next season.

### **East Wawanosh Ward**

Extensive grading continues, weather is a key factor for determining when the roads will be graded making it difficult at times, this year has been a challenge. The south end of the Township will get spring gravel and calcium and the north end will get calcium. Crushing will commence the second week of May and once that is completed the south end roads will be shaped, shoulders reclaimed with a retriever, gravel applied and final shaping with calcium added to act as both dust suppression and a binding agent to help hold the gravel in place. The north end will get grading and shaping then calcium will be applied for both dust suppression and binding of gravel.

Regular patrols of Township roads, Tree cutting and trimming as needed/requested.

Staff continues to strive for efficiencies and to deal with the public in a courteous and professional manner.

### Blyth Ward

Sweeping of streets and sidewalks and washing the main street sidewalks.

Spring curbside refuse pickup continues- May: 2<sup>nd</sup> and the 16<sup>th</sup>

Cold patching pot holes is an ongoing process as is the regular patrol of streets and sidewalks to detect deficiencies and have repairs completed.

Westmorland street continuation is actively being planned for July start; structures and pipe are in the ordering process. The time line schedule for the construction, start date, road closure and service interruptions to businesses and home owners is in the final planning stage. Minimal disruptions are anticipated to the affected business and home owners on that section of Westmoreland. Plenty of notice will be given to all affected. The majority of the work will be completed by Municipal staff.

Maintenance of summer grass cutting equipment is underway and will be ready when the grass is.

Assist contractor with street light repair.

Staff continues to strive for efficiencies and to deal with the public in a courteous and professional manner.

### Wingham Ward

Regular maintenance of equipment.

Sweeping of the streets and sidewalks continues. Washing of the sidewalks and placement of the garbage receptacles on main street.

Spring curbside refuses pickup continues- May: 2<sup>nd</sup> and the 16<sup>th</sup>

Cold patching pot holes is ongoing as is the regular patrol of streets and sidewalks to detect deficiencies and have repairs completed.

Patrick Street reconstruction to take place this summer, updates will be reported.

Staff assists contractor with street light repair

Staff continues to strive for efficiencies and to deal with the public in a courteous and professional manner.

### Summary of Department

- Continue to look for efficiencies to improve both service and delivery of service.
- Continue to clean up after winter in order to get ready for summer.
- Continue staff training to work safely through meetings and inspections.
- Ongoing monthly meetings for staff utilization and efficiencies with equipment and material.
- Striving to work swiftly and effectively in a professional and courteous manner when dealing with public concerns/complaints.
- All departments in North Huron continue to work together to be more efficient.
- **National Public Works Week May 16-20- theme, “Public Works Always There”**

### FINANCIAL IMPACT

### FUTURE CONSIDERATIONS

### RELATIONSHIP TO STRATEGIC PLAN

Goal #4 Our administration is fiscally responsible and strives for operational excellence.



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kelly Church  
**DATE:** 02/05/2016  
**SUBJECT:** Huron County Cycling Strategy Committee  
**ATTACHMENTS:** Meeting minutes and Bicycle Friendly Workshop poster

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Huron County Cycling Strategy Committee meeting minutes for information purposes.

## **EXECUTIVE SUMMARY**

The Blyth BIA requested Council to address Bicycle safety in a letter dated August 14, 2015 North Huron Council requested information regarding "Share the Road". The County has formed a committee on cycling in Huron County and the information is attached.

## **DISCUSSION**

In August 2015 the Blyth BIA requested Council to address bicycle safety on municipal roadways; Council by way of motion asked the Director of Public Works to submit a report with recommendations, it was recommended by the Director that this be referred to the County as the lead on bicycle safety on roads.

Huron County's Planning and Development department initiated a committee to address the safety awareness with bicycles on Country Roads.

There has since the initial meeting of October 2015 a stakeholders group formed that is now part of the newly formed Huron County Cycling Strategy Steering Committee and had its first meeting February 18<sup>th</sup> 2016.

The information attached to this report outlines the strategy the committee is taking with regards to bicycle safety on roadways within Huron County.

Information on the first bicycle friendly workshop is also attached and it will be on Thursday May 19<sup>th</sup> at the Holmesville Community Centre.

## **FINANCIAL IMPACT**

Municipal staff attending committee meetings and workshops in Clinton and Holmesville

## **FUTURE CONSIDERATIONS**

Infrastructure upgrades to include committee recommendations. Education for all users of the roadways and Enforcement of current laws regarding usage of shared roadways.

## **RELATIONSHIP TO STRATEGIC PLAN**

Goal #3- Our community is healthy and safe.

# Bicycle Friendly Workshops

The County of Huron is developing a strategy intended to improve cycling safety and enjoyment in our region.

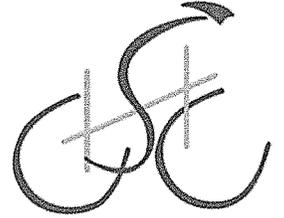
Cyclists and other road users are invited to attend a Bicycle Friendly Community Workshop facilitated by the *Share the Road Cycling Coalition* and offer input to make our roadways safer for everyone.

Two workshops are planned for Thursday, May 19th at the Holmesville Community Centre.

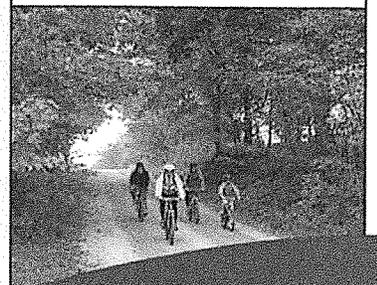
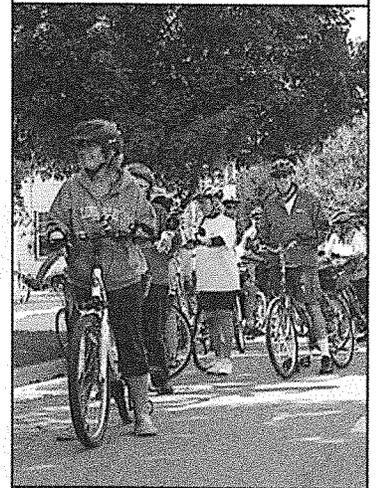
Day-Long Workshop,  
8:30 a.m. - 3:00 p.m.

Evening Workshop,  
7:00 p.m. - 9:00 p.m.

For details or to register visit:  
[huroncounty.ca](http://huroncounty.ca)



HURON COUNTY  
CYCLING STRATEGY



This initiative is powered by the Huron County Cycling Strategy Committee, which includes stakeholders from the cycling, health, municipal, police, tourism and transportation sectors.

**CORPORATION OF THE COUNTY OF HURON**

**Planning and Development Department**

**To:** Chair and Members, Committee of the Whole, Day 1

**From:** Staff Committee on Cycling, including:

Scott Currie, Media and Grants Coordinator  
Laura Dekroon, Public Health Promoter, Health Unit  
Cindy Fisher, Tourism Coordinator  
Ben Kissner, Planning Student  
Steve Lund, Director of Operations  
Susanna Reid, Planner  
Scott Tousaw, Director, Planning & Development and IT  
Sandra Weber, Manager of Planning

**Date:** October 28, 2015

**Subject:** **Cycling Initiatives**

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**Recommendation**

That a comprehensive program be initiated to enhance the safety of all road users, with primary emphasis on cyclists, by:

Commencing the following actions immediately:

- Participate in Share the Road education programs;
- Investigate the feasibility of a pilot project of wider paved shoulders outside of the fog line during the reconstruction of County Road 31 from Saltford to Benmiller;
- Enhance the County Cycling Guide/website with additional information for cyclists;
- Support, where possible and feasible, community initiatives for off-road cycling facilities such as the existing Goderich-Auburn Rail Trail (GART) and the proposed Goderich to Guelph rail trail (G2G) and Port to Point trail (P2P).

And by developing a Cycling Strategy (signage, legal considerations, bicycle infrastructure, etc.) in 2016 with stakeholder consultations and using in-house resources.

**Executive Summary**

The following is a summary of the key highlights from each section of the report.

- Three reports were received by County Council in recent years that support cycling and active transportation initiatives. These reports include Take Action for Sustainable Huron, Transportation Demand Management Plan, and Huron County Active Transportation: A Call to Action.
- Huron County is an established tourism destination. Cycling enhancements can generate economic activity related to tourism, recreation and local active transportation.

- The Share the Road Cycling Coalition is a provincial cycling advocacy organization working to build a bicycle-friendly Ontario. It is recommended that the County participate in Share the Road programs.
- The County would not be creating additional liability by participating in Share the Road education programs or by developing a signage program.
- The feasibility of a pilot project to widen paved shoulders on the portion of County Rd. 31 (Saltford to Benmiller) that is planned for rehabilitation in 2016/17 should be investigated given the 80 km speed limit, lower traffic counts, the planned rehabilitation work, the triathlon route and the inclusion of this route on the cycling guide.
- The reprint of the Cycling Guide in 2016 in conjunction with the website will include additional road information (beyond paved/unpaved information) to local and visiting cyclists such as traffic counts and posted speed limits.
- Off-road cycling facilities, such as G2G and P2P trail initiatives, present a significant opportunity for the area that should be supported where possible.
- There are several funding opportunities that could be pursued related to cycling education and infrastructure including Cycling Training Fund 2015 and 2016, Ministry of Transportation; Ontario Sport and Recreation Communities Fund (OSRCF); Trillium; Healthy Communities Fund (HCF) Program Stream (for province-wide projects); Rural Economic Development Fund (RED); Ontario Municipal Cycling Infrastructure Program.
- In addition to immediate opportunities, a longer-term Cycling Strategy (signage, legal considerations, bicycle infrastructure, etc.) should be developed in 2016 with stakeholder consultations and using in-house resources.

## **Background**

At its meeting of September 2, 2015, County Council endorsed a motion from Committee of the Whole Day 1 on August 5, 2015 directing staff “to investigate and prepare a report on the Share the Road Program.” Discussion at the August 5, 2015 meeting included possible actions of awareness, signage, review of best practices, cycling guide enhancements, paved shoulders and funding sources.

## **Comments**

### **Existing Plans and Recommendations Received by County Council**

There are three reports that were received by County Council in recent years that provide direction and recommendations on active transportation in Huron County. This section highlights the key recommendations. More detailed information along with a link to the documents is included in an Appendix.

#### Take Action for Sustainable Huron

The *Take Action for Sustainable Huron Report (2009)* and the *Community Sustainability Plan (2011)* include goals, actions and priority projects for Transportation and Healthy Active Communities. These documents were developed through the participation of almost 2,000 people and have been received by Council. The goal is for Huron County residents to live active, healthy lifestyles with access to wellness services for mind and body. Communities will be compact, pedestrian and bicycle friendly, and provide a range of services and facilities.

The Take Action recommendations related to active transportation include:

- Bring trail groups together to share best practices, successes, and encourage trail development, enhancement and maintenance.
- Determine viability of a community fund that encourages and supports trail development work.
- Inventory and promote bike facilities at municipal and institutional destinations. Ensure that bike rack installation is a consideration in all new commercial development.
- Consider solutions for active transportation in rural areas and communities.

#### Transportation Demand Management Plan (TDM)

The TDM Plan (2011) promotes the improvement and expansion of sustainable transportation options and the implementation of these initiatives and pilot programs to benefit Huron County's economy, environment, and safety. The goals are to decrease the number of single occupant vehicles on the road over time, improve health for residents by cycling or walking for recreational and utilitarian purposes, improve mobility for youth, low income population and non-drivers, and to promote pedestrian, cycling and transit-oriented neighbourhoods.

The TDM recommendations related to active transportation include:

- Plan and host an Active Transportation and Health Promotion Workshop. The proposed workshop could engage the "Share the Road Coalition" as well as the District Health Unit as key participants and speakers.
- Undertake, in partnership with local municipalities, an Active Transportation and Trails Master Plan.
- The local municipalities should consider undertaking, if they have not already done so, a review of current sidewalk policies, and update their current sidewalk inventory database.
- Explore and Develop Pedestrian and Cycling Charters for the County of Huron in partnership with the local municipalities.

#### Huron County Active Transportation: A Call to Action

The Call to Action implemented a priority of the Sustainable Huron Plan, and was endorsed by the Board of Health and County Council in June 2014. The Call to Action outlines 10 key themes developed through extensive community consultation and reflects key actions that would contribute to enhancing active transportation opportunities throughout the county.

The Call to Action recommendations related to cycling safety and education include:

- Continue to promote new and existing trail initiatives
- Encourage a Share the Road campaign
- Educate the public on safety
- Promote cycling maps that also profile secondary roads
- Consider painting bicycle lanes, additional signage and crosswalks
- Promote cycling and pedestrian routes that connect Huron County communities
- Support organizations with an active transportation objective

#### **Economics of Cycling**

Cycling generates economic activity, both as a means of active transportation, and as a tourism/recreational activity. Ontario Tourism states that the average overnight cyclist spends \$148 per day (food, beverages, attractions and retail purchases) in addition to spending on accommodations. Creative opportunities will continue to emerge for existing and new businesses as inviting cycling infrastructure is developed. Ontariobybike.ca offers programs certifying and promoting bicycle-friendly businesses and cycle tourism.

Huron County is established as a tourism destination. It has the natural trip motivator attraction of Lake Huron; the ride to the lakeshore, through villages and countryside is very appealing to the burgeoning local and visiting cycling culture.

## **Share the Road**

The Share the Road Cycling Coalition is a provincial cycling advocacy organization working to build a bicycle-friendly Ontario. The following programs are offered.

*Ontario Bike Summit* will be held in Toronto on April 19-20, 2016. Since its inception, the Ontario Bike Summit has been the premier event where decision-makers, practitioners and advocates come together to learn and discuss strategies for making Ontario's roads safer for all road users. Staff and/or Councillors may wish to attend.

The *Bicycle Friendly Communities* program was launched in Ontario in 2010 by Share the Road. The program provides incentives, hands-on assistance and award-recognition for communities that actively support bicycling. Municipalities are judged in five categories referred to as the Five "E's" of being bicycle friendly: Engineering, Education, Enforcement, Encouragement and Evaluation & Planning. A community must demonstrate achievements in each of the five categories in order to be considered for an award. The Award categories are: Bronze, Silver, Gold, Platinum and Diamond.

A day-long *Bicycle Friendly Ontario Workshop* could be offered in Huron County by Share the Road. Share the Road staff would come to Huron and tour the County reviewing cycling infrastructure. The following day, a multi-stakeholder workshop would be held to develop an action plan based on the five categories of a Bicycle Friendly Community. The cost for this workshop would be \$3,500-\$4,000.

The *'It Moves Us All'* advertising campaign includes advertising information as video, print and banners at no cost. The video can be viewed at this link <https://www.youtube.com/watch?v=6JQbuFRZz0I>

The *Stay Safe Stay Back* campaign is targeted at cyclists travelling in the vicinity of heavy trucks. This campaign includes decals to go on the back of heavy trucks as well as digital ads and a video.

## **Liability**

A major consideration regarding cycling initiatives and development of infrastructure is liability. Research to date suggests that the County would not be creating additional liability by participating in the Share the Road educational program or a signage program.

The Municipal Act legal standard for municipal roads is to maintain to a reasonable state of repair, given the location and character of the road. This duty already applies to municipalities regarding cycling, based on the case law. Many municipalities have implemented "Share the Road" signs as an educational program without creating cycling facilities on their roads.

The Ministry of Transportation Book 18 on cycling facilities is a guideline, not a standard, but such guidelines can be considered best practice by the courts. The guideline will be an important reference document when considering or planning cycling facilities.

Frank Cowan Company, the Insurance provider for the County, is conducting additional research on relevant case law. This information will inform the cycling strategy, when developed.

The legal standard for cycling and other trails not on municipal roads (e.g., in parks, rail trails, etc.) is under the Occupiers Liability Act which is no reckless disregard. Best practice calls for signing such facilities as "Recreational Trail."

## **County Rd. 31 Possibilities**

The Saltford to Benmiller section of County Rd. 31 is planned for rehabilitation in 2016-17. The preliminary estimate is an additional \$100,000 per kilometer for paved shoulders (approx. 30% increase in pavement costs). More detailed information can be provided for budget discussions. This possible pilot project has the benefits of a 80 km/h speed limit, lower traffic counts, the current rehabilitation work, the triathlon route and shown on the cycling guide. There are grant programs available (see funding section of report) and funding options can be explored.

## **The Cycling Guide Brochure**

To foster and support the cycling culture, Economic Development Services currently publishes 40,000 Cycling Guide brochures on a three year rotation, as one of the three activity brochure series (Fishing/Paddling and Hiking). The cycling guide is also available on-line at: [www.ontarioswestcoast.ca](http://www.ontarioswestcoast.ca). The County has produced a cycling map/guide since 1991.

The Cycling Guide offers a map with paved/unpaved information in addition to highlighting routes that are circuits around settlements and connecting routes, and also provides some 'lay of the land' information in addition to cycling services and tours. Area cyclists were involved in developing the highlighted routes.

In light of the recent concerns regarding road cycling safety, the County could provide additional road information (beyond paved/unpaved information), to local and visiting cyclists such as traffic counts and posted speed limits. The reprint of the Cycling Guide in 2016 will include reference to this additional information.

## **G2G (Guelph to Goderich) and P2P (Port to Point)**

Since cycling is both active transportation and recreation, connections and linkages are important. There are two ongoing projects which are part of the potential cycling experience in Huron County and beyond – G2G and P2P.

G2G is an initiative that involves the recreational use of the former CPR line for 127 km between Guelph and Goderich. There are currently two open and used G2G sections in Huron County which provide safe off road cycling experiences: GART (Goderich to the Maitland River near Auburn = 12 km) and the North Huron Trail around Blyth (approx. 3 km). The closed sections are currently leased to G2G Inc and the County is in lease discussions with that group and the Province. A total of 53 km is located in the Huron County portion of the G2G.

P2P is a proposal for a separated recreational walking/cycling trail as part of the MTO road allowance on Highway #21 between Goderich and Point Farms Provincial Park. If this trail was to proceed, it would link with G2G at the GART trail, then north for five kilometers and would extend the safe off road cycling opportunity to visitors and residents.

The County could continue to investigate co-funding opportunities to support these initiatives. County Council recently demonstrated support for G2G's funding application for cycling infrastructure.

## **Funding Opportunities**

There are a number of funding opportunities that could be pursued related to cycling education and infrastructure. This sections provides the key details of the each of the programs. Additional details and links to more information are provided in an Appendix.

#### Cycling Training Fund 2015 and 2016, Ministry of Transportation

This new fund will support projects that provide opportunities for cycling education in schools or at the community level, build skills to promote safe and enjoyable cycling, and encourage healthier and more physically active lifestyles. This time-limited funding is part of Ontario's Promotion, Celebration and Legacy Strategy for the 2015 Pan/Parapan American Games. The Health Unit is looking into applying for this funding to support cycling skills training.

The available funding stream includes cycling skills training projects or cycling instructor training projects:

- up to \$2,500 for delivery of cycling skills training.
- up to \$3,000 for delivery of cycling instructor training.

#### The Ontario Sport and Recreation Communities Fund (OSRCF)

OSRCF is a grant program that supports a vision of getting and keeping Ontarians active in community sport, recreation and physical activity. The fund:

- Increases opportunities for participation in sport and recreation by developing new programs or increasing access to existing programs to encourage individuals to become more active and keep those who are, engaged throughout their lives
- Supports implementation of physical literacy as a foundation for lifelong physical activity among individuals enabling them to make healthier activity choices
- Strengthens the community sport and recreation sector by providing training in areas such as coaching, youth development, and volunteer development to provide enhanced service and quality programming.
- The program supports projects of one or two years in length, at both the Local/Regional and Provincial levels.

#### Trillium

Funding through Trillium focuses on action areas that targets fostering more active lifestyles; connected people; building inclusive and engaged communities together; encouraging people to support a healthy and sustainable environment; enriching people's lives through arts, culture and heritage; supporting the positive development of children and youth; prosperous people; enhancing people's economic wellbeing

Two areas that could be looked at for cycle safety and education include:

- Priority Outcome: Higher quality programming and infrastructure to support physical activity.
- Priority Outcome: More people become active.

#### Healthy Communities Fund (HCF) Program Stream (for province-wide projects)

The HCF provides non-capital funding to organizations for the delivery of integrated health promotion initiatives in communities across Ontario. Projects address two or more of the following health promotion priorities:

- Healthy eating;
- Injury prevention;
- Mental health promotion;
- Physical activity; and
- Substance and/or alcohol misuse prevention.

HCF projects serve or benefit specific populations that may not have equitable access to health promotion programming in their communities, and in turn, provide greater access to these programs and services where they are needed most in Ontario.

#### Rural Economic Development Fund (RED)

The RED program provides cost-shared funding support for projects that will strengthen rural Ontario. Intake windows over the next year for the RED program have been released. The county is eligible under

the 'community development stream' to receive support of up to 50 per cent, and in exceptional circumstances, up to 90 per cent. There is no cap on project size.

#### Ontario Municipal Cycling Infrastructure Program

The Ministry of Transportation (MTO) has established a \$10 million Ontario Municipal Cycling Infrastructure Program, to help municipalities build new and improve existing cycling infrastructure. Under this new program, municipalities are eligible to apply for funding for up to 50% of the total eligible costs of a cycling infrastructure project to a maximum amount of \$325,000. Funding will be provided between April 1, 2016 and March 31, 2018. An Expression of Interest was submitted by the County on behalf of G2G Inc.

#### **Cycling Strategy**

In addition to the foregoing short-term actions, a longer-term Cycling Strategy is recommended. A strategy would enable further research, input and advice from stakeholders, and a more comprehensive set of recommendations. The strategy could be prepared in-house during 2016 under the guidance of the Staff Committee on Cycling with minor budget requirements for advertising, meetings, etc.

#### **Others Consulted**

Ben Kissner, Planning Student has compiled a comprehensive listing of information sources, studies and best practices (available on request).

#### **Budget Implications**

Costs associated with developing a Cycling Strategy in-house will be included in the 2016 budget for consideration.

Costs associated with including paved shoulders during a road rehabilitation project can be developed in the 2016 Public Works capital budget for further discussion.

'Original signed by'

\_\_\_\_\_  
Scott Tousaw, Director, on behalf of the Staff Committee on Cycling

'Original signed by'

\_\_\_\_\_  
Brenda Orchard, CAO

## APPENDIX

### Existing Plans and Recommendations Received by County Council

There are three reports that were received by County Council that provide direction and action on active transportation in Huron County. This section highlights the recommendations from the reports.

#### 1. Take Action for Sustainable Huron

Throughout 2007 and 2008, municipal leaders engaged the Huron County community to create a common vision for a sustainable future. More than 1700 residents, community groups and organizations took part in these conversations. This collective voice is captured in *Take Action for Sustainable Huron (2009)* – a living document of community goals and actions to reach them; one which will evolve as the community's goals and needs change over time.

##### Area of Focus: Healthy Active and Liveable Communities

Goal: Huron County residents live active, healthy lifestyles with access to wellness services for mind and body. Communities will be compact, pedestrian, and bicycle friendly, and provide a range of services and facilities.

Strategy: Strongly support active transportation in our communities as part of a multi-modal transportation network

Priority Project: Enhance opportunities for active transportation in Huron County.

##### Recommendations:

1. Bring trail groups together to share best practices, successes, and encourage trail development, enhancement and maintenance.
2. Determine viability of a community fund that encourages and supports trail development work.
3. Inventory and promote bike facilities at municipal and institutional destinations. Ensure that bike rack installation is a consideration in all new commercial development and report findings.
4. Consider solutions for active transportation in rural areas and communities.

<http://huroncounty.ca/sustainablehuron/downloads/SustainabilityPlan-complete.pdf>

#### Transportation Demand Management Plan (TDM)

The plan, completed in May 2011, is intended to be a guide for the County and its partners to take steps towards improving and expanding the number of sustainable transportation options and to promote these initiatives and pilot programs as a benefit to Huron County's economy, environment, and safety as well as decrease the number of single occupant vehicles on the road over time.

In addition to the general benefits outlined above, there are also specific benefits to the County of Huron which can be achieved through the implementation of the proposed TDM initiatives and programming. These include but are not limited to: Improved health for residents by cycling or walking for recreational and utilitarian purposes, improved mobility for youth, low income population and non-drivers, more pedestrian, cycling and transit-oriented neighbourhoods.

##### Recommendations:

1. Plan and host an Active Transportation and Health Promotion Workshop. The workshop could be held and attended by local stakeholders, Councillors and community members interested in obtaining more information on Active Transportation and the public health and other benefits associated with Active Transportation. The proposed workshop could engage the "Share the Road Coalition" as well as the District Health Unit as key participants and speakers.

2. Undertake, in partnership with local municipalities, an Active Transportation and Trails Master Plan. This comprehensive master plan should be undertaken in consultation with the Transportation Task Force and other local municipal and agency representatives.

3. The local municipalities should consider undertaking, if they have not already done so, a review of current sidewalk policies, and update their current sidewalk inventory database.

4. Explore and Develop Pedestrian and Cycling Charters for the County of Huron in partnership with the local municipalities. A pedestrian charter is used to guide the development and promotion of a more pedestrian friendly community and environment while a cycling charter aims to develop more bicycle friendly communities and environments.

### **3. Huron County Active Transportation: A Call to Action**

With funding from the Ministry of Health and Long-Term Care: Healthy Communities Partnership Fund, the Health Unit began work on the Huron County Active Transportation: A Call to Action in the beginning of 2013. This work came out of the recommendation from Sustainable Huron identifying active transportation as a priority as a way to support the development of healthy communities. The Call to Action which was presented and endorsed by Board of Health and County Council in June 2014. The Call to Action outlines 10 key themes developed through extensive community consultation and reflect key action items that would all contribute to enhancing active transportation opportunities throughout the county.

Each theme includes a summary of challenges, a vision and specific calls to action for the County, municipalities, residents, community groups, and individual/businesses.

The ten key themes that were identified from community conversations include:

Tourism, economy, trails, safety, schools, connectivity, infrastructure, culture of active transportation, land use planning, and existing resources.

Recommendations for the County to consider specific to cycling safety and education include:

- Continue to promote new and existing trail initiatives
- Encourage a Share the Road campaign
- Education the public on safety
- Promote cycling maps that also profile secondary roads
- Consider painting bicycle lanes, additional signage and crosswalks
- Promote cycling and pedestrian routes that connect Huron County communities
- Support organizations with an active transportation objective

<http://www.huronhealthunit.ca/health-topics/physical-activity/active-transportation/active-transportation-report/>

### **Funding Opportunities**

#### **Cycling Training Fund 2015 and 2016, Ministry of Transportation**

This new fund will support projects that provide opportunities for cycling education in schools or at the community level, build skills to promote safe and enjoyable cycling, and encourage healthier and more physically active lifestyles. This time-limited funding is part of Ontario's Promotion, Celebration and Legacy Strategy for the 2015 Pan/Parapan American Games. The Health Unit is looking into applying for this funding to support cycling skills training.

Funding stream still open:

1. Cycling skills training projects or cycling instructor training projects
  - up to \$2,500 for delivery of cycling skills training.
  - up to \$3,000 for delivery of cycling instructor training.

- Applicants will have two opportunities to apply for funding.
  - For projects delivered in 2016, applications will be accepted from Oct. 15 to Dec. 15, 2015.
- Applications will be considered on a first-come, first-served basis.

<http://www.mto.gov.on.ca/english/safety/cycling-training-fund.shtml>

### **The Ontario Sport and Recreation Communities Fund (OSRCF)**

OSRCF is a grant program that supports a vision of getting and keeping Ontarians active in community sport, recreation and physical activity. The fund:

- Increases opportunities for participation in sport and recreation by developing new programs or increasing access to existing programs to encourage individuals to become more active and keep those who are, engaged throughout their lives
- Supports implementation of physical literacy as a foundation for lifelong physical activity among individuals enabling them to make healthier activity choices
- Strengthens the community sport and recreation sector by providing training in areas such as coaching, youth development, and volunteer development to provide enhanced service and quality programming.
- Through the support of projects that deliver high-quality programs and policies, the OSRCF provides Ontarians with more opportunities to become physically active, including groups who experience barriers to participating and those who are traditionally less active.
- The program supports projects of one or two years in length, at both the Local/Regional and Provincial levels.

<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR006918>

### **Trillium**

Funding through Trillium focuses on action areas that targets the following areas:

- Fostering more active lifestyles
- Connected People
- Building inclusive and engaged communities together
- Encouraging people to support a healthy and sustainable environment
- Enriching people's lives through arts, culture and heritage
- Supporting the positive development of children and youth
- Prosperous People
- Enhancing people's economic wellbeing

Two areas that could be looked at for cycle safety and education include

1. Priority Outcome: Higher quality programming and infrastructure to support physical activity
2. Priority Outcome: More people become active

[http://www.otf.ca/sites/default/files/active\\_people\\_story.pdf](http://www.otf.ca/sites/default/files/active_people_story.pdf)

[http://www.otf.ca/sites/default/files/active\\_people\\_metrics.pdf](http://www.otf.ca/sites/default/files/active_people_metrics.pdf)

Trillium now has a number of intake times throughout the year.

<http://www.otf.ca/apply-grant/registration-application-deadlines>

### **Healthy Communities Fund (HCF) Program Stream (for province-wide projects)**

The HCF provides non-capital funding to organizations for the delivery of integrated health promotion initiatives in communities across Ontario. Projects address two or more of the following health promotion priorities:

- Healthy eating;
- Injury prevention;
- Mental health promotion;
- Physical activity; and
- Substance and/or alcohol misuse prevention.

HCF projects serve or benefit specific populations that may not have equitable access to health promotion programming in their communities, and in turn, provide greater access to these programs and services where they are needed most in Ontario.

No set timelines for 2016/2017 funding. Typically applications are due end of March/beginning of April.  
<http://www.mhp.gov.on.ca/en/healthy-communities/hcf/grants.asp>

#### Rural Economic Development Fund

The Rural Economic Development (RED) program provides cost-shared funding support for projects that will strengthen rural Ontario. Intake windows over the next year for the RED program have been released. The county is eligible under the 'community development stream' to receive support of up to 50 per cent, and in exceptional circumstances, up to 90 per cent. There is no cap on project size.

#### **Ontario Municipal Cycling Infrastructure Program**

The Ministry of Transportation (MTO) has established a \$10 million Ontario Municipal Cycling Infrastructure Program, to help municipalities build new and improve existing cycling infrastructure. Under this new program, municipalities are eligible to apply for funding for up to 50% of the total eligible costs of a cycling infrastructure project to a maximum amount of \$325,000. Funding will be provided between April 1, 2016 and March 31, 2018. An Expression of Interest was submitted by the County on behalf of G2G Inc.

Name	Stakeholder Group
<b>Municipal Public Works Departments</b>	
Tom Sinclair	Central Huron Public Works
Kelly Church Scott Price (alternate)	North Huron Public Works
Jennette Walker	Bluewater Public Works
<b>Cycling Communities and Trail Development</b>	
Jocelyn DeBoer	North Huron cyclist
Con Melady	P2P; Goderich and area cyclist
Chris Watson	Cycling safety
Pamela Sommer	Race Huron
Jeremiah Sommer	Dungannon cyclists
Randy Oke	Grand Bend area cyclist
Paul Vandermolen	G2G Inc.
<b>Trucking Industry</b>	
Randy Scott	Hyndman Transport, Wroxeter
<b>School Board</b>	
David Frier	Transportation Co-ordinator, AMDSB
<b>Tourism Development</b>	
Kirsten Harrett	Ashwood Inn, Bayfield
Denata Stanbury	360 Bikes and Board, Goderich
<b>Ontario Provincial Police</b>	
Constable David Greer Staff Sergeant Michael Butler	Community Mobilization Officer HR Analyst/Training Co-ordinator
<b>Huron County Staff</b>	
Scott Currie	Media and Grants Coordinator
Laura Dekroon	Public Health Promoter, Health Unit
Steve Lund	Director of Operations
Susanna Reid	Planner
Scott Tousaw	Director, Planning & Development and IT
Sandra Weber	Manager of Planning

# Huron County Cycling Strategy Steering Committee Meeting

February 18<sup>th</sup>, 2016  
OMAFRA Office, Clinton



Notes from the group's general discussion/perspectives on cycling were taken and organized into the following theme areas:

## Safety

- Road safety: trying to improve the safety of the users of the highway—education, paving shoulders
- Safety: equipment, according to legislation
- MTO has a good pamphlet about cycling safety.
- Cycling safety should be required.
- Ontario has a huge problem when it comes to cycling. Worst place cycle. Cross Canada trip—get through Ontario.
- Wearing helmet, cycling with daughter, on road, Gift Certificate to daughter—positive reinforcement. Positive ticketing.
- No fatalities in 2015.
- Clinton Library—safety afternoon: decorating bikes—2 kids showed up.
- Need to look at cycling the way we do motorcyclists. Training. Graduated licensing. Don't want to send a novice on the highway without training.

## Education

- Road safety: trying to improve the safety of the users of the highway—education, paving shoulders
- Education: what is required for cyclists and motoring public
- Education of cyclists
- Can-Bike: cycling safety umbrella organization—tried to offer a course in Huron. Trying to convince adults to spend time on the course. No one registered.
- MTO has a good pamphlet about cycling safety.
- Can-Bike has literature. Chris—will look for the link to send us.
- Does driving test include cycling safety? Driver's ed includes cycling safety.
- Drivers' complain about cyclists on the road. Cyclists have rights to the road. On the bike you lose every time. Drivers' feel entitled to the road.
- Scary being a cyclist on the road. Drivers need to realize that they are in the winning vehicle.
- As a cyclist, you become more respectful of cyclist when you are in the car.
- Alternative to driving. Environmental—reduce GHG.

- More respect from trucks on the road.
- Culture in Spain of respecting cyclists on the road.
- Clinton Library—safety afternoon: decorating bikes—2 kids showed up.
- Bike Rodeo at Seaforth fair—surprising number of kids in community don't have bikes.
- Target municipal leaders and politicians, come to a meeting so they can hear what people are saying. Invite politicians to public forum.
- Need to look at cycling the way we do motorcyclists. Training. Graduated licensing. Don't want to send a novice on the highway without training.

### Infrastructure

- Trying to improve the safety of the users of the highway— paving shoulders
- Road and cycling facilities for urban and rural areas—trying to make the road environment as welcome as possible to all road users
- Huron County—wouldn't take a whole lot to be safe, and a good place to cycle. Many quieter roads, roads that are paved. Signage would be a good thing.
- Rating system on the road ways—planning a route—certain roads are rated at a higher number.
- Cost—tight municipal budgets. It costs a lot to widen a ditch, or a shoulder.
- Ontario is the only province that doesn't have paved shoulders.
- Savings over time on not gravel and grading shoulders.
- Provincial standards—are reason why don't have paved shoulders. Yellowhead Highway—some analysis.
- \$100,000 a km to pave the extra width. Gravel is really cheap in Huron County. Ontario Traffic Manual—bicycling becomes unsafe when the speed is over 90 km/h.
- Better to have a separated pathway
- Rotary maintains the Lambton Shores—repaved to the Pinery. Difficult for road cyclists. Need to be on the side of the road.
- Paved shoulder in Stormont, Glengarry: on road, on pavement
- Bruce and Grey have some roads with paved shoulders
- Education, bike rodeos, signage. Need to match it with infrastructure. G2G is a good example.
- Need allocation for infrastructure in municipal budgets.
- Lot of opportunities in cycling infrastructure. If you are a well-off municipality, you are not getting funding.
- Steve Lund sits on the Ontario Coalition for Sustainable Infrastructure.
- Waterfront Trail has made it to Grand Bend

### Tourism

- Great assets to develop: tourists, visitors, long-term residents. Economic driver—active lifestyle, economics, sustainability of lifestyle we are trying to develop.
- Tourism—role for tourism. Demographics that would come to an area, if the roads had paved shoulders. Has to be draw for a municipality. People with \$5000 bikes spend money in communities. Bringing people with income.
- Come to Ontario—know to go from here to here. How are we connected to other areas, outside Huron. Like Snowmobiling.

## Enforcement

- Needed cycling test in U.K. to be on the roads
- Cycling safety should be required.
- Does driving test include cycling safety? Driver's ed includes cycling safety.
- Wearing helmet, cycling with daughter, on road, Gift Certificate to daughter—positive reinforcement. Positive ticketing.
- Increase bicycle patrols.
- Need to look at cycling the way we do motorcyclists. Training. Graduated licensing. Don't want to send a novice on the highway without training.

## Moving Forward

- Going through cycling strategy—worried that nothing will change. Wonderful to talk as opposed to do. Push it forward and follow it through. Doing is better than talking.
- 2 maybe 3 big goals, fill it with small ones, so we can make a difference even if we don't make a big difference.
- Target municipal leaders and politicians, come to a meeting so they can hear what people are saying. Invite politicians to public forum. Could a Council member attend Steering Committee meeting?
- At a point where everyone is willing to move forward with initiative. Sustainability—County initiatives. Everything is coming together. Perfect timing. Just finished lower-tier ec dev initiatives. It is prime. Just have to do it.
- Need allocation for infrastructure in municipal budgets.
- Active transportation plan. completed in 2014. Bring details from Active Transportation Plan to next meeting.
- Consider other regions: how many others are developing plans.
- Summary of recommendations from other studies e.g. TDM Plan, Sustainable Huron, Active Transportation



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** 29/04/2016  
**SUBJECT:** Administration Activity Report  
**ATTACHMENTS:** none

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## RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the April 29<sup>th</sup> Activity Report of the CAO for information purposes

## EXECUTIVE SUMMARY

The CAO provides periodic updates to Council on matters within the Administration Department and the overall Operation of the Township

## DISCUSSION

1. **Veolia Contract:** CAO, Veolia representatives and Operational Staff met to discuss transition matters. Veolia will be leasing trucks and the Township's trucks will be blended into the municipal fleet, offsetting future truck purchases. The Utilities Administrative Assistant is obtaining some pricing on fridge magnets that could be distributed to customers to advise them of the new contact information for water and sewer service requests.
2. **Shared Services Project:** Jeff Molenhuis will begin work as the Shared Services Director of Public Works on May 16<sup>th</sup>. Jeff will be working out of the CBO office and the CBO will have to be temporarily relocated within the North Huron office until the shared service Building Department is implemented. The current Director of Public Works will be moved to the Turnberry shop. Manager of Employee and Business Services is working to implement IT requirements to facilitate the relocation of employees and to allow for easy transfer of telephone calls to the various shared services departments. Recruitment has started for the Public Works/Building Department Administrative Assistant position.
3. **Cross Border Services Agreement – Central Huron:** The CAO, Reeve Vincent, Deputy Reeve Campbell and Councillor Seip met with representatives of Central Huron Council and their CAO to discuss a possible Cross Border Services Agreement for the Cowbell Brewery project and also addressing existing Central Huron serviced properties that are not covered under an Agreement. The 2016 budget has been amended to reflect the municipal share of the costs for the service extension pending a successful Agreement with Central Huron. The municipal portion of the costs relates to municipal benefit obtained by looping the system. A closed session update will be provided on contract negotiations.

## FINANCIAL IMPACT

n/a

## FUTURE CONSIDERATIONS

n/a

**RELATIONSHIP TO STRATEGIC PLAN**

Goal#4 – Our Administration is fiscally responsible and strives for operational excellence

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Sharon Chambers, CAO



**CORRESPONDENCE**  
**Council Meeting May 2, 2016**

DATE	FROM	REGARDING	ACTION	FILE
Apr-11	Township of Gillies	Enforcement of "No Wake" Zones		
Apr-20	MEPCO Update	Government Introduces Bill 186 to Implement the Proposed ORPP		
Apr-21	AMO	AMO Watchfile		
Apr-21	AMO	Media Relations & Communications Workshop		
Apr-22	Ministry of Tourism Culture and Sport	Update on Ontario's Culture Strategy		
Apr-25	AMO Communications	Federal Infrastructure Minister Provides Funding Details		
Apr-25	Municipality of Trent Lakes	Bill 158 - Human Trafficking		
Apr-19	Municipality of South Dundas	Rural Economic Development (RED) Program		
Apr-25	Town of Prescott	Bill 158 - Human Trafficking		
Apr-26	Clearview	Anti-Human Trafficking Task Force & Bill 158		
Apr-28	Township of North Stormont	Natural Gas in Eastern Ontario		
Apr-28	AMO	AMO Watchfile		
Apr-28	Ministry of Citizenship Immigration and International Trade	Ontario Medal for Good Citizenship		
Apr-28	ROMA Communications	ROMA Will Deliver a Stand Alone Municipal Conference in January 2017		





**From:** Sandra Weber <[sweber@huroncounty.ca](mailto:sweber@huroncounty.ca)>

**Date:** April 18, 2016 at 3:52:59 PM EDT

**To:** Brad Knight <[bknight@huroneast.com](mailto:bknight@huroneast.com)>, Brenda Orchard <[borchard@huroncounty.ca](mailto:borchard@huroncounty.ca)>, Howick Clerk <[clerk@town.howick.on.ca](mailto:clerk@town.howick.on.ca)>, Larry McCabe <[lmccabe@goderich.ca](mailto:lmccabe@goderich.ca)>, ACW Clerk <[clerk@acwtownship.ca](mailto:clerk@acwtownship.ca)>, Nancy Michie <[nmichie@morristoryberry.ca](mailto:nmichie@morristoryberry.ca)>, Sharon Chambers <[Schambers@northhuron.ca](mailto:Schambers@northhuron.ca)>, South Huron CAO <[cao@southhuron.ca](mailto:cao@southhuron.ca)>, Susan Cronin <[scronin@huroncounty.ca](mailto:scronin@huroncounty.ca)>, Central Huron Clerk <[clerk@centralhuron.com](mailto:clerk@centralhuron.com)>, "[cao@municipalityofbluewater.ca](mailto:cao@municipalityofbluewater.ca)" <[cao@municipalityofbluewater.ca](mailto:cao@municipalityofbluewater.ca)>

**Cc:** Scott Tousaw <[stousaw@huroncounty.ca](mailto:stousaw@huroncounty.ca)>

**Subject:** Huron County Cycling Strategy: Bicycle Friendly Community Workshops

Hi Everyone,

Please be advised of the following Bicycle Friendly Community Workshops organized by the Huron County Cycling Strategy Committee described below. These events are part of Huron County's initiative to make our roadways safer for all users. Anyone interested in advancing this discussion is welcome to attend. We strongly encourage each municipality to send at least one councillor and one staff member to participate in a workshop. Those interested in attending are asked to register using the links provided below.

Thanks,  
Sandra

## HURON COUNTY CYCLING STRATEGY: BICYCLE FRIENDLY COMMUNITY WORKSHOPS



HURON COUNTY  
CYCLING STRATEGY



The County of Huron is preparing a strategy intended to improve cycling safety and enjoyment in our region.

Cyclists and other road users are invited to attend a Bicycle Friendly Community Workshop to help develop the strategy and offer input to make roadways safer for everyone.

Facilitated by the *Share the Road Cycling Coalition*, two workshops are scheduled to take place at the

Holmesville Community Centre  
190 Community Centre Rd  
Holmesville, ON N0M 1L0  
Canada

[View Map](#)

### Day-Long Bicycle Friendly Community Workshop

Thursday, 19 May 2016  
8:30 AM to 3:00 PM (EDT)

**Event Details**

Share this event:



**Evening Bicycle Friendly Community Workshop**

**Thursday, 19 May 2016  
7:00 PM to 9:00 PM (EDT)**

**Event Details**

Share this event:



If you would like to attend either of these events, please register in advance by clicking on event details.

We hope you can make it!

Safe travels,  
Huron County Cycling Strategy Committee

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**Ministry of Tourism,  
Culture and Sport**

Minister

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: (416) 326-9326  
Fax: (416) 326-9338

**Ministère du Tourisme,  
de la Culture et du Sport**

Ministre

9<sup>e</sup> étage, Édifice Hearst  
900, rue Bay  
Toronto, ON M7A 2E1  
Tél.: (416) 326-9326  
Télééc.: (416) 326-9338



April 18, 2016

Aaron Neeb  
Board Chair  
Huron Arts & Heritage Network  
77722B London Road, RR #5  
Clinton, ON N0M 1L0  
aaron.neeb@gmail.com

Dear Mr. Neeb:

I am pleased to inform you that your *Celebrate Ontario 2016* application has been successful. The Government of Ontario, through the Ministry of Tourism, Culture and Sport, will provide you with up to \$9,450 in enhancement support for the Alice Munro Festival of the Short Story, subject to the successful conclusion of a transfer payment agreement, including confirmation of your event budget.

The Ontario government recognizes that festivals and events like yours help build a strong economy, vibrant communities, attract tourists and contribute to job creation. Local festivals and events bring communities together and offer Ontario families and visitors another reason to explore our wonderful province. By helping our unique festivals and events grow, we enhance visitor experiences, and that translates directly into increased attendance. Festivals and events that receive *Celebrate Ontario* funding have greatly exceeded program performance measures. From 2009 to 2014, *Celebrate Ontario* recipients reported a 27 per cent (8.5 million) increase in visitors and an increase of \$1.7 billion (24 per cent) in visitor spending due to *Celebrate Ontario* support.

We are proud to continue our support for 200 festivals and events across the province through *Celebrate Ontario 2016*. I know that this support will enhance your event to make your visitors' experience even better. Congratulations, and please accept my best wishes for a successful event.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Coteau".

Michael Coteau  
Minister

c: Lisa M. Thompson, MPP, Huron—Bruce  
Rick Sickinger, Cultural Development Officer, Huron Arts & Heritage Network

Ministry of  
Municipal Affairs  
and Housing

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel. 416-585-7000  
Fax 416-585-6470  
[www.ontario.ca/MAH](http://www.ontario.ca/MAH)

Ministère des  
Affaires municipales  
et du Logement

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. 416-585-7000  
Télééc. 416-585-6470  
[www.ontario.ca/MAH](http://www.ontario.ca/MAH)

RECEIVED

APR 18 2016

TOWNSHIP OF NORTH HURON



16-69335

APR 15 2016

Your Worship  
Mayor Paul Gowing  
Municipality of Morris-Turnberry  
41342 Morris Road  
Morris-Turnberry, ON N0G 1H0

Your Worship  
Reeve Neil Vincent  
Township of North Huron  
274 Josephine Street  
PO Box 90 Wingham, ON N0G 2W0

Dear Mayor Gowing and Reeve Vincent:

I would like to thank you, your fellow council members, and staff for taking the time to meet with my Parliamentary Assistant Lou Rinaldi at the 2016 Ontario Good Roads Association / Rural Ontario Municipal Association Combined Conference in Toronto.

Your input and knowledge of local matters are important to me, and PA Rinaldi shared with me your plans to enter into a two-year shared services pilot project. I want to offer my congratulations to both of your councils and staff. It is a pleasure to hear about municipalities proactively pursuing innovative opportunities to provide a more effective and efficient service to ratepayers, while reducing the costs of service delivery. The scope of your planned project is very ambitious and I look forward to hearing success stories about this partnership. As indicated by PA Rinaldi, I encourage your staff to work with ministry staff to explore any ways that the ministry might be able to assist with your shared services partnership.

Our government is committed to continue building a strong provincial-municipal relationship to support resilient communities across Ontario. We have a very solid record of supporting and working with municipalities. As a result of provincial uploads, municipalities will benefit from more than \$1.8 billion in reduced costs in 2016 alone. The province's uploads have ensured that more property tax dollars are available for important municipal priorities, including investments in infrastructure.

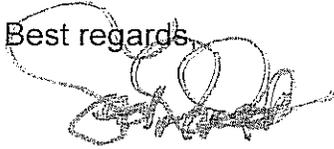
At the OGRA/ROMA Combined Conference, Premier Kathleen Wynne announced the expansion of the Ontario Community Infrastructure Fund (OCIF) and the Connecting Links program. OCIF will triple from \$100 million to \$300 million per year by 2018-19, with \$200 million in predictable, formula-based funding and \$100 million in application

based funding. The Connecting Links program will also provide \$20 million in 2016-17, up from \$15 million announced in the 2015 Budget. To that end, I look forward to working with you and your colleagues in the months ahead.

If your staff would like to discuss these matters further, ministry staff would be pleased to assist them. Please feel free to contact Roger Moyer, Local Government Manager in the West Region Municipal Services Office at 519-873-4028 or [roger.moyer@ontario.ca](mailto:roger.moyer@ontario.ca).

Once again, thank you for meeting with PA Rinaldi at the conference. Together we will help build a stronger Ontario.

Best regards,

A handwritten signature in black ink, appearing to read 'Ted McMeekin', written over the text 'Best regards,'.

Ted McMeekin  
Minister

c: Lisa Thompson, MPP, Huron-Bruce



RECEIVED

Lisa Thompson, MPP  
Huron-Bruce

APR 21 2016

TOWNSHIP OF NORTH HURON

Constituency Offices:

☐ 408 Queen St.

P.O. Box 426

Blyth, ON N0M 1H0

Tel. 1-519-523-4251

Fax 1-226-523-9296

☐ 807 Queen St.

Unit 2

Kincardine, ON N2Z 2Y2

Tel. 1-519-396-3007

Fax 1-519-396-3011

E-Mail: [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)

April 18, 2014

Corporation of the  
Township of North Huron  
c/o Donna White  
Box 90  
Wingham, ON N0G 2W0

Dear Donna:

I would like to take this opportunity to congratulate the Corporation of the Township of North Huron on being the recipient of a grant from the Ontario Trillium Foundation. The grants were recommended by local Grant Review Teams and ratified by the Board of Directors on March 24, 2016.

I also would like to commend your ongoing efforts to improve infrastructure by installing a sprinkler system in the Wingham Town Hall Theatre.

I wish you all the best in your future endeavours.

Sincerely,

Lisa Thompson, MPP  
Huron-Bruce

*This is great news  
for the  
Town Hall!*





**Huron**  
Business Development Corporation  
A Community Futures Development Corporation

## **HBDC HAS EXCEPTIONAL YEAR**

**April 26<sup>th</sup>, 2016**

### **FOR IMMEDIATE RELEASE**

The Huron Business Development Corporation recently reviewed its progress and achievements for the year-ending March 31<sup>st</sup>, 2016. This was a banner year for the HBDC with a record amount of loans disbursed to local businesses.

From April 2015 to March 2016, the HBDC approved \$1,536,948 in commercial loans to Huron County businesses. When combined with other 3<sup>rd</sup> party investments through its lending and economic development projects, a total of \$9,370,000 in economic activity was generated throughout the region.

As a result, 93 local companies were assisted with their start-up and expansion plans and 208 new jobs were created. Based on figures supplied by the Huron County Economic Development Board, this translates into approximately \$9,877,000 in new employment income generated in the area, with about \$217,000 of that going back to municipal coffers in the form of property taxes.

The Huron Business Development Corporation is a federally-funded Community Futures Development Corporation supported by the Federal Development Agency for Southern Ontario. Since 1993, the HBDC has served Huron County by providing loans and management advice to local entrepreneurs while supporting community projects that expand or enhance the local economy. HBDC has been acknowledged nation-wide as an economic development leader, with 29 national, provincial and regional awards of excellence to date.

For more information, contact:

Jim Fergusson, HBDC President

[jim@jimfergusson.ca](mailto:jim@jimfergusson.ca)

519-955-9246



## PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA

Phone: 519.524.8394 Ext. 3 Fax: 519.524.5677 Toll Free: 1.888.524.8394 Ext. 3

[www.huroncounty.ca](http://www.huroncounty.ca)

To: Reeve Vincent and North Huron Council  
Sharon Chambers, CAO

From: Laura Young, Planner

Date: April 27 2016

**Re: Site Plan Application for Maitland River Community Church (414 Josephine Street, Plan 410 Part Park Lots 9 and 10; RP 22R3903 Parts 5 and 6; RP 22R4107 Part 1; RP 22R5714, Part 2, Wingham Ward, Township of North Huron)**

Applicant & Owner: Maitland River Community Church

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### RECOMMENDATION

It is recommended that the site plan application (414 Josephine Street, Wingham Ward, Township of North Huron) be **approved** with the following conditions and a site plan agreement be entered into:

1. this site plan approval applies to the site plan entitled "Project 15-1498 Maitland River Community Church" prepared by Guy Robert Bellehumeur (GB Architect Inc.), dated December 17, 2015 and referred to as Plan A1.1, and any supporting drawings by GB Architect, including elevations and floor plans;
2. this site plan approval also includes submitted drawings prepared by R.J Burnside & Associates Ltd, dated April 4, 2016, entitled:
  - Maitland River Church Expansion Lot Grading and Drainage Plan, referred to as C201
  - Maitland River Church Expansion Stormwater Management Plan, referred to as C301
3. this site plan approval also includes submitted drawings prepared by Mighton Engineering, dated December 16, 2015, for Project 35416 entitled:
  - Lighting and Life Safety Electrical Plan, referred to as E1.1
4. all necessary curb installations and replacements shall be completed;
5. the construction of a cement walkway for the front entrance of the building;
6. providing and maintaining the site grading, drainage of surface waters and storm water management on the lands in accordance with Drawings C201, and C301, and the Engineer's specifications;
7. submitted Burnside Drawings C201 and C301 be modified to show changes and comments from the review by B.M Ross and Associates Limited;
8. relocation of the existing fire hydrant located on Josephine Street to a location satisfactory to the Township on or before July 1<sup>st</sup> 2016;
9. an Encroachment Agreement entered into between the Church and the Township for the lands on the most north portion of the subject property for the church side exits;
10. all surfacing on the lands is to be complete;
11. all snow and ice is to be cleared from the newly constructed front walkway and the fire routes on the property;

12. and further that all snow removed from walkways and driveways shall be stored on the subject property;
13. all exterior lighting is to be installed to prevent glare on adjacent properties; and
14. all landscaping and planting indicated on the site plan shall be completed to the satisfaction of the Township.

### **PURPOSE AND DESCRIPTION**

The subject property is designated *Core Commercial* on Schedule B, Ward of Wingham of the North Huron Official Plan and zoned *Core Commercial- Special Zone (C4-9)* in the North Huron Zoning By-law. This Special Zone recognizes the church and its accessory parking lot as permitted uses in the Core Commercial Zone. The applicant is proposing to develop a 697 square metre addition on the north side of the existing church building. The new addition would contain the new auditorium, fellowship hall and multi-purpose rooms.

### **COMMENTS**

The property currently contains a church that is approximately 465 square metres and accompanying parking lots for on-site parking. The proposed addition is to be located on the north side of the existing building to the north lot line, as permitted by the C4 zoning provisions. The proposed development has been reviewed by the Chief Building Official and Community Fire Safety Officer.

The site plan has been reviewed against the requirements of the North Huron Zoning By-law and the proposed building addition has been found to comply.

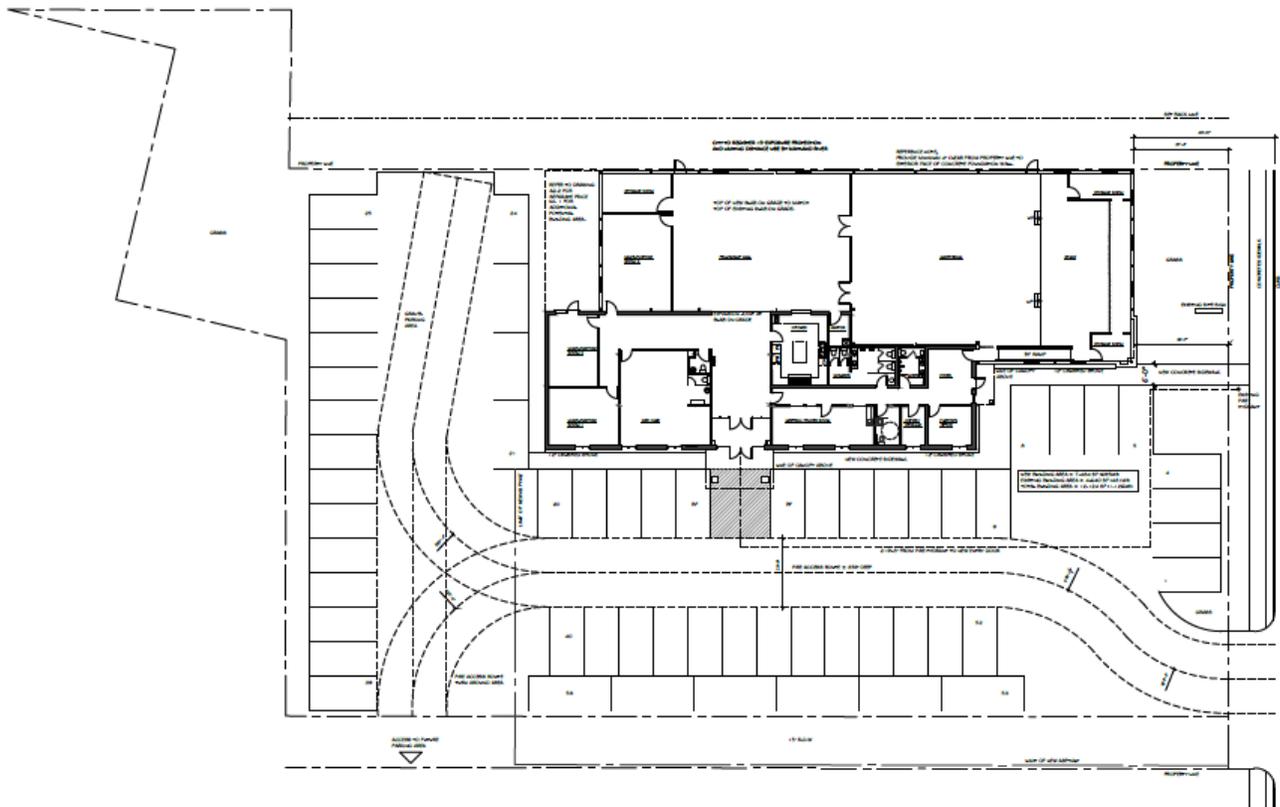
Comments from Township staff on the application indicated that there were no objections to the proposal. However, there were several items identified to be addressed through the site plan agreement to ensure suitability of the development:

- a) installation or repair of any curbing or infrastructure works and facilities;
- b) providing and maintaining the site grading, drainage of surface waters and storm water management on the lands;
- c) all surfacing on the lands is to be complete;
- d) all snow is to be stored on the subject property and removed from the newly constructed walkway and identified fire routes;
- e) all exterior lighting is to be installed to prevent glare on adjacent properties;
- f) the construction of a new walkway to the front entrance of the building;
- g) an encroachment agreement be entered into between the Maitland River Community Church and the Township; and
- h) the relocation of the existing fire hydrant on Josephine Street.

**Figure 1. Subject Parcel – Air Photo (property outlined in yellow)**



**Figure 2. Site Plan of Subject Property – Plan A1.1**



**Figure 3. Photographs of Subject Property**



View from Josephine Street



View from Josephine Street, showing Right of Way across subject property to dwelling

There are no anticipated negative impacts from the addition onto the existing structure and the proposed parking lot layout. All proposed changes to the property grading and drainage and the storm water management plan have been addressed through drawings submitted by Burnside and reviewed by B.M Ross and Associates Limited. Comments and direction from B.M Ross Ltd for the submitted drawings have been incorporated as a condition of site plan approval.

It is recommended that site plan approval to permit the construction of the existing building addition be approved. Please note that this recommendation is based on the assumption all conditions in the site agreement will be met.

Sincerely,

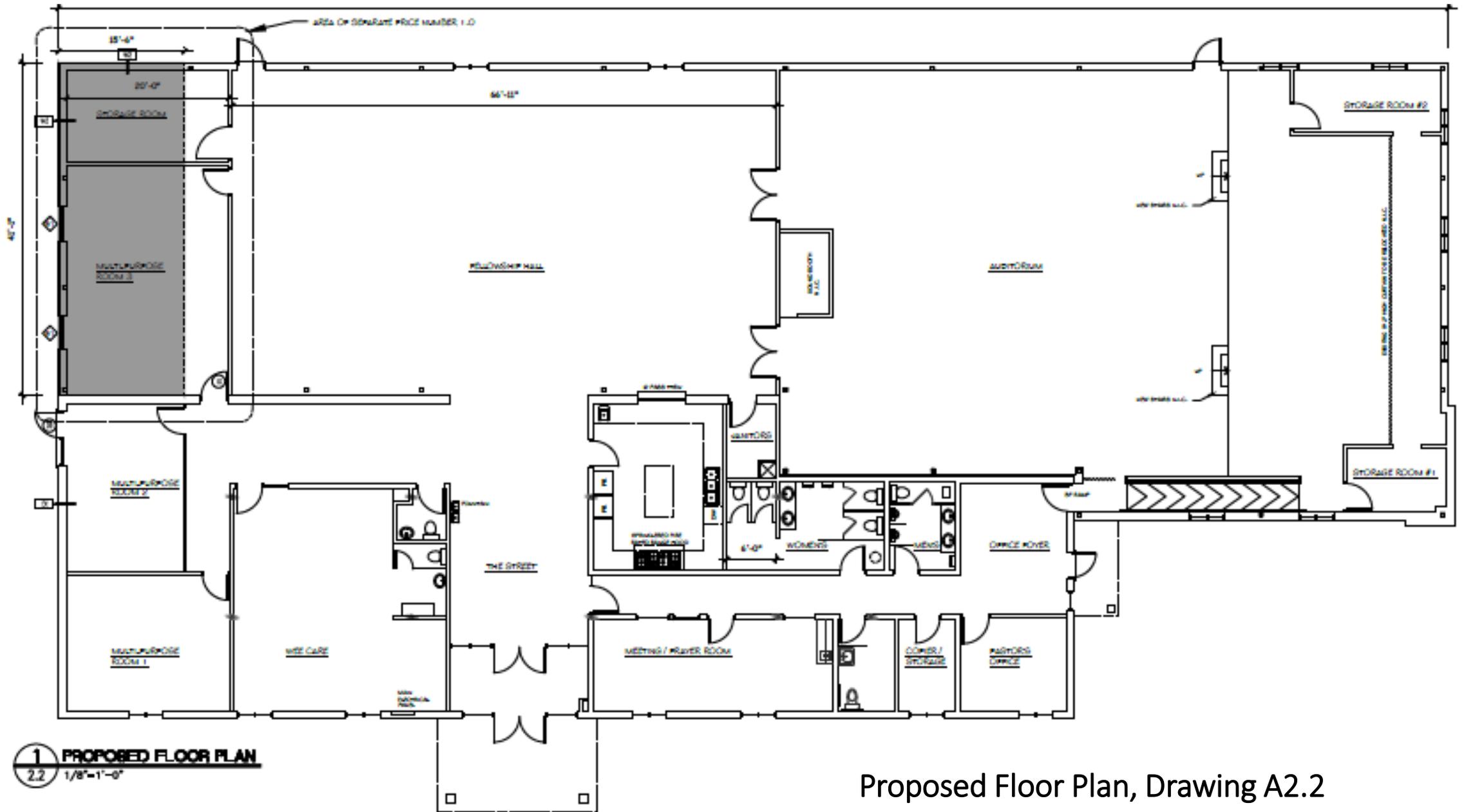
Original signed by

\_\_\_\_\_  
Laura Young  
Planner

27 April 2016

\_\_\_\_\_  
Date





Proposed Floor Plan, Drawing A2.2



Existing Exterior for Maitland River Community Church



Proposed Exterior Elevation Concept for Maitland River Community Church



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Donna White  
**DATE:** 02/05/2016  
**SUBJECT:** MFOA Asset Management Assistance Program  
**ATTACHMENTS:** MFOA AMP Program A

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the report from the Director of Finance in regard to participation in the Municipal Finance Officer's Association (MFOA) Asset Management Assistance Program.

## **EXECUTIVE SUMMARY**

MFOA, in collaboration with the Ministry of Municipal Affairs and Housing is engaging experts to help municipalities develop increased capacity and improve their asset management plans (AMP). Applications were accepted until February 29, 2016 and municipalities could apply under two programs. Under Program A, only 10 municipalities will be selected for expert one-on-one assistance with their asset management plans or under Program B, Customized Group Training for up to 70 municipalities is available. North Huron has been selected for Program A.

## **DISCUSSION**

Phase One of the Asset Management Plan was completed in 2013 and included the infrastructure assets. Phase Two which includes buildings, land improvements, fleet, machinery and equipment will be completed in 2016. Condition assessments and levels of service are key pieces of information required to compile a comprehensive plan.

## **FINANCIAL IMPACT**

There is no cost to the municipality to participate in the program. However, the Township of North Huron has included funds in the 2016 budget to undertake Phase 2 of the Asset Management Plan, undertake a Roads Needs Study and funds for sanitary sewer camera/investigation work. These projects will provide valuable data to improve the quality and enhance the existing plan.

## **FUTURE CONSIDERATIONS**

This project will be extremely beneficial to the Township of North Huron and the purpose of the program is to assist municipalities in learning how to refine, improve, maintain and manage their asset management plan. A long term financial plan is critical for future decision making and prioritizes the use of limited resources. The program will begin in May and be completed by December, 2016. The outcome of the program will provide useful data for the Shared Services Project.

## **RELATIONSHIP TO STRATEGIC PLAN**

Goal # 4 – Our administration is fiscally responsible and strives for operational excellence.

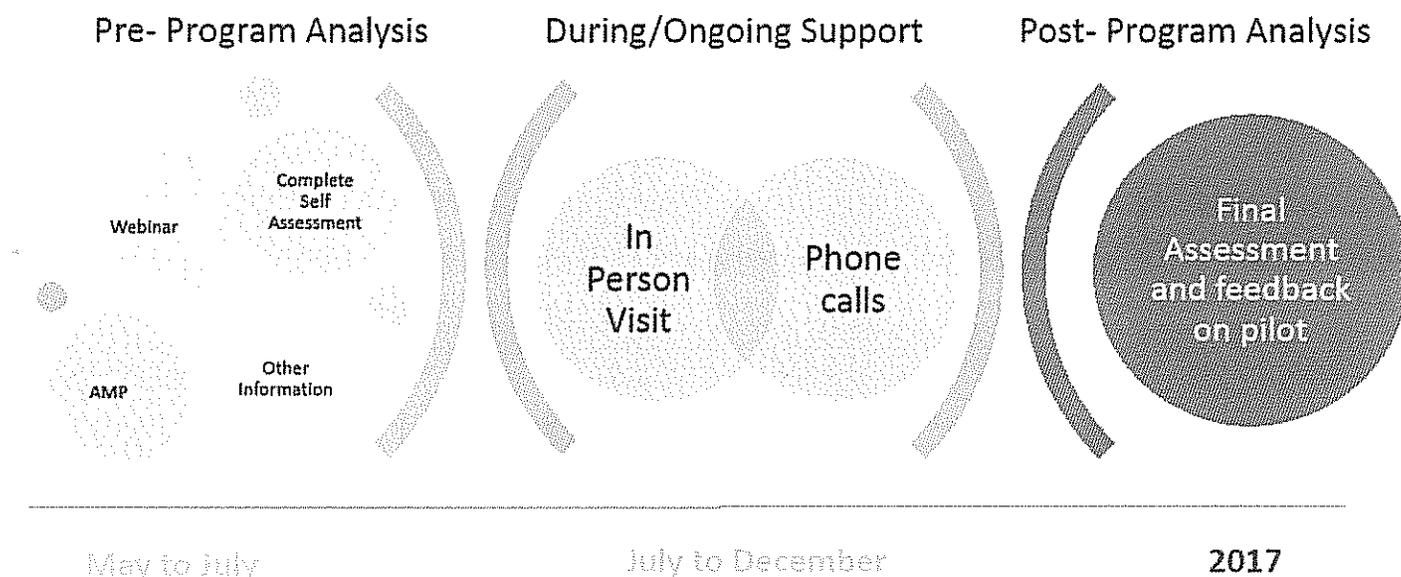
## Asset Management Help Has Arrived!!!!!!

Congratulations!!! Your municipality is now part of the MFOA AMP It Up Program A.

### What Can I Expect?

Your municipality will receive one-on-one assistance with your AMP's including an in person visit. The program will be delivered in three stages as outlined below.

### Overview of AMP It Up



Details of Program A and Program B are included in the attached document.

MFOA is hiring a Project Manager and expert consultants to advise and support you in your AMP journey through the rest of the year.

Your expert consultant will review all the information that you have provided/completed including your initial application form, self-assessment and existing AMP.

Your expert consultants will then also complete the SAT and prepare an initial assessment. Your expert consultant will then contact you to discuss your AMP needs. Based on your input, they will prepare and send you a draft action plan. The AMP pre-assessment and action plan form the basis for the in person visit but your expert consultant will provide you an agenda closer to the date.

In 2017, you will be asked to complete the self assessment again so that we can measure your progress as well as the success of the pilot project.

### Contact Information?

The Program Manager is Donna Herridge who you can contact at [donna@mfoa.on.ca](mailto:donna@mfoa.on.ca). Donna has over 20 years of municipal finance experience with the City of Mississauga and she is a former MFOA President. She taught the MFOA/Ontario Good Roads Associated (OGRA) AMP when the province announced the initial roll out and she currently teaches the finance module at OGRA – Road School.

You may also contact Dan Cowin at [Dan@mfoa.on.ca](mailto:Dan@mfoa.on.ca) or Calvin Barrett at [Calvin@mfoa.on.ca](mailto:Calvin@mfoa.on.ca).

## ASSET MANAGEMENT ASSISTANCE AND GROUP TRAINING PROGRAM

### PROGRAM GUIDELINES

**Application Due Date: February 29, 2016**

In collaboration with the Ministry of Municipal Affairs and Housing, MFOA is engaging experts to help municipalities develop increased capacity and improve their asset management plans (AMP). These experts have vast experience in the finance and engineering sectors, and together with the MFOA and MMAH will provide guidance to municipalities looking for assistance.

#### **1. Programs:**

##### Program A: One-on-One AMP Expert Assistance (maximum 10 municipalities)

- Selected municipalities will receive expert one-on-one assistance with their AMPs.
- Timeline: Program A will run from April to December, 2016.

##### Program B: Customized AMP Group Training (maximum 70 municipalities)

- Selected municipalities will receive customized AMP group training through webinars
- Timeline: Program B will run from April to December, 2016.

On the Application Form, a municipality can indicate a preference for Program A or Program B or to be considered for either program.

#### **2. Target Municipalities**

The municipalities selected for Program A or B will:

- Be regionally diverse (north, south, east, west);
- Have both rural and urban representation;
- Have a population of 10,000 or less;
- Have a broad asset base (roads, bridges, water/wastewater, buildings);
- Have an existing asset management plan;
- Be prepared to undertake the work required to refine their existing plan within the given timelines;
- Be prepared to commit resources to obtain the data needed to refine and improve their plans within the given timelines (e.g. condition ratings for assets if these are lacking); and
- Agree to participate in the evaluation process established to determine the success of the program.

### 3. Purpose

The programs will enable municipalities to understand the asset management plan they have and to obtain advice and guidance specific to their situation. They will learn how to refine, improve, maintain and manage that plan. To achieve this, MFOA and the consultants will:

- Assess the municipality's current AMP;
- Determine the level of staff involvement and comfort with the AMP;
- Identify gaps in the existing plan;
- Develop a "next steps" work plan that the municipality can manage given its resources; and
- Provide limited access to our experts by the municipalities to resolve issues encountered as the municipalities move through the work plan. This access will be provided either on site or online, depending on the Program selected.

### 4. Cost to participate

There will be no cost to the municipality to participate in the program. A municipality will not be compensating the experts who will be assessing their plans and helping them to construct a work plan to advance their AMP.

However, there may be costs to the municipality to actually undertake the work plan that could include staff resources and, possibly, consulting services (e.g. engineering services for condition assessments).

**A municipality will be selected based on the completed Application Form and to achieve the diversity and balance as described above.**

### 5. Next steps

Completed Application Forms will be received until the end of day February 29, 2016.

MFOA and MMAH will review the Application Forms during March and participating municipalities will be selected and advised of their successful application for a start date in April.

Program A and Program B are expected to commence in April 2016 and be completed by December 2016.

If you have questions, please contact Calvin Barrett, Manager of Accounting and Corporate Services, MFOA at [calvin@mfoa.on.ca](mailto:calvin@mfoa.on.ca) or 416-362-9001 Ext 229.



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 02/05/2016  
**SUBJECT:** Optimist Snack Bar Agreement  
**ATTACHMENTS:** Wingham Scouts Draft Agreement

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby approves the draft Optimist Snack Bar Agreement with the Wingham Scouts for the 2016 season

AND FURTHER THAT the Clerk is instructed to prepare a by-law to authorize the Agreement at the May 16<sup>th</sup> regular Council meeting.

## **EXECUTIVE SUMMARY**

Since 2013 the Wingham Scouts have operated the Optimist Food Booth at the ball park in Wingham. The Wingham Scouts have agreed to repeat this again for 2016 under the same terms of the previous agreement.

## **DISCUSSION**

The Township leases out the space at the Optimist Food Booth to the Wingham Scouts. In exchange the Wingham Scouts maintain, stock and clean the ball park washrooms.

In the past this has been a mutually beneficial partnership with this community group. The Wingham Scouts benefits from revenue of the food booth to help with their program expenses, and the Township saves money by not having to stock and staff the food booth or provide cleaning maintenance for the washrooms. The users of the park benefit by having this service available during ball games.

## **FINANCIAL IMPACT**

The volume of product sold would not allow the Township to profit from operating this food booth. A local community group benefits from the proceeds they receive by using volunteer labour.

## **FUTURE CONSIDERATIONS**

Without this agreement, the Township would not offer this service at the park.

## **RELATIONSHIP TO STRATEGIC PLAN**

Our administration is fiscally responsible and strives for operational excellence. Our residents are engaged and well informed.



## OPTIMIST SNACK BAR AGREEMENT

Between

The Corporation of the Township of North Huron  
P.O. Box 90, 274 Josephine Street  
Wingham, ON N0G 2W0  
(The Lessor)

&

Wingham Scouts  
C/O Angela Benninger  
(The Lessee)

The Lessee agrees to operate the Optimist Ball Park Snack Bar for the 2016 season. The agreement will commence May 1, 2016 and ends October 31, 2016.

The intention of this agreement is to offer the opportunity to a community based group to fundraise using sales from the Optimist Ball Park Snack Bar. In exchange for this opportunity, the Lessee agrees to clean and stock the adjoining washrooms daily, and lock up the washrooms at the end of each evening (dusk) or at the end of any rentals at the park.

### Hydro

The Lessor agrees to pay for all hydro costs at the site.

### Keys and Bathroom Stock

The Lessor agrees to provide the Lessee with the required number of keys to the facility. The Lessee agrees not to copy the keys; if additional keys are required they will be provided by the Lessor. At the end of the season, all keys will be returned to the Lessor.

The Lessor agrees to provide the supplies for stocking and cleaning the washrooms.

### Equipment

The Snack Bar is equipped as is by the Lessor. The Lessee may equip the facility with fridge and/or freezer to store supplies for sale. The remaining equipment belongs to the Lessor and may be used by the Lessee as part of their operations. The Lessee may move in their own equipment and stock.

### Subletting

The Lessee is not to sublet or assign any portion of the Optimist Snack Bar Building without permission from the Lessor. Such consent may be arbitrarily refused and is at the sole discretion of the Lessor.

### By-laws and Statues

The Lessee agrees to comply with all applicable by-laws, statutes, rules and regulations governing the conduct and operation of the Snack Bar. It is the responsibility of the

Lessee to contact the Huron County Health Unit at the start of the season to inform them of their intent to operate a Snack Bar. It is the responsibility of the Lessor to have the water tested at the start of the season. The Lessee may not initiate operations until the Lessor has provided a certificate of clearance for the water quality.

#### Insurance and Indemnity

At the time of the execution of this Lease, the Lessee is required to show proof of general liability insurance for the operations of this food booth of up to \$2,000,000 naming the Township of North Huron as an additional insured. The Lessee has the option to carry property insurance on their stock or equipment stored in the facility, however the Lessor will not be responsible for loss under any circumstances. The Lessee shall indemnify and keep indemnified the Lessor from and against all actions, suits, claims, and demands whatsoever arising out of or incidental to the Lessee's occupancy of the premises, or his operations.

#### Repair and Maintenance

The Lessee agrees to keep the snack bar in good repair and to maintain the concession, equipment, and conduct the business generally at a high level of cleanliness following all guidelines set forth by the Huron County Health Unit.

#### Garbage

It is the responsibility of the Lessee to deposit their garbage in the barrel located at the front of the Snack Bar. The Lessor will be responsible for collecting that garbage daily Monday to Friday. If the Lessee requires extra garbage pick up for a specific event or on a weekend at the park, they must coordinate this in advance with the Lessor. The Lessee supplies their own garbage bags for inside the food booth.

#### Alterations and Additions

The Lessee agrees not to alter or add to or in any way vary the concession without first obtaining the written consent of the Lessor.

#### Types of Food

The Lessee agrees to offer for sale pre-packaged foods only. No foods will be prepared on-site or off-site for sale by the Lessee without prior written consent from the Lessor and approval by the Huron County Health Unit.

#### Hours of Operation

The Lessor agrees to provide for the Lessee a copy of the rental schedule for the park. It is recommended that the Lessee check weekly for any changes or updates to this schedule as it fluctuates regularly. It is anticipated that the Lessee will make every effort to operate the Snack Bar when there are park rentals.

#### Occupational Health and Safety Act

The Lessee agrees to abide by and enforce the requirements of the current Ontario Occupational Health and Safety Act, Regulations for Industrial Establishments, the Workplace Hazardous Materials Information System (W.H.M.I.S) and other relevant regulations made under the Occupational Health and Safety Act.

#### Contract Termination

The Lessor may immediately terminate the contract if the local Medical Officer of Health notifies the Lessor that there is a problem. The Lessor will attempt to work with the Lessee to resolve any issues, however if this can not be done to the satisfaction of the Lessor the contract may be terminated.

The Lessor reserves the right to cancel the contract with 10 days written notice, without penalty, if it is determined that the Lessee is not honouring their side of the agreement.

Exclusive Privileges

The Lessee has the exclusive right to operate the snack bar. Should the Lessor wish to offer the space for rent to another group for an event, this must be agreed upon by the Lessee.

Loss by Fire or Burglary

The Lessor shall not be liable to the Lessee for any loss or damage caused by fire to or burglary of any of the stock or equipment of the Lessee upon the premises covered herein.

Please sign and date below to indicate you have read and agree to the conditions outlined in this agreement. This must be signed by an officer of Wingham Scouts with authority to bind said organization to a contract.

---

Kathy Adams, Clerk  
Township of North Huron

Date

---

Name  
Wingham Scouts

Signature

Date



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Pat Newson, Director of Recreation and Facilities  
**DATE:** 02/05/2016  
**SUBJECT:** Ontario Trillium Foundation Grant Contract  
**ATTACHMENTS:** Grant Contract

---

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby adopt in principal the Grant Contract between the Ontario Trillium Foundation and the Corporation of the Township of North Huron for \$30,000 of funding for the sprinkler system in the Wingham Town Hall Theatre;  
AND FURTHER THAT the Clerk is instructed to prepare a by-law to enter into the Grant Contract with the Ontario Trillium Foundation for the May 16th Council meeting.

## **EXECUTIVE SUMMARY**

The Township was successful in received an Ontario Trillium Foundation Grant on behalf of the Wingham Town Hall Theatre Committee. In order to accept the funding, the Township is required to sign a Grant Contract with the Ontario Trillium Foundation.

## **DISCUSSION**

The Wingham Town Hall Theatre Committee plans to attend the May 16, 2016 Council meeting as a delegation to update Council on their fundraising progress, and plans for initiating the renovation of the Theatre.

## **FINANCIAL IMPACT**

The funding is provided to install the sprinkler system for the theatre, which is one of the fire code implementation projects for the space. The committee currently has \$50,631.48 raised for the project, and have other funding opportunities in the works. They will fully outline their fundraising plan at the March 16, 2016 Council meeting, alongside the estimated project expenses and implementation dates.

## **FUTURE CONSIDERATIONS**

This report and presentation of the Grant Contract is for Council's review and consideration with the intention to adopt as by-law at the May 16, 2016 meeting. This date is the deadline required by the Ontario Trillium Foundation.

## **RELATIONSHIP TO STRATEGIC PLAN**

Our community is attractive and welcoming to new businesses and Residents.  
Our residents are engaged and well informed.  
Our administration is fiscally responsible and strives for operational excellence.

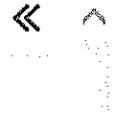
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Please review the document: Contract EN(7620423)

MORE ACTIONS ▾

SUBMIT >

Document:Contract EN(7620423), Page 1 of 12



2016-04-22, Corporation of the Township of North Huron (CP93742)

**Dear Donna White:**

**Re: Application ID# CP93742**

I am delighted to inform you that the Ontario Trillium Foundation (OTF) has approved your application. We believe that our investment in your project will support positive economic development in Ontario communities, and are excited to work with you.

This letter and Grant Contract form the basis of the information that your organization will embark on a successful relationship with OTF.

Please read the entire Grant Contract carefully. The Grant Contract outlines the expectations of the Grantee and the Grantee's obligations. It also ensures that the Grantee is accountable for public Grant funds. The Grant Contract includes:

- The Cover Page
- Terms and Conditions associated with your grant
- The Schedule A, with Approved Budget, selected Grant Results and Metrics, Requirements and Payment Schedule, and name of the person monitoring the grant
- A Declaration of Understanding which confirms that you have read the requirements stipulated
- Authorizing Signatures, pre-signed by OTF, and requiring the electronic signature of a person authorized to legally bind on behalf of your organization.

**Sign and return your Grant Contract** per directions provided within 60 days.

For projects ready to begin, OTF will be pleased to issue your first payment based on start dates and upon receipt of the signed Grant Contract.

Additional important information: ▾



2016-04-22, Corporation of the Township of North Huron (CP93742)

**Dear Donna White:**

**Re: Application ID# CP93742**

I am delighted to inform you that the Ontario Trillium Foundation (OTF) has approved your grant application. We believe that our investment in your project will support positive, measurable change in Ontario communities, and are excited to work with you.

This letter and Grant Contract form the basis of the information that your organization requires to embark on a successful relationship with OTF.

Please read the entire Grant Contract carefully. The Grant Contract outlines the Foundation's expectations of the Grantee and the Grantee's obligations. It also ensures that the Grant benefits Ontarians and that the Grantee is accountable for public Grant funds. The Grant Contract includes:

- The Cover Page
- Terms and Conditions associated with your grant
- The Schedule A, with Approved Budget, selected Grant Results and Metrics, Grant Reporting Requirements and Payment Schedule, and name of the person monitoring your grant
- A Declaration of Understanding which confirms that you have read the relevant Policies and requirements stipulated
- Authorizing Signatures, pre-signed by OTF, and requiring the electronic signature of the person authorized to legally bind on behalf of your organization.

**Sign and return your Grant Contract** per directions provided within 60 days.

For projects ready to begin, OTF will be pleased to issue your first payment based on the project start dates and upon receipt of the signed Grant Contract.

Additional important information:

- **Final 10% grant holdback:** Please note the final installment payment of your grant will be released only after you have submitted the final report and OTF has verified the satisfactory completion of the grant. The holdback is identified in the Payment Schedule associated with your grant.
- **Required grantee orientation webinar:** All OTF grantees are required to participate in an OTF orientation webinar, before returning their Grant Contract. Learn more about the [English](#) and [French](#) webinars.
- **Required grantee recognition of OTF:** You are required to publicly recognize the OTF investment in your initiative. Our expectations include a recognition event, the inclusion of our logo on your website and other published/public materials related to this initiative, as well as recognition on applicable social media. Please review the recognition requirements on our website, [www.otf.ca](http://www.otf.ca), by clicking on "Already got a Grant?". Contact the OTF communications department at least three weeks before a planned recognition event.
- **Communications Planning Period:** During the Communications Planning Period, until 2016-04-12, your MPP may be in touch with your organization to offer congratulations and ask

016-04-22, Corporation of the Township of North Huron (CP93742)

416.963.7963 or 1.800.263.2887.

- **Bank account:** All OTF grantees must provide OTF with the details for a bank account in the name of the grantee organization at a Canadian financial institution and must add this information to their grant portal once the Contract has been signed. OTF Grant funds will be transferred into this account, and until used in accordance with the agreement, the Grant funds must be kept in this account.

The OTF is committed to leadership in the nonprofit sector, and we have a plan for how we'll make Ontario communities healthier and more vibrant. We're excited to invest in your project, and can't wait to see the impact that the work of your organization will have on your community.

Yours sincerely,



Janet Yale  
Chair, Board of Directors

2016-04-22, Corporation of the Township of North Huron (CP93742)

**GRANT CONTRACT**

**("the CONTRACT")**

**BETWEEN**

**Ontario Trillium Foundation  
("The Foundation")**

**AND**

**Corporation of the Township of North Huron  
("The Grantee")  
274 Josephine Street  
P.O. Box 90  
Wingham, Ontario N0G 2W0**

**\$30,000.00 over 11 months**

**Delivering improved infrastructure with a \$30,000 grant over 11 months to install a sprinkler system in the Wingham Town Hall Theatre. Enriching people's lives through arts, culture and heritage, this initiative is helping arts, culture and heritage have appropriate spaces, and has an impact on the lives of 10,000 people in the community.**

**Application ID No.: CP93742**

**Approval Date:  
2016-03-24**

## Terms and Conditions

### 1. Use of Grant Funds

- Grant funds may only be used for the exclusive purpose of the project as it is described in Schedule A ("The Grant"). Grant funds may only be spent for the items and activities described in Schedule A.
- Grant funds are not to be used for the purchase of alcohol.
- Grant funds are not to be used by or for any organization or individual other than those specified in Schedule A.
- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Reallocation of Grant Funds Policy" published on the Foundation's website at [www.otf.ca](http://www.otf.ca) (the "OTF Website"), including that Policy as it may be amended from time to time.
- The Grantee acknowledges that the amount of Grant funds available to it is based on the actual costs to the Grantee, less any costs (including HST and other taxes) for which the Grantee has received, will receive, or is eligible to receive a rebate, credit or refund.
- Any unspent Grant funds must be returned to the Foundation, unless the Foundation has given prior written approval for such funds to be spent on other items or activities that are consistent with the Grant's purpose.
- The Grantee fully understands that all payments of Grant funds to the Grantee are funded by the Ontario Government and are wholly conditional upon the Foundation receiving sufficient funding from the Ontario Government. The Grantee understands that if funding is not provided to the Foundation, or is provided in an insufficient amount by the Ontario Government, the Foundation is not obligated to make any payments of Grant funds to the Grantee and the Foundation may reduce the amount of Grant funds, otherwise modify the Grant, or terminate the Grant.
- The Grantee acknowledges that it is obliged to take reasonable care in screening volunteers and staff participating in the project described in Schedule A.

### 2. Maintaining Eligibility Status

- By signing this Grant Contract, the Grantee represents, warrants, acknowledges, and confirms that the eligibility status of the Grantee set out in the Grantee's application to the Foundation for Grant funds is current and in good standing.
- The Grantee represents and warrants that the Grantee has read, is in compliance with and agrees to comply in the future with the Foundation's "Eligibility Policy" and "Advocacy Activities for Grantees Policy" published on the OTF Website, including those Policies as they may be amended from time to time.
- The Grantee represents and warrants that the Grantee has and will, for the duration of the Grant, maintain its current status as cited in the Grantee's Organization Registration with OTF, and will immediately inform the Foundation of any change in or challenge to the Grantee's eligibility status as set out in the Grantee's registration with the Foundation.

### 3. Payment of Grant Funds

- The Foundation will pay Grant funds according to the terms stated in Schedule A.
- The Grantee must have - or must establish - a bank account in its own name at a Canadian financial institution. Until used in accordance with this Grant Contract, the Grant funds will be kept in this account.
- The Foundation must receive an electronically-signed copy of this Grant Contract before sending the first Grant payment to the Grantee.
- The Foundation may withhold Grant payments or terminate the Grant if, in the

2016-04-22, Corporation of the Township of North Huron (CP93742)

- determines that the Grantee is unable to complete the Grant in a satisfactory manner or within the approved timelines;
  - determines that the Grantee is not complying with this Grant Contract, as defined in Section 16 below; or
  - determines that continuing the Grant is not in the general public's interest.
- If the Grantee has received more than one Grant from the Foundation and OTF terminates one or more of those Grants, OTF may withhold payments under or terminate any or all of the other Grants of the Grantee.
  - The Foundation may withhold Grant payments or terminate the Grant if the Grantee ceases to operate, is insolvent or otherwise unable to pay its debts, makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or proceedings are commenced to adjudge bankrupt, place in receivership, wind up, dissolve or liquidate the Grantee.

#### 4. **Mandatory Orientation Session**

The Grantee will attend the Foundation's Orientation Webinar in order to understand its role and responsibilities as an OTF Grantee.

#### 5. **Grant Results and Metrics**

- The Grantee, as specified in Schedule A, will track and report on Grant Results and Metrics, as required, for this Grant.

#### 6. **Reporting and Grant Monitoring**

- The Grantee will immediately notify the Foundation of any changes to the finances, governance, management, staffing or operations of the Grantee or any other matter that might delay or stop the successful completion of the Grant.

#### ***Progress and Final Reports***

- The Grantee will submit complete progress reports and/or a final report to the Foundation at the times specified in Schedule A.
- In these reports the Grantee will clearly explain the Grantee's use of the Grant funds and the progress the Grantee has made toward achieving the metrics specified in Schedule A and the Grant Results, with the expectation that the Grantee has complied with the terms and conditions of this Grant Contract.
- All reports will be submitted according to the Foundation's requirements.
- The Foundation will review the progress the Grantee makes toward achieving the specified Metrics and Grant Results. Monitoring progress may involve on-site visits by Foundation representatives.
- The Foundation may also ask to consult with the Grantee's personnel regarding the Grantee's expenditures, records, progress, and achievements relating to the Grant. The Grantee will co-operate with any such inquiry by the Foundation and will make the Grantee's reports, records (as described in Section 7 below), and the Grantee's personnel available for the purpose of the inquiry.
- If the Foundation does not receive progress reports in a timely manner or which are otherwise not in compliance with this Grant Contract, the Foundation will withhold payments until the late reports are received and considered by the Foundation to be satisfactory, and may require that reports be provided to the Foundation with increased frequency and in accordance with such further requirements as the Foundation may specify. The Foundation may terminate the Grant if any progress report is not received within sixty (60) days of the date on which it was due.
- If the Foundation does not receive final reports in a timely manner this may be taken into

### ***Additional Reporting***

- In addition to the regular scheduled reports, the Foundation may ask the Grantee to submit additional interim reports, verbally or in writing, which the Grantee will provide on a timely basis.
- In addition, the Foundation may ask the Grantee to complete a post-grant survey to report on long-term achievement toward OTF Priority Outcomes. The Grantee agrees to comply with these requests.
- The Grantee acknowledges and agrees that OTF has the unrestricted right to use all information provided by the Grantee, including sharing best practices and lessons learned to promote knowledge mobilization in the community and the Foundation; building evidence-based policy and program design in the public benefit sector; and sharing information with the public. As an agency of the Government of Ontario, the Foundation may use and disclose all information provided to it in carrying out its mandate, consistent with access and privacy legislation and the government's Open Government commitment.

### **7. Records**

- The Grantee will keep all reports (including supporting documentation) submitted to the Foundation as outlined in the previous Section 6, Reporting and Grant Monitoring.
- The Grantee will maintain accounting records that clearly show the receipt of Grant funds and how the money has been spent. All related records and supporting documentation will be available for inquiries, evaluations or audits by the Foundation for the purposes of this Grant Contract. Such records and supporting documents shall include but are not limited to a general ledger listing of detailed Grant expenses for all products, services, and salaries; corresponding invoices and proof of payment documents; bank statements, employment contracts, payroll registers, employee paycheques, Canada Revenue Agency records, and certificates of completion.
- The Grantee will keep records substantiating fulfillment of specified targets, metrics, conditions, and requirements, if any, and make them available to the Foundation on request.
- The Grantee will keep records relating to operations, employees, volunteer and program participants, including but not limited to registration forms of members, volunteers, and participants, and make them available to the Foundation on request.
- The Grantee will retain all records of Grant receipts and expenditures as outlined in detail in Sections 6 and 7 of this Grant Contract for at least six (6) years after the completion of the Grant.

### **8. Advocacy**

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Advocacy Policy" published on the OTF Website, including that Policy as it may be amended from time to time.

### **9. Recognition of the Foundation's Funding**

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Recognition Policy" published on the OTF Website, including that Policy as it may be amended from time to time. The Grantee understands that its compliance with the Recognition Policy will be monitored.
- Photos taken at recognition events may be used by OTF on its website and/or in other publications.

### **10. Evaluation and Audit**

- The Foundation or the Auditor General of Ontario may conduct or commission an



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otherwise dispose of any asset purchased or created with the Grant funds or for which Grant funds were provided.

- If within five years of receiving the Grant funds the Grantee dissolves or no longer needs assets, whether real or personal property, purchased with the Grant funds, the Grantee will at the request of the Foundation transfer any such assets with a value of \$5,000 or more, for no consideration and clear of such encumbrances as the Foundation may in its discretion specify, to a not-for-profit organization that meets the Foundation's "Eligibility Requirements" as set out in the Foundation's Eligibility Policy or, in the discretion of the Foundation, to the Foundation. The Grantee will co-operate with due diligence inquiries by the Foundation or other qualified transferee prior to the transfer and will make all relevant documentation of the Grantee available for the purpose of such inquiries prior to the transfer.

#### 16. Entire Agreement

- This Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s), the Foundation Policies referred to in this Grant Contract, all additional Foundation Policies posted on the Foundation's website at [www.otf-policies.ca](http://www.otf-policies.ca), including as they be amended from time to time, and any amending agreement entered into as provided for below, constitutes the entire agreement between the Foundation and the Grantee and supersedes all prior oral or written representations and agreements.

#### 17. Modification and Waiver

- This Grant Contract may only be modified by an amendment in writing duly executed by authorized personnel of the Foundation and the Grantee. If the Grantee fails to comply with any term of this Grant Contract, the Grantee may only rely on a waiver of the Foundation if the Foundation has provided a written waiver to the Grantee. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

#### 18. Acknowledgement

- The Grantee acknowledges that it has read and understands the provisions contained in the entire Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s) and the OTF Policies referred to in this Grant Contract, and agrees to be bound by the terms and conditions contained in the entire Grant Contract.

#### 19. Capital Grants (For Grants with a Capital Component Only)

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Capital Grants Policy" published on the OTF Website, including that Policy as it may be amended from time to time.
- Without limiting the application of Section 12 above to the capital project, the Grantee will purchase and maintain insurance including but not limited to property insurance, casualty insurance, and general liability insurance which is adequate for the purposes of the capital project of the Grantee, including operations at the project site and any equipment used as part of the project. Adequate insurance coverage must be maintained for the duration of the Grant.
- Without limiting the application of Section 13 above to the capital project, the Foundation is not responsible or liable for the quality of design, construction, maintenance or operation of the capital project. The Foundation is not responsible or liable for any loss or damages arising out of or relating to the design, construction, maintenance or operation of the capital project.
- The Grantee will ensure that all renovations, modifications and additions meet or exceed

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**20. No Partnership or Joint Venture**

- It is expressly acknowledged and agreed that this Grant Contract, the Grant or the conduct of the Foundation and the Grantee relating to the Grant shall not create any form of partnership or joint venture between the Foundation and the Grantee.

**21. Non-Assignability**

- This Grant Contract shall not be assigned by the Grantee without the written consent of the Foundation.

**22. Reliance by Foundation**

- The Grantee represents, warrants, agrees, and acknowledges that in providing the Grant to the Grantee, the Foundation has relied on the representations and warranties contained herein and all information provided to the Foundation in the Grantee's application to the Foundation for Grant funds and all other information provided in writing to the Foundation by the Grantee; that such information is correct, will continue to be correct, and contains no material misrepresentations; and that the Grantee will immediately notify the Foundation if any such information ceases to be correct.

**23. Severability of Provisions**

- The invalidity or unenforceability of any provision of this Grant Contract will not affect the validity or enforceability of any other provision of the Grant Contract. Any invalid or unenforceable provision will be deemed to be severed.

2016-04-22, Corporation of the Township of North Huron (CP93742)

## Declaration of Understanding

I declare that I have read and understand the Grant Contract between the Ontario Trillium Foundation (OTF) and my organization (Corporation of the Township of North Huron)

This includes all OTF Policies, published at [www.otf.ca](http://www.otf.ca).

In addition to the Grant Contract, I further declare that:

I, or the appropriate person in my organization for this Grant, have participated in OTF's orientation webinar and understand the role and responsibilities of an OTF grantee.

I understand that I must provide OTF with the details for a bank account in the name of my organization at a Canadian financial institution, and have added this information to our grant portal.

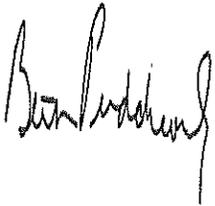
I understand that if my grant includes capital renovations to land or property, that my organization must hold proof of ownership or a minimum five-year lease agreement, and that this documentation will be provided to OTF immediately upon request.

I understand that OTF sets parameters to support the effective use of grant funds while ensuring accountability and the appropriate use of public funds and that Grant funds can only be reallocated in accordance with the terms of the Reallocation of Grant Funds Policy.

I have reviewed and understand the OTF reporting requirements for this program, including timing and tools for reporting and evaluation. I understand what information needs to be tracked, and how to complete the reports.

**IN WITNESS WHEREOF, the Grant Contract has been signed on behalf of the parties as of the dates indicated below. I have the authority to legally bind the organization in this Grant Contract.**

Ontario Trillium Foundation



Per:  
Beth Puddicombe  
Vice-President, Community Investments  
2016-03-24

Corporation of the Township of North Huron

Per:

X

\_\_\_\_\_  
Name : Donna White

2016-04-22, Corporation of the Township of North Huron (CP93742)

## SCHEDULE A

### BUDGET GRANT RESULT AND METRICS PAYMENT AND REPORT SCHEDULES

**Grantee:** Corporation of the Township of North Huron  
**Application ID:** CP93742 **Approved Amount:** \$30,000.00  
**Approval Date:** 2016-03-24 **Grant Term:** 11 Months  
**Assigned Staff:** Kathleen Cleland Moyer

The Grant to your organization is based on information provided in your application.

#### BUDGET

Grant funds may only be spent as per the approved amounts in each of the categories below, which are based on itemized details provided in the financial workbook submitted with your application.

#### Direct Personnel Costs

OTF Budget Request	Requested Amount	Notes
Construction/Renovation	\$30,000.00	Sprinkler system to meet fire code
Equipment	\$0.00	
Property Purchase	\$0.00	
Developmental Costs	\$0.00	
<b>Total Project Costs</b>	<b>\$30,000.00</b>	

#### OTF INVESTMENT STRATEGY ALIGNMENT

Your grant has been approved for the following purpose: Delivering improved infrastructure with a \$30,000 grant over 11 months to install a sprinkler system in the Wingham Town Hall Theatre. Enriching people's lives through arts, culture and heritage, this initiative is helping arts, culture and heritage have appropriate spaces, and has an impact on the lives of 10,000 people in the community.

**Priority Outcome:** Better Quality Programming and infrastructure to experience culture, heritage and the arts.

**Grant Result:** arts, culture and heritage have appropriate spaces. You will be expected to measure and report on the following:

Metrics	Achievements
Number of new construction projects completed	0
Number of renovation projects completed	1 Page 156
Amount of new space	0

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arts, culture or heritage:

Arts

## Payment and Report Schedule

<b>Scheduled Event</b>	<b>Payment Amount</b>	<b>Date</b>
Payment	\$27,000.00	2016-08-02
Final Report - Capital		2017-08-30
Payment	\$3,000.00	2017-09-19



## Document Certificate

### Document Information

Document Title : Contract EN(7620423)  
Document ID : 66995

Document Status : In Progress  
Document GUID : 3e3f63fd-ba56-4b3c-9189-c305fa4470ba

### Recipient(s)

Sequence	Name	Email	Signing status	Action	Authentication
1	Donna White	dwhite@northuron.ca	Working In Progress	Signer	None

### Document History

Date/Time	Action	Name	Email	IP Address	Notes
2016-04-22 11:03:58	Document created by	services1-otfmonarch	support@smartsimple.com	107.6.40.133	
2016-04-26 09:40:46	Terms of Service accepted by	Donna White	dwhite@northuron.ca	216.46.131.34	
2016-04-26 09:40:46	Document viewed by	Donna White	dwhite@northuron.ca	216.46.131.34	
2016-04-26 09:49:48	Document downloaded by	Donna White	dwhite@northuron.ca	216.46.131.34	



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kelly Church  
**DATE:** 02/05/2016  
**SUBJECT:** Draft Entrance Policy  
**ATTACHMENTS:** Policy to regulate construction or alteration of entranceways 2016 draft.doc

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## **RECOMMENDATION:**

THAT The Council of the Township of North Huron hereby receives the May 2nd 2016 Draft Entrance policy for information purposes.

AND FURTHER THAT Council approves the Draft Township of North Huron Entrance Policy as presented;

AND FURTHER THAT the Clerk is directed to prepare a by-law to adopt the Township Entrance Policy at the May 16th 2016 Council meeting.

AND FURTHER THAT the Director of Finance is directed to amend the Township's fee by-law to include an entrance permit fee of \$250.

## **EXECUTIVE SUMMARY**

The Municipality is without a policy to deal with or regulate the construction or alteration of any entrances, private roads or access to municipal road ways within the Township of North Huron.

## **DISCUSSION**

Past practice was to have the Director of Public Works determine if and where the entrance could or should be located, the CBO would also be consulted on occasion. Adopting this policy would regulate a standard outlined in the policy and also a fee schedule to the costs associated with the request. The policy also outlines what is required and who is responsible for construction and costs associated with the entrance. Inspection of the entrance on completion and acceptance by the Municipality, and after passing the installation the ownership of the entrance would be that of the Municipality.

## **FINANCIAL IMPACT**

It is recommended that the Township's fee by-law be amended to include a \$250 entrance permit fee. Revenue would be generated to offset the cost of inspection. It is recommended that the revenue generated be put into reserves for future replacement of owned entrance culverts that the Municipality would assume as outlined in the policy.

## **FUTURE CONSIDERATIONS**

An entrance permit system will help to regulate the placement of entrances, including guidelines for sight lines, construction and safety considerations.

## **RELATIONSHIP TO STRATEGIC PLAN**

Goal #4-Our administration is fiscally responsible and strives for operational excellence.

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Kelly Church Director of Public Works

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Sharon Chambers, CAO

## MUNICIPALITY OF NORTH HURON

### ENTRANCE POLICIES

The Municipal Roads Department shall consider the following criteria when reviewing all applications for new entrances or alterations to entrance:

- (a) Protection of the public through the orderly control of traffic movements onto and from Municipal roads.
- (b) Maintenance of the traffic carrying capacity of the Municipal road network.
- (c) Protection of the public investment in Municipal road facilities
- (d) Minimizing Municipal expenditures on maintenance of private entrance ways.
- (e) Providing legal access onto Municipal roads from adjacent private property.

#### Definitions

- Field Entrance:** provides access to agricultural fields.
- Farm Entrance:** provides access to farm buildings and agricultural lands.
- Residential Entrance:** provides access to residential facilities of four units or less.
- Commercial/Industrial Entrance:** provides access to a development where goods are manufactured or sold to the public and includes residential facilities of five or more units.
- Temporary Entrance:** provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs or improvement on that property or to facilitate a staged development.

#### **1. Location of Accesses**

The Municipality may restrict the placement of an access onto the Municipal road in the interest of public safety. New accesses must be located so as to provide:

- (a) no undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- (b) favourable vision, grade, and alignment conditions for all traffic using the proposed access to the Municipal road.

In general, new entrances **will not be permitted** at the following locations:

- (a) along a lane which is identified for the purpose of an exclusive vehicular turning movement.
- (b) in close proximity to intersection.
- (c) within daylight triangles at intersections.
- (d) where the following minimum sight distance requirements are not met.

**2. Speed Limit**

**Minimum Sight Distance**

40 km/hr	70 metres
50 km/hr	135 metres
60 km/hr	165 metres
70 km/hr	180 metres
80 km/hr	200 metres
90 km/hr	210 metres

**Note:** Sight distance shall be measured from an eye height of 1.05 metres measured 3.0 metres from outer edge of the traffic lane to passenger car lights designated as 0.60 metres above the roadway surface.

**3. Design Standards**

**Entrance Grade:** The finished surface of the access must drop away from the edge of the highway driving surface at a slope of not less than 2% to at least the edge of shoulder rounding.

**Field Entrance:** Shall be surfaced with at least 150 mm (6”) pit run gravel (Gran. “B”), and where a culvert is required its length must be sufficient to provide a 1:1 slope up from the ditch invert to entrance width of 6.0 metres.

**Farm or Residential Entrance:** Shall be surface with at least 150 mm (6”) crushed gravel (Gran.”A”), and where a culvert is required its length must be sufficient to provide a 1:1 slope up from the ditch invert to an entrance width of 6.0 metres.

**Commercial/Industrial Entrance:** Shall be surfaced with hot-mix asphalt and where a culvert is required its length will be dictated by the entrance design which will be site specific having regard for number and type of vehicles expected to utilize the entrance.

**Curbs and/or Headwalls:** No curb or headwall can extend above the surface of the roadway shoulder within the limits of the shoulder and its rounding. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

**Maintenance of Entrances:** Property owners having access to a Municipal road are fully responsible for the maintenance of the access including the removal of snow and ice and keeping the portion of the access within the highway in a safe condition for vehicular traffic.

A culvert installed under the terms of the access permit shall become the property of the Municipality upon acceptance of the work and all subsequent maintenance, repairs, alterations, etc. shall be the responsibility of the Municipality except where the culvert crosses a municipal drain in which case the maintenance will be the responsibility of the Municipality with costs shared in accordance with the By-law.

**Curb and Gutter:** Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a curb cut at the entrance location if required. The existing curb shall be removed and replaced using material acceptable to the Director of Public Works or altered in accordance with the Director of Public Works' requirements. The area between the curb and sidewalk is to be paved with hot-mix asphalt, concrete or paving stones in accordance with the Director of Public Works' requirements. If there is no sidewalk, the entrance is to be paved a distance of 2 metres behind the curb.

**4. Number and Width of Accesses:**

- (a) It will be the policy of the Municipal Roads Department to limit the width of accesses to discourage the construction of entrances wider than required for the safe and reasonable use of the entrance.

(b) Limit the number of accesses to a property and in general conformity with the following:

Residences	- one per property
Farm buildings	- one per farm
Farm entrance	- minimum one field entrance per farm with additional field entrances where natural obstructions within the field prevent reasonable access across the field.
Commercial/industrial entrances	- two with a minimum spacing of 30 metres between entrances

(c) **Exceptions:** Two entrances will be allowed for residential lots for the following circumstances:

1. Lot, Corner
2. Lot, through

Definitions:

1. Lot, Corner means a lot situated at the intersection of, or abutting upon, two or more public roads, provided that the angle of intersection of such streets is not more than 135 degrees;
2. Lot, through shall mean a lot bounded on two opposite sides by a street. If any lot qualifies as being both a “Lot, Corner” and a “Lot, through”, as herein before defined, such lot shall be deemed a “Lot, Corner” for the purpose of this By-law.

**5. Culvert Pipe:**

If a culvert pipe is required it will be the responsibility of the landowner to supply the pipe at their cost. The Director of Public Works will determine what size and length of pipe and specifications are required.

**6. Refundable Deposit:**

A refundable deposit in the amount of \$500.00 shall be collected prior to issuance of the permit. This deposit shall be refunded to the applicant upon acceptance of the entrance by the Director of Public Works less any amounts expended to bring the entrance up to Municipal Standards.

**7. Permit Fee:**

That a Fee, as established in the Township’s current fee by-law, be collected prior to issuance of the permit.

**8. Cancellation of Permit:**

Where the entrance has not been constructed and accepted by the Municipality within one year of the date of the Permit, then the Permit shall be null and void.

DRAFT

**MUNICIPALITY OF NORTH HURON**  
**APPLICATION FOR A NEW ENTRANCE**

(Includes modifications to an existing entrance)

DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE:

Res: \_\_\_\_\_  
Bus: \_\_\_\_\_

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Location of Proposed Entrance:

\_\_\_\_\_ side of Municipality of North Huron \_\_\_\_\_ at Lot \_\_\_\_\_  
Concession \_\_\_\_\_ in the Municipality of \_\_\_\_\_ or Registered Plan  
# \_\_\_\_\_ in the Village of \_\_\_\_\_.

Sketch of Area:

Sketch to include:

- Approx. total length of frontage (also show buildings).
- Any other entrances to property.
- Distance between existing and proposed entrances including any nearby entrances on other properties.

- Other features: i.e. intersections, curves, etc.

**Municipality of North Huron  
ENTRANCE PERMIT**

Authority is granted to \_\_\_\_\_ of  
Owner / Applicant

\_\_\_\_\_  
Address Postal Code Telephone

to construct a \_\_\_\_\_ entrance to serve  
Type

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Municipality of \_\_\_\_\_ or

Lot \_\_\_\_\_ Registered Plan No. \_\_\_\_\_ Town/Village/ Hamlet of \_\_\_\_\_

on the \_\_\_\_\_ side of the Municipality of North Huron Ward \_\_\_\_\_

**Requirements for the Entrance:**

Top Width \_\_\_\_\_ m Surface Type \_\_\_\_\_

Length of Pipe \_\_\_\_\_ m Diameter of Pipe \_\_\_\_\_ mm

**Special Conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Refundable Deposit \$ \_\_\_\_\_

\_\_\_\_\_ per \_\_\_\_\_

Date of Issue:

Director of Public Works  
Municipality of North Huron

**FOR MUNICIPAL USE ONLY**

**CHECK:** Is the visibility adequate in each direction?

\_\_\_\_\_ YES or List problems.

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**Requirements for Pipe:**

- Top width required on Entrance \_\_\_\_\_ m - Length of Pipe \_\_\_\_\_ m

- Diameter of Pipe \_\_\_\_\_ mm - No. of Couplers \_\_\_\_\_

**Reason of New Access:**

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- Installation by:

\_\_\_\_\_ Owner

Date completed by: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Comments re Policy:** \_\_\_\_\_

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Policy Reviewed By: \_\_\_\_\_

Decision of Director of Public Works:

\_\_\_\_\_ Approved Date \_\_\_\_\_

\_\_\_\_\_ Not Approved

Applicant Advised: \_\_\_\_\_

Deposit: \_\_\_\_\_

Cost Calculation: \_\_\_\_\_

Fee: \$250.00

Cheques to be made Payable to "Treasurer Municipality of North Huron"

DRAFT



## Barn Dance Historical Society

P. O. Box 68,  
Wingham, Ontario N0G 2W0  
Phone: (519) 530-8000  
web site: [www.thebardance.ca](http://www.thebardance.ca)

April 12<sup>th</sup>, 2016

Mrs. Pat Newson

Township of North Huron

Box 90

Wingham, ON N0G 2W0

Dear Mrs. Newson:

The 19<sup>th</sup> Annual Barn Dance Campout Jamboree is being held on May 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup>, 2016.

Once again, we (The Barn Dance Historical Society and the Blyth Lions Club) would ask permission from council for exemption from the security provisions in the rental arrangements as in the past. The campers and attendees at our function are mostly seniors and we do control all entrances to our events.

Your consideration to this request is greatly appreciated.

Yours truly

Ruth Baxter

President

RECEIVED

Wingham and District Kin Club

APR 27 2016

TOWNSHIP OF NORTH HURON

To whom it may concern,

It is our clubs intention to run a boot drive, to raise money for Cystic Fibrosis and the North Huron Food Share. The date we are holding this event on June 11<sup>th</sup> 2016. This event will run from 11am to 2pm.

We have 10 -12 volunteers working with us that day.

We are looking for Township approval and any other necessary documentation, permissions, or any other info to run this on Josephine Street in or near the Tim Horton's.

We understand there may be a M.A.P. program that we need to comply with. We are hoping you will be able to supply this to us.

We are covered for event insurance as a club, with any volunteers, by the Kin Club of Canada HQ insurance program. If you need any additional coverage, or to be included in said coverage, then we need this information before we apply for it.

We look forward to working with you the town council, on having a successful event.

Thank you for taking the time to read this letter.

Bruce Eichler 519-357-7470

  
V.P. Wingham + District  
Kin

**The Corporation of the Municipality of North Huron**  
**BY-LAW NO. 45-2016**

**BEING** a by-law for the purposes of levying and collecting rates for various purposes and provide for the payment of taxes and to provide for penalty and interest.

**WHEREAS** Section 290 of the Municipal Act, Chapter 25, S.O. 2001, as amended requires the Council of the local municipality, in each year, to prepare and adopt estimates of all sums required during the year for the purposes of the municipality; and

**WHEREAS** Section 312(2) of the Municipal Act, Chapter 25, S.O. 2001 as amended provides that a Council of a local municipality shall, each year after the adoption of estimates for the year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes.

**AND WHEREAS**, the County of Huron, under the provisions of Section 308, 311 and 312 of the Municipal Act S.O. 2001 as amended has by By-Law #-20-2016 established a county tax levy and tax ratios for 2016.

**AND WHEREAS** the Minister of Finance, under the provisions of Ontario Regulation 400/98, under the Education Act R.S.O. 1990 as amended by Ontario Regulation 101/16 established education rates for 2016.

**AND WHEREAS** Section 326 of the Municipal Act, Chapter 25, S.O. 2001 as amended authorizes a municipality to levy and collect amounts for special area rates.

**AND WHEREAS** Section 342 of the Municipal Act, Chapter 25 S.O. 2001 as amended authorizes a municipality to pass a by-law to set due dates for instalments.

**AND WHEREAS** Section 345 of the Municipal Act, Chapter 25, S.O. 2001 as amended, provides that a municipality may pass a by-law to impose late payment charges for the non-payment of taxes or any instalment by the due date.

**NOW THEREFORE**, the Council of the Corporation of North Huron enacts as follows:

1. That the assessment contained in the assessment roll for the Township of North Huron compiled during the year 2015 and returned on December 15, 2015, is hereby adopted and confirmed as the assessment on which taxes for the year 2016 shall be levied.
2. That the tax rates as per Schedule "A" attached hereto shall be levied and charged in 2016.
3. There shall be two instalments and the due dates for the final taxes shall be September 26, 2016 and November 28, 2016. The total bill shall be reduced by the Interim Tax billing.
5. A penalty of one and one quarter percent (1.25%) per month shall be added to each installment on the first day of default and on the first day of each month thereafter that the default continues, until December 31, 2016.
6. On all taxes of the final tax levy in default on January 1, 2017, interest shall be added at the rate of 1.25% per month for each month or fraction thereof in default.
7. Penalties and interest added on all taxes of the final levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid final tax levy.

**Corporation of the Township of North Huron  
By-Law #45-2016  
Page 2**

8. The collector may mail or cause the same to be mailed (by regular mail or electronic mail) to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
9. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector's roll under Section 340 of the Municipal Act, R.S.O., 2001.
10. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
11. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
12. Payment of taxes may be made at the Township of North Huron Municipal Office and at most financial institutions. Payments can also be made by telephone/internet banking and monthly pre-authorized payments are also available.
13. This by-law shall come into force and take effect on the day of the final passing thereof.

**Read a first and second time, this 2nd day of May, 2016.**

**Read a third and finally passed, this 2nd day of May, 2016.**

CORPORATE SEAL

.....  
Reeve – Neil Vincent

.....  
Clerk – Kathy Adams

TOWNSHIP OF NORTH HURON - BY-LAW #45 -2016 SCHEDULE A																	
2016 TOTAL TAX LEVY																	
	WINGHAM	BLYTH	E/W	Total	Municipal	Municipal	Wingham	Wingham	Blyth	Blyth	E/W	E/W	County	County	Education	Education	Total
RTC	ASSESSMENT	ASSESSMENT	ASSESSMENT	CVA	Base	Levy	Area	Area Rate	Area	Area Rate	Area	Area Rate	Rate	Levy	Rate	Levy	Levy
RT	188,398,395	68,002,800	64,906,100	321,307,295	0.00770259	2,474,899.35	0.00484469	912,731.20	0.00214034	145,548.78	0.00106868	69,363.66	0.00494144	1,587,720.72	0.00188000	604,057.71	5,794,321.43
MT	8,821,000	2,137,000		10,958,000	0.00847285	92,845.52	0.00532916	47,008.48	0.00235437	5,031.29	0.00117554	-	0.00543559	59,563.20	0.00188000	20,601.04	225,049.52
FT	32,200	735,100	155,979,200	156,746,500	0.00192565	301,838.63	0.00121117	39.00	0.00053508	393.34	0.00026717	41,672.85	0.00123536	193,638.36	0.00047000	73,670.86	611,253.03
CT/ST	21,763,900	6,723,400	3,135,900	31,623,200	0.00847285	267,938.71	0.00532916	115,983.21	0.00235437	15,829.36	0.00117554	3,686.39	0.00543559	171,890.75	0.01023614	323,699.50	899,027.92
XT	2,727,000	107,900	212,400	3,047,300	0.00847285	25,819.32	0.00532916	14,532.61	0.00235437	254.04	0.00117554	249.69	0.00543559	16,563.87	0.01023614	31,192.59	88,612.11
IT/LT	8,513,966	1,183,800	682,900	10,380,666	0.00847285	87,953.85	0.00532916	45,372.25	0.00235437	2,787.10	0.00117554	802.78	0.00543559	56,425.04	0.01180000	122,491.86	315,832.88
PT	719,000	505,000	2,948,000	4,172,000	0.00539182	22,494.65	0.00339128	2,438.33	0.00149823	756.61	0.00074807	2,205.32	0.00345901	14,430.99	0.00442612	18,465.77	60,791.68
TT			1,908,900	1,908,900	0.00192565	3,675.87	0.00121117	-	0.00053508	-	0.00026717	510.00	0.00123536	2,358.18	0.00047000	897.18	7,441.23
R1		126,000	9,300	135,300	0.00192565	260.54	0.00121117	-	0.00053508	67.42	0.00026717	2.48	0.00123536	167.14	0.00047000	63.59	561.18
CU	102,500	33,500	179,200	315,200	0.00593100	1,869.45	0.00373041	382.37	0.00164806	55.21	0.00082288	147.46	0.00380491	1,199.31	0.00716530	2,258.50	5,912.30
CX	474,400	106,100	77,000	657,500	0.00593100	3,899.63	0.00373041	1,769.71	0.00164806	174.86	0.00082288	63.36	0.00380491	2,501.73	0.00716530	4,711.18	13,120.47
IU	31,534			31,534	0.00593100	187.03	0.00373041	117.63	0.00164806	-	0.00082288	-	0.00380491	119.98	0.00826000	260.47	685.12
IX	96,500			96,500	0.00593100	572.34	0.00373041	359.98	0.00164806	-	0.00082288	-	0.00380491	367.17	0.00826000	797.09	2,096.59
IH	23,500			23,500	0.00847285	199.11	0.00532916	125.24	0.00235437	-	0.00117554	-	0.00543559	127.74	0.01180000	277.30	729.38
	231,703,895	79,660,600	230,038,900	541,403,395		3,284,454.00		1,140,860.00		170,898.00		118,704.00		2,107,074.18		1,203,444.66	8,025,434.84
				-													
P.I.L.	1,003,500	862,300	962,700	2,828,500													
EXEMPT	30,368,505	6,207,300	5,349,300	41,925,105													
TOTAL	263,075,900	86,730,200	236,350,900	586,157,000													
Flat Rate Streetlight																	6,062.00
Wingham BIA Levy																	26,500.00
Blyth BIA Levy																	6,600.00
<b>TOTAL LEVY</b>																	<b>8,064,596.84</b>

**THE CORPORATION OF THE TOWNSHIP OF NORTH HURON  
BY-LAW NO. 46-2016**

**A BY-LAW TO APPOINT A  
DIRECTOR OF PUBLIC WORKS  
FOR THE TOWNSHIP OF NORTH HURON**

---

**WHEREAS** *Section 227 of the Municipal Act, 2001, c. 25* as amended states it is the role of the officers and employees of the municipality,

- (a) to implement council's decisions and establish administrative practices and procedures to carry out council's decision;
- (b) to undertake research and provide advice to council on the policies and programs of the municipality; and
- (c) to carry out other duties required under this or any Act and other duties assigned by the municipality.

**AND WHEREAS** the Council of the Corporation of the Township of North Huron deems it expedient to appoint a Director of Public Works for the Township of North Huron;

**NOW THEREFORE** the Council of the Township of North Huron hereby enacts as follows:

1. That Jeffrey H. Molenhuis is hereby appointed to the position of Director of Public Works for the Township of North Huron effective May 16, 2016;
2. That the terms of employment for Jeffrey H. Molenhuis for the position of Director of Public Works for the Township of North Huron are set out in the employment contract executed April 21, 2016;
3. That the Reeve and Clerk are hereby empowered to sign and execute this said By-law;
4. That all previous by-laws pertaining to the appointment of a Director of Public Works for the Township of North Huron are hereby repealed.

READ A FIRST AND SECOND TIME, this 2<sup>nd</sup> day of May, 2016.

READ A THIRD AND FINAL TIME AND PASSED, this 2<sup>nd</sup> day of May, 2016.

CORPORATE SEAL

---

Neil Vincent, Reeve

---

Kathy Adams, Clerk

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON**

**BY-LAW NO. 47-2016**

**Being a by-law to authorize the Reeve and Clerk to execute and Affix the  
Corporate Seal to enter into a  
“ Two (2) Year Pilot Project for Shared Services Agreement”  
with the Municipality of Morris-Turnberry**

**WHEREAS**, Section 8 of the Municipal Act, 2001 S.O. 2001 C. 25 as amended, states that; ‘Powers of a natural person – A Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act’;

**AND WHEREAS**, the Council of the Township of North Huron deems it desirable to enter into a “ Two (2) Year Pilot Project for Shared Services Agreement” with the Municipality of Morris-Turnberry;

**AND WHEREAS**, the Corporation of the Township of North Huron **enacts as follows:**

- 1. THAT** the Council of the Township of North Huron hereby enters into a “ Two (2) Year Pilot Project for Shared Services Agreement” with the Municipality of Morris-Turnberry, and the agreement is hereby attached as Schedule ‘A’ to this by-law ;
- 2. THAT** the Reeve and Clerk of the Municipality be and are hereby authorized to execute and affix the Corporate Seal to this By-law, and that the By-law be known as the ‘ Two (2) Year Pilot Project for Shared Services Agreement ’ By-law.

**Read a FIRST and SECOND time this** 2<sup>nd</sup> day of May , 2016

**Read a THIRD time and FINALLY PASSED this** 2<sup>nd</sup> day of May, 2016.

---

Reeve, Neil G. Vincent

---

Clerk, Kathy Adams



**Two (2) Year  
Pilot Project  
Joint Servicing  
Agreement  
Schedule 'A'**



**THIS AGREEMENT** dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 2016

**BETWEEN:**

**THE CORPORATION OF THE MUNICIPALITY  
OF MORRIS-TURNBERRY**  
(hereinafter referred to as "**Morris-Turnberry**")

– and –

**THE CORPORATION OF THE TOWNSHIP OF NORTH HURON**  
(hereinafter referred to as "**North Huron**")

**WHEREAS** the Councils of Morris-Turnberry and North Huron (collectively, the "**Municipalities**") are desirous to enter into a two (2) year Pilot Project, for the purpose of sharing services, more specifically Public Works, Building, Public Utilities, Drainage and Administration;

**AND WHEREAS** the Councils of Morris-Turnberry and North Huron have approved a Concept Report, dated December 17<sup>th</sup>, 2015, and a Cost Analysis Report dated January 29<sup>th</sup>, 2016;

**AND WHEREAS** this Agreement is consistent with the *Municipal Act*, S.O. 2001, c.25, Section 8 (1) in reference to the Scope of Powers and Section 11 (3) in reference to matters within spheres of jurisdiction including Highways, Public Utilities and Drainage;

**AND WHEREAS** Section 3. (3) of the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, allows for Joint Enforcement: "The councils of two or more municipalities may enter into an agreement,

- (a) providing for the joint enforcement of this Act within their respective municipalities;
- (b) providing for the sharing of costs incurred in the enforcement of this Act within their respective municipalities; and
- (c) providing for the appointment of a chief building official and inspectors."

**AND WHEREAS** this Agreement is consistent with the *Municipal Act*, S.O. 2001, c.25, as amended, Section 20 (1) Joint Undertakings by agreement: "A municipality may enter into an agreement with one or more municipalities or local bodies,.... for their joint benefit, any matter which all of them have the power to provide within their own boundaries";

**AND WHEREAS** the parties hereto wish to set out their respective rights and obligations regarding the provision of municipal services during the Pilot Project.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the sum of \$2.00 and the mutual covenants and agreements contained herein, the sufficiency of which is hereby acknowledged by each of Morris-Turnberry and North Huron, the parties hereto agree as follows:

**1. GENERAL TERMS**

1. **That** Morris-Turnberry and North Huron hereby enter into this Agreement for the provision of joint services including but not limited to:

- 1. Public Works
- 2. Building
- 3. Public Utilities
- 4. Drainage
- 5. Administration

all of which are hereinafter referred to as the "Joint Services".

2. **That** all assets of each municipality be retained and maintained as assets of that municipality.
3. **That** each municipality shall be responsible for its own insurance requirements, for property, liability and human resources, including Workers Safety Insurance Board coverage.
4. **That** a joint Steering Committee be hereby established and be comprised of:
  1. Morris-Turnberry: Mayor, Deputy Mayor, 1 Councillor and the Administrator Clerk-Treasurer
  2. North Huron: Reeve, Deputy Reeve, 1 Councillor and the CAO.

The Steering Committee shall meet regularly as set out in the Steering Committee Terms of Reference, which are attached to this Agreement as Schedule 'A', during the project, and will review operations, and report to the Morris-Turnberry and North Huron Councils.

## 2. **TERM OF THE AGREEMENT**

1. **That** the terms of this Agreement shall be from May 4<sup>th</sup>, 2016, to June 30, 2018, at which time the Agreement shall be reviewed by Morris-Turnberry and North Huron to determine whether to continue with the Agreement or not. This Agreement may be renewed thereafter by resolution of the Councils of Morris-Turnberry and North Huron.
2. **That** the Councils of the Morris-Turnberry and North Huron shall review the Agreement and the project, commencing January 1, 2018.
3. **That** the terms of the Agreement may be amended from time to time by mutual consent of the Councils of Morris-Turnberry and North Huron evidenced by a by-law of each municipality and a written amending agreement between the Municipalities.

## 3. **FINANCIAL**

1. **That** the transition costs and the operational costs for the Joint Services, being all labour costs, including but not limited to wages, salaries, benefits, pensions and expenses, and such non-labour costs as agreed upon by Morris-Turnberry and North Huron shall be shared as follows for the first year of this Agreement:
  1. North Huron agrees to pay **55%** of the costs
  2. Morris-Turnberry agrees to pay **45%** of the costs.

Time spent shall be tracked for the initial term of this Agreement, and the allocation of costs to Morris-Turnberry and to North Huron may be adjusted by agreement of the Steering Committee after the first year of this Agreement.

2. **That** the costs for the Joint Services shall be paid by Morris-Turnberry, and Morris-Turnberry shall subsequently invoice North Huron for its applicable share of costs.
3. **That** Morris-Turnberry shall submit an invoice to North Huron on a monthly basis.
4. **That** each municipality shall be responsible for its own maintenance and capital costs for the operation of the municipality.

## 4. **EMPLOYEES**

1. **That** the employees of North Huron and Morris-Turnberry shall remain as employees of their respective municipality for the duration of this Agreement.
2. **That** the current employees, and any new employees, shall work as required in the Municipality of Morris-Turnberry and/or the Township of North Huron, and daily operations will be organized and prioritized by each Department Head.
3. **That** any new employees, employed after the date of this Agreement, shall be considered to be a joint employee of Morris-Turnberry and of North Huron but shall be deemed an employee of one of Morris-Turnberry or North Huron, by agreement of the Municipalities.

4. **That** those employees for the Joint Services who are required by legislation to be appointed by by-law shall be appointed by separate by-law of each municipality.

## 5. **ORGANIZATIONAL FLOW CHARTS**

1. **That** the Organizational Flow Charts for the various departments, are set out in Schedule 'B' to this Agreement, being:

1. North Huron Organizational Flow Chart Phase 1
2. Morris-Turnberry Organizational Chart Phase 1
3. Transitional Public Works Organizational Chart for May 1, 2016, to December 31, 2017;
4. Morris-Turnberry and North Huron Proposed Public Works Organizational Chart for 2018;
5. Morris-Turnberry and North Huron Shared Services Organizational Chart for 2018.

2. **That** all work for the Joint Services shall be performed and completed in accordance with the Organizational Flow Charts attached as Schedule A to this Agreement provided that, in recognition of the flexible nature of this Joint Services project, these Organizational Flow Charts may be amended or added to by recommendation of the Steering Committee to the Councils of both Municipalities and subsequent ratification by the Councils of both Municipalities.

## 6. **DISPUTES**

1. All disputes relating to this agreement shall be resolved as follows:

1. The Steering Committee shall attempt to resolve any issues.
2. In the event that the issues cannot be resolved by the Steering Committee, the Councils of the Municipalities shall appoint an agreed-upon Mediator.
2. In the event that a dispute cannot be resolved by paragraph 1. or 2. above, the dispute shall be resolved by arbitration in accordance with the following procedure:

1. The party wishing to commence the arbitration process shall give written notice to the other party advising that it is exercising its right to submit the issue in dispute to arbitration by a single arbitrator (the "Arbitrator") and providing the names of three (3) potential Arbitrators who are acceptable to it;

2. Within ten (10) days of receipt by the other party of the notice referenced in subparagraph 1, the parties shall agree upon an Arbitrator, either one named in such notice or otherwise, failing which either party may seek the appointment of an Arbitrator by a judge of the Superior Court of Justice (Ontario);

3. The arbitration shall be conducted in accordance with the provisions of the *Arbitration Act*, 1991, S.O. 1991, c.17, as amended or replaced; and

4. The Arbitrator's award shall be in writing, shall state the reasons for the award, shall be binding on the parties, and shall not be the subject of any further court proceeding except in connection with the enforcement of any such decision or award by a court of competent jurisdiction. The costs of arbitration, including legal fees and disbursements of the parties, shall be allocated by the Arbitrator in the manner that the Arbitrator, in his or her discretion, considers appropriate. This subparagraph does not affect the rights of the parties to seek injunctive relief when appropriate to enforce their respective rights hereunder.

2. The mediation or arbitration, as the case may be, shall take place at such location and times as agreed upon by the parties and failing such agreement as set by the mediator or arbitrator, as the case may be.

## **7. DELIVERY OF AGREEMENT AND NOTICES**

1. This Agreement may be signed in counterparts and each of such counterparts shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument. This Agreement shall be deemed to have been executed and delivered by a party if such party has signed an original of this document and a scan or other image of such signed original document has been transmitted to the other party by fax, email or other means of electronic transmission.

2. Any invoice, notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be given by prepaid first-class mail or by hand-delivery or by facsimile or by email. Any such invoice, notice or other communication, if mailed by prepaid first-class mail, at any time other than during a general discontinuance of postal service due to strike, lockout or otherwise, shall be deemed to have been received on the fourth business day after the post-marked date thereof, or if delivered by hand shall be deemed to have been received at the time it is delivered to the applicable address noted below to an individual at such address having apparent authority to accept deliveries on behalf of the addressee, or if delivered by facsimile or email shall be deemed to have been received on the date of facsimile or email provided such date is not a Saturday, Sunday or statutory holiday in the Province of Ontario. Notice of change of address shall also be governed by this section. In the event of a general discontinuance of postal service due to strike, lock-out or otherwise, invoices, notices or other communications shall be delivered by hand, facsimile or email. Invoices, notices and other communications shall be addressed to the relevant party at the address set out below for such party:

1. The Corporation of the Township of North Huron:  
Address: PO Box 90, 274 Josephine Street, WINGHAM, ON N0G 2W0  
Fax no.:  
Email:
2. The Corporation of the Municipality of Morris-Turnberry:  
Address: 41342 Morris Road, PO Box 310, BRUSSELS, ON N0G 1H0  
Fax no.:  
Email:

## **8. GENERAL MATTERS**

1. Each provision of this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof.

2. No party may assign its rights or benefits under this Agreement without the written consent of the other which may be arbitrarily withheld.

3. Time is of the essence of this Agreement.

4. Each of the parties hereto shall promptly do, make, execute or deliver, or cause to be done, made, executed or delivered, all such further acts, documents and things as the other party hereto may reasonably require from time to time for the purpose of giving effect to this Agreement and shall use reasonable efforts and take all such steps as may be reasonably within its power to implement to their full extent the provisions of this Agreement.

5. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter of this Agreement. There are no warranties, representations or other agreements between the parties in connection with such subject matter except as specifically set forth or referred to in this Agreement. Except as expressly provided in this Agreement, no amendment, waiver or termination of this Agreement shall be binding unless executed in writing by the party to be bound thereby. No waiver of any provision of this Agreement shall constitute a waiver of any other provision nor shall any waiver of any provision of this Agreement constitute a continuing waiver unless otherwise expressly provided.

6. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

**IN WITNESS WHEREOF** the Municipalities have executed this Agreement by the hands of their duly authorized signing officers.

Dated the 3<sup>rd</sup> day May, 2016

**THE CORPORATION OF  
THE MUNICIPALITY OF  
MORRIS- TURNBERRY**  
per:

---

Name:  
Title:

---

Name:  
Title:  
*"We have the authority to bind the  
Municipality"*

Dated the 2<sup>nd</sup> day of May, 2016

**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON**  
per:

---

Name:  
Title:

---

Name:  
Title:  
*"We have the authority to bind the  
Municipality"*

## Schedule 'A' to Shared Services Agreement

<p style="text-align: center;"><b>Morris Turnberry/North Huron Shared Services Steering Committee TERMS OF REFERENCE</b></p>
--

**Mandate:** The Shared Services Steering Committee (SSSC) shall represent the interests of the Councils of Morris Turnberry and North Huron with respect to the Shared Service Project, having regard for the project goals and broader benefit of both Municipalities. The SSSC shall receive regular updates on the implementation, operation and progress of the Shared Services Project from the CAO's, providing direction on routine matters and reporting back to respective Councils on the status of the Shared Services Project. SSSC activities shall include;

- To receive reports on the status of project implementation and operational matters relating to the shared services.
- To give approval/direction to the CAO's on project related matters, determining when approval of the full Councils is required.
- To discuss additional opportunities for future collaboration and partnership, as they may arise.

**Composition:** The SSSC shall consist of the Mayor/Reeve, Deputy Mayor/Reeve, and one member of Council from each municipality, as appointed by the Councils. The CAO's shall attend all SSSC meetings as a staff resource.

**Authority:** The SSSC shall have the authority to make implementation decisions, within guidelines and purchasing thresholds established by each Council. The SSSC, in conjunction with the CAO's, shall determine when approval for decisions is required by each Council.

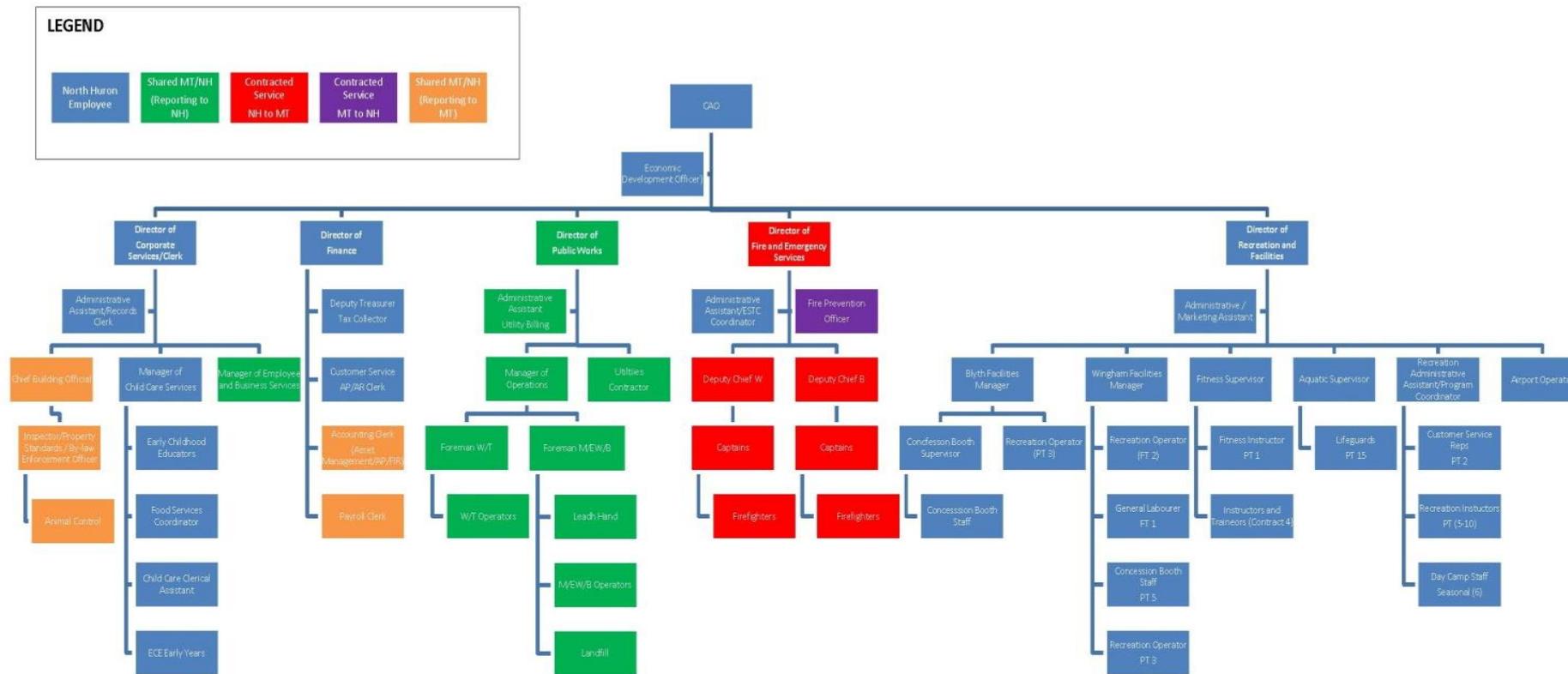
**Meeting Procedures:** Agendas and meeting materials shall be distributed to all SSSC members prior to the meeting. A standard agenda format shall be developed to ensure that important items are kept at the forefront. Recommendations to Councils and direction to staff shall be made in the form of a motion. Minutes of the meetings shall be kept by the CAO's. The meeting schedule and frequency shall be established by the SSSC. Additional or special meetings may be called at the discretion of the CAO's and/or the Mayor/Reeve. Confidential matters may be discussed during SSSC meetings. SSSC members shall not disclose any confidential matter that arises during a SSSC meeting, unless it is in a properly authorized closed session of the Municipal Council.

**Communication:** The activities of the SSSC are communicated both internally within each organization and externally to the public. The CAO's shall prepare written reports and the SSSC shall verbally report on SSSC activities to the respective Councils.

**Term:** The SSSC shall remain in effect for the Term of each Council. At the beginning of each new Council term, SSSC members shall be appointed in accordance with each Municipality's committee appointment protocol.

## Schedule 'B' to Shared Services Agreement

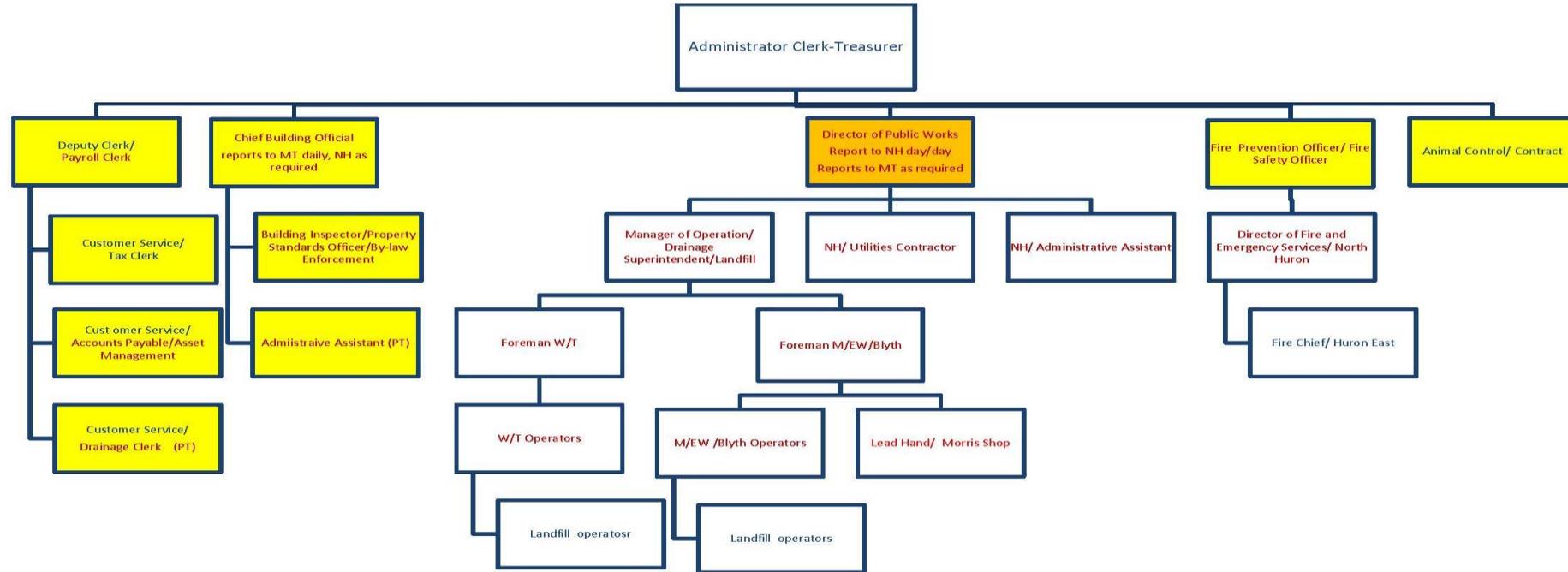
North Huron Organizational Chart – Phase 1 – North Huron Restructuring  
2016 Proposed Shared Public Works/Building/By-law Enforcement  
With Municipality of Morris Turnberry



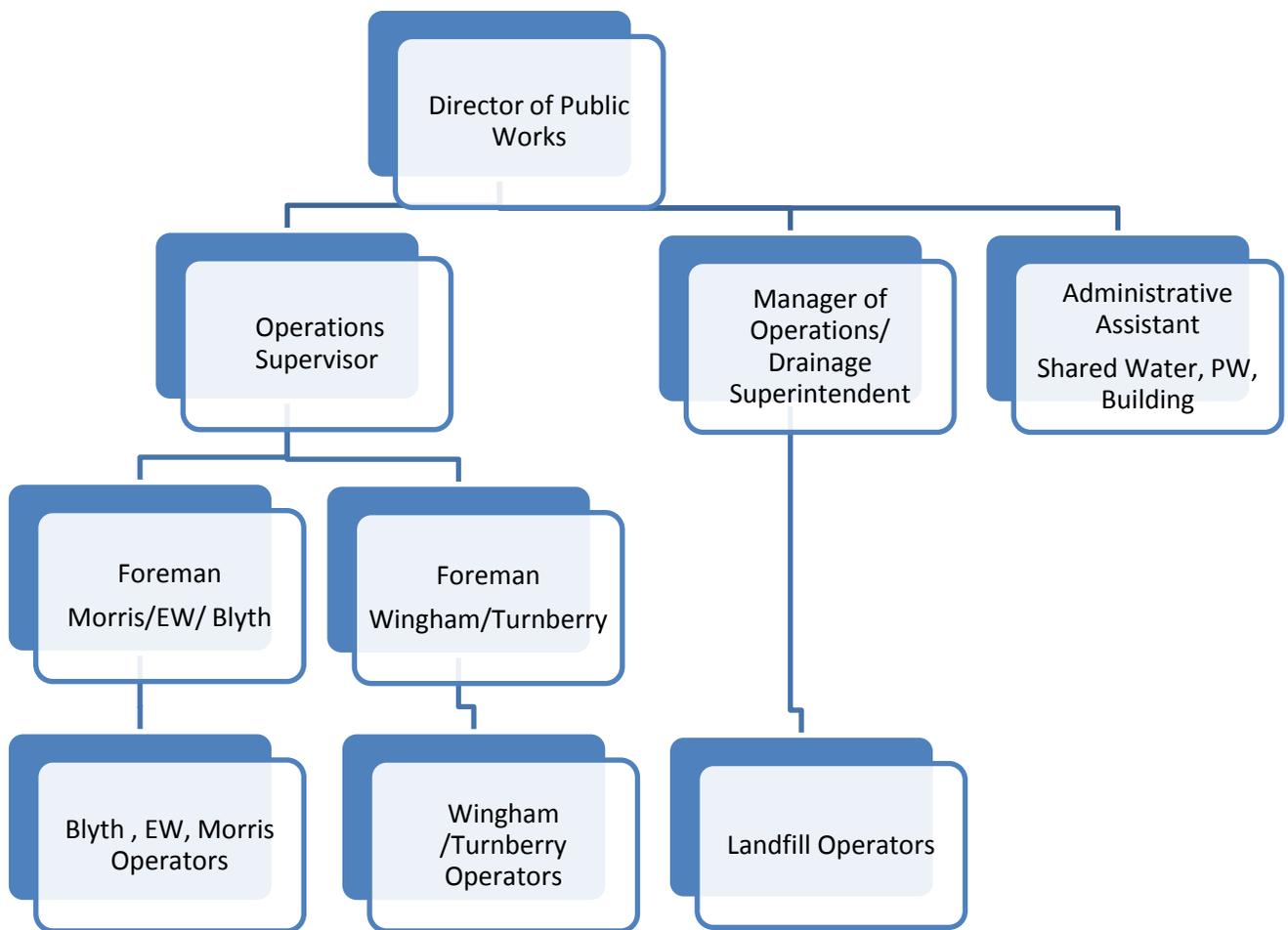
**Municipality of Morris-Turnberry**  
 Phase 1 Organizational Chart  
 2016 Proposed Shared Services: Public Works/ Building/By-law  
 Enforcement/Property Standards/ Administration (limited)

Print in red- shared  
with North Huron

and yellow box  
reports to MT

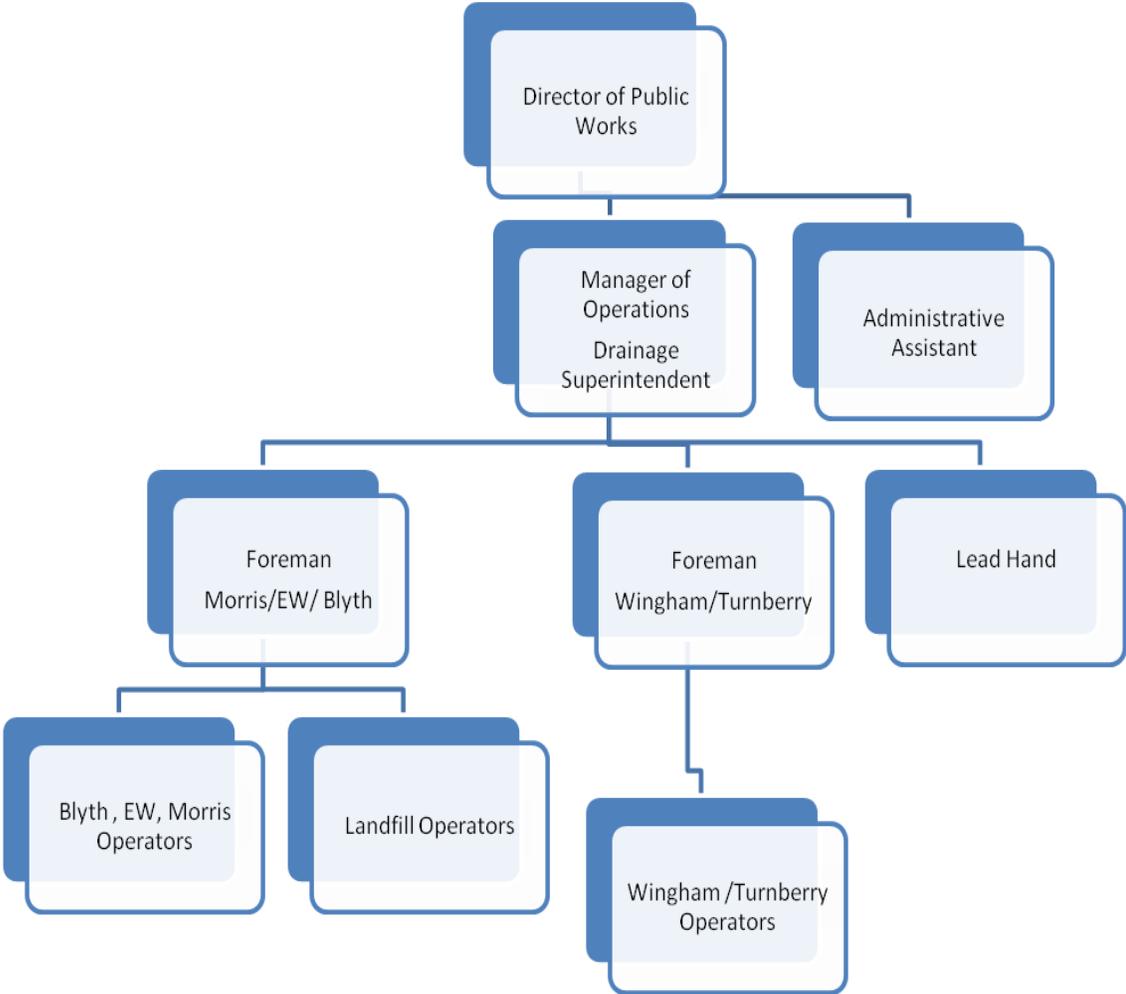


**Transitional Public Works Organizational Chart for the Pilot Project  
for North Huron and Morris-Turnberry  
May 1, 2016 to December 31, 2017**

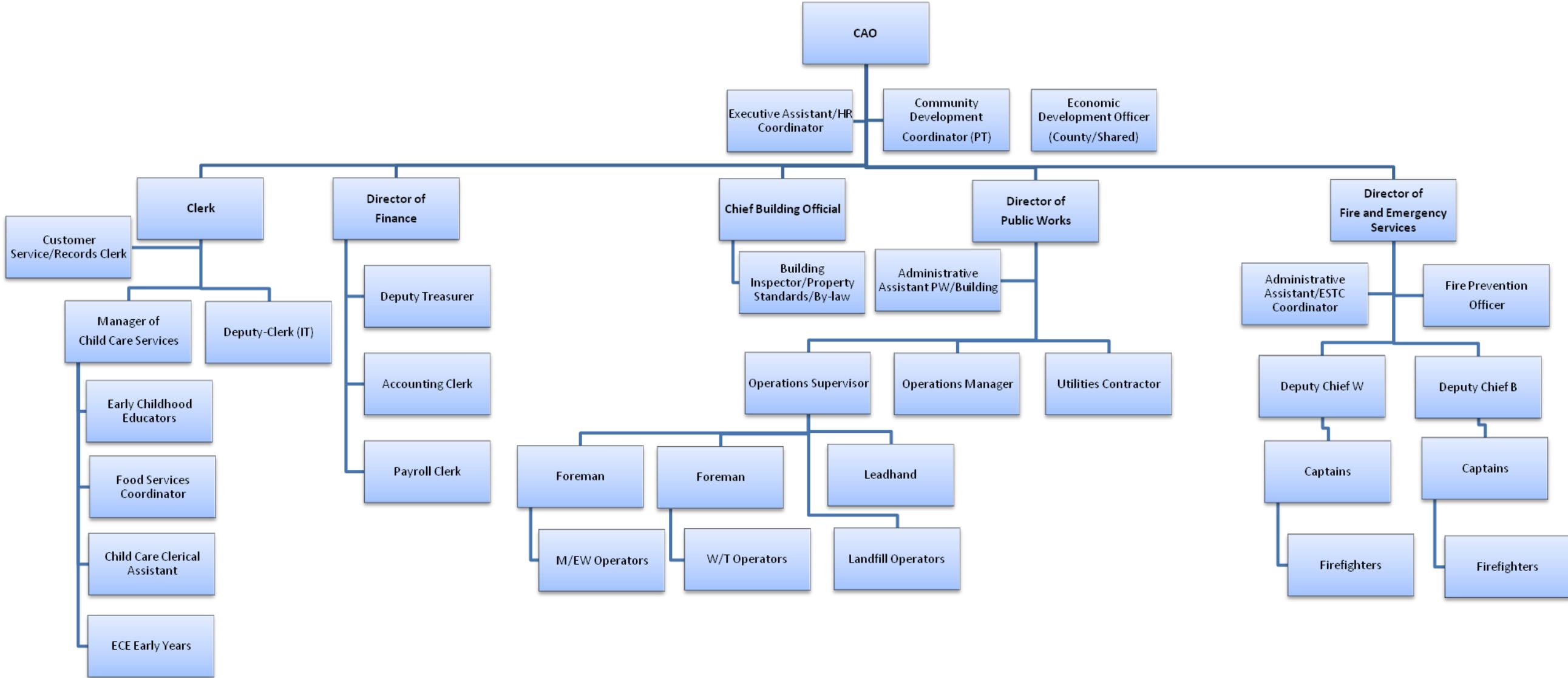


**MT/NH Proposed Public Works  
Organizational Chart as of 2018**

**Confidential Draft**



Morris-Turnberry/ North Huron Shared Services Organizational Chart  
Proposed 2018



**THE CORPORATION OF THE  
TOWNSHIP OF NORTH HURON**

**BY-LAW NO. 48-2016**

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Being a by-law to authorize the Reeve and Clerk to sign, on behalf of Council, a Land Use Agreement for the purpose of a Wingham Farmers' Market between the Corporation of the Township of North Huron and The Wingham Farmers' Market Committee.

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**WHEREAS** the Municipal Act, 2001, as amended permits the Councils of all municipalities to enter into certain agreements;

**AND WHEREAS** Council is desirous of executing a Land Use Agreement for the purpose of a Wingham Farmers' Market between the Corporation of the Township of North Huron and The Wingham Farmers' Market Committee.

**AND WHEREAS** Council deems it expedient to enter into said agreement;

**NOW THEREFORE**, the Council of the Corporation of the Township of North Huron ENACTS the following:

1. That the Reeve and Clerk are hereby authorized to sign and execute on behalf of Council, a Land Use Agreement for the purpose of a Wingham Farmers' Market between the Corporation of the Township of North Huron and The Wingham Farmers' Market Committee.
2. That a copy of the said Agreement is attached hereto and designated as Schedule A to this By-law.
3. That this By-law shall come into force and takes effect on the day of the final passing thereof.

READ A FIRST AND SECOND TIME THIS 2<sup>ND</sup> DAY OF MAY, 2016.

READ A THIRD TIME AND PASSED THIS 2<sup>ND</sup> DAY OF MAY, 2016.

CORPORATE SEAL

\_\_\_\_\_  
Neil G. Vincent, Reeve

\_\_\_\_\_  
Kathy Adams, Director of  
Corporate Services/Clerk

**LAND USE AGREEMENT  
FOR THE PURPOSE OF A WINGHAM FARMERS' MARKET**

BETWEEN:  
**THE CORPORATION OF THE TOWNSHIP OF NORTH HURON**  
(the "Township")  
AND  
**THE WINGHAM FARMERS' MARKET COMMITTEE**  
(the "Farmers' Market")

**WHEREAS** the Council of the Township of North Huron supported the Wingham Farmers' Market for the 2015 season which was held at the lot located at 160 Farley Lane, a parking lot owned by the Township of North Huron. Permission to use this space was granted for one season so that both parties could evaluate the success and terms of use agreement for the 2015 season. **AND WHEREAS** The Wingham Farmers Market has requested moving the market to Cruickshank Park located at 360 Josephine Street for the 2016 season;

**AND WHEREAS** The Township of North Huron owns and operates Cruickshank Park

**AND WHEREAS** the parties hereto wish to establish terms for the Farmers' Market to use Cruickshank Park for the purposes of a Farmers' Market:

**NOW THEREFORE** for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the parties hereto agree as follows:

**Term**

The Farmers' Market will have permission to use the site on Wednesday afternoons from 2:30pm to 6:00pm for the months of June to September. This agreement is for the 2016 season. Through a motion of Council, this agreement may be extended to future years, until terminated by either party under the terms of the Termination Clause, or by mutual agreement. The agreement may be updated to reflect additional terms through mutual agreement by both parties. This may be in the form of an amendment to this current agreement, or by way of a new agreement.

**Usage**

The site is being used for the purposes of a producer based community driven Farmers' Market. The intent of this program and retail service is outlined in "Introducing Wingham Farmers' Market 2015" document and the "Wingham Farmers' Market Association Rules and Regulations – 2016 Market Season" attached to this agreement as Schedule B. Any other use of this property under this agreement is prohibited.

**Rent**

Council at the April 18, 2016 Council Meeting adopted Resolution M254/16, allowing the Farmers' Market Committee to access the community rate for the use of Cruickshank Park at 360 Josephine Street for the Farmers' Market. The community rate is Councils contribution to the support of the Farmers' Market. The Farmers' Market is responsible for any operating expenses associated with the use of this space for the Farmers' Market.

**Site Condition**

The Farmers' Market is responsible for any damage to the property as a result of the Farmers' Market and will reimburse the Township for any repair costs. At the start of each season both parties will meet to review the condition of the site. The site must be in the same condition at the end of the Farmers' Market season.

Any permanent changes to the site, or any temporary changes that will remain in place at times when the Farmers' Market is not in operation, must be approved in writing, in advance, by the Township.

The Farmers' Market is responsible for site conditions during the Farmers' Market. The Township will inspect the site prior to 2:30pm on the day of the Farmers' Market, and by noon on the day following the Market. Any issues will be brought to the attention of the Farmers' Market for immediate corrective action. Any corrective action that must be taken on by the Township as a result of inaction by the Farmers' Market to correct issues, will be expensed to the Farmers' Market. Payment to be received prior to the start of the next Farmers' Market.

The space provided allows for a maximum of 10 vendor sites inside the park. This is inclusive of the Community Site for use by local Community Groups, donated by the Farmers' Market. The site setup will comply with the following:

- Farmers' Market will be set up as per Schedule A attached to this agreement.
- Canopies set up for each vendor will be roof only, no sides.
- No set up will penetrate the ground for any purposes.
- The Farmers' Market will be aware of vendor and shopper safety and immediately correct any condition that may be unsafe and maximize participant safety.
- The Township of North Huron Chief Building Official will approve any site set up or changes, and may require further conditions not outlined in this agreement. These conditions will be communicated to the Farmers' Market in writing by the Chief Building Official.

- No vehicles are permitted to drive on Cruickshank Park as part of set up, take down, or during the market.
- The Farmers' Market will make arrangements for available washrooms for vendors and patrons of the market.

### **Community Vendor Space**

One space at the Farmers' Market is being provided for Community Usage. This space is provided to that user at no fee.

### **Insurance**

The Farmers' Market will be registered with the Farmers' Market Ontario and maintain in place an insurance policy through this association. The policy will have a minimum coverage of \$5 Million for Commercial General Liability. The Farmers' Market will provide proof of this policy to the Township prior to each Farmers' Market season, naming the Township of North Huron as an additional insured on the policy.

It is the responsibility of the Farmers' Market to ensure that the vendors have adequate insurance for their operations.

### **Indemnity**

The Farmers' Market shall indemnify and save harmless the Township from and against all fines, suits, claims, demands and actions of any kind or nature to which the Township shall or may become liable for or suffer by reason of any breach, violation or non-performance of the Farmers' Market of any term or provision of this Agreement or by reason of any loss, damage, or injury occasioned to or suffered by any person or persons or any property by reason of any action, neglect, negligence, wilful misconduct or default on the part of the Farmers' Market, its employees or volunteers save and except any fines, suits, claims, demands and actions of any kind or nature resulting from any action, neglect, negligence, wilful misconduct or default on the part of the Township, its employees or Members of Council.

### **Signage**

For each Farmers' Market, the following signage will be erected:

- No smoking within 20 meters of the Farmers' Market
- In case of emergency call 911. The address is 360 Josephine Street, Wingham.
- A sign indicating the responsible person for the Farmers' Market and how they can be contacted.

### **Huron County Health Unit**

The Farmers' Market will be responsible for compliance with all the regulations of the Huron County Health Unit. The Farmers' Market is responsible for contacting the Health Unit prior to the start of each season.

The Farmers' Market is responsible for complying with the Health Unit requirement for washrooms, wash stations, and any signage required by them.

### **Set Up and Take Down of the Market**

The Township of North Huron will deliver to the site each week garbage & recycle bins. The garbage and recycle bins will be emptied and retrieved by the Township on the Thursday following the Farmers' Market. All vendor garbage is to be removed off site. The bins provided by the Township are for public waste.

### **Point of Contact**

The point of contact for the Farmers' Market will be the Chair of the Farmers' Market Committee. At the start of each season, the name, address, email, and phone number of this individual will be made available to the Township.

The point of contact for the Township of North Huron will be the Economic Development Officer. She can be reached at 519-357-1096. Email to [cgoodall@northhuron.ca](mailto:cgoodall@northhuron.ca). Mail can be sent to: Township of North Huron, PO Box 90., Wingham, ON. N0G 2W0.

### **Lawful Use**

The Farmers' Market will observe and fulfill the lawful provisions and requirements of all statutes, by-laws, rules and regulations, municipal, provincial or federal, relating to the use of the land.

### **Utilities**

The site has no water or hydro provided. If this is required, the Farmers' Market will make their own arrangements. Any hydro supply must meet ESA standards. Any water supply must meet the standards of the Huron County Health Unit.

The supply of these utilities must be done in a way that is safe for all users of this location and any adjacent property to this site. Any trip hazards must be minimized and clearly identified. .

**Termination**

Either party has the option to terminate this agreement with written notice, received no later than March 1 of that year, prior to the Farmers' Market season.

Should the Farmers' Market group not comply with the terms of this agreement, they will receive written notice of non-compliance. In the notice to the Farmers' Market, a time line for correcting the compliance issue will be identified. Should the Farmers' Market not comply within that time frame, it is cause termination of this agreement with no further notice.

Should the Township deem that the non-compliance is a safety or health risk to anyone and it cannot immediately be corrected, it is cause for immediate shut down of the Farmers' Market, until such time that the Farmers' Market can take corrective action to the satisfaction of the Township.

**Non Transferable**

This land use agreement is non-transferable without the written consent of the Township.

We agree to the terms and conditions set out in this Land Use Agreement:

**DATED** the \_\_\_\_ day of \_\_\_\_\_, 2016.

**THE CORPORATION OF THE TOWNSHIP OF NORTH HURON**

Per: \_\_\_\_\_  
Neil Vincent, Reeve

Per: \_\_\_\_\_  
Kathy Adams, Clerk

We have authority to bind the Township.

**WINGHAM FARMERS' MARKET COMMITTEE**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:  
I/We have authority to bind the Wingham Farmers' Market Committee.

# SCHEDULE A

## Site Map



Canopies will be clustered together either in boxes A+B, A+B+C, just C or just D or a combination thereof.

**SCHEDULE B**

**Wingham Farmers' Market Association Rules & Regulations – 2016 Market Season**

**(attached)**

# WINGHAM FARMERS' MARKET

c/o Matt Armstrong

519-441-0931 / winghamfarmersmkt@gmail.com / 40949 Amberley Rd / Wingham, ON / N0G 2W0

## 2016 Application for Space Rental & Association Membership

Name:

Company/Farm Name:

Address:

City:

Postal Code:

Tel:

Web/email:

1. List all Products/Services to be offered. As per Item #6 of the WFM Rules and Regulations, identify any items not produced by the applicant (e.g. by another farm):

2. The 2016 season runs for 18 Wednesdays (June 1 – Sept 28). Vendor stalls are approximately 10' x 10'. Vendors must bring their own canopy. Please select your vendor option(s):

Daily Vendor

Vendor pays \$15.00 each market day he/she attends + one-time \$20 Annual Association fee.

Each Additional Stall

Vendor pays \$12.00 each market day he/she attends

Seasonal Vendor:

Vendor pays \$180.00 for the market season on June 1st (works out to \$10.00/week) + one-time \$20 Annual Association fee.

Each Additional Stall (Seasonal):

Vendor pays \$144.00 for the market season on June 1<sup>st</sup> (works out to \$8.00/week) due June 1<sup>st</sup>.

Cheques can be made out to the Wingham Farmers' Market Association.

"I have read and agree to abide by the Rules and Regulations as established for the 2016 operations of the Wingham Farmers' Market.

I hereby apply to join the Wingham Farmers' Market Association. I plan to rent \_\_\_\_ designated space(s) at the Wingham Farmers' Market to be held at Cruickshank Park located on Josephine Street in Wingham, ON for the period indicated above."

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



**THE WINGHAM FARMERS' MARKET IS  
HOMEGROWN, VIABLE AND VIBRANT AND WILL  
HELP BUILD A HEALTHIER, WELL CONNECTED AND  
MORE NEIGHBOURLY COMMUNITY**

**Wingham Farmers' Market Association  
Rules & Regulations**

**2016 Market Season**

# Wingham Farmers' Market Association Rules & Regulations

## PURPOSE

1. The purpose of this Vendor's Handbook is to describe the organization and administration of the Wingham Farmers' Market and to detail the rules and regulations to be followed by the Steering Committee, vendors and staff of the market. The Steering Committee shall deal with any issue not covered in this handbook.

## ORGANIZATION

2. **Wingham Farmers' Market Association (WFM).** The name of the organization is the Wingham Farmers' Market Association. The Vision of the Wingham Farmers' Market Association is to develop a market that is homegrown, vibrant and viable, one which will help build a healthier, well-connected and neighborly community. The mission of the Wingham Farmers' Market Association is to maintain a sustainable and viable Farmers' Market for the purpose of marketing local farm, agricultural and craft products and to improve production of, stimulate interest in and increase consumption of local products. The Wingham Farmers' Market is therefore open to local and bona fide producer-vendors that meet the vendor criteria as outlined in this document and/or that have been approved by the WFM Steering Committee. All vendors must be members of the Wingham Farmers' Market Association.
3. **Governance.** For the 2016 season, the Wingham Farmers' Market Association is governed by a Steering Committee led by community members, Wingham BIA representatives and market vendors. Steering Committee meetings will be held regularly in Wingham on a day/place to be determined by current committee members. Governance may shift to an elected Board of Directors once the market is fully established.
4. **Management.** The Wingham Farmers' Market is managed and operated by Steering Committee members and market vendors.

## MARKET LOCATION & SEASON

**Location.** The 2016 Wingham Farmers' Market is located in Cruickshank Park on Josephine Street in Wingham, ON (See Appendix A.)

5. **Dates & Hours of Operation.** The 2016 season consists of 18 market days:
  - a. Every Wednesday from 2:30 to 6:00 p.m., June 1 to September 28 2016

## ELIGIBILITY FOR MEMBERSHIP

6. **Eligibility.** The vendor is defined as the applicant or the applicant's spouse, sibling, child, parent, domestic partner or employee who assists substantially in the cultivation of the crops or in the production of the agricultural, baking or craft product. The sale of items grown or produced by anyone other than the vendor, as defined above, is only permitted by special provision. These items shall not exceed 25% of a vendor's weekly display and must be grown or produced within a 75 km radius of the Town of Wingham. Such items must be approved by the Steering Committee in advance of selling at the market and cannot be in competition with items for sale by other market vendors. These items will be identified as to their originating producer.

7. **Residency.** Applicants must be residents of Ontario and grow or produce the goods within a 75 km radius of the Town of Wingham. Applicants outside of the 75 km radius may be approved at the discretion of the Steering Committee.
8. **Vendor Status.** There are two types of market vendors:
  - a. **Daily Vendors** attend the market on a week-by-week basis and pay the regular stall fee each day they attend.
  - b. **Seasonal Vendors** pay for the entire market season up front and receive a substantially discounted stall fee.

## PRODUCT CATEGORIES

9. **Agriculture.** Products include, but are not limited to: fruit and vegetables, plants, shrubs, trees, flowers, honey, maple syrup, preserves, sauce, vinegar, meat, fish, poultry (quota) and eggs (graded), soap, dried soup and other mixes, soils (black muck), manure, firewood, fleece, wool, fence posts, animal feed, grains, etc.
10. **Baking.** Products include, but are not limited to: breads, rolls, buns, muffins, cookies, fruit pies, cakes, pastries, meat pies, etc.
11. **Ready to Eat Products.** Vendors may offer ready to eat foods if they utilize local foods from other WFM members or other local producers. Anyone offering ready to eat foods for sale at the farmers' market must maintain proper standards for preparation, storage and service as outlined by Ministry of Health guidelines. Vendor must provide own hand wash facilities and refuse containers.
12. **Arts and Crafts.** Arts and Crafts must be hand-made by the vendor using his/her own skill, artistry and training to produce a new, unique and original product.

## APPLICATION AND SELECTION PROCESS

13. **Vendor Agreement.** All applicants for membership must complete a "Vendor Agreement" form. This agreement is made annually between the Wingham Farmers' Market Association and the producer/vendor, who agree to enter into a contract for their mutual benefit and to set out the terms and conditions of their agreement, as detailed in this handbook. The purpose of the Vendor Agreement procedure is to maintain a high quality, producer-based market; to provide a variety of products; to ensure fairness to all vendors and to ensure vendors abide by the rules of the market. The agreement also lists all the products approved by the Steering Committee for sale at the market.
14. **Review & Approval.** The Steering Committee will review the completed Vendor Agreements and recommend acceptance or rejection of each Vendor Agreement and each product to be offered for sale, based on a majority vote. The Wingham Farmers' Market Association reserves the right to refuse the acceptance of an applicant or product that is not in keeping with the rules, regulations or standards of the Wingham Farmers' Market Association. Applicants may ask the Steering Committee to reconsider decisions made on their admission or products.
15. **New Products.** If, after approval of original product lists, vendors wish to sell items which fall into a different product category or which represent a major departure from the product(s) originally juried, the items must be juried and approved before they can be offered for sale. The original application will be amended as required.

**BOOTH/STALL ALLOCATION**

- 16. **Stall Fees.** Stall fees are determined annually by the Steering Committee (see #21). A stall is approximately 10ft x 10ft. A stall will be available each week for a non-profit community group free of charge.
- 17. **Space Allocation & Location.** Stall spaces are allocated in the following priority:
  - a. Returning full season vendors;
  - b. Full season vendors; those who have seasonal fees paid receive first priority.
  - c. Daily vendors
- 18. **Sharing.** Two vendors may share a stall provided that they meet the following criteria:
  - a. Both must hold individual memberships
  - b. Products of both must be displayed at all times
  - c. Their products are deemed compatible
  - d. Both vendors must attend the market
- 19. **Sub-letting.** Vendors may not sell, sub-let or rent stall space to other vendors unless approved by the WFM Steering Committee.

**FEES**

- 20. **Membership Fee.** The annual non-refundable membership fee is \$20.
- 21. **Stall Fees.** Fees are based on vendor status and size of the stall.
  - a. **Daily.** Payable each day of the market on arrival.
  - b. **Seasonal.** Full season fees are discounted from daily fees and payable in advance.

Vendor Type	1 <sup>st</sup> Stall (10ft x 10ft)	2 <sup>nd</sup> Stall (10ft x 10ft) if interested
Daily – due each week	\$15 each week	\$12 each week
Seasonal – due up front	\$10 x 18 weeks = \$180	\$8 x 18 weeks = \$144

- 22. **Refund Policy.** Membership and daily stall fees are non-refundable. Season fees may be refundable, for valid reasons, on approval of the Steering Committee. Refunds will be prorated according to the market days remaining. A \$25 administration fee is applicable.

**VENDOR RESPONSIBILITIES**

- 23. **Compliance.** Vendors must comply with the following; failure to do so may be grounds for termination of the Vendor Agreement and Membership:
  - a. The Wingham Farmers’ Market Association Rules and Regulations as outlined herewith.
  - b. Municipal, Provincial and Federal Regulations regarding labeling, measures, safe food handling, health and safety, liability etc. for all products offered for sale at the Market. Compliance is the responsibility of the individual vendor and not the Wingham Farmers’ Market Association. The Steering Committee reserves the right to appoint members to visit a farm or workshop, etc. to verify compliance.

24. **Payment of Fees.** All applicable fees must be paid on Market Day prior to stall setup.
25. **Booth Sitters.** Vendors and/or their qualified and knowledgeable staff are expected to attend the market in person to sell their own products. Occasional use of booth sitters is permitted and vendors are encouraged to arrange a sitter rather than not opening the stall for the day. Vendor to notify the acting market manager by cell phone or in person (Notification on market day is acceptable).
26. **Punctuality.** Late arrivals and early departures disrupt the market and can be a safety issue. Vendors who arrive late or leave early will be warned by the Acting market manager and, if late or depart early six (6) times, risk termination of their Vendor Agreement and vendor status.
  - a. Late arrivals. Vendors must arrive at the market in time to unload, move products into the stall, park vehicles, setup their stall and open for business at the designated open time (see article 6 for times). If a Seasonal Vendor has not arrived at least 15 minutes before opening time, the Acting market manager has the option to rent the stall to a Daily Vendor for the day. Season Vendors are encouraged to notify the Acting market manager if they will be late or absent.
  - b. Early departures. Vendors must keep their stalls open for the entire market day and not begin to tear down before the designated closing time. All vendors must leave the market no later than 1 hour after the market closes.
27. **Products.** Vendors must bring enough product to last the entire day. Exceptions may be made for reasons of product supply beyond control of the vendor, ie. produce in season.
28. **Displays.** Vendors are responsible for providing all display materials (displays, tables, chairs, etc.) and setting up and tearing down any displays. The market is not able to provide any materials. Stalls should have an attractive and professional appearance, enhanced by good presentation and cleanliness. The name of the individual and/or business should be prominently displayed at the booth. Vendors are encouraged to seek the advice and assistance of the Steering Committee or Acting Market Manager. The Acting Market Manager may ask that unsightly or unsafe materials be removed.
29. **Parking.** Vendors are required to park in the designated areas after unloading their products.
30. **Conducting Business.** Vendors must remain in their own stalls when selling. Sales must be conducted in an orderly and business-like way and no shouting or other objectionable means of soliciting trade are permitted.
31. **Pricing.** All items offered for sale must have prices prominently and clearly displayed. Vendors must not practice distress pricing by undercutting other vendors or dumping products at bargain or sale prices. Volume buying sales incentives such as "\$2 each – 3 for \$5" are permitted.
32. **Farm Products Grades and Sales Act.** Produce should be sold by units or legal containers such as bushel, 4-litre baskets, quart, etc. If your product is sold by weight, the scale has to be government inspected with a valid sticker displayed. All produce should be correctly labeled and priced.
33. **Food Safety.** Every person handling food products must maintain a very high standard of personal hygiene and cleanliness. In fact, all vendors and staff must practice these standards to prevent the transfer of pathogens between vendors/staff and therefore to foods. Please adhere to the following guidelines:

- a. All Vendors must register with the Huron County Health Unit as a Farmers' Market Vendor and follow mandated regulations and guidelines
- b. The Huron County Health Unit will visit the market at least once during the season and each vendor is responsible for following the Health Unit regulations and suggestions. If the vendor is found in fault of the Health Unit regulations, the vendor is responsible for correcting the problem and paying any fines issued.
- c. All foods offered for sale must be protected from contamination.
- d. Baking and processed foods must be pre-packaged at point of production or contained in a display case to protect from airborne and human contamination.
- e. All persons handling food must wear clean clothing, wash hands often, be free from infectious disease, NOT smoke, and avoid touching nose, mouth, hair and skin.
- f. All vendors MUST wash hands thoroughly with warm water and soap after visiting the washroom.
- g. Containers and wrappers must be single-use only.
- h. Do not allow any unauthorized persons access to where food is being prepared.
- i. Racks, shelves or tables must be provided for food display and all food must be at least 15 cm (6 in) off the ground/floor.
- j. All canned products must be packaged in new jars and sealed with vacuum lids.
- k. Personal effects should not be stored anywhere near food products.

**Sampling and Condiments.**

- a. Do not allow customers to get hands anywhere near samples to be eaten by other customers; prepare individual samples that cannot be handled by more than one person; provide toothpicks or small paper containers or pass out each sample.
  - b. Provides tongs, forks or spoons for each type of condiment being offered; no customer hands in the bowl.
  - c. Clean up the serving area often, being especially careful to pick up food scraps that fall onto the ground or floor.
  - d. Watch children very closely.
34. **Refuse.** Stalls must be kept free from refuse during the market day. At the end of the day, all refuse for removal must be placed in the bins provided except cardboard boxes, which must be broken down for recycling and placed beside garbage bins, not in them. This is especially critical for any produce and food vendors because of the risk of vermin. Scraps of any such material must be scrupulously cleaned up from the ground or floor. Only cans and bottles may be put in the blue recycling containers.
35. **In-Booth Storage.** Storage containers and equipment shall be confined to one's market space and kept out of sight.
36. **Alcohol.** No alcoholic beverages may be consumed, served or sampled on the market site. Sales are limited to Ontario/locally produced VQA products as outlined in Ontario Alcohol and Gaming Commission guidelines and approved by the WFM Steering Committee.
37. **Smoking.** No smoking is permitted on the market site.
38. **Live Animals.** Live animals may not be sold at the market. Pets are permitted in the market if on a leash and under control by the owner, guide dogs accepted.

39. **Insurance.** It is good business practice to ensure you have adequate liability insurance. This insurance can protect you in the event a customer has an adverse reaction to your product (product liability insurance) as well as for other events that may happen at your farmers' market stall such as a customer injury. Individual vendors are not covered under the Wingham Farmers' Market Insurance Policy. You may be able to get an additional rider placed on your home or farm insurance. While the Wingham Farmers' Market Association does carry basic Public Liability and Property Damage Insurance, any additional insurance coverage is the responsibility of the individual vendor. The Wingham Farmers' Market Association bears no responsibility for any vendor property at the market.

#### ADDITIONAL MARKET RESPONSIBILITIES

40. **Acting Market Manager.** An Acting Market Manager will be present each day of the Wingham Farmers' Market. The Acting Market Manager will be appointed by the Steering Committee.

41. **Rules and Regulations.** The Acting Market Manager supervises the operation of the market. He/she will apply the rules and regulations of the market and report any violations to the Steering Committee as necessary. He/She may ask the Steering Committee to suspend a vendor for one or more days for serious violation of the rules.

42. **Collection of Fees.** The Acting Market Manager shall collect all fees when they are due and deliver to the Treasurer to deposit promptly. Vendors may not set up until appropriate fees are paid. A \$35 charge will be levied for NSF cheques.

43. **Space Allocation.** The Acting Market Manager shall assign all stall space taking into consideration:

- a. Priorities established in article 17 above.
- b. Vendor attendance record including late arrivals and early departures.
- c. Stall availability.
- d. Product category and its compatibility with products of nearby vendors.
- e. Special requirements (late arrivals, early departures, proximity to hydro).

44. **Removal of Persons.** The Acting Market Manager has the authority, with cause, to request any vendor or other persons to leave the market operating area and, if necessary, to call the police for assistance.

45. **Community Space.** A community stall space is available to charity and non-profit organizations, at no cost, for fund-raising, promotional and educational purposes by applying to the Steering Committee at least one week in advance. Any products to be offered for sale must be approved by Steering Committee and must not be in competition with the market vendors. All Wingham Farmers' Market Rules and Regulations apply. The person applying will be held responsible for ensuring that the stall space is staffed and left in the same condition as upon arrival. The market is not responsible for providing tables, chairs or display materials. Community groups using the stall must be associate members of the Market and pay a reduced membership fee of \$10.

46. **Buskers.** Buskers are welcome at the Wingham Farmers' Market and must be preapproved by the Market Steering Committee.

47. **Complaint.** A formal complaint should first be submitted in writing to the Steering Committee with a request to address the issue. Verbal complaints must be recorded and signed and dated by both complainant and receiving Steering Committee. The Steering Committee may request additional information from complainants (i.e. in a pricing issue – Ontario average prices, etc.) All complaints will be dealt with by a minimum of 2 Steering Committee members accompanied by the Acting Market Manager when possible and appropriate.
48. **Negotiation.** Inform the individual(s) involved in the complaint of the complaint and the behavior causing concern. This may be simply a conversation between the members designated by the Steering Committee and the individual(s) causing concern once the complaint has been submitted in writing, or it may require a formal meeting with all parties involved, depending on the nature of the complaint. Allow the individual(s) to explain or elaborate on their perspective. Determine a timeline for correction of the behavior or withdrawal of the complaint by the party involved. Guidelines and specific directions will be documented with copies issued to all parties involved in the resolution, including the Steering Committee, and where deemed necessary, to the General Membership. \*\*The Steering Committee retains the right as outlined in the rules and regulations to ask anyone to leave the market site, at any time, depending on the seriousness of the behavior causing concern, i.e. Where such behavior may be detrimental to the safety of visitors attending the market. (see #45 above)
49. **Final Authority.** In the event that the complaint is not withdrawn and/or the behaviour is not corrected to the satisfaction of the party issuing the complaint, the Steering Committee will make a decision based on the their judgment of what will be best for continued operation of the Wingham Farmers’ Market. The Steering Committee has the right to revoke the application of the individual(s) causing concern and exclude the individual(s) from attendance at the Wingham Farmer’ Market for the remainder of the season.

### **2016 Wingham Farmers’ Market Steering Committee Members**

Matt Armstrong	Phone 519-441-0931	e-mail <a href="mailto:feedme@winterstonefarm.com">feedme@winterstonefarm.com</a>
Lorraine Poulin	Phone 519-357-3723	e-mail <a href="mailto:lorraine_poulin@hotmail.com">lorraine_poulin@hotmail.com</a>
Pat Campbell	Phone 519-357-2970	e-mail <a href="mailto:patti200901@hotmail.com">patti200901@hotmail.com</a>
Hayley Murray	Phone 519-292-6191	e-mail <a href="mailto:Hayley.murray123@gmail.com">Hayley.murray123@gmail.com</a>
Jim Snyder	Phone 519-357-1381	e-mail <a href="mailto:snyderconcepts@gmail.com">snyderconcepts@gmail.com</a>
Catherine Picon	Phone 226-422-2011	e-mail <a href="mailto:cathpicon@hotmail.com">cathpicon@hotmail.com</a>

### **Municipal Support**

Connie Goodall	Phone 519-357-1096	e-mail <a href="mailto:cgoodall@northhuron.ca">cgoodall@northhuron.ca</a>
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### **Supporting Consultant**

Joan Brady	Phone 519-237-3108 Cell: 226-237-3108	e-mail <a href="mailto:jbrady@hay.net">jbrady@hay.net</a>
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# Appendix A. Wingham Farmers' Market Location(s) for 2016 in Cruickshank Park



Canopies will be clustered together either in boxes A+B, A+B+C, just C or just D or a combination thereof.

**THE TOWNSHIP OF NORTH HURON**

**BY-LAW NO. 49-2016**

**A By-law of the Township of North Huron  
To confirm generally previous actions of the Council of the  
Township of North Huron**

**THEREFORE** the Council of the Corporation of the Township of North Huron enacts as follows:

1. The actions of the Council of the Corporation of the Township of North Huron at its meeting on May 2, 2016, be confirmed.
2. Execution by the Reeve and the Clerk of all Deeds, Instruments, and other Documents necessary to give effect to any such Resolution, Motion or other action and the affixing of the Corporate Seal, to any such Deed, Instruments, or other Documents is hereby authorized and confirmed.
3. This By-law shall come into force and takes effect on the date of its final passing.

**READ A FIRST AND SECOND TIME** this 2<sup>nd</sup> day of May, 2016.

**READ A THIRD TIME AND FINALLY PASSED** this 2<sup>nd</sup> day of May, 2016.

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**Neil Vincent, Reeve**

**SEAL**

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**Kathy Adams, Director of  
Corporate Services/Clerk**