

The Corporation of the Town of Tillsonburg

COUNCIL BUDGET MEETING

AGENDA



Thursday, January 17, 2019

9:00 AM

Council Chambers

200 Broadway, 2nd Floor

1. **Call to Order**

2. **Adoption of Agenda**

Proposed Resolution #1

Moved By: _____

Seconded By: _____

THAT the Agenda as prepared for the Council Budget Meeting of Thursday, January 17, 2019, be adopted.

3. **Moment of Silence**

4. **Disclosures of Pecuniary Interest and the General Nature Thereof**

5. **Adoption of Council Minutes of Previous Meeting**

Proposed Resolution #2

Moved By: _____

Seconded By: _____

THAT the Minutes of the Council Budget Meeting of Monday, January 7, 2019, be approved.

6. **Finance**

6.1 **FIN 19-01 - 2019 Rates and Fees**

Proposed Resolution #3

Moved By: _____

Seconded By: _____

THAT Council receives report FIN 19-03 2019 Rates and Fees;

AND THAT By-Law 4251 to establish Rates & Fees for 2019 be brought forward for Council consideration.

6.2 FIN 19-02 - 2019 Community Budget Requests

Proposed Resolution #4

Moved By: _____

Seconded By: _____

THAT Council receives FIN19-02 2019 Community Budget Requests as information;

AND THAT the community grant requests be referred to the 2019 budget deliberations.

6.3 10:00 a.m. - Tillsonburg Cultural Advisory Committee - Grants Summary

Proposed Resolution #5

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg Cultural Advisory Committee grants summary, as information.

6.4 10:15 a.m. - Tillsonburg Family Day Committee

Proposed Resolution #6

Moved By: _____

Seconded By: _____

THAT Council receive the correspondence from the Tillsonburg Family Day Committee, as information.

7. Budget Requests

7.1 10:45 a.m. - Tillsonburg Business Improvement Area

Proposed Resolution #7

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg Business Improvement Area 2019 grant request, as information.

7.2 11:00 a.m. - Tillsonburg Chamber of Commerce

Proposed Resolution #8

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg Chamber of Commerce 2019 grant request, as

information.

7.3 11:15 a.m. - Tillsonburg Turtlefest

Proposed Resolution #9

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg Turtlefest 2019 grant request, as information.

7.4 11:30 a.m. - Tillsonburg OPP/ Police Services Board

Proposed Resolution #10

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg OPP/ Police Services Board 2019 grant request, as information.

7.5 12:00 p.m. - Station Arts Centre

Proposed Resolution #11

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg Station Arts Centre 2019 grant request, as information.

7.6 1:15 p.m. - Lake Lisgar Revitalization Committee

Proposed Resolution #12

Moved By: _____

Seconded By: _____

THAT Council receive the Lake Lisgar Revitalization Committee 2019 grant request, as information.

7.7 1:30 p.m. - Big Brothers Big Sisters

Proposed Resolution #13

Moved By: _____

Seconded By: _____

THAT Council receive the Big Brothers Big Sisters 2019 grant request, as information.

7.8 1:45 a.m. - Tillsonburg & District Multi-Service Centre

Proposed Resolution #14

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg & District Multi-Service Centre 2019 grant request, as information.

7.9 2:00 p.m. - South Ridge Public School

Proposed Resolution #15

Moved By: _____

Seconded By: _____

THAT Council receive the South Ridge Public School 2019 grant request, as information.

7.10 2:15 p.m. - Victoria's Quilts Canada

Proposed Resolution #16

Moved By: _____

Seconded By: _____

THAT Council receive the Victoria's Quilts Canada 2019 grant request, as information.

7.11 2:30 p.m. - Upper Deck Youth Centre

Proposed Resolution #17

Moved By: _____

Seconded By: _____

THAT Council receive the Upper Deck Youth Centre 2019 grant request, as information.

7.12 2:45 p.m. - Tillsonburg Tri-County Agricultural Society

Proposed Resolution #18

Moved By: _____

Seconded By: _____

THAT Council receive the Tillsonburg Tri-County Agricultural Society 2019 grant request, as information.

8. Review of Group Presentations

8.1 2019 Group Budget Requests

Proposed Resolution #19

Moved By: _____

Seconded By: _____

THAT Council has received applications for grant funding from various community groups during the 2019 budget sessions;

AND THAT the following groups are awarded the following dollar amounts:

1. Station Arts Centre (\$ 40,000);
2. Lake Lisgar Revitalization Committee (\$ _____);
3. Big Brothers Big Sisters (\$ _____);
4. Tillsonburg & District Multi-Service Centre (\$ _____);
5. South Ridge Public School (\$ _____);
6. Victoria's Quilts Canada (\$ _____);
7. Upper Deck Youth Centre (\$ _____);
8. Tillsonburg Tri-County Agricultural Society (\$ _____);

9. Motions/Notice of Motions

10. By-laws

10.1 By-law 4251 - A Schedule of Fees for certain Municipal applications, service and permits.

Proposed Resolution #20

Moved By: _____

Seconded By: _____

THAT By-law 4251 A Schedule of Fees for certain Municipal applications, service and permits, be read for a first and second reading.

11. Confirm Proceedings By-law

Proposed Resolution #21

Moved By: _____

Seconded By: _____

THAT By-Law 4254, to Confirm the Proceedings of the Council meeting held on January 17, 2019, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

12. Adjournment

Proposed Resolution #22

Moved By: _____

Seconded By: _____

THAT the Council Budget Meeting of Thursday, January 17, 2019, be adjourned at _____

p.m.

MINUTES



Monday, January 7, 2019

9:00 AM

Council Chambers

200 Broadway, 2nd Floor

ATTENDANCE: Mayor Molnar
Councillor Beres
Councillor Esseltine
Councillor Gilvesy
Councillor Luciani
Councillor Parker
Councillor Rosehart

Staff: David Calder, CAO
Kevin De Leebeeck, Director of Operations
Dave Rushton, Director of Finance
Rick Cox, Director of Recreation, Culture and Parks
Jeff Smith, Fire Chief
Amelia Jaggard, Legislative Services Coordinator

Regrets: Donna Wilson, Town Clerk

1. Call to Order

The meeting was called to order at 9:00 a.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Agenda as prepared for the Council Budget Meeting of Monday, January 7, 2019, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Council Minutes of Previous Meeting

Resolution # 2

Moved By: Councillor Rosehart

Seconded By: Councillor Gilvesy

THAT the Minutes of the Council Budget Meeting of Monday, December 17, 2018, be approved.

Carried

5. Capital Requests

5.1 FIN 19-02 - Asset Management Funding

Resolution # 3

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receives FIN 19-02 - Asset Management Funding Report, as information.

Carried

5.2 Tab 11 - 2019 Capital Funding

Staff to provide memo regarding Lake Lisgar Water Park (LLWP) Improvements and related reports from 2018. Staff to provide Memo LLWP reports from 2018, RCP 18-14, RCP 18-18, RCP 18-20, RCP 18-20b, RCP 18-20c & RCP 18-23.

Resolution # 4

Moved By: Councillor Gilvesy

Seconded By: Councillor Rosehart

THAT Council receives Tab 11 - 2019 Capital Funding, as information.

Carried

5.3 Tab 12 - Corporate Services 2019 Capital Requests

Staff to provide Customer Service Delivery Model.

Resolution # 5**Moved By:** Councillor Parker**Seconded By:** Councillor Esseltine

THAT Council receives Tab 12 - Corporate Services 2019 Capital Requests, as information.

Carried

5.4 Tab 13 - Operations 2019 Capital Requests

Staff to provide memo regarding the Airport Feasibility Study. Staff to provide conceptual Master Plan Drawing update 2015.

Staff to provide Downtown Parking and Accessibility Study.

Staff to provide Tillsonburg Master Trail Plan.

Staff to prepare memo on stages for completion of the proposed Public Works Salt Storage project.

Staff to provide Sidewalk Connectivity Plan mapping.

Staff to add Concession St. W. – Rolph St. to Charlotte Ave. project to the budget. Staff to provide report OPS 18-21.

Procurement of a new Zamboni to include both electric and natural gas options.

Resolution # 6**Moved By:** Councillor Parker**Seconded By:** Councillor Esseltine

THAT Council receives report Tab 13 - Operations 2019 Capital Requests, as information.

Carried

5.5 Tab 14 - Recreation Culture and Parks 2019 Capital Requests

Staff to provide report on a phased in approach to implementing the proposed scattering gardens at the cemetery.

Staff to provide report on capacity for new trail section near Newell Road.

Staff to provide Trails Master Plan 2015.

Staff to provide memo regarding prioritization of replacing playground equipment.

Staff to complete an operational review of Annandale Park Hardball Diamond #1 and provide a report.

Staff to provide maps and prior reports relating to the Memorial Park Master Plan. Staff to provide Memo MPMP and Reports from 2018, PRA 18-01, PRA 18-02, OPS 17-28 and the Parking Expansion Sketch.

Staff to provide Aquatic Facility Design Study survey results and a summary report.

Staff to include visitor parking at OPP station in overall proposed parking study. Staff to provide report RCP 17-50.

Staff to provide cost analysis on the proposed security gate at the Community Centre.

Staff to provide report on Green Energy return on investments. Staff to provide Streetlights Operating Summary.

Staff to provide Station Arts Building history of ownership. Staff to provide Facility Condition Assessment Report and Building Department Compliance Orders.

Staff to provide Facility Condition Assessment Report on Summer Place Building and provide options.

Resolution # 7

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council receives report Tab 14 - Recreation Culture and Parks 2019 Capital Requests, as information.

Carried

5.6 Tab 15 - Fire Services 2019 Capital Requests

Resolution # 8

Moved By: Councillor Esseltine

Seconded By: Councillor Parker

THAT Council receives report Tab 15 - Fire Services 2019 Capital Requests, as information.

Carried

5.7 Tab 16 - Economic Development 2019 Capital Requests

Staff to ensure the corporate engagement aspect on the capital side isn't lost.

Resolution # 9

Moved By: Councillor Luciani

Seconded By: Councillor Esseltine

THAT Council receives Tab 16 - Economic Development 2019 Capital Requests, as information.

Carried

5.8 Tab 17 - 2019 Debt Requirements

Resolution # 10

Moved By: Councillor Luciani

Seconded By: Councillor Beres

THAT Council receives Tab 17 - 2019 Debt Requirements, as information.

Carried

5.9 Tab 18 - Public Sector Accounting Board (PSAB)

Staff to provide list of additional pre-budgeted items and associated cost at next capital budget meeting.

Resolution # 11

Moved By: Councillor Beres

Seconded By: Councillor Luciani

THAT Council receives Tab 18 - Public Sector Accounting Board (PSAB) Handbook Section 3150 Reconciliation, as information.

Carried

6. Motions/Notice of Motions

7. Confirm Proceedings By-law

Resolution # 12**Moved By:** Councillor Beres**Seconded By:** Councillor Luciani


THAT By-Law 4250, to Confirm the Proceedings of the Council meeting held on January 7, 2019, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

Carried

8. Adjournment**Resolution # 13****Moved By:** Councillor Rosehart**Seconded By:** Councillor Gilvesy

THAT the Council Budget Meeting of Monday, January 7, 2019, be adjourned at 2:40 p.m.

Carried

	Report Title	2019 Rates and Fees
	Report No.	FIN 19-03
	Author	Sheena Hinkley, CPA, CGA
	Meeting Type	Council Meeting
	Council Date	JANUARY 17, 2019
	Attachments	By-Law 4251 Schedule A - 2019 Rates & Fees

RECOMMENDATION

THAT Council receives report FIN 19-03 2019 Rates and Fees;

AND THAT By-Law 4251 to establish Rates & Fees for 2019 be brought forward for Council consideration.

EXECUTIVE SUMMARY

Staff reviews the rates and fees on an annual basis to coincide with the annual budget process to ensure approved fee increases are incorporated into the 2019 budget. The proposed changes to all fees, including new fees, can be determined by department in each tab by reviewing the % change column, if any, and the notes column. The non-controlled Town fees tab is information for the public and Council.

Each director will review their changes to their rates and fee or their rational for no change to their rates and fees.

FINANCIAL IMPACT/FUNDING SOURCE

The 2019 budget impact by department has been incorporated into the 2019 budget.

COMMUNITY STRATEGIC PLAN IMPACT


N/A

Report Approval Details

Document Title:	FIN19-03 2019 Rates and Fees.docx
Attachments:	- FIN19-03 By-law 4251.docx - FIN 19-03 Schedule A 2019 Rates and Fees - Final.pdf
Final Approval Date:	Jan 14, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Jan 14, 2019 - 9:25 AM

	Report Title	2019 Community Budget Requests
	Report No.	FIN 19-02
	Author	Sheena Hinkley, CPA, CGA
	Meeting Type	Budget Deliberations
	Council Date	JANUARY 17, 2018
	Attachments	2019 Community budget request summary sheet Presenter summary

RECOMMENDATION

THAT Council receives FIN19-02 2019 Community Budget Requests as information;

AND THAT the community grant requests be referred to the 2019 budget deliberations.

EXECUTIVE SUMMARY

This report is to obtain Council approval to provide funds to the above noted community groups and to direct Staff to include the figures in the 2019 Budget.

A summary document including the Organization's purpose, requested funds, proposed use of funds, and history of grants from the Town of Tillsonburg has been attached.

Report Approval Details

Document Title:	FIN19-02 2019 Community Budget Requests.docx
Attachments:	- 2019 Community Budget Request Summary Sheet.pdf - 2019 Presenter Summary.pdf
Final Approval Date:	Jan 14, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Jan 14, 2019 - 11:08 AM

Internal Grant Requests				
	Town of Tillsonburg Cultural Advisory Committee	Family Day Organizing Committee	Tillsonburg Business Improvement Area	Tillsonburg District Chamber of Commerce
Summary of purpose/mandate of your group	To advise Council on matters, issues & policies pertaining to tourism, cultural events and festivals and to actively encourage partnerships. To develop and obtain endorsements of sub-committees when necessary to establish events such as Turtlefest, Airshows, Tillsonburg Country Christmas Festival, etc. To develop relationships for coordinating events with local service groups, BIA, Chamber, Station Arts and sports groups.	To provide a fun, local, and affordable winter event for families of Tillsonburg and surrounding area	Beautification and promotion of Downtown Tillsonburg Downtown Tillsonburg BIA mission: Inspiring change that drives the social and economic prosperity for the community	Mission Statement: The Tillsonburg District Chamber of Commerce supports and promotes economic growth through advocacy, networking, alliances and education to create the best business environment possible in Tillsonburg and the surrounding area. Vision Statement: Our vision is the creation and preservation of an environment in which business enterprise flourishes, chamber members are engaged, and community partnerships are valued.
2019 Budget Request	\$10,000	\$2,900	Proposed Levy: \$136,621 Façade Improvement (FIP): \$25,000	\$4,000
Has the Town Granted funds in the past 3 years?	Yes, \$10,000 in 2016, 2017 and 2018 to support cultural initiatives in Tillsonburg	Yes, \$2,200 in 2016, \$2,500 in 2017 and \$2,500 in 2018 for Facility rental costs	Yes, 2016 to 2018 tax levy of \$118,000, \$123,900 and \$130,116 respectively 2016 to 2018 FIP \$25,000, \$25,000 and \$25,000 respectively	Yes, \$4,000 in 2016, 2017 and 2018 to share the direct event costs
What will funds be used for?	In order to continue the Town financial support of community groups and activities within the mandate set out above, this committee will require the funding amount requested. Funds will be used to support activities such as the Santa Claus Parade, Tillsonburg Fair activities, cultural activities and tourism activities such as funding for student participation at music festivals.	The facility cost is one of the largest costs for the event. The town funding helps offset most of this cost. Our funding comes from donations of product and monetary donations from: Town grant, corporate sponsors, community groups and individuals.	BIA Levy per Municipal act	i) This is an event that recognizes excellence in the Tillsonburg business community and is not reserved for Chamber members only; ii) Nominations for these awards come from the community at large; We believe the Town of Tillsonburg and the Tillsonburg District Chamber of Commerce share similar views on supporting and recognizing business successes in our community.

Internal Grant Requests			
	Tillsonburg Turtlefest	Tillsonburg Police Services Board	Tillsonburg Station Arts Centre
Summary of purpose/mandate of your group	To provide a turtle themed festival offering entertainment options for all ages and best value for the entertainment dollar. To boost the town of Tillsonburg's profile as a tourism destination and family friendly community.	The mandate of the Police Services Board is governance of the OPP policing contract with the Town of Tillsonburg as well as community safety and well being of our citizens.	Our mandate is to "Promote the Arts in the Community". Our vision is "Arts, Culture, Community, Heritage". As a locally designated historic site and responsible for maintenance and improvement of the site, we provide a home for the arts with 2 galleries with exhibitions by local and region/established and emerging artists and artisans, there is a pottery studio, meeting and working space for artists, artisan gift show and home to the local Farmers' Market. We act as a resource in the community, assisting where possible. We provide visitor information, and service/presence/participation In/on community committees and events (Turtlefest, Canada Day, Family Day, Christmasfest).
2019 Budget Request	\$10,000	\$13,500	\$40,000
Has the Town Granted funds in the past 3 years?	Yes, \$10,000 in 2016, 2017 and 2018 for event coordinator	Yes, \$8,500 in 2016, 2017 and 2018 for meeting supplies, etc Plus \$5,000 in each of the last 3 years for special projects	Yes, \$35,000 in 2016, 2017 and \$40,000 in 2018 through a Service Agreement with the Town-services and amenities
What will funds be used for?	We require funding to assist us with creating an annual signature festival for the Town of Tillsonburg. In 2018, we had over 12,000 attendees throughout the weekend including young families. The increased attendance was due to new Block Party crowd-pleasing entertainment acts including Chalk Master Dave (3D chalk artist), The Lumber Jack Show, the Major League Baseball Circus show and the Carver Kings and the Whiskey Jack Band at Memorial Park; the return of the ever-popular Creative Imaginations Festival, Canine Watersports Canada competition, Grand River Inflatables zone and the outdoor movie. The 2019 funds will be used for increased marketing to a broader area to attract more visitors, a custom mascot costume, new entertainment to keep the festival fresh and appealing and a family fun-filled Father's Day at Memorial Park.	Meeting expenses, Training and Workshops, OAPSB Membership etc.	Cultural and tourism services, support and further development thereof. To increase awareness of the cultural community in Tillsonburg & area. Provide opportunities for the creative community to exhibit and educate, provide programming to introduce and further creative expression Invite & educate visitors to consider Tillsonburg as a tourism & cultural destination, future lifestyle opportunities, and as a community to live in.

External Grant Requests				
	Lake Lisgar Revitalization Committee	Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area	Tillsonburg & District Multi-Service Centre	South Ridge Public School
Summary of purpose/mandate of your group	In September, 2011 a group of concerned citizens joined forces to work voluntarily toward the common goals of reducing the sedimentation at the north end of Lake Lisgar, thereby improving water quality and flow in the Lake's watershed; controlling weed growth at the north end of the Lake; stocking the lake with annually with rainbow trout (2012-2018); installing new aeration systems; protecting 4 endangered species of turtles; maintaining and improving fish and wildlife habitat; and improving recreational facilities for Tillsonburg's citizens.	Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area is a dynamic community-based organization committed to fostering the healthy development of children, youth and their families by providing diverse volunteer led mentoring opportunities.	Vision: Embracing Personal Independence ~ Celebrating a Caring Community Mission: A community organization committed to partnerships, innovation and excellence. MSC provides Adult Literacy, Employment and Home Support Services.	
2019 Budget Request	\$12,000	\$4,000	\$10,000	\$10,000
Has the Town Granted funds in the past 3 years?	Yes, \$3,500 in 2017 and 2018	Yes, \$3,000 in 2016, 2017 and 2018 for mentoring programs	Yes, \$10,000 in 2016, 2017 and 2018 to support literacy program and volunteers, as well as purchase of materials and technology.	N/A
What will funds be used for?	To repair the rotting and dangerous logs used 25 years ago for the shoreline protection under the Hawkins Bridge - originally constructed as part of the Lake Lisgar Renaissance Project. Funds will be used to pay for the committees half of this project as it is shared with the Kinsmen Club of Tillsonburg. Armour stone will be installed for a safe, permanent solution to the shoreline protection.	Dollars would be used for Matching Programs, Volunteer Recruitment & Retention, Volunteer Training & Support, Parent Support Groups, Life Skills Mentoring, Transportation Advocacy. Our main focus is for the volunteer recruitment since there are many children on the waiting list, some for as long as 5 years, and some which reach the age of maturity and no longer have the opportunity of a big brother/ big sister.	Dollars would support: volunteer activities (recruitment, training, orientation, on-going supervision), the purchase of materials and technology (for literacy tutors and students, for workshop participants or for items in our seniors related programs), and helpcover shortfalls in transportation and meals for needy individuals	To remove our current worn playground structure and replace with an accessible playground structure. Our goal is \$ 60,000. of which we currently have \$ 15,000. To make sure Students from our school (and after hours in our Community) can share in physical activityeven if there may be mobility issues. To have ground cover to allow wheel chair accessible playoptions.

External Grant Requests			
	Victoria's Quilts	Upper Deck Youth Centre	Tillsonburg Tri-County Agricultural Society
Summary of purpose/mandate of your group	<p>Victorias Quilts Canada's mission is to provide hand-made quilts to people with cancer. These quilts are to provide physical comfort as well as spiritual comfort in knowing that they are not alone in their struggle. The quilts are a gift and there is no cost required of the recipient or the person who requests the quilt. They are delivered in a few days of the request.</p> <p>Victoria's Quilts Canada is a national non-profit charitable organization with headquarters in Ottawa with branches all across cities and towns in Canada. There are no paid staff.</p>	<p>We are committed to helping youth develop wholistically by offering programs and developing relationships that nurture the whole person – physically, mentally, emotionally, socially and spiritually. We see the hope and potential in every young person!</p>	<p>The Tillsonburg Tri-County Agricultural Society's purpose is that of a community organization mandated with preserving and celebrating the rural way of life in Ontario. Each year for 163 years, the Tillsonburg and Tri-County Agricultural Society has staged an agricultural fair to showcase the agriculture of the region, and provide entertainment to bring families of the community together in a safe environment. The 2018 Fair is highlighting the wine-and cheese-making industries in the Region.</p>
2019 Budget Request	\$3,000	\$5,000	\$25,000
Has the Town Granted funds in the past 3 years?	N/A	Yes \$2,000 in 2016, 2017 and 2018 towards monthly facility costs (utilities, taxes, insurance, maintenance)	Yes, \$2,000 in 2017 and 2018
What will funds be used for?	<p>The funds requested will be used to buy the fabric and batting to make more quilts. To be able to provide quilts to more that are battling with cancer than last year, which in Tillsonburg 120 were distributed. There are approximately 30 quilters in the Tillsonburg group, and approximately 125 quilts are produced each year.</p>	<p>The first \$2,000 of the \$5,000 request is for monthly operational expense of the Upper Deck facility including utilities, facility maintenance, phone, taxes, and insurance. The remaining \$3,000 reflects our annual tax expense and we would like to have this amount granted back to the Upper Deck to use specifically in our after school programs. The funds would assist in materials, food, outings, conferences and camps.</p>	<p>The fair would also like to request to use some of the Town's facilities, free of charge. In 2017 the spaces used were the arena with tables and chairs as well as the Lion's den.</p> <p>We are 100% a non-profit organization at which no one on this board gets paid for there work and committment to the fair and no one is making any financial gains from this organization. Funds are needed to help with advertising (paper, posters, and signs), entertainment for the youth and elderly, demolition derby, insurance, and the midway. Which now we pay for to attend with no percentage back which is a bid impact as midways can cost between \$10,000 - \$45,000.</p>

Group	Presenter
<u>Internal Requests</u>	
Town of Tillsonburg Cultural Advisory Committee	Rick Cox, RCP
Family Day Organizing Committee	Rick Cox, RCP
Tillsonburg Business Improvement Area	Cedric Tomico, Chair
Tillsonburg District Chamber of Commerce	Lindsay Tribble, President
Tillsonburg Turtlefest	Suzanne Fleet, Jason Kane and Cephas Panschow
Tillsonburg Police Services Board	Larry Scanlan
Tillsonburg Station Arts Centre	Gale Connor, President
<u>External Requests</u>	
Lake Lisgar Revitalization Committee	Frank Kempf & Joan Weston
Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area	Deb Landon, Executive Director
Tillsonburg & District Multi-Service Centre	Maureen Vandenberghe
South Ridge Public School	Jodi & Ken Butcher, Haley Huthison, Cindy Allen, and others.
Victorias Quilts	Tom & Carol Nant
Upper Deck Youth Centre	Rayburn Lansdell
Tillsonburg Tri-County Agricultural Society	Mike & Rosemary Dean

Cultural Advisory Committee**2018 Grant Amount Awarded: \$10,000**

Organization	Amount	Description
Annandale Public School	\$ 2,650.00	To fund band trip to music festival
Theatre Tillsonburg	\$ 788.00	To assist with summer camp expenses
South Ridge Public School	\$ 2,780.00	To fund bus trip to music festival
Tillsonburg & Area Optimist Club	\$ 3,300.00	To fund Santa Claud parade bands
	<u>\$ 9,518.00</u>	



The Family Day Lead Team would like to thank the Town for continuing our partnership again this year. The Town of Tillsonburg's support helped to make the 2018 event a great success that was enjoyed by over 2500 people! Thanks to you, we met our goals of providing local, affordable and fun activities for families in our community. The day was packed with activities for the entire family. Some highlights of our day included animals, pizza making, and crafts. Back by popular demand was our Indoor Carnival, free popcorn and cotton candy, skating, swimming and our Toddler Lounge. Our partners from RBC provided great support including a visit from 3-time Gold medal Olympian hockey player Becky Kellar.

The Tillsonburg Community Centre provides a great place for an event like this. The facility was buzzing all day with families from town and our surrounding areas. We couldn't do this event without the great team of staff who help out at the event too!

Along with the money raised there were thousands of dollars of product and services donated to make the day possible. Our three biggest expenses are for the inflatables, for the facility rental, and for event insurance. We are happy to report that together we raised \$9382.85 in cash, products and services to help fund the 2018 event. Expenses came in at \$8725.83. That left us with \$1161.34, and we immediately deposited half with the Community Centre and half with Grand River Inflatables to secure the space and activities for the 2019 event. The contribution from the Town is used specifically towards the facility rental and event insurance.

Thanks for renewing your partnership with us and we look forward to seeing all of you at the 2019 Family Day event.

Tillsonburg Family Day Committee
info@tillsonburgfamilyday.ca



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. Name of Organization: Tillsonburg BIA

Address/Telephone Number (if applicable): 519-521-7872

2. Primary Contact Person: Cedric Tomco

Email: Cedric@nu-decor.ca

3. 2019 Grant Request Amount: \$ 190,000 - 190,900

4. Summary of purpose/mandate of your organization:

Business improvement of C7 zone



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

5. Why do you require funding and what will the funds will be used for?

Business Improvement Area
- promotions
- Beautifications / enhancements.
- operations.

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

None.

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$ 177,000	Same as above
2017	\$ 168,000	
2016	\$ 160,000	

8. Financial statements for 2017 attached? ☐ Yes ☒ No ☐ N/A

9. Have you included additional information for Council's consideration?

☐ Yes ☒ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Cedric Tonico

11. Will you be using a power point presentation? ☒ Yes ☐ No



TILLSONBURG BUSINESS IMPROVEMENT AREA

As a member of the Tillsonburg Business Improvement Area, (BIA), you are invited to attend our Annual General Meeting. Please note that only one person, per member organization is permitted to vote.

ANNUAL GENERAL MEETING AGENDA

Wednesday, January 16th, 2019, 5:30 pm social, 6:00 pm dinner, 7:00 pm Business Meeting

CARRIAGE HALL, 25 Brock Street West, TILLSONBURG, ON N4G 2A3

Tickets are \$25 including HST, RSVP to m.renaud@tillsonburgbia.ca payable by cash, cheque or credit card

-
1. **Call to Order**
 2. **Declaration of Pecuniary Interest**
 3. **Welcome and Introductions**
 4. **Motion to Accept the Agenda**
 5. **Motion to Approve the Minutes of the 2017 Annual General Meeting**
 6. **Chair's Report**
 7. **Treasurer's Report**
 - a. **Approval of FY '17 Audited Statements**
 - b. **Appointment of FY '18/'19 Auditor**
 8. **2019 Budget**
 - a. **Attached: 2019 Budget**
 9. **Nomination of 2019-2023 Board of Management**
 10. **New Business**
 11. **Adjournment**

The purpose of the meeting is to decide on the Tillsonburg BIA's program and budget for 2019 (see over) and approve nominations for the 2019-2023 Board of Management. The program is paid for by a special levy charge to commercial property owners and non-residential tenants of such properties. As a member of the Tillsonburg BIA, the best way to participate in the decisions of the BIA is making on your behalf is to get involved. If you wish to obtain a copy of the audited financial statements, please contact the Tillsonburg BIA.

Please forward a copy of this notice to your non-residential tenants.

Proof of BIA membership will be required. Please bring photo ID and either a business card, utility bill showing business/tenant name and address, or your Town of Tillsonburg property tax bill.

Only members of the Tillsonburg BIA, and legal representatives of BIA members, (proof required), are eligible to vote at the Annual General Meeting. The Ontario Municipal Act states that Business Improvement Area Members are defined as "all persons who own rateable property in a business property class and all persons who are non-residential tenants of rateable property in a business property class in a business improvement area."

A "person" is defined by the Act to include "a corporation and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to the law." No person or member organization in attendance shall have more than one vote.

For more information, contact the Tillsonburg BIA at (519)403-6352 or m.renaud@tillsonburgbia.ca

Tillsonburg BIA

2019 BIA Budget Summary

Summary of Revenues & Expenditures	<u>2018</u> <u>Approved Budget</u>	<u>2018</u> <u>Projected Actual</u>	<u>2019</u> <u>Proposed Budget</u>
<u>Revenues</u>			
BIA Levy	130,116	131,118	136,621
Town contribution to Façade Improvement	25,000	25,000	25,000
<u>Other</u>	22,060	3,058	32,984
Total Revenues	<u>177,176</u>	<u>162,126</u>	<u>194,605</u>
<u>Expenditures</u>			
General, administrative & operational	89,676	33,739	100,977
Debt principle & interest	8,700	0	11,628
HST (1.76%)*			
Special projects	4,000	392	500
Marketing & Events	9,250	7,577	18,250
Beautifications	74,250	33,919	63,250
Total Expenditures	177,176	75,627	194,605
<small>*100% of GST recoverable, 78% of PST recoverable)</small>			
Net Revenue/(Deficit)	0	86,499	0
<u>Summary of Accumulated Surplus</u>			
Beginning Balance	106,284	106,284	192,783
Change in Accumulated Surplus	0	+86,499	0
Ending Balance	106,284	192,783	192,783



GOOD REDDEN KLOSLER

Supporting Growth. Providing Direction.

Chartered Professional Accountants

INDEPENDENT AUDITORS' REPORT

To the Members of

TILLSONBURG BUSINESS IMPROVEMENT AREA

We have audited the accompanying financial statements of Tillsonburg Business Improvement Area, which are comprised of the statement of financial position as at December 31, 2017 and the statements of general operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Basis for Qualified Opinion

In common with many non-profit organizations, the association derives revenue from fund raising, donations and other sundry sources, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of this revenue was limited to the amounts recorded in the records of the association and we were not able to determine whether any adjustments might be necessary to fundraising and other sundry revenue.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Tillsonburg Business Improvement Area as at December 31, 2017, and the results of its operations for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Good Redden Klosler LLP

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

Tillsonburg, Ontario
March 27, 2018

TILLSONBURG BUSINESS IMPROVEMENT AREA

STATEMENT OF FINANCIAL POSITION

As at December 31, 2017

(With comparative figures as at December 31, 2016)

(Audited)

	2017	2016
	\$	\$
ASSETS		
Current Assets		
Cash	106,284	68,745
Accounts receivable	4,795	3,582
Account receivable from Town of Tillsonburg	23,246	40,385
HST receivable	8,512	10,898
Prepaid expenses	245	-
Total Assets	143,082	123,610
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued liabilities	4,242	4,087
Deposits - BIA bucks	800	774
Due to Turtlefest Committee - note 7	-	5,676
Current portion of long-term debt	2,000	2,000
Total current liabilities	7,042	12,537
Long-Term Debt - note 4	-	2,000
Total Liabilities	7,042	14,537
Net Assets		
Unrestricted	25,404	20,214
Restricted	110,636	88,859
Total Net Assets	136,040	109,073
Total Liabilities and Net Assets	143,082	123,610

Approved by: _____



TILLSONBURG BUSINESS IMPROVEMENT AREA

STATEMENT OF GENERAL OPERATIONS

For the year ended December 31, 2017

(With comparative figures for the year ended December 31, 2016)

(Audited)

	2017	2016
	\$	\$
Revenue		
Municipal levies	119,741	117,385
Facade revenue	25,000	25,856
Grants and donations	7,100	8,458
AGM and other miscellaneous income	505	2,426
Interest income	77	204
Total revenue	152,423	154,329
Expenditures		
Operational	60,119	56,976
Special projects	28,860	40,634
Beautification	13,814	14,282
Marketing and events	13,674	14,021
Debt payments - note 3	8,989	8,989
Total expenditures	125,456	134,902
Excess of Revenue over Expenditures	26,967	19,427
Net Assets, Beginning of Year	109,073	89,646
Net Assets, End of Year	136,040	109,073



TILLSONBURG BUSINESS IMPROVEMENT AREA

STATEMENT OF CASH FLOWS

For the year ended December 31, 2017

(With comparative figures for the year ended December 31, 2016)

(Audited)

	2017	2016
	\$	\$
Cash Flows from Operating Activities		
Excess of revenue over expenditures for the year	26,967	19,427
Changes in non-cash working capital accounts		
Decrease (increase) in accounts receivable	(1,213)	(3,207)
Decrease (increase) in account receivable from town	17,139	(6,402)
Decrease (increase) in HST receivable	2,386	3,580
Decrease (increase) in prepaid expenses	(245)	-
Increase (decrease) in accounts payable and accrued liabilities	181	(2,319)
Increase (decrease) in due to Turtlefest committee	(5,676)	-
Increase (decrease) in deferred revenue	-	(856)
Cash flows from (applied to) operating activities	39,539	10,223
Cash Flows from Financing Activities		
Increase (decrease) in long-term debt	(2,000)	(2,000)
Increase in Cash During the Year	37,539	8,223
Cash at Beginning of Year	68,745	60,522
Cash at End of Year	106,284	68,745



TILLSONBURG BUSINESS IMPROVEMENT AREA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

(Audited)

1. OPERATIONS

The organization is a non-profit organization, established to utilize the combined strength of its members in the business improvement area to maintain, rejuvenate and revitalize the commercial core of Tillsonburg.

2. SIGNIFICANT ACCOUNTING POLICIES

The organization follows Canadian accounting standards for not-for-profit organizations, significant aspects of the accounting policies adopted by the Board are as follows:

(a) Accrual Basis of Accounting

Revenue and expenditures are recorded on the accrual basis, whereby they are reflected in the accounts in the period in which they have been earned and incurred respectively, whether or not such transactions have been finally settled by the receipt or payment of money.

(b) Fund Accounting

The Tillsonburg BIA follows the principles of fund accounting. The Tillsonburg BIA operates with one general fund. The general fund records amounts used for the day to day operations. The board has internally restricted the use of funds for various projects. See note 5.

(c) Revenue Recognition

The organization follows the deferral method of fund accounting. Contributions are recognized as revenue when qualifying expenditures arise. Revenues from tax levies are recognized when due from the town, investment income is recognized when earned, and other revenues are recognized when received or become collectable.

(d) Estimates

In the preparation of financial statements, estimates and assumptions are made which can effect the amounts reported and note disclosures. The actual results may differ from these estimates.

(e) Financial Instruments

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

(f) Capital Assets

In common with non-profit organizations of this size, capital assets are expensed as incurred.



TILLSONBURG BUSINESS IMPROVEMENT AREA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

(Audited)

3. COMMITMENTS

The Town of Tillsonburg incurred debt on behalf of the Board of Management. The Tillsonburg BIA has committed to reimburse the Town for the principal and interest payments on this debt. The yearly repayments are expensed as incurred. The outstanding commitment as at December 31, 2017 was \$21,937 (2016 - \$30,465). The commitment will be complete in March of 2020.

The Tillsonburg BIA has entered an agreement to lease office space from the Tillsonburg District Chamber of Commerce at a monthly rate of \$300. The amounts are expensed as incurred and the annual lease matures on May 31, 2018.

Tillsonburg BIA enters into facade improvement agreements with property owners in the designated business improvement area and has approved a total of 6 facade improvement applications with a total commitment to be paid of \$64,978.

4. LONG-TERM DEBT

Represents loan payable to the Town of Tillsonburg. The loan bears no interest and requires yearly principal payments of \$2,000. The total outstanding balance as at December 31, 2017 was \$2,000 and will be fully repaid in 2018.

5. RESTRICTED FUNDS

During the year the following activity occurred within restricted funds:

	Facade \$
Opening Balance	88,859
Contributions during the year	50,000
Qualifying expenditures during the year	(28,223)
Closing Balance	110,636



TILLSONBURG BUSINESS IMPROVEMENT AREA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2017

(Audited)

6. FINANCIAL INSTRUMENTS

The Business Improvement Area is exposed to various risks through financial instruments and the Board monitors, evaluates and manages these risks. The following analysis provides information about risk exposure and concentration as of December 31, 2017.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The association manages exposure to liquidity risk through the annual budgeting process and monitoring of financial reports throughout the year.

It is the Board's opinion that the BIA is not exposed to any significant interest, currency or credit risks arising from financial instruments.

7. PRIOR PERIOD ADJUSTMENT

The 2015 financial statements have been adjusted to include \$6,095 in amounts payable to the Turtlefest Committee. The liability relates to HST collected on Turtlefest related expenses which was outstanding at the beginning of the fiscal year.

The 2015 statements were also adjusted to decrease amounts receivable from the Turtlefest Committee from \$1,956 to \$419. Subsequent to the 2015 year end, the Board identified that certain BIA expenses were paid for by the Turtlefest Committee in error.

The net effect of these adjustments is to decrease the 2015 net assets by \$7,632, increase HST expense by \$7,632, increase Due to Turtlefest Committee liability by \$5,676, and decrease Due from Turtlefest Committee receivable by \$1,956.

8. ECONOMIC DEPENDENCE

The organization is funded by the municipal levies of the Town of Tillsonburg and is dependent on these levies to carry out its operations.





2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. Name of Organization: Tillsonburg District Chamber of Commerce

Address and Telephone Number (if applicable): 20 Oxford Street,
Tillsonburg, ON N4G 2G1 (519) 688-3737.

2. Primary Contact Person: Suzanne Renken

Email: suzanne@tillsonburgchamber.ca.

3. 2019 Grant Request Amount: \$4,000.00

4. Summary of purpose/mandate of your organization:

Mission Statement: The Tillsonburg District Chamber of Commerce supports and promotes economic growth through advocacy, networking alliances and

education to create the best business environment possible in Tillsonburg and the surrounding area.

Vision Statement: Our vision is the creation and preservation of an environment in which business enterprise flourishes, chamber members are engaged, and community partnerships are valued.

5. Why do you require funding and what will the funds will be used for?

This \$4,000 request is for the Annual Awards of Excellence.

Rationale for this request:

- i) This is an event that recognizes excellence in the Tillsonburg business community and is not reserved for Chamber members only;
- ii) Nominations for these awards come from the community at large;
- iii) We believe the Town of Tillsonburg and the Tillsonburg District Chamber of Commerce share similar views on supporting and recognizing business successes in our community.

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

None.

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$4,000	To use for the direct event costs.
2017	\$4,000	To use for the direct event costs.



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

2016	\$4,000.	To use for the direct event costs.
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8. Financial statements for 2017 attached? xx ☐ Yes

9. Have you included additional information for Council's consideration?
xx ☐ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Lindsay Tribble, President Tillsonburg District Chamber of Commerce

11. Will you be using a power point presentation? xx ☐ No



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

Report Approval Details

Document Title:	Tillsonburg Chamber of Commerce - 2019 Grant Request.docx
Attachments:	- Financial Statements 2017.pdf
Final Approval Date:	Jan 14, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Jan 14, 2019 - 11:16 AM

Tillsonburg District Chamber Of Commerce
Financial Statements
(Unaudited - See Notice To Reader)
October 31, 2017

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Tillsonburg District Chamber of Commerce as at October 31, 2017 and the statements of operations and changes in net assets for the year then ended.

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

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

A staff member in our firm is a director and the treasurer for the Tillsonburg District Chamber of Commerce since January 2014.

November 20, 2017
Tillsonburg, Ontario

Millard, Rouse & Rosebrugh LLP

Millard, Rouse & Rosebrugh LLP
Chartered Professional Accountants
Licensed Public Accountants

Tillsonburg District Chamber of Commerce**Statement of Financial Position****October 31, 2017***(Unaudited - See Notice To Reader)*

	2017	2016
ASSETS		
Current		
Cash	\$ 76,218	\$ 73,023
Accounts receivable	17,495	10,144
Harmonized sales tax recoverable	221	1,643
	93,934	84,810
Capital Assets (Note 2)	15,905	17,601
	\$ 109,839	\$ 102,411
LIABILITIES AND SHAREHOLDERS' EQUITY		
Current		
Accounts payable	\$ 716	\$ 681
Net assets	109,123	101,730
LIABILITIES AND SHAREHOLDERS' EQUITY	\$ 109,839	\$ 102,411

ON BEHALF OF THE BOARD_____
*Director*_____
Director

See accompanying notes

Tillsonburg District Chamber of Commerce**Statement of Changes in Net Assets****Year Ended October 31, 2017***(Unaudited - See Notice To Reader)*

	2017	2016
RETAINED EARNINGS - BEGINNING OF YEAR	\$ 101,730	\$ 69,342
NET INCOME FOR THE YEAR	7,393	32,388
RETAINED EARNINGS - END OF YEAR	\$ 109,123	\$ 101,730

See accompanying notes

Tillsonburg District Chamber of Commerce

Statement of Operations

Year Ended October 31, 2017

(Unaudited - See Notice To Reader)

	2017	2016
Revenues		
Awards of excellence	\$ 46,642	\$ 44,452
Chamber travel (net)	11,493	24,653
Golf Tournament	18,430	19,066
Group insurance	4,190	3,791
Membership fees	49,031	48,363
Small events and business after five	4,419	5,538
Tapas night (net)	6,740	8,008
	140,945	153,871
Direct Expenses		
Awards of excellence	22,999	25,651
Golf tournament	8,734	8,384
Membership fees	3,197	2,416
Small events and business after five	662	1,327
	35,592	37,778
Gross Margin	105,353	116,093
Expenses		
Accounting fees	500	509
Advertising and promotion	160	1,293
Bank charges	947	754
Convention expenses	11,410	5,557
Insurance	1,794	1,499
Office	15,535	10,271
Salaries and wages	61,791	59,165
Telephone and internet	2,336	1,682
	94,473	80,730
Excess Of Revenues Over Expenses From Operations	10,880	35,363
Other Revenues (expenses)		
Amortization	(1,696)	(1,846)
Rental revenue	10,823	10,800
Rental expense	(10,340)	(9,540)
Utilities	(2,274)	(2,389)
	(3,487)	(2,975)
Excess of revenues over expenses for the year	\$ 7,393	\$ 32,388

See accompanying notes

Tillsonburg District Chamber of Commerce

Notes to Financial Statements

Year ended October 31, 2017

(Unaudited - See Notice to Reader)

1. NATURE OF OPERATIONS

The Chamber is a not-for-profit organization incorporated without share capital in Canada and is engaged in the operation of a chamber of commerce in the Town of Tillsonburg. Its main sources of revenue are from membership fees and fund-raising events. The organization is exempt from income taxes.

2. CAPITAL ASSETS

	2017		2016	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 778	\$ 524	\$ 778	\$ 214
Furniture	8,391	1,818	8,391	911
Leasehold improvements	13,051	3,973	13,051	3,494
	\$ 22,220	\$ 6,315	\$ 22,220	\$ 4,619
	\$ 15,905		\$ 17,601	



2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. Name of Organization:

Address/Telephone Number (if applicable):

2. Primary Contact Person:

Email:

3. 2019 Grant Request Amount: \$

4. Summary of purpose/mandate of your organization:

The creation and growth of a signature, turtle themed festival for the community and area.

5. Why do you require funding and what will the funds will be used for?

We require funding to assist us with creating an annual signature festival for the Town of Tillsonburg. In 2018, we had over 12,000 attendees throughout the weekend including young families. The increased attendance was due to new Block Party crowd-pleasing entertainment acts including Chalk Master Dave (3D chalk artist), The Lumber Jack Show, the Major League Baseball Circus show and the Carver Kings and the Whiskey Jack Band at Memorial Park; the return of the ever-popular Creative Imaginations Festival, Canine Watersports Canada competition, Grand River Inflatables zone and the outdoor movie.

The 2019 funds will be used for increased marketing to a broader area to attract more visitors, a custom mascot costume, new entertainment to keep the festival fresh and appealing and a family fun-filled Father's Day at Memorial Park.

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

Other sources of funding will come from local and area business sponsorships and revenue from the Silent Auction.

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$ 10,000	wages and attraction deposits
2017	\$10,000	wages and attraction deposits
2016	\$10,000	wages and attraction deposits

8. Financial statements for 2017 attached? ☒ Yes ☐ No ☐ N/A

9. Have you included additional information for Council's consideration?

☒ Yes ☐ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Cephas Panschow and Suzanne Fleet

11. Will you be using a power point presentation? ☒ Yes ☐ No



TILLSONBURG



www.turtlefest.ca

TURTLEFEST

JUNE 14th · 15th · 16th, 2019!

Outline

- TurtleFest 2018 Recap
 - 2018 Overview
 - By the Numbers
 - Attendance #'s
 - Successes
 - 2016 ~ 2018 Financial Comparisons
- Planning for 2019
 - Request
 - Budget
- Thank you to all of our sponsors, donors and volunteers

2018 Overview

- 8th year for the event
- 3 Day Event
(Friday/Saturday/Sunday)
- 4 different event venues
 - Downtown Block Party
 - Family Festival @ Fairgrounds
 - Annandale NHS
 - Station Arts Centre
- The return of old favourites like the Block Party and Canine Watersports Canada as well as introducing a new EV Car Show component to the Downtown Block Party



By the Numbers

- More than 50 activities throughout the weekend.
- Over \$59,000 in sponsorships from private donors, businesses and in kind.
- Anticipating more sponsorships in 2019.
- Attendance:
 - 7,063 - Block Party & Stage
 - 4,563 - Family Festival
 - 606 - Annandale NHS
 - 212 - Outdoor movie
 - Plus other venues
- **Estimated \$1,086,400 in economic spinoffs for the Town of Tillsonburg.**



Attendance #'s

Location		2016		2017		2018
Memorial Park		4,418		3,691		4,563
Block Party		5,038		6,047		7,063
Museum *		573		650		606
Station Arts Centre		46		52		48
Total		10,075		10,440		12,280

* Estimated attendance is for visitors to the museum only and does not include lawn activities

Volunteer #'s

53

65

66

Successes

- One entrance fee for Family Festival at Fairgrounds
- No crowd control issues
- Extensive community support
- Integration with Discover Tillsonburg and the Discover Tillsonburg Magazine



IT'S TIME FOR TURTLEFEST

An unforgettable weekend full of family fun

What's guaranteed to get your toes tappin', your kids smilin' and your dogs flyin'? Why Turtlefest, of course.

Now celebrating its seventh year, Turtlefest (June 16-18) has become a Father's Day weekend tradition in Tillsonburg.

"We've got three full days of fun lined up," says Turtlefest's Les Anderson. "We kick things off with the Downtown Block Party on Friday night and then spread out to a variety of locations on Saturday and Sunday. As always, there will be plenty for the kids, but lots to keep adults entertained as well."

Friday, June 16

Downtown Tillsonburg is known for having one of the widest main streets in Ontario which makes it the perfect venue for a giant street party.

"We're really excited about the new street performers that are going to be joining us," says Virginia Armstrong, Executive Director of the BIA.

The Flockey Circus Show is a family-friendly hockey tribute show that combines acrobatics, juggling, and one-of-a-kind circus stunts into three periods of 'arena' rocking fun.

Also new this year is Flightless Floyd, a snack-stealing, wise-cracking giant ostrich.

"Brant the Fire Guy is always a crowd favourite, and we'll have the hula hoopers back to show their stuff as well," Armstrong adds.

Down at the south end of Broadway, the Country 107.3 stage will host some of the biggest names in Ontario country music, including Langton darlings Small Town Girls, Western Swing Authority, Eric Ethridge and Marshall Dane.

"We encourage people to make a night of it," says Armstrong. "We're so proud of what Country 107.3 has achieved these past few years, and this is a great opportunity to come and celebrate with them."

Saturday, June 17

"There are three venues to visit on Saturday including the Station Arts Centre, Annapdale NHS and Memorial Park," says Anderson.

The Station Arts Centre will kick things off in the morning with the traditional Turtlefest Baking Contest, and in the afternoon, Annapdale NHS will host free activities on their lawn, as well as a turtle coast and Turtle Tea Inside.




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2016-2018 Financial Comparisons

REVENUE	2016	2017	2018
Sponsorships	\$47,251	\$62,569	\$59,163
Gate admissions	\$21,910	\$13,538	\$15,930
Other	\$14,266	\$12,300	\$11,665
Total Revenue	\$83,428	\$88,407	\$86,759
Expenses (Entertainment)			
Entertainment	\$26,499	\$27,360	\$25,907
Other	\$24,153	\$23,668	\$27,547
Subtotal	\$50,652	\$51,029	\$53,454
Expenses (Administrative)	\$18,521	\$10,739	\$22,628
Advertising	\$8,328	\$5,238	\$8,649
Total Expenses	\$77,501	\$67,005	\$84,731
Net Income	\$5,927	\$21,402	\$2,028

Planning for 2019

Return of:

- Annandale NHS Fun on the Lawn
- Canine Watersports Canada
- Carver Kings
- Downtown Block Party
- Grand River Inflatables
- Station Arts Centre's Creative Imaginations Festival



Planning for 2019

- New entertainment for both the Block Party and Memorial Park to keep the festival fresh and appealing
- Father's Day celebration at Memorial Park on Sunday, June 16
- Increased marketing to a broader area to attract new visitors
- Custom mascot costume



2019 Request

Requesting an increased contribution of \$15,000 from the Town to add:

- Higher profile entertainment acts on the Saturday/Sunday
- Purchase of custom mascot costumes
- Creation of a Father's Day signature event

2019 Budget

Page 57 of 242

REVENUE		2018 Budget		2018 Actual		2019 Budget
Sponsorships - Government		\$15,000		\$15,500		= \$10,000 + \$3,500 + \$5,000 + \$2,000
Sponsorships - General		\$75,950		\$43,664		\$60,000
Subtotal		\$90,950		\$59,164		\$80,500
Other Revenue						
Admissions		\$17,893		\$15,930		\$17,000
Silent auction		\$1,000		\$2,558		\$3,000
Vendors		\$7,250		\$2,500		\$3,000
Merchandise		\$1,000		\$1,351		\$6,000
50% of Memorial Park bar		\$500		\$357		\$250
Kinsmen concert		\$0		\$0		\$2,000
Subtotal		\$27,643		\$22,695		\$31,250
Total Revenue		\$118,593		\$81,859		\$111,750
EXPENSES						
Expenses (Entertainment)						
Contingency		\$2,316		\$0		\$3,000
Cost of sponsorship		\$1,326		\$1,001		\$1,000
Entertainment		\$16,134		\$17,553		\$20,000
Entertainment logistics		\$18,650		\$8,154		\$10,000
Other logistics/volunteer meals		\$5,350		\$4,698		\$6,250
Father's Day celebration		\$0		\$0		\$3,000
Inflatables		\$23,000		\$22,049		\$25,000
Subtotal		\$66,776		\$53,454		\$68,250

2019 Budget (continued)

Page 58 of 242

EXPENSES		2018 Budget		2018 Actual		2019 Budget
Expenses (Administrative)						
Contract staff		\$16,000		\$16,000		\$15,000
Insurance		\$750		\$1,188		\$7,000
Legal & Accounting		\$0		\$0		\$4,600
Merchandise		\$0		\$0		\$3,000
Office		\$713		\$540		\$1,500
Subtotal		\$17,463		\$17,728		\$31,100
Advertising						
Radio, print, web		\$6,480		\$4,612		\$5,000
Signage		\$800		\$877		\$500
General (SOP)		\$3,000		\$3,160		\$4,000
Subtotal		\$10,280		\$8,649		\$9,500
Total Expenses		\$94,519		\$79,831		\$108,850
Net Income		\$24,074		\$2,028		\$2,900
Mascot Costumes		\$0		\$0		\$15,000
Kinsmen concert		\$0		\$0		\$1,500
Tables & chairs		\$0		\$0		\$7,000
Net Income after additional expenses		\$24,074		\$2,028		-\$20,600

Moving Forward – 5 year Plan

2019	2020	2021	2022	2023
<ul style="list-style-type: none"> • Signature Mascot • High level entertainment • Start Father's Day celebration @ Memorial Park • Incorporation • Obtaining own event insurance • Work on expanding Block Party/ ANHS 	<ul style="list-style-type: none"> • Start reinvesting in our natural habitat • Enlist more volunteers • Continue developing Father's Day celebration • Expand Block Party and ANHS 	<ul style="list-style-type: none"> • Continue reinvesting in our natural habitat • Continue developing Father's Day celebration • Expand Block Party and ANHS 	<ul style="list-style-type: none"> • Goal of 20,000 people • Continue reinvesting in our natural habitat • Continue developing Father's Day celebration • Expand Block Party and ANHS 	<ul style="list-style-type: none"> • Continue reinvesting in our natural habitat • The Father's Day celebration • Expand Block Party and ANHS



THANK YOU!!

The 2018 TurtleFest Committee would like to thank all of their sponsors, partners, supporters and volunteers for helping to make this years event a tremendous success!

Thousands of people came Downtown, to the Fairgrounds as well as Annandale NHS to enjoy TurtleFest and see what our great community has to offer! This festival continues to grow and would not be possible without the strong support of the Tillsonburg community. If you or your company would like to be involved in the planning of the next TurtleFest, please contact us through our website at www.turtlefest.ca or by emailing us at info@turtlefest.ca.

EXECUTIVE COMMITTEE: Cephas Panschow, Rick Cox, Colleen Pepper, Tabitha Verbuyst, Carolyn Lamers, Patricia Phelps, Jason Collins, Jason Kane, Terry Fraser

BLOCK PARTY COMMITTEE: Carrie Smith, Denise Haley, Lori Arnold, Lindsay Morgan-Jacko, Sarabeth Strathdee, Karlee Slattery, Sue Wright, Erica Patenaude

TURTLEFEST STAFF: Les Anderson, Suzanne Fleet

VOLUNTEERS

Kayla Agro
Mackenzie Anderson
Dave Beres
Matthew Boldt
Neil Boldt
Paige Boldt
Tonyia Boldt
Beth Boughner
Chris Bowyer
Robert Boyd
Bobbi Braun
Cullen Braun
Peter Braunz
Shawn Brooks
Mike Cerna
Dave Clergy
Megan Collins
Sian Cox
Mandi Deckers

Alexandra Drennan
Shirley Elbourne
Janet and John Everett
Cat Forbes
Mel Getty
Andrew Gradish
Carter Hall
Holly Hanson
Mike & Kathy Holly
Veronica Holly
Meg Holmes
Shelley Imbeault
Michael Kadey
Caiden Kirkey
Mackenzie Kraushaar
John & Janet Kueppers
Logan Ladell
Maddie Ladell
Rayburn Lansdell
Vangie Legel
Jason Leighfield

Sloane Leighfield
Dianne MacKeigan
Lance Mackenzie
John Mackintosh
Liz Mestyan
Clare Mitchell
Mayor Stephen Molnar
Ethan Nesplic
George Papadakos
Linda Pitter
Margaret Puhr
Dolores Ross
Terry Ross
Joey Sanders
Maggie Sanders
Gerald Sandham
Marianna Sandham
Mary Lou Sergeant
Jared Smith
Skylar Smith
Don Spence

Ches Sulkowski
Cedric Tomico
Annie Toonen
Julie Vandaelen
Amy Verbuyst
Ryan Verbuyst
Frank Voth
Arianna Walgrave
CJ Watters
Aleksandra Webber
Hunter Wellink
Janet Wery
Joan Weston
Terry Wilson
Kara Woodburn
Sean Wright
Hannah Young
Kate Young
Susie

Another Chance Wildlife Rehabilitation
Friends of the Annandale Kindergarten Classes
Hobbitstee Wildlife Refuge
Skunk Haven
Soul Vibes
Theatre Tillsonburg
Tillsonburg Branch of the Oxford County Library
Tillsonburg Pioneer Performing Troupe
Tillsonburg Retirement Residence
Tillsonburg Seniors Centre Volunteers

CONGRATULATIONS TO OUR TURTLEFEST 2018 COLOURING CONTEST!

Landon Babcock
Cole Hodgins
YaYa

Prizes donated by:
Co-operators - C. L. Smith Insurance Group Inc.

SILENT AUCTION DONATORS AND WINNERS**PRIZE - DONATOR - WINNER**

Cat Gift Basket - Pet Valu - Joan Weston
 Dog Gift Basket - Pet Valu - Jim Calcutt
 Yard Wagon - Wellman Pipe & Supply - Johan Kneless
 2 Decorator Cushions - Fabricland - Lisa Chevers
 Tote Bag - Trivias - Patricia Phelps
 2 Larders - The Anchor Shoppe - Patricia Phelps
 Soap Case Kit - Salon 101 - Crystal Purkiss
 Sony Headphones - Staples - Shelley Inebault
 Virtual Reality Glasses - VR Quest - Sue Beecroft
 Laundry Room Plaque - Blooms - Jennifer Groszold
 Gift Basket - From The Meadow - Sue Beecroft
 Medley Waterhouse Pillow - Back In Motion - Grant Mitchell
 Herbal Gift Basket - From The Meadow - Crystal Purkiss
 Gift Basket - Metro - David Abrams
 Gift Basket - Metro - Doreen Paszek
 Gift Basket - Cayles - Hannah Young

Logitech Keyboard & Mouse - Personal Computer Systems (PCS) - Sue Beecroft
 Gift Basket - Escapes - Jayne Anval
 Characteristic Board - Otter Creek Woodworking - Lauren Verwegen
 Tervis Water Bottle - Bamford Homes - Lisa Chevers
 Tervis Drinking Glasses - Bamford Homes - Lisa Chevers
 Handcrafted Turtle Necktie - Vargel Lager - Sue Beecroft
 Bosch Roofcoating Saw - Tillsonburg RCMP - Freida Kralj
 Earrings & Necklace Set - Mary Barron - Jacki McDowell
 Gift Basket - Special Occasions Cakes - Jayne Anval
 Gift Basket - Tillsonburg Sobey's - Sue Beecroft
 Maple Syrup - Danbrook Automotive - Sue Beecroft
 Candle & Holder - Twigs - Linda Wellink
 Door Seag - XQZT Floral Design - Eileen Trevors
 Dorena Essential Oils - Katherine McSpadden - Sue Beecroft
 Gift Card - The Country Table - Sue Beecroft
 Gift Certificate - The Komer Park - Patricia Phelps
 Gift Certificate - Tillsonburg Garden Gate - Robert Verhoeve
 Gift Card - Tillsonburg Bell Advanced Cellular - Jim Weston
 Gift Certificate - Wave Wellness Retreat - Helen Evans

Gift Certificate - Wave Wellness Retreat - Pat Turner
 Gift Certificate - Laplante Health Supply Centre - Bill Walsh
 Gift Card - Tillsonburg Pita Pit - Sue Beecroft
 Gift Card - Tillsonburg Boston Pizza - Helen Johnson
 3 Gift Cards - Irish Kitchen Deli Cafe - April Muller
 Gift Certificate - Brook Street Barbers - David Hetkamp
 Gift Certificate - Brook Street Barbers - Helen Evans
 Gift Certificate - Haven Salon & Spa - Fred Henning
 Gift Certificate - Tranquility Spa And Salon - Shelley Lester
 Gift Certificate - Horizon Natural Health Centre - Scott Lewis
 Gift Certificate - Optometrists On Broadway - Ann Hicks
 Gift Certificate - The Ripped Club - Nicole
 Gift Certificate - Tillsonburg Swiss Chalet - Sue Beecroft
 Gift Certificate - Peacock Motors - Sue Beecroft
 Gift Certificate - Tillsonburg TSC - Sue Beecroft
 Gift Certificate - Simply Sold Photo - Lauren Verwegen
 Gift Certificate - Tillsonburg Flight School - Nicole
 Gift Certificate - Kettle Creek Conservation Authority - Shelley Megen
 Gift Card - Tillsonburg Kelsey's Original Roadhouse - Sue Beecroft

if you or your organization had donated a prize and it's not listed here, thank you! A number of prizes were given away from the TurtleFest Stage Friday night.

OUR CORPORATE SPONSORS AND PARTNERS

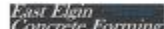
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With help from our partners:
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A SPECIAL THANK YOU TO THE CARVER KINGS AND ALL OF OUR ENTERTAINERS!
 Thank you to everybody who had a hand in making Tillsonburg TurtleFest Ontario's Best Turtle Festival!
 Our apologies if we have missed anybody by name, but you have our gratitude! We will see you all next year!

TILLSONBURG www.turtlefest.ca

TURTLEFEST JUNE 14th · 15th · 16th, 2019!

Thanks and see you at TurtleFest 2019!!



TILLSONBURG POLICE SERVICES BOARD

45 Hardy Ave
Tillsonburg, Ontario
N4G 3W9
Telephone (519) 688-3009 ext 4240
Fax (519) 842-4120

Date: November 12, 2018

To: Mayor Molnar and Members of Council

Re: Tillsonburg Police Services Board Budget Proposal

Budget History 2010-2018 - Operating Budget Numbers

2010

\$12605.00 plus an additional \$13000.00 for special projects

2011-2013

\$ 7900.00 plus \$5000.00 for special projects

2014-2018

\$8500.00 plus \$5000.00 for special projects

2019 Tillsonburg Police Services Board Budget Request

5300 Supplies	\$1000.00
5405 Meeting Expense	\$2000.00
5414 Training & Workshops	\$4100.00
5430 Membership Expense	\$1400.00
Total Operating	<u>\$8500.00</u>

2019 Special Projects Fund \$5000.00

The Board is requesting the Special Projects Fund to remain at the historical level of \$5000.00. The Board has discussed the purchase of two new bicycles (this has been in our plans for 4 years but other purchases have taken precedence) at an approximate cost of \$3500.00 to \$4000.00

2018 Expenditures period ending October 31, 2018

5300 Supplies	\$751.00	Pending requests
5404 Meeting Expenses	\$1499.00	We have 2 requests pending, amount not
5415 Training & Workshops	\$3663.00	confirmed at this time
5430 Membership Fees	\$1200.00	
Total to Date	\$7113.00	

Miscellaneous Revenue to date - \$1034.00 (this amount is not included in the budget numbers)

Miscellaneous Revenue is money received from the OPP in the form of proceeds of the annual auction sale of bicycles ect as well as found money that is not claimed. The understanding is that this money would be used to support Community projects such as Domestic Violence awareness.

The OPP do not have a budget that supports Youth and Community Engagement and rely on the support from all Police Services Boards as well as Services Clubs within Oxford County.

Special Projects Fund Expenditure \$5000.00

After eight years of discussion and deliberation the Town of Tillsonburg is no longer a member of Crime Stoppers of Haldimand, Norfolk and Tillsonburg and is now a member of the Oxford County Crime Stoppers program. The cost of completing this transition was \$5000.00.

Total 2019 Budget Request \$8500.00 plus \$5000.00 for a total of \$13500.00

Presented to the Police Services Board and approved November 13, 2018

Larry Scanlan
Chair – Tillsonburg Police Services Board
lgscan@hotmail.com

Report Approval Details

Document Title:	Police Services Board - 2019 Budget.docx
Attachments:	
Final Approval Date:	Jan 14, 2019

This report and all of its attachments were approved and signed as outlined below:

Dave Rushton - Jan 14, 2019 - 4:10 PM

2019 - Grant Application Form

Application Deadline: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &

Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg, 200 Broadway, Suite 204, Tillsonburg,
Ontario N4G 5A7

Those community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A **10 minute** period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. Name of Organization: Tillsonburg District Craft Build/Station Arts Centre

Address/Telephone Number (If applicable): 41 Bridge St. W., Tillsonburg

Ont N4G 5P2

519-842-6151

2. Primary contact Person: Deb Beard, General Manager

Email: office@stationarts.ca

3. 2019/2020/2021 Grant Request Amount:

\$40,000/\$40,000 + CPI/Previous Year + CPI

4. Summary of purpose/mandate of your group

Arts, culture, community, heritage

5. Why do you require funding and what will the funds will be used for?

Cultural and tourism services, support and further development thereof. To increase awareness of the cultural community in Tillsonburg & area. Provide opportunities for the creative community to exhibit and educate, provide programming to, introduce and further creative expression, invite & educate visitors to consider Tillsonburg as a tourism & cultural destination, future lifestyle opportunities and as a community to live in.

6. Detail other sources of funding for this project/program (if applicable).**7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.**

Year	Amount	Uses
2018	\$40000	cultural and tourism service, support and further development thereof
2017	\$35000	cultural and tourism service, support and further development thereof
2016	\$35000	cultural and tourism service, support and further development thereof

8. Financial statements for 2017 attached? Yes**9. Have you included additional information for Council's consideration? Yes,**
with this document:

Proposed Memorandum of Understanding 2019, 2020, 2021 (prepared in discussion with Town Staff)

Schedule 'A'

Schedule 'B'

Statement of Operations 2017-18 (Fiscal Year May 1-June 30)

10. Group member who will be presenting at the January 17, 2019 meeting:

Gale Connor-President

11. Will you be using a powerpoint presentation? Yes

Powerpoint presentation-to be sent separately



GOOD REDDEN KLOSLER

Supporting Growth. Providing Direction.

Chartered Professional Accountants

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of **TILLSONBURG DISTRICT CRAFT GUILD (A NON-PROFIT ORGANIZATION)**:

We have reviewed the accompanying financial statements of Tillsonburg District Craft Guild that comprise the statement of financial position as at May 31, 2018, and the statements of operations and net assets for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, Tillsonburg District Craft Guild derives revenue from fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of Tillsonburg District Craft Guild. We were unable to determine whether any adjustments might have been necessary with respect to the statements of financial position, operations and net assets for the years ended May 31, 2018 and May 31, 2017.

The Tillsonburg District Craft Guild prepares its financial statements on the cash basis which constitutes a departure from the requirements of Canadian Accounting Standards for Not-for-Profit Organizations. The effect of this departure on these financial statements is not determinable.

Qualified Conclusion

Based on our review, except for the possible effects of the matters described in the Basis for Qualified Conclusion, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Tillsonburg District Craft Guild as at May 31, 2018, and the results of its operations for the year then ended in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

Good Redden Klosler LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

Licensed Public Accountants

goodcas.com

Tillsonburg, Ontario

September 27, 2018

Integrating Accounting, Advisory & Wealth Management Services

84 Colborne Street North, Simcoe, ON N3Y 3V1

T 519.426.5160 F 519.426.5174

38 Brock Street East, Tillsonburg, ON N4G 1Z5

T 519.842.4246 F 519.842.6656

Our Reports and Certificates are issued on the understanding that unless they are reproduced in their entirety, any summaries thereof, excerpts therefrom, or references thereto, shall be submitted to us for approval.

TILLSONBURG DISTRICT CRAFT GUILD (A NON-PROFIT ORGANIZATION)

STATEMENT OF FINANCIAL POSITION

As at May 31, 2018

(With comparative figures as at May 31, 2017)

(Unaudited)

	2018	2017
	\$	\$
ASSETS		
Cash	20,640	11,846
Investments	60,004	50,213
Total Assets	80,644	62,059
FUND BALANCE		
Total General Fund Balance	80,644	62,059

Approved by: _____



TILLSONBURG DISTRICT CRAFT GUILD (A NON-PROFIT ORGANIZATION)

STATEMENT OF OPERATIONS

For the year ended May 31, 2018

(With comparative figures for the year ended May 31, 2017)

(Unaudited)

	2018	2017
	\$	\$
Cash Receipts		
Grants	61,827	45,346
Workshops and classes	46,869	23,615
Auction sales	35,229	35,135
Shows and other fundraising events	25,927	21,020
Donations	30,050	31,828
DHCC - craft sale and raffle	15,910	16,793
Recycling proceeds	14,228	7,634
Memberships	7,343	3,438
Interest and miscellaneous	9,461	7,430
Rental income and commissions	5,564	4,389
Total receipts	252,408	196,628
Cash Disbursements		
Wages, benefits and contract work	90,008	78,156
DHCC and silent auction expenses	34,437	29,143
Show and other fundraising event expenses	23,867	19,608
Repairs and maintenance	14,396	11,515
Workshop expenses	19,471	13,207
HST paid out	12,897	15,114
Office supplies	7,089	3,193
Utilities	9,351	10,290
Dues, Insurance and professional fees	9,381	7,714
Restoration expenses	7,252	25,789
Advertising and marketing	2,431	1,850
Bank charges and licences	1,915	1,662
Other fundraising expenses	1,326	1,304
Total disbursements	233,821	218,545
Cash Surplus (Deficiency) for the Year	18,587	(21,917)

TILLSONBURG DISTRICT CRAFT GUILD (A NON-PROFIT ORGANIZATION)

STATEMENT OF NET ASSETS

For the year ended May 31, 2018

(With comparative figures for the year ended May 31, 2017)

(Unaudited)

	2018	2017
	\$	\$
Cash Surplus (Deficiency) for the Year	18,587	(21,917)
Opening Bank Balances	62,057	83,974
Closing Bank Balances	80,644	62,057
Closing Bank Balances Comprised of:		
General interest account	60,004	50,213
Events account	7,119	4,469
General account	9,362	4,997
Oxford Studio account	4,159	2,385
Lotto trust account	-	(7)
	80,644	62,057

TILLSONBURG DISTRICT CRAFT GUILD (A NON-PROFIT ORGANIZATION)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended May 31, 2018

(Unaudited)

1. OPERATIONS

The organization, known as Tillsonburg District Craft Guild (o/a Station Arts Centre), is a registered charitable organization.

The organization was established to restore and maintain a historical building, provide an outlet for art works created by members, and involve the community by providing artistic and cultural activity classes and workshops.

2. CASH BASIS

The organization prepares its financial statements on the cash basis. The Canadian accounting standards for not-for-profit organizations requires organizations to prepare financial statements on the accrual basis. Therefore, no year end accounts receivable, prepaids or accounts payables and accrued liabilities have been recorded. As a result the conclusion has been modified.

3. SIGNIFICANT ACCOUNTING POLICY

The organization follows Canadian accounting standards for not-for-profit organizations, significant aspects of the accounting policies adopted are as follows:

(a) Fund Accounting

The organization operates using only one fund, the general fund. This fund is used to record receipts and expenses for the day to day operations of the organization.

(b) Cash Basis of Accounting

Revenues and expenses are recorded on the cash basis, whereby revenue is recorded when received and expenses are recorded when paid.

(d) Property and Equipment

Consistent with many organizations of this size, any property and equipment is expensed in the year it is purchased.

(e) Revenue Recognition

The organization recognizes revenue when received and follows the deferral method of accounting for revenue. Since there is only one fund, revenue is recognized when received in the general fund.

Restricted contributions (if any), for which there is no specific fund, would be deferred and recognized as revenue at the same time the expense is incurred.

(f) Estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires that management makes estimates and assumptions that effect the amounts reported and the disclosures in the notes. The actual results may differ from these estimates.

TILLSONBURG DISTRICT CRAFT GUILD (A NON-PROFIT ORGANIZATION)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended May 31, 2018

(Unaudited)

3. FINANCIAL INSTRUMENTS

The organization holds its assets in the form of cash. The organization is not exposed to any foreign exchange, credit or interest rate risk.

Investments are comprised of cash balances held in a savings account at a financial institution.

4. STATEMENT OF CASH FLOWS

The financial statements have been prepared based on the cash basis. Therefore a statement of cash flows has not been included with the financial statement as it would provide no additional information.

5. RELATED PARTY TRANSACTIONS

During the year a member of the board was paid \$5,100 (2017 - \$5,000) on a contract basis to manage the station and organize certain fundraising events including, the Down Home Country Christmas craft show. These transactions were approved by the board and were measured at the exchange amount.





The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

Attention: Casey Herbert

2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. **Name of Organization:** Lake Simcoe Rejuvenation Project

Address/Telephone Number (if applicable):

2. **Primary Contact Person:** Frank Kempf

Email: lake1sigar@gmail.com

3. **2019 Grant Request Amount:** \$ 12,000

4. **Summary of purpose/mandate of your organization:**

4. In September of 2011, a group of concerned citizens joined forces to work voluntarily toward the common goal of reducing the sedimentation at the north end of Lake Lisgar, thereby improving water quality and flow in the Lake's watershed; controlling weed growth at the north end of the Lake; installing new aeration systems; and stocking the Lake yearly with rainbow trout (2012-2018); protecting four endangered species of turtles; maintaining habitat for fish and over 400 species of birds; and improving recreational facilities for Tillsonburg's citizens. As a committee, we wished to save our Lake and its environs by acting promptly to rectify the threatening issues, thereby preserving Lake Lisgar's heritage as a wildlife habitat and recreational facility for generations to come.

5. The Kinsmen Club of Tillsonburg is partnering with the Lake Lisgar Revitalization Project to honour its role in and the 25th anniversary of the Lake Lisgar Renaissance Project. The profit from the Kinsmen Concert on June 1st, 2018, which was to inaugurate the Kinsmen Bandshell in Memorial Park, is being put toward shoreline protection / a retaining wall under the west side of Hawkins Bridge. Hawkins Bridge was constructed as part of the Lake Lisgar Renaissance Project. Armour stone will replace the rotting and dangerous logs used 25 years ago for the shoreline protection under the Bridge.

The Lake Lisgar Revitalization Project Committee does not have the funds to pay for their half of the project, the east side of the Bridge, and therefore need Council's blessing / funding to purchase and install the armour stone for a safe, permanent solution for shoreline protection.



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

5. Why do you require funding and what will the funds will be used for?

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

\$12,000 from the Kinsmen Club of Tillsonburg

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$ 3,500	To dredge the silt pond off Cranberry Road
2017	\$	
2016	\$	

8. Financial statements for 2017 attached? ☐ Yes ☒ No ☐ N/A

9. Have you included additional information for Council's consideration?

☒ Yes ☐ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Frank Kempf, Joan Weston

11. Will you be using a power point presentation? ☒ Yes ☐ No



EXCAVATING, TRUCKING, SHED REMOVAL
TOPSOIL & GRAVEL

Phone (519) 688-0350
Fax (519) 688-0570

14851 BAYHAM DRIVE
P.O. BOX 98
TILLSONBURG, ON N4G 4H3
KIRWINOATMAN.COM

December 13, 2018

JOB 18-88

LAKE LISGAR REVITALIZATION COMMITTEE,

Email: lakelisgar@gmail.com

ATTENTION: Frank Kempf

Please accept our quotation for your project, Armour Stone Placement at
Lake Lisgar, Tillsonburg, Ontario.

Supply and place 160 feet of armour stone 18" wide x 18" high under the
Kinsmen Bridge

Level surplus material on Site

Our price \$11,950.00 plus H.S.T.

Sincerely,

Dave Oatman, President
Kirwin & Oatman Excavating Ltd.
DO: rd

LAKE LISGAR REVITALIZATION PROJECT

KINSMEN BRIDGE SHORELINE PROTECTION

FIRST KINSMEN BRIDGE





SECOND KINSMEN BRIDGE OCTOBER, 1993

REPLACEMENT OF THE
KINSMEN BRIDGE
FOR THE JOINT SERVICE COALITION
AS PART OF THE
LAKE LISGAR RENAISSANCE PROJECT

-OCTOBER 1993-

WAS MADE POSSIBLE BY
MAJOR FUNDING PROVIDED BY

ROGER L. HAWKINS

IN MEMORY OF HIS WIFE
DOROTHY A. HAWKINS

1914 - 1990

AND

HIS DAUGHTER

MARGARET A. SHAW

1940 - 1992





Shoreline under west side of the Kinsmen
Bridge June 13, 2017





Shoreline under east side of the Kinsmen Bridge, January 2019

















ARMOUR STONE AT AQUATIC GARDEN





2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. Name of Organization: Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area Inc.

Address/Telephone Number (if applicable): 58 Thames St. South, Ingersoll, ON N5C 2T1 519-485-1801

2. Primary Contact Person: Deb Landon, Executive Director

Email: deb.landon@bigbrothersbigsisters.ca

3. 2019 Grant Request Amount: \$ 4,000.00

4. Summary of purpose/mandate of your organization:

Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area is a dynamic community-based organization committed to fostering the healthy development of children, youth and their families by providing diverse mentoring opportunities.

5. Why do you require funding and what will the funds will be used for?

See Appendix A

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

See Appendix A

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$ 3,000	11 mentoring programs in community, schools and libraries
2017	\$3,000	11 mentoring programs in community, schools and libraries
2016	\$3,000	11 mentoring programs in community, schools and libraries

8. Financial statements for 2017 attached? ☒ Yes ☐ No ☐ N/A

9. Have you included additional information for Council's consideration?

☒ Yes ☐ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Deb Landon, Executive Director

11. Will you be using a power point presentation? ☒ Yes ☐ No



Big Brothers Big Sisters of Ingersoll, Tillsonburg and Area

APPENDIX A TOWN OF TILLSONBURG

2019 Municipal Grant Request

Agency Mission Statement

Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area, is a dynamic community based organization committed to fostering the healthy development of children, youth, and their families by providing diverse mentoring opportunities.

Executive Members

<i>PRESIDENT:</i>	Kim DeKlein
<i>PAST PRESIDENT:</i>	Melanie Rodrigues
<i>VICE-PRESIDENT:</i>	Jason Routley
<i>SECRETARY:</i>	Jennifer Schafrick
<i>TREASURER:</i>	Mathew Williams
<i>EXECUTIVE DIRECTOR:</i>	Deb Landon

Reports (Attached) –

2017 Audited Statements; October 30, 2018 Financial Statement, 2019 Approved Budget; Approved resolution for request for funding

Provincial or Federal Funding Received in Last 12 Months

Ministry of Education Funding, managed through Big Brothers Big Sisters of Canada, for our site-based programmes - In-School Mentoring and Go Girls!

2017/18 School Year - \$12,813

2016/17 School Year - \$11,120

2015/16 School Year - \$11,500

Under the new Provincial government, the Ministry of Education will not be funding any school-based programming at this time. It is crucial that we find the necessary funds from the community to ensure the continuance of these programs.

Why Public Funds Should Be Given To Our Organization

Big Brothers Big Sisters is a mentoring organization for children and youth, impacting the lives of over 250 children annually. Screened volunteers are matched with children and youth aged 6 to 17. They participate in a variety of mentoring programs and activities that provide an opportunity for them to realize their full potential. We offer 11 mentoring programs in the community and within local schools and libraries. Funds are needed to provide the professional resources, space and equipment to recruit, screen, match, monitor and evaluate each match relationship; whether that is 1:1 or group programming. The agency also offers recreational activities

that engage the children and volunteers to help build those relationships. For many of our children and youth, these activities are not experienced in their personal lives. Educational opportunities are offered for our members as well, such as anxiety workshops, mental health information nights, cooking classes, life skills training, etc. The agency could not exist without the support of community. We rely on donations, grants, special events and corporate support to provide these valuable programs.

The primary goal of the Big Brother Big Sister organization is to provide friendship and support through one-to-one contact and group activities. A Big Brother/Big Sister/Mentor can provide their young friend with a suitable influence designed not so much to solve problems, as to help the child see their own worth and develop confidence and self-esteem. The key to the Big Brother Big Sister program is FRIENDSHIP, the emphasis being on preventative work with children. Volunteers are encouraged first and foremost to establish a warm and natural relationship with their Little Brother/Little Sister/Mentee. Helping children reach their full potential can lead to positive community outcomes like a reduction in poverty and unemployment, a sense of belongingness, safer schools and neighbourhoods, and a new generation of civic-minded adults.

For What Purposes Will The Grant Be Used

Funds will be used for agency program delivery and services. We currently provide the following programs and services:

- Matching Programs:
 - Big Brother / Big Sister
 - Couples for Kids
 - Adult In-School Mentoring
 - Literacy Mentoring
 - BIG/bunch Group Mentoring - 5 groups
 - Cops for Kids Group Mentoring - 1 group
 - Go Girls! Healthy Bodies, Healthy Minds (school-based group programming for girls aged 12-14) – available in all elementary schools (public & separate)
 - Game On! Eat Smart, Play Smart (school-based group programming for boys ages 12-14) – available in all elementary schools (public & separate)
- Volunteer Recruitment & Retention
- Volunteer Training & Support Program
- Parent Support Groups
- Life Skills Mentoring
- Transportation
- Advocacy

Our greatest need is to recruit volunteers to our traditional Big Brother Big Sister program for the over 40 children on our waiting list - primarily boys. Many of our boys have been waiting up to 5 years for a Big Brother. Some have reached the age of maturity and have never been matched. We are thankful for our group and waiting list programs that continue to meet the needs of every child in our program.

We have been fortunate in the past to receive funding to implement and expand new programming but unfortunately that funding does not provide sustaining dollars. It is our obligation to solicit funds from our communities through donations, sponsorships, and fundraising events. We are also recommended by Big Brothers Big Sisters of Canada to hold at least 50% of our operational funds in reserve to realize our short-term goals. Throughout the year we have drawn from our reserve fund to cover any unforeseen deficits.

Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area received accreditation by Big Brothers Big Sisters of Canada in July 2014. The agency is proud to be recognized as a highly respected and efficiently run agency.

COMMUNITY-BASED PROGRAMS – Big Brother, Big Sister, Couples, BIG/bunch & Cops for Kids

Lone parents head a large and growing number of Canadian families with children. Children from single parent families are known to be at an increased risk of a variety of emotional and behavioural problems as well as difficulties in school.

All children require stable relationships with caring adults, in order to build healthy self-esteem, confidence, knowledge and skills. Building these skills enable children to survive and thrive, despite life's challenges. "At risk" children confront a number of factors that may minimize their opportunities for building such relationships. The children referred to the Match Programs represent a range of complexity of needs, and differing degrees of needs. Needs can range from low self-esteem, lack of positive role model, lack of family stability, and can be economically disadvantaged. The more identified needs the children have, the greater the complexity of needs and intervention required.

Being a Big Brother or Big Sister is about being a friend and someone to look up to. It's about hanging out, talking and sharing, with many smiles along the way. It's about making one child feel very special. After the enrolment process, the agency provides training and matches the volunteer with a Little Brother or Little Sister who shares their interests. Every child needs someone they can share with, talk to or confide in. Whether it's playing sports, learning a new craft, playing computer games or just hanging out, a Big Brother or Big Sister will make a big difference in the life of that child. They will both be forever changed by the experience. It's about sharing a little time together – a few hours a week or every couple of weeks.

Group mentoring programs are designed for children waiting to be matched with a mentor. Group activities are organized and supervised by adult volunteers. These activities are suitable for all kids waiting for a match, as well as children who have different needs than those in the one-to-one program.

The community-based programs strive to do the following:

- Provide a role model and a friend
- Promote the importance of staying in school and healthy relationships with family and peers
- Install trust and self-confidence in order to make healthy decisions
- Encourage leadership skills and independent thinking
- And above all, make a difference while having fun

SITE-BASED PROGRAMS – Adult In-School Mentoring, Go Girls! & Literacy Mentoring

Studies show that mentoring helps kids stay in school, avoid risky behavior such as bullying, and grow up having more respect for family, peers and community. Through site-based mentoring programs, we collaborate with our educational partners and local libraries to assist children and youth understand and maximize their unique talents, strengths and capabilities.

Adult In-School Mentoring & Literacy Mentoring

The In-School Mentoring program provides boys and girls with a role model and a friend to talk to and share experiences of growing up with, within school grounds. For one hour a week, mentors meet with their mentee and engage in activities such as board games, crafts or just hang out in the

playground. The program requires a weekly visit of 1 hour for the duration of the school year. Matches do not meet over the summer break or during other school holidays. The Literacy program takes place at the local library during the school year.

In-School & Literacy Mentoring Makes a Difference

- 90% of mentors saw a positive change in the child they were mentoring
- 88% of students showed improved literacy skills
- 64% had developed higher levels of self-esteem

Go Girls! Healthy Bodies, Healthy Minds

This program is a group mentoring program for girls ages 12-14 that focuses on physical activity, balanced eating and self-esteem. The single, most important goal of the program is to positively shape the lives of young women and girls by helping them build a positive self-image – setting them on a path to reach their full potential in life.

RATIONALE

All of our programs have been developed around the concept of opportunities with the sole purpose of assisting children to deal with obstacles in their lives. The volunteer provides different experiences that they may not have without this relationship. Volunteers by teaching youth through example create safe, happy children in the short term and caring independent adults in the long term.

Big Brothers Big Sisters is a proven service that produces noticeable changes in the lives of young people and helps build community resiliency. To ensure that every child who needs a mentor, has a mentor, Big Brothers Big Sisters needs the additional support from volunteers, corporate sponsors and donors.

We are proud to have the continued support of the municipalities within our service area who recognize the value of our programming and the need that it fulfills in their communities.

Expected Donations, Gifts, Etc. That We Expect To Receive In The Funding Year

1. Sponsorship and proceeds derived from annual special events:
 - Bowl for Kids Sake
 - Curl for Kids Sake
 - Bid for Kids Sake
 - Children's Christmas party
 - food for events
 - In-Kind support through donations of equipment, services, etc.
2. United Way member funding
3. Prize donations for all our events and activities
4. In-Kind Computer & Technical Support
5. Camp sponsorship opportunities donated by community groups and Tim Hortons
6. Directed funds for Christmas hampers for clients
7. Unsolicited donations from community members and groups

Outline Of Activities Provided By Our Organization

1. Mentoring programs and services (see attached flyer)
2. Agency activities and programs that address education, physical activity, recreation, arts & culture, life skills
3. Camp and registrations for extra-curricular activities (eg. Soccer, music)
4. Child Safety Program

5. Community Development
6. Participation in youth oriented committees/organizations
7. Berdine Hurley Scholarship Bursary - to assist former clients to pursue post secondary school education *(Interest derived from a \$30,000 restricted investment provides funds for annual allocations; fund cannot be used for any other purposes of the organization)*
8. Ryan Landon Memorial Fund & Mary Smith Memorial Fund - recipient named each year at Recognition Night; restricted funds for special projects
9. Paul's Shoes & New Balance Partnership - provide back-to-school shoes for eligible agency children each year
10. Satellite Office in Tillsonburg through partnership with Tillsonburg Multi-Service Centre - open Wednesday and Thursday afternoons
11. Canadian Tire Jump Start Program - lead agency for Ingersoll & Tillsonburg chapters for distribution of over \$50,000 per year for sport registrations

Partners

Name of Partner	How They Contribute
United Way of Oxford	Major funder. Through our support and participation at United Way workplace campaign presentations, we are able to showcase our agency's programs and services therefore offering more awareness about our agency.
Thames Valley District School Board	Referral of children for our site-based (school & library) mentoring programs and to our community-based (1:1 and group) mentoring programs. Use of space in local schools for programming, support of local school staff as liaison for site-based programs. Working closely with SAFE Schools to develop a process to promote, engage, and oversee all BBBS mentoring programs within each school in the County and region.
London District Catholic School Board	Referral of children for our site-based (school & library) mentoring programs and to our community-based (1:1 and group) mentoring programs. Use of space in local schools for programming, support of local school staff as liaison for site-based programs.
Fusion Youth Centre	Use of facilities for quarterly agency activities. Fusion staff are available to mentor in the schools in support of our in-school mentoring and Go Girls group program. Use of facility and staff for implementation and ongoing training of our new community-based Go Girls program held in the evening. Use of facility and staff for implementation and ongoing training of future Game On group programming for boys. Partnering together to offer an event which will showcase both the Fusion Centre and BBBSIT to make the community aware of our programs and for recruitment purposes.
Upper Deck Youth Centre	Use of space for Cops for Kids group programming in Tillsonburg.
Ingersoll Public Library	Use of space for agency Literacy Mentoring Program.
Tillsonburg Public Library	Use of space for agency Literacy Mentoring Program.
Tim Horton Children's Foundation	Sponsorship of children in our program to participate in camp opportunities and scholarships.
Woodstock & District Big Brothers Big Sisters Association	Joint recruitment radio campaign. Sharing booths at local trade shows and community fairs. Sharing agency event calendars to look at possible joint marketing (eg. Bowl for Kids Sake 2016 – joint advertising and shared pledge sheets)

CAS Oxford	Free reference checks on agency volunteer applicants. Training for agency staff in regards to “Duty to Report” and other program related issues.
Scotiabank Tillsonburg	Sponsorship of annual Curl for Kids Sake event; manager and staff volunteer as In-School mentors; advocacy for agency programs.
Unifor Local 88	Use of free space for agency activities and events. Financial support of our annual Bid for Kids Sake Charity Auction & Battle of the Hors D’Oeuvres as title sponsor, team sponsorship in our annual Curl for Kids Sake, team participation in our annual Bowl for Kids Sake; volunteers and advocacy for agency programming.
Oxford OPP	Fees waived for police clearance and vulnerable sector checks on all agency volunteers. Staff are engaged as volunteer leaders in our Cops for Kids Program in Tillsonburg.
Ingersoll Masons	Provide financial support of our annual Children’s Christmas party; team sponsorship in our annual Curl for Kids Sake; free use of space in their Masonic Hall.
Local Municipalities	Annual financial support of agency programs
Ingersoll Lions Club	Reduced rate for office lease; participation in all agency fundraising events; volunteers recruited from the Lions Club.
Tillsonburg Lions Club	Mann the bar at our annual Bid for Kids Sake and donate 50% of proceeds back to the agency in support of agency programs and services.
Local Business & Industry	Local business & industry has provided flex time or time off to allow their employees to volunteer with the agency. This includes mentoring, office support, events, etc. They also make donations to our agency events to help raise funds or provide incentives to increase participation of participants.
Tim Horton Children’s Foundation & Local Stores	Event sponsorship through advertising; camp opportunities; leadership training for children; scholarships for post-secondary education for those children who complete leadership training
Paul’s Shoes	Free “back to school” shoes to eligible children in our program
Local Newspapers & Print Media	Free coverage and promotion
Canadian Tire Jumpstart	We are the lead chapter for Ingersoll and Tillsonburg which provides convenient opportunity for our clients to be registered in recreational activities in the community at little to no cost. It also provides additional awareness of our programs through contact with local sporting organizations who may refer clients to our agency.

Support from local government is greatly needed and appreciated.

Making a difference - one child at a time!

Big Brothers/Big Sisters of Ingersoll, Tillsonburg & Area



Big Brothers Big Sisters
of Ingersoll, Tillsonburg and Area

November 15, 2018

Mayor Stephen Molnar and Members of Council
c/o Donna Wilson, Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor, Suite 204
Tillsonburg, ON N4G 5A7

Dear Mayor & Members of Council:

Re: 2019 Municipal Funding Program

Enclosed please find our application for a municipal grant to assist our organization in continuing to provide quality mentoring programs and services to children within our community.

As a respected local agency and recognized member agency of Big Brothers Big Sisters of Canada, we respectfully submit our request for financial assistance from the Town of Tillsonburg in the amount of **\$4,000**. With the addition of new programs to help meet the diverse needs of our children and to accommodate the time commitment of our current and prospective volunteers, Big Brothers Big Sisters is positioned to make an impact on both our families and the community.

As we strive to meet the growing need for our programs and services, we look forward to the continued support that we have received from the Town of Tillsonburg over the past several years.

Please do not hesitate to contact me if you have any questions or require additional information.

Respectfully,

Deb Landon
Executive Director

Attach.

Main Office: 58 Thames St. South, Ingersoll, ON N5C 2T1 Phone: 519-485-1801
Satellite Office: 96 Tillson Ave., Tillsonburg, ON Phone: 519-842-9008 ext. 229



Big Brothers Big Sisters
of Ingersoll, Tillsonburg and Area

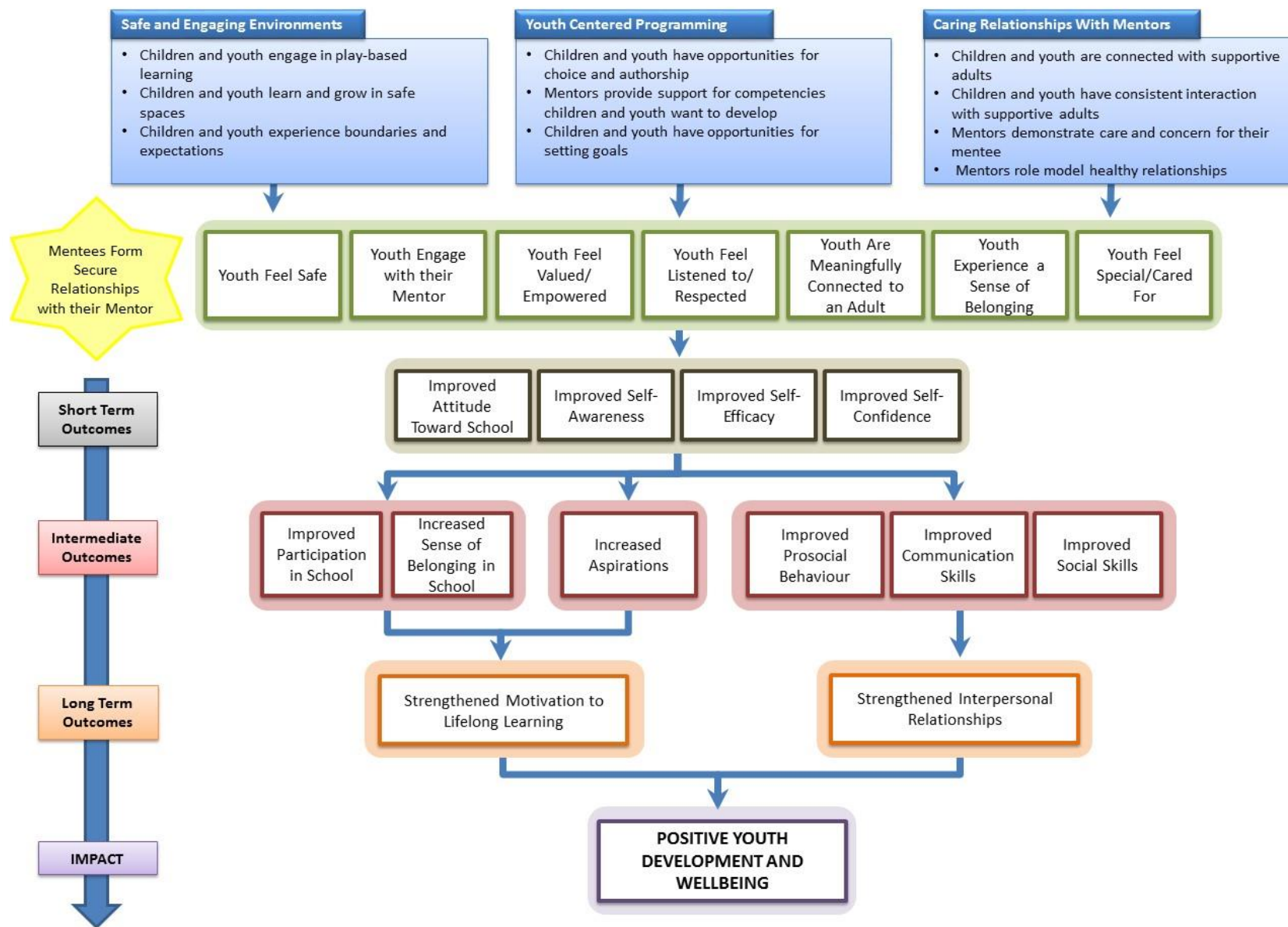
Meeting of the Board of Directors – October 11, 2018

RESOLUTION

MOTION: JASON ROUTLEY / MATHEW WILLIAMS

THAT Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area, through its Executive Director, seek and apply for funding through local municipal, foundation and United Way granting bodies for the 2019 fiscal year. Carried.

Big Brothers Big Sisters of Canada In School Mentoring Programs



Big Brothers Big Sisters of Ingersoll, Tilsonburg Area
2019 Approved Budget

REVENUE	Approved 2019
Bowl for Kids Sake	40000
Curl for Kids Sake	23000
Bid for Kids Sake	40000
Give for Kids Sake	8000
Other Events	0
General Fund Raising	1000
TOTAL SPECIAL EVENTS & FR	112,000
Nevada-Ingersoll (King St Variety)	500
Nevada-SW Oxford (Available)	0
Nevada-Thamesford (Mac's)	5000
Nevada-Tilsonburg (Mac's)	13000
TOTAL GAMING	18,500
United Way Member Funding	75000
United Way Designated Pledges	1000
Community Foundations	2000
Municipal	12000
BBBSC Ministry of Education	0
Other Grant Funding	10000
TOTAL GRANTS	100,000
Third Party Fundraiser	5000
Unsolicited Donations	5000
Program Sponsorships/Partnerships	10000
TOTAL DONATIONS	20,000
Reserve Fund Interest	500
Hurley Bursary Interest	800
Mary Smith Memorial Fund	0
Ryan Landon Memorial Fund Interest	0
TOTAL BURSARIES/FUNDS	1,300
TOTAL REVENUE	251,800
EXPENSES	Approved 2019
Office Equipment	3000
Infosystems	1500
Office Rent	14000
Office Maintenance	1500
Office Supplies	3000
Computer Support	3000
Postage & Shipping	1000
Telephone	1500
Utilities	3200
TOTAL OFFICE	31,700
Wages	137272
Employee Benefits	6864

Big Brothers Big Sisters of Ingersoll, Tilsonburg Area
2019 Approved Budget

EXPENSES	Approved 2019
El Expense	2571
CPP Expense	7149
WSIB Expense	1052
TOTAL PAYROLL	154,908
Mileage	3000
Insurance	4800
Membership Dues	6500
Accounting Fees	5900
Conferences & Education	3000
Annual Meeting/Vol. Recog	2000
Bank Charges & Interest	100
Miscellaneous	100
TOTAL ADMINISTRATION	25,400
Bowl for Kids Sake	2500
Curling for Kids Sake	3000
Bid for Kids Sake	5000
Other Events	0
General Fundraising	200
TOTAL SPECIAL EVENTS EXPENSE	10,700
Nevada-Ingersoll (King St Variety)	200
Nevada-S W Oxford (Available)	0
Nevada-Thamesford (Mac's)	3000
Nevada-Tilsonburg (Mac's)	7500
TOTAL GAMING EXPENSE	10,700
Program Resources	5392
Activities/Events	5000
Marketing	8000
TOTAL PROGRAM EXPENSE	18,392
Capital Expenditures	0
TOTAL CAPITAL EXPENSE	0
TOTAL EXPENSE	251,800
NET INCOME	0

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA

**FINANCIAL STATEMENTS
(Audited)**

YEAR ENDED DECEMBER 31, 2017

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
INDEX TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017

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Statement of Financial Position	3
Statement of Financial Position - Restricted Funds	4
Statement of Operations and Changes in Fund Balances	5
Statement of Operations and Changes in Funds Balances - Restricted Funds	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 - 12

INDEPENDENT AUDITORS' REPORT

To the Directors

Big Brothers/Big Sisters of Ingersoll, Tillsonburg & Area

We have audited the accompanying financial statements of Big Brothers/Big Sisters of Ingersoll, Tillsonburg & Area, which comprise the statements of financial position as at December 31, 2017, and the statements of operations and changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Basis for Qualified Opinion

In common with many non-profit organizations, the organization derives revenue from donations and fundraising, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and as such we were not able to determine whether any adjustments might be necessary to donations and special events, excess of revenues over expenditures, current assets and fund balances.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2017, and its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



MICACCHI WARNICK & COMPANY
Professional Corporation | Chartered Professional Accountants
Authorized to practise public accounting by the Chartered
Professional Accountants of Ontario

Ingersoll, Ontario
April 18, 2018

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017
(Audited)

ASSETS					
	<u>Reserve Fund</u>	<u>General Fund</u>	<u>Restricted Funds (Page 4)</u>	<u>Total 2017</u>	<u>Total 2016</u>
Current					
Cash	\$ 473	\$ 41,961	\$ 9,097	\$ 51,531	\$ 35,635
Short-term investments (note 3)	29,873	-	10,000	39,873	69,873
Accrued interest (note 3)	592	-	-	592	563
Due from (to) other funds	-	(3,330)	3,330	-	-
Contributions receivable	-	8,221	-	8,221	2,950
HST recoverable	-	2,010	-	2,010	2,952
Prepaid expenses	-	4,559	-	4,559	4,721
	30,938	53,421	22,427	106,786	116,694
Long-term investments (note 3)	<u>20,160</u>	<u>-</u>	<u>20,000</u>	<u>40,160</u>	<u>50,000</u>
	<u>\$ 51,098</u>	<u>\$ 53,421</u>	<u>\$ 42,427</u>	<u>\$ 146,946</u>	<u>\$ 166,694</u>
LIABILITIES					
Current					
Accounts payable and accrued liabilities	\$ -	\$ 7,215	\$ -	\$ 7,215	\$ 5,031
Government remittance	-	4,748	-	4,748	4,210
	<u>-</u>	<u>11,963</u>	<u>-</u>	<u>11,963</u>	<u>9,241</u>
FUND BALANCES					
Fund balances					
Internally restricted	51,098	-	34,911	86,009	124,903
Externally restricted	-	-	7,516	7,516	7,987
Unrestricted	-	41,458	-	41,458	24,563
	<u>51,098</u>	<u>41,458</u>	<u>42,427</u>	<u>134,983</u>	<u>157,453</u>
	<u>\$ 51,098</u>	<u>\$ 53,421</u>	<u>\$ 42,427</u>	<u>\$ 146,946</u>	<u>\$ 166,694</u>

Approved on Behalf of the Board

Director

Director

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
STATEMENT OF FINANCIAL POSITION
RESTRICTED FUNDS
AS AT DECEMBER 31, 2017
(Audited)

	<u>Internally Restricted</u>		<u>Externally Restricted</u>			
	<u>IT Infrastructure Fund</u>	<u>Hurley Fund</u>	<u>Directed Fund</u>	<u>Ryan Landon Memorial Fund</u>	<u>Mary Smith Memorial Fund</u>	<u>Total 2017</u>
ASSETS						
Current						
Cash	\$ -	\$ 1,911	\$ -	\$ 6,260	\$ 926	\$ 9,097
Short-term investments (note 3)	-	10,000	-	-	-	10,000
Due from (to) general fund	<u>3,000</u>	<u>-</u>	<u>330</u>	<u>-</u>	<u>-</u>	<u>3,330</u>
	3,000	11,911	330	6,260	926	22,427
Long-term investments (note 3)	<u>-</u>	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>
	<u>\$ 3,000</u>	<u>\$ 31,911</u>	<u>\$ 330</u>	<u>\$ 6,260</u>	<u>\$ 926</u>	<u>\$ 42,427</u>
LIABILITIES						
FUND BALANCES						
Fund balances						
Internally restricted	\$ 3,000	\$ 31,911	\$ -	\$ -	\$ -	\$ 34,911
Externally restricted	<u>-</u>	<u>-</u>	<u>330</u>	<u>6,260</u>	<u>926</u>	<u>7,516</u>
	<u>\$ 3,000</u>	<u>\$ 31,911</u>	<u>\$ 330</u>	<u>\$ 6,260</u>	<u>\$ 926</u>	<u>\$ 42,427</u>

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
YEAR ENDED DECEMBER 31, 2017
(Audited)

	<u>Reserve Fund</u>	<u>General Fund</u>	<u>Restricted Funds (Page 6)</u>	<u>Total 2017</u>	<u>Total 2016</u>
Revenues					
General fundraising	\$ -	\$ 295	\$ -	\$ 295	\$ 983
Designated pledges	-	350	-	350	268
Grants (note 4)	-	134,527	-	134,527	92,550
Unsolicited donations	-	6,309	-	6,309	15,476
Program sponsorship	-	8,852	-	8,852	18,415
Special events and gaming (note 6)	-	101,785	-	101,785	98,815
Third party fundraisers	-	3,330	-	3,330	3,011
Memorial funds	-	-	398	398	505
Camp	-	-	3,500	3,500	4,420
Interest earned	603	244	840	1,687	1,713
	<u>603</u>	<u>255,692</u>	<u>4,738</u>	<u>261,033</u>	<u>236,156</u>
Expenditures					
General fundraising	-	697	-	697	22
Activities	-	4,171	-	4,171	3,697
Advertising	-	10,454	-	10,454	14,050
Annual meeting and recognition	-	3,031	-	3,031	2,224
Audit expense	-	5,509	-	5,509	5,509
Bursary	-	-	1,000	1,000	1,250
Camp	-	-	3,365	3,365	3,854
Fees and conference	-	9,087	-	9,087	9,435
Insurance	-	4,721	-	4,721	4,019
Miscellaneous	-	140	-	140	283
Office expenses	-	14,726	-	14,726	14,510
Office equipment	-	6,075	-	6,075	4,088
Rent	-	13,328	-	13,328	12,896
Memorial fund expenses	-	-	-	-	82
Telephone and utilities	-	4,911	-	4,911	5,130
Travel	-	3,722	-	3,722	3,097
Wages and benefits	-	198,566	-	198,566	176,035
	<u>-</u>	<u>279,138</u>	<u>4,365</u>	<u>283,503</u>	<u>260,181</u>
Surplus (deficit)	603	(23,446)	373	(22,470)	(24,025)
Beginning fund balance	90,924	24,563	41,966	157,453	181,478
Interfund transfers (note 9)	<u>(40,429)</u>	<u>40,341</u>	<u>88</u>	<u>-</u>	<u>-</u>
Ending fund balance	<u>\$ 51,098</u>	<u>\$ 41,458</u>	<u>\$ 42,427</u>	<u>\$ 134,983</u>	<u>\$ 157,453</u>

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES
RESTRICTED FUNDS
YEAR ENDED DECEMBER 31, 2017
(Audited)

	Internally Restricted		Externally Restricted			
	IT Infrastructure Fund	Hurley Fund	Directed Fund	Ryan Landon Memorial Fund	Mary Smith Memorial Fund	Total 2017
Receipts						
Memorial funds	\$ -	\$ -	\$ -	\$ 398	\$ -	\$ 398
Camp	-	-	3,500	-	-	3,500
Interest earned	-	838	-	2	-	840
	-	838	3,500	400	-	4,738
Expenditures						
Bursary	-	1,000	-	-	-	1,000
Camp	-	-	3,365	-	-	3,365
	-	1,000	3,365	-	-	4,365
Surplus (deficit)	-	(162)	135	400	-	373
Beginning fund balance	1,500	32,479	173	6,787	1,027	41,966
Interfund transfer (note 9)	1,500	(406)	22	(927)	(101)	88
Ending fund balance	<u>\$ 3,000</u>	<u>\$ 31,911</u>	<u>\$ 330</u>	<u>\$ 6,260</u>	<u>\$ 926</u>	<u>\$ 42,427</u>

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2017
(Audited)

	<u>2017</u>	<u>2016</u>
Cash flows from operating activities		
Surplus (deficit)	\$ (22,470)	\$ (24,025)
Changes in working capital components		
Accrued interest receivable	(29)	210
Contributions receivable	(5,271)	(2,480)
HST recoverable	941	2,421
Prepaid expenses	162	(4,721)
Accounts payable and accrued liabilities	2,184	(1,722)
Government remittance	<u>539</u>	<u>861</u>
Cash flows from (provided to) operating activities	(23,944)	(29,456)
Cash flows from investing activities		
Decrease (increase) in investments	<u>39,840</u>	<u>20,000</u>
Net increase (decrease) in cash	15,896	(9,456)
Cash at beginning of year	<u>35,635</u>	<u>45,091</u>
Cash at end of year	<u>\$ 51,531</u>	<u>\$ 35,635</u>

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(Audited)

1. Purpose of organization

Big Brothers/Big Sisters of Ingersoll, Tillsonburg & Area Inc. is a non-profit charitable organization incorporated in Ontario, on October 26, 1983, without share capital. The purpose of the organization is to provide the service of mentoring young children within the community in one-to-one and group matching programs.

2. Significant accounting policies

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Handbook and include the following significant accounting policies:

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of estimates include the recognition and valuation of short-term investments, accounts payable and accrued liabilities. By their nature, these estimates are subject to measurement uncertainty and actual results could differ.

Fund accounting

The general fund reports donations and expenditures related to the operations and administration of the organization. The general fund also reports donations received through fund raising on behalf of the organization.

The Ryan Landon Memorial Fund is an externally restricted fund dedicated to providing resources that benefit all or a majority of children in the agency; as approved by the Landon Family.

The Berdine Hurley Bursary fund is an internally restricted fund available to provide financial assistance to former and present Little Brothers and Sisters who pursue post secondary education in a university, college or trade. The Board of Directors has imposed internal restrictions disallowing any spending of the principal amount of \$30,000 (2016 - \$30,000) of this fund except in the circumstance where the organization would have to otherwise dissolve if the funds were not used.

The Mary Smith Memorial Fund is an externally restricted fund which recognizes community volunteers that have shown dedication to the organization as well as the staff.

The Directed Fund is an externally restricted fund consisting of donations designated to a specific program as requested by the donor, such as Camp Sponsorships and Christmas Hampers.

The reserve fund was established by the unanimous consent of the board of directors as recommended by the National office of Big Brothers Big Sisters of Canada. Big Brothers Big Sisters of Canada recommends that all member agencies endeavour to maintain a reserve fund representing a minimum of 50% of the net annual operating costs of the agency, to be drawn upon to fund cash shortages in the operating fund as required.

The IT Infrastructure Fund was established by the unanimous consent of the board of directors in order to allocate \$1,500 annually towards the future purchase of IT equipment.

Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and balances with banks.

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(Audited)

2. Significant accounting policies continued

Revenue recognition

The organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets in the year.

Capital assets

Equipment and other capital asset additions financed out of current revenues are expensed in the year of acquisition.

Donated materials and services

The organization does not recognize the donation of materials and/or services as they are not normally purchased by the organization and because of the difficulty of determining their fair value.

Income taxes

No provision is made for income taxes as the company qualifies as a non-profit organization which is exempt from income tax under the *Income Tax Act*.

Financial instruments

The organization measures its financial assets and financial liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and investments.

Financial liabilities measured at amortized cost include accounts payable.

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(Audited)

3. Investments

	<u>2017</u>	<u>2016</u>
<u>Restricted - Hurley Fund</u>		
Equitable Trust GIC bearing interest at 2.36%, matures September 2020	\$ 10,000	\$ 10,000
Canadian West GIC bearing interest at 2.06%, matures June 2018	10,000	10,000
Equitable Trust GIC bearing interest at 1.85%, matures July 2019.	<u>10,000</u>	<u>10,000</u>
	30,000	30,000
Less: short-term investments maturing in the year	<u>10,000</u>	<u>10,000</u>
	<u>\$ 20,000</u>	<u>\$ 20,000</u>
<u>Reserve Fund</u>		
Bank of Nova Scotia GIC bearing interest at 2.30%, matures September 2019	\$ 10,000	\$ 10,000
Bank of Nova Scotia GIC bearing interest at 1.00%, matures July 2018	20,033	59,873
Bank of Nova Scotia GIC bearing interest at 1.55%, matures September 2018	10,000	10,000
Bank of Nova Scotia GIC bearing interest at 1.15%, matures September 2019.	<u>10,000</u>	<u>10,000</u>
	50,033	89,873
Less: short-term investments maturing in the year	<u>29,873</u>	<u>59,873</u>
	<u>\$ 20,160</u>	<u>\$ 30,000</u>

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(Audited)

4. Grants

	<u>2017</u>	<u>2016</u>
During the year the organization received grants from the following organizations and associations:		
United Way member funding	\$ 73,500	\$ 72,750
Oxford Community Foundation	4,000	1,550
Town of Ingersoll	5,000	5,000
Township of South-West Oxford	2,000	2,000
Town of Tillsonburg	3,000	3,000
Ministry of Education	17,527	8,250
CIBC Grant	2,500	-
Canadian Tire Jump Start Grant	3,000	-
Boston Pizza Grant	16,000	-
Carmeuse Lime Grant	8,000	-
	<u>\$ 134,527</u>	<u>\$ 92,550</u>

5. Gifts in kind

	<u>2017</u>	<u>2016</u>
During the year the organization received Gifts in Kind and issued charitable receipts for the following amounts:		
Advertising services and other materials donated for fundraising	<u>\$ 49,844</u>	<u>\$ 62,968</u>

6. Special events and gaming revenues

	<u>Gross Receipts</u>	<u>Expenditures</u>	<u>Net 2017</u>	<u>Net 2016</u>
Nevada	\$ 17,706	\$ 6,820	\$ 10,886	\$ 6,360
Bowling	45,812	5,318	40,494	37,780
Curling	20,292	3,545	16,747	17,708
Community Challenge	-	-	-	(47)
Auction	<u>38,108</u>	<u>4,450</u>	<u>33,658</u>	<u>37,014</u>
	<u>\$ 121,918</u>	<u>\$ 20,133</u>	<u>\$ 101,785</u>	<u>\$ 98,815</u>

7. Capital expenses

During the year equipment and other capital asset expenditures totalling \$2,760 (\$0 in 2016) have been recorded as expenses in the office renovations account.

BIG BROTHERS/BIG SISTERS OF INGERSOLL, TILLSONBURG & AREA
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(Audited)

8. Lease commitments

Future minimum lease payments for the next five years under current lease commitments for office space and office equipment are as follows:

2018	\$ 15,603
2019	13,818
2020	14,129
2021	3,366
2022	<u>3,366</u>
	<u>\$ 50,282</u>

9. Interfund transfers

Interfund transfers represent cash transfers and allocations for future operating expenditures and cash flow needs between the general fund, reserve fund and restricted funds.

10. Comparative figures

Certain amounts in the financial statements have been reclassified to conform with the financial statement presentation adopted in the current year.



Big Brothers Big Sisters of Ingersoll, Tillsonburg and Area

Offers 12 unique mentoring programs and services
approximately 250 children and youth each year.



The Mentoring Effect

- Boys are **2x** more likely to believe that school is fun and that doing well academically is important.
- Teens who engage in mentoring are $\frac{1}{2}$ as likely to engage in binge drinking, drug use and daily cigarette or alcohol use.
- Boys are **2x** less likely to develop negative conducts like bullying, fighting, lying and cheating or losing their temper.
- In all our agency programs **89%** of matches are made up of formalized one-to-one mentoring relationships. This is proven to be the **MOST** impactful form of mentorship support!



Testimonials

- *“It’s amazing to see the difference you can make in one person’s life!”*
– In-School Mentor
- *“I trust her with the most important thing in my life”* – Little’s mom
- *“Her Big Sister has done things that I could never do for my child. She is someone to her that I just can’t be”* – Little’s mom
- *“She just makes my heart feel good”* – Little Sister
- *“He is the best part of my week”* – Little Brother
- *“I feel I have a genuine, unconditional friendship with her”* - Big Sister
- *“I learned to trust people and that there are people who will help me”* – Big Bunch Mentee
- *“The best part about having a mentor is that he helps me understand stuff better and he makes me feel better about myself”* – In-School Mentee





Site Based Programs



GO
GIRLS!



Active Living
Balanced Eating
Feeling Good

GAME ON



Eat Smart
Play Smart
Live Smart





Community Based Programs





Funding Sources

- **United Way of Oxford**
- **Agency Fundraising Events**
 - Curl for Kids Sake
 - Bowl for Kids Sake
 - Bid for Kids Sake Charity Auction & Battle of the Hors D'Oeuvres
- **Municipalities**
- **Granting Bodies (foundations, etc.)**
- **Sponsorship – Events & Programs**
- **Donations – Individual, Corporate**
- **Third Party Fundraisers**



Opportunities for Children



- Berdine Hurley Educational Bursary
- Ryan Landon Memorial Award
- Canadian Tire Jump Start (funding for sports)
- Tim Horton's Children's Foundation Camps
- Local Camp Experiences
- Shoes for Kids
- Agency Activities
- Local Events



Brothers Big Sisters

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Big Brothers Big Sisters
of Ingersoll, Tillsonburg and Area

**Thank you for taking the time
to learn more about the
benefits of mentoring through
Big Brothers Big Sisters.**



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. **Name of Organization:** Tillsonburg & District Multi-Service Centre

Address/Telephone Number (if applicable): 96 Tillson Ave. Tillsonburg N4G 3A1

2. **Primary Contact Person:** Maureen Vandenberghe

Email: mvandenberghe@multiservicecentre.com

3. **2019 Grant Request Amount:** \$ \$10,000.00-see letter

4. **Summary of purpose/mandate of your organization:**

MSC provides adult literacy, employment and home support services in the tri-county area.
VISION: Embracing Personal Independence * Celebrating a Caring Community.
MISSION: A community organization committed to partnerships, innovation and excellence.



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

5. Why do you require funding and what will the funds will be used for?

MSC must fundraise every year in order to meet program needs. Dollars will support volunteer activities like recruitment, training and orientation; the purchase of materials and technology for the literacy and seniors programs and help cover shortfalls in transportation and meals for needy individuals.

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

MSC submits grant applications to the municipalities of Elgin, Oxford, Norfolk, South-West Oxford, Norwich and Tillsonburg every year; organizes fundraisers like the annual Trail Walk and Run (in May 2017 this past year) and conducts a yearly Donor Campaign.

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$ \$10,000.00	Support of literacy program and volunteers (materials, technology, supports)
2017	\$ \$10,000.00	Support of literacy program and volunteers (materials, technology, supports)
2016	\$ \$10,000.00	Support of literacy program and volunteers (materials, technology, supports)

8. Financial statements for 2017 attached? ☒ Yes ☐ No ☐ N/A

9. Have you included additional information for Council's consideration?

☒ Yes ☐ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Maureen Vandenberghe

11. Will you be using a power point presentation? ☐ Yes ☒ No

November 12, 2018

Mayor Stephen Molnar & Council Members
Town of Tillsonburg
200 Broadway, Tillsonburg ON N4G 5A7

Dear Mayor Molnar, Council Members & Town of Tillsonburg personnel,

The Multi-Service Centre would like to thank you for your support last year. Your generous contribution of **\$10,000.00** helped us to provide important services that improve the lives of those in our community. Please see the attached information to learn more about how your contribution impacted the community, or visit our website (www.multiservicecentre.com) to click on the videos and hear from our clients about what these services mean to them.

In its 40th year of service to the community, MSC continues to work with community partners to help improve the lives of the most vulnerable. Many MSC services are not fully funded and we could not achieve our service goals without your support. Based on our calculations, in order for us to reach our program goals, we need to raise **\$57, 240.00** this year. The Town of Tillsonburg's proportion of that amount, linked to the proportion of clients assisted from Tillsonburg last year would be **\$ 44, 475.00**. Any support from the Town of Tillsonburg is always appreciated.

While we work diligently to raise additional dollars through fundraisers, draws, and annual donor campaigns, we fall short, and depend on support from our municipal partners.

Your dollars will go toward activities like volunteer support (recruitment, training, orientation, on-going supervision), the purchase of materials and technology (for literacy tutors and students, for workshop participants or for items in our seniors related programs), and service provision such as transportation and meals for needy individuals.

We look forward to making a presentation to Council on January 17, 2019 (or 19th) as we appreciate the opportunity to explain our needs and answer your questions. Municipal support continues to assist us in diversifying and leveraging

Mission

A community organization committed to partnerships, innovation and excellence.

Vision

Embracing Personal Independence ♦ Celebrating a Caring Community

our funding base. The historical support the MSC has received from the Town of Tillsonburg is greatly appreciated.

In closing, we hope that Council members will continue to consider **MSC** community programs in upcoming budget deliberations.

Sincerely,



Kathryn Leatherland
Executive Director & CEO
200 Broadway, Suite 206
Tillsonburg ON N4G 5A7
519.842.9008, ext. 274



Maureen Vandenberghe
Employment Services/Livingston
Centre Manager
96 Tillson Ave., Tillsonburg ON N4G3A1
519.842.9008, ext. 270

C: Fran Bell, Chairperson, Board of Directors
Val Foerster, Board of Directors, Chair/Fundraising Committee



MULTI-SERVICE CENTRE

BUDGET 2018-2019 FISCAL YEAR

	2018-2019 APPROVED BUDGET	2017-2018 APPROVED BUDGET
EXPENSES:		
Wages & Benefits	2,708,413	2,552,741
Operating Expenses	503,014	530,847
MAESD Restricted Funds	839,378	679,925
Allocated Admin & Facility Costs	802,899	748,352
Staff & Volunteer Development	35,824	35,324
Capital Expenditures	46,500	73,900
TOTAL EXPENSES	4,936,027	4,621,088
REVENUE:		
Federal & Provincial Funding	3,937,982	3,638,146
Municipal Funding	50,000	50,000
Fees & Service Charges	822,216	769,694
Interest & Misc Income	4,800	4,800
TOTAL REVENUE	4,814,998	4,462,640
NET SURPLUS (DEFICIT)	-121,030	-158,448
FUNDS TO RAISE:		
Fundraising & Donation Goal	57,240	59,548
Transfer from Reserve	17,290	25,000
Transfer from Capital	46,500	73,900
NET SURPLUS (DEFICIT)	0	-0



Remarks from the Chairperson



Celebrating 40 Years!

This fall the Tillsonburg & District Multi-Service Centre will celebrate 40 years of service to Tillsonburg and the broader community. Our founding fathers envisioned an organization that brought all of the services for the community together under one roof. This model of one stop shopping for employment needs, literacy training, meals on wheels, transportation needs – as well as other services – is still unique in the province. It is also a model envied by many communities.

In celebrating this milestone, we would be remiss if we did not acknowledge the hundreds of volunteers over the years who have worked with us to deliver meals on wheels, provide drives for patients and others, provide tutoring services and who have volunteered on the Board of Directors. We would not be a successful organization without all of the volunteers! Thank you so much for the time, effort and expertise that you provide! We are always looking for new volunteers too. If you are interested please contact us and we would be pleased to match your interests with our needs.

We also give thanks to our funding partners who have generously supported us throughout this year, and in years past. This year, the SWLHIN gave us funding to replace our aging van with a new van. This 8 passenger van is fully accessible and larger than our previous van. The Town of Tillsonburg and the surrounding municipalities have also been generous in their support of the Multi-Service Centre and its' programs. We continue to work closely with our community partners such as the Tillsonburg & District Memorial Hospital, Community Living Tillsonburg and others in order to better meet the needs of the community and our clients.

Fundraising this year has also been very successful. Thank you to the fundraising committee and all of their volunteers! We were able to use the funds to provide additional programs/services in the community. For instance, we delivered a hot Christmas meal to our Meals on Wheels clients just before Christmas. In January, the first Family Literacy Festival was held and the community was able to enjoy an afternoon of reading and fun. Our fundraising efforts are part of an ongoing strategy to provide additional services that benefit the community. Recently, we held the 7th Annual Trail Walk & Run, which proved once again to be very successful

This year has seen a number of changes in the organization. I would like to thank the Board for their dedication and hard work to make the MSC the best that it can be in the community. Your efforts are greatly appreciated!

On behalf of the Board I would also like to thank the Interim Executive Director and the Senior Leadership Team for all of their commitment to the community and the programs they deliver. All of the staff in both the MSC and Stonebridge are dedicated to giving the best services each and every day. Thank you! **Fran Bell**

Photo: Volunteer Board of Director Members Helen Lamos-Parker, Fran Bell (Chairperson), Marian Muth, Amber McMurchy, & David Morris at the 2017 Annual Meeting-Volunteer Recognition Event. (Absent: Val Foerster, Mark Dickson, Alan Denton).



Greetings from the Executive Director



As we wrap up the 2017-18 year, I am pleased to report that the MSC has achieved highly successful outcomes from our 2016-18 strategic plan. This is the result of a dedicated group of staff focused on improving the lives of the people we serve. Together we assisted seniors to remain safely at home and provided the skills and connections necessary to support people to find sustainable employment and increased independence.

While we are proud of those accomplishments, we immediately look forward to our goals for the coming year. The MSC continues our journey to become a community organization committed to partnerships, innovation and excellence. We will remain focused on continuously improving our services with a focus on leveraging the use of technology and the positive outcomes that will be realized due to collaboration with current and new partners.

I want to thank the Board of Directors, staff and volunteers of the MSC for all of your efforts to provide services to our clients. The contribution each of you makes to the MSC has a high impact in our community!

Sincerely, ***Kathryn Leatherland***



Kathryn & Community Living E.D. Cathy Hudson

Program Report: Employment & Literacy Services – since 1985



The past 12 months have proven to be a year of growth and opportunities for both the Literacy & Basic Skills and Employment Services programs at the Multi-Service Centre. This can be attributed to staff efforts and dedication to meeting and even exceeding funder expectations.

The Ministry of Advanced Education

and Skills Development (MAESD) committed to increase base funding to the Literacy programs over the next four years. As a result, the Multi-Service Centre was able to assist more adults at both of our locations – Tillsonburg and Woodstock – to access the resources and acquire the skills that are needed to ensure success achieving their goals, whether that be employment, retraining or personal independence. The MSC's Literacy program was also successful in obtaining additional funding to improve and increase our popular basic computer and internet programming. As a result, an additional computer class has been added to the roster of training to accommodate the demand, allowing for more customized activities for learners to participate in according to their digital technology needs. The Literacy and Basic skills program also held a successful Winter Blues Getaway fundraising event in January. With the proceeds from this fundraiser, the program held a community Family Literacy Festival event. The afternoon featured displays, activities, readings and signed book giveaways from local guest authors Barb Chrysler and Kathy Bazinet and was enjoyed by all who attended.

Our Employment Services team delivers 5 programs to assist youth, job seekers and employers in the community. Last year, over 6,000 people accessed resources and information, attended free employment workshops and completed intakes to participate in one of our programs.

The success of our programs is based on dedicated staff and strong partnerships. With the closure of one of our major manufacturing facilities – Siemens Blade Manufacturing facility – the Employment Services team and the Town of Tillsonburg partnered to connect displaced workers with other employment opportunities within our community. The first venture was so popular that 3 successful Job Fairs were held in total. Employment Services and the Town of Tillsonburg have committed to partner and host 2 job fairs annually each year, one in the spring and one in the fall. The Multi-Service Centre was also awarded a contract by MAESD to house the Blades Action Centre within The Livingston Centre. This has been a successful venture with the Blades Action Centre working closely with both our Employment and Literacy Services to ensure that displaced workers have the resources to be successful in their job search or retraining efforts.

Employment Services said goodbye to 2 long time employees – Marg McCrimmon and Lynne Hollister. We thank them both for their many years of exemplary service and wish them both much enjoyment in their retirement.

We are truly grateful for the continued support we receive from the community – whether that is supporting our fundraisers, donating towards our Bike Program or volunteering as a tutor within our Literacy programs. Thank you to all who have graciously shared your time and resources to help others in the community. **Susan Reby, Director** (Photos: Employment Services team, Nov. 2017; Susan with Adult Literacy Coordinator Wendy Woodhouse at the Family Literacy Festival, Jan. 2018)

Program Report: Home Support Services — since 1978



Community Home Care is in a constant state of change. The Ministry of Health and our funder, the South West LHIN, acknowledge the importance of seniors remaining in their own homes and are aware that an integral part of this is Community Support Agencies. As a Community Support Agency that provides services supporting senior's independence, we value our ability to respond to our client's care needs when they arise and work collaboratively with our community partners to assist in this.

We have a year under our belt working with the new SWLHIN Home and Community Care team (formally the SWCCAC). Our Home Support (hereafter HS) Coordinators strive to ensure the same level of transparent communication to support meeting our client's service needs. Our new information system Alayacare is a year old and to date we are very pleased with our ability to electronically communicate in real time with our Community Workers (CWs). They are able to "clock in and clock out" and see the most up to date schedule. Our HS Coordinators are able to view all progress notes, ensure needed tasks are completed and update client care plans, so all CWs can view and know what the client's care needs are. We have discontinued use of our paper copies of schedules, time sheets and client information. This supports our efficiencies in responding to client care needs in the moment and promoting positive client outcomes. HS is an active partner in supporting a seamless delivery of service to the client. We will be providing back up support to the new Central Intake model in which seniors will have only one number to call to obtain needed services, regardless of where they live in Oxford County.

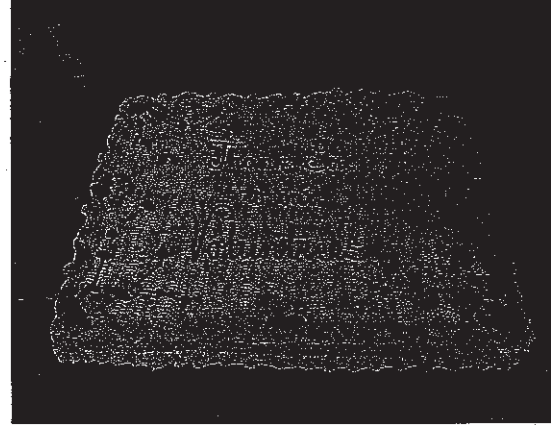
Our desire to provide a work life balance for our CWs through block availability scheduling has met with great success. Many of our CWs have verbalized they are appreciative of current availability and scheduling within their availability. Our hope that "worker burnout" has been minimized, appears to be a reality. We will continue to monitor and enhance work life balance in supporting our CWs.

Our Assisted Living Program (ALCom), in which we support seniors to remain independent and connected to our community, continues to be well received in our community. Our waitlist has not diminished over the past year. It is a privilege to support our seniors in the Tillsonburg community. Meals on Wheels (MOWs), Volunteer Transportation and Foot Care programs continue to grow. The SWLHIN provided us with one-time funding in purchasing a new wheelchair van that can accommodate additional passengers and two wheelchairs. We are very excited to be able to assist our seniors in meeting their transportation needs. The MOWs hot lunch and supper program continues to meet the nutritional needs of our seniors in Tillsonburg, Norwich, Otterville and Straffordville. Our Foot Care clinics remain well attended and the need continues to grow. We are pleased we received additional dollars from our funder to have additional Personal Support Workers trained in foot care.

Home Support remains an active participant in the SWLHIN's reconfiguration of health care delivery in Oxford County and we embrace these changes that enhance care delivery to our community. We celebrate community workers, staff, volunteers, partners in care, benefactors and the community for their dedication and support. Without them we would not be able to fulfill the needs of our area's seniors.

Diana Handsaeme, Director (Photo: Diana, at right, with long-time volunteer Sandy, at Sandy's retirement party in August 2017)

Volunteers – Thank YOU!



The cake (from The April 2017 Annual Livingston Centre Volunteer BBQ) says it all! Thank you for the 9,984 hours expended last year tutoring students, delivering meals, driving, fundraising and leading MSC! Pictured: Tutors Joan and Irene (upper left), MOWs volunteers Janet and Shirley (upper middle), drivers Rich and Henry (upper right) and, lower right: Brooke and Board member Val Foerster at the May 2017 Trail Walk & Run.

Staff – Thank YOU!



Photos: At left, some Employment Services team members in The Livingston Centre, Halloween 2017. At right: some Home Support, Admin. Team, and Social Committee members, at the Annual Christmas Party, 2017

Donors – Thank YOU!

LEGEND: C = cash K = Kind G = Grant
Anonymous Donors (Buy a Lunch,
Trail Walk, Good Food for Life, In
Memory & Miscellaneous) [C, K]

Adam, Maxwell [C]
Alayacare [K]
Albert, Theresa [K]
Anger, Charlene [C]
Armstrong, John & Adele [C]
Ash, Krystina & Nick [C]
Bailey, Jacqueline & Jacob [C]
Bancroft, Martha [C]
Bell, Fran [C]
Bennett, Brad [C]
Bergen, Anna [C]
Berkel, Roger & Wilma [C]
Black, Terrence & Maria [C]
Bossy Nagy Group [C]
Braniff, Rachel [C]
Brown, Rick [C]
Buck, Wendy [K]
Caredove [C]
CIBC Tillsonburg [C]
Carson, Sandra [C]
Collier, Heather [C]
Conklin, Cheryl Ann [C]
Cooper, Marjorie & Dave [C]
Coreman, Ryan & Remi [C]
Correll, Nathan [C]
County of Elgin [G]
County of Norfolk [G]
County of Oxford [G]
Courtland & Dis. Lions [C]
Courtland Vinyl Windows [C]
Couture, Tracy [C]
Coward PharmaChoice [C]
Crocker, B. Dean & Cathy [C]
Crocker, George [C]
Crocker, Jodie [C]
Davis, Lorraine [C]
De Vera, Mel [K]
DeGroot-Hill GMC [C, K]
DeRoo, Pat [C]
DeRoo, Susan [C, K]
Deschamps, Dianne [C]
Deschamps, Helen [C]
Devolin, Jim & Karen [C]
Dicks, Denise [C, K]
Dickson, Anna & Mark [C]
Dykhoorn, Harry & Marilyn [C]
East Elgin Concrete [C]
Edmond Patenaude Dentistry [C]
Electrical Components Can. Inc. [C]
Escapes Salon & Spa [C]
Everest Estate Homes Inc. [C]
Eybergen, Tina & Paul [C]
Flooring Canada [C]

Foerster, Val & Gary [C]
Foster, George & Tina [C]
Freeman Jr., Gerald [C]
Freeman Sr., Gerald A. [C, K]
Fuller, Arthur [C]
Future Transfer Co. [C]
Galloway, Fred & Beverly [C]
Gibson, Bennett, Groom &
Szorenyi [C]
Gilbert, Keith [C]
Gill, Kerrie [C]
Good, Redden, Klosser [C, K]
Graham, Nigel [C]
Grab, Paul & Mary Ellen [C]
Gregg, John [C]
Hamilton, Theresa [C]
Handsame, Diana [C]
Harris, Philip [C]
Harrison, Dave & Pat [C]
Hawell, Angela [C]
Herron, Julie [C]
Hesch, Michelle [C]
Hickson, Steve [C]
Hill, Lori [C]
Hollister, Lynne [C]
Hoyland, Arthur [C]
Hudson, Cathy [C]
Inventory Mgt. Analysis (IMA) [C]
J & S Collision Services [K]
Janzen, Jennifer [C]
Jekl, Andy & Elly [C]
Johnston, Sandra [C]
Kaiser, Eva & Frank [C]
Kendrick, Bruce [C]
Kent, Wilma [C]
Kindy, Kelly [C]
Kinetite Club of Tillsonburg [C]
Knab, Albert [K]
Knott, David [K]
LaBelle, Ron [C]
Lamb, Dixie [C]
Laplante, Maureen [C]
Lions Club, Tillsonburg [C]
Lipsit, Dorothy [C]
Literacy Link South Central [C]
Locker, Mark/Iolanda & Madison [C]
Lyng, Bob [C]
MacKenzie, Dave (MP) [K]
Malott, Matt [C]
McClay, Tritan [C]
McClure, Brenda [C]
McCoy, Timothy & Wendy [C]
McCrimmon, Margaret [C]
McElhone, Tom [C]
McLennan, Lorna [C]
McQuiggan, Robert [C]
Mellutis, Vic & Clara [C]

Metcalfe, Lynda [C]
Metcalfe, Brian [C]
Miller, Darlene [C]
Miller, Shirley [C]
Molnar, Brenda [C]
Molnar, Stephen [C]
Moore, Ashley & Ryan [C]
Moss, Rick [C]
Mount Elgin Women's Institute [C]
Mullen, April [C]
Muth, Marian [C]
MyTribute Gift [C]
Nagle, Dan [C]
Newson, Angela & Mark [C]
Newson, Carter [C]
Newson, Valerie & Wayne [C]
O'Grady, Michael & Debra [C]
Ontario Laser Cutting [C]
Ort, Bamford, Puente &
Bossy, Drs. [C]
Ostrander's Funer. Home [C]
Paget, Terry & Lynn [C]
Palmer, John D [C]
Panschow, Cephas [C]
Patterson, Ken & Olga [C]
Phillips, Sandra [C]
Piette, Lauren [C]
Pioneer Cabinetry [C]
Pioneer Gas Bar (JB Express) [C]
Ploss, Anne [C]
Popp, Mary Jane [C]
Poultry Specialties [C]
Pratt, Bill (William) [C]
Prouse Transport Ltd. [C]
Psotha, Reinhard [C]
Racz, Peter [C]
Rebry, Susan [C, K]
Redbam [C]
Reekie, Geoffrey [C, K]
Rempel, Chelsea [C]
Rempel, Dan & Maria [C]
Riches, Vicky [C]
Rick's Electric [C]
Riley, Chris [C, K]
Rotary Club of Tillsonburg [C]
Royal Can. Legion, Branch 153 [C]
Royal Can. Legion, Branch 153,
Poppy Trust [C]
Rugienis, Dianne [C]
St. Mary's Catholic Women's
League [C]
Sage, Arlene [K]
Sanders, Rebecca & Chris [C]
Scheel, Kate [C]
Scheers, Wayne [C]

Scholtz, Matthew [C, K]
Searles, Matthew [C]
Shaw, Roland [C]
Slater, Janet [C]
Sobry, Gary [C]
Soenen, Fred & Mary [C]
South Central Ontario Region –
SCOR [C]
Spanjers, Jenny [C]
Springer, Dale & Kelly [C]
Squires, Don & Diane [C]
Stefan, Marni [C]
Stewart, Caryl [C]
Sykes, Jamie [C]
Taylor, Elizabeth & Donald [C]
Tillsonburg Garden Gate [C]
Tillsonburg Retirement Centre [C]
Tilton, Allan & Shauna [C]
Towers, Lynn [C]
Town of Tillsonburg [G]
Townsend, Goddieve [C]
Townsend, Heather [C]
Township of Norwich [G]
Township of South West Oxford [G]
Tranquility Health & Beauty
Centre [C]
Tucker, Andrew [C]
Tufts, Joanne & Richard
U10 Tillsonburg Twisties [C]
Unifor Local 88 (Ingersoll) [C]
Van De Munt, Maria [C]
Van Leeuwen, Lindsay [K]
Vandenbergh, Maureen [C]
Vandenbergh, Monica [C]
Vandendriessche, Kate [C]
Vandendriessche, Rob [C]
Vander Hoeven, Charles &
Dorothy [C]
VandeWaal, Lynda & Cornelis [C]
Vezina, Jean & Denise [C]
Vince, Sarah [C]
Vincent, Georgina [C]
Voith, Tricia [C]
Walker, Paul [C]
Walsh, Amy [C]
Weeks, Ann [C]
Welch, Peter [C]
Weston, Christine [C]
Weston, Ally [C]
Weston, Joan (M.J.) [C]
Wilson, Agnes & Doug [C]
Woelk, Jake [C]

Additional thanks to Trail Walk participants &
sponsors, Golf Tournament & other event
sponsors/donors/supporters, and local
libraries for supplying tutoring space.



From left: Start Team at 2017 Trail Walk; Good Food for Life event, September 2017; Author Kathy Bazinet & daughters at Family Literacy Festival (funded by Winter Blues Getaway proceeds); organizers at October 2017 Job Fair .

MSC Fast Facts

- 3,145 Personal Support & Homemaking hours / 154 clients
- 9,649 Meals on Wheels delivered / 153 clients
- 2,535 Foot Care sessions / 514 clients
- 3,532 Transportation drives / 143 clients
- 21,123 Assisted Living hours / 42 clients

- 5,116 Resource, Information & Workshop Clients
- 6,016 clients participated in Emp.Ser. programs
- 900 successful outcomes (training/work)
- 15 employers updated skills of 79 employees via COJG
- 171 youth in programs (23 emp./further trg. at 3 month exit)
- 21 summer job placements - YJL / 17 YJCS-p.t. summer employment

- 143 students
- 5,589.5 upgrading hours

- ♦ 7,336 clients & 73 employees (at March 31, 2018)
- ♦ 185 volunteers / 10 corporate teams
- ♦ MSC is an incorporated, non-share capital, non-profit, registered charitable organization capable of issuing official income tax receipts
- ♦ accredited by **Accreditation Canada** since 2003
- ♦ 9,984 volunteer hours

MSC Contact Information

96 Tillson Avenue
In The Livingston Centre
Tillsonburg ON N4G 3A1

✉ **eMail** info@multiservicecentre.com
 ☎ **Phone** **519-842-9000**
 ☎ **Fax** 519-842-4727
 🌐 **Website** www.multiservicecentre.com

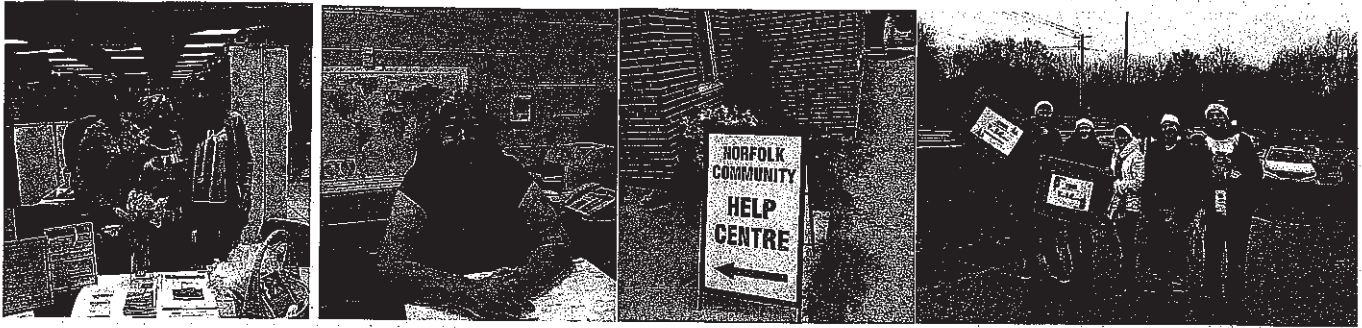
Other Service Locations Include:

- **Tillsonburg Town Centre: 200 Broadway, 2nd Floor**
- **Community Employment Services, Woodstock: 40 Metcalfe**
- **Norfolk Community Help Centre, Langton: 707 Norfolk Cty. Rd. 28**
- **Client Homes**

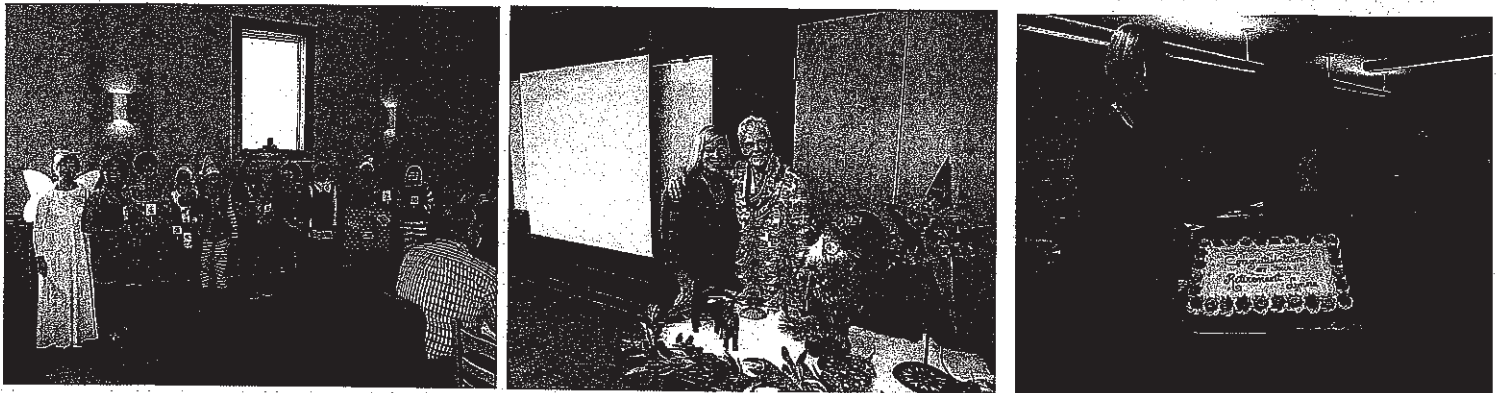
“Someone you know may need us”

MSC 2017-18: The Year in Pictures

C: 16.5.18.



MSC at Celebrate Tillsonburg -- Home Support's Diana between Susan & Taryn from Employment Services (ES), Sept., 2017; ES team member Helen at the Norfolk Help Centre; Georgina from the MSC ES team with some Youth Job Connection participants in the Tillsonburg Xmas parade



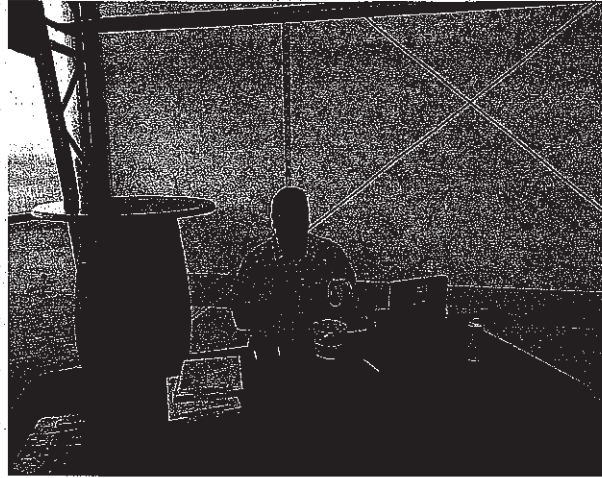
At the 2017 MSC Xmas Party; Community Living's Crystal & MSC's Marg -- organizers of the 2017 Livingston Centre Xmas party (Marg retired in Nov.); ES team member Lynne at her retirement party, with Emp. & Lit. Services Director Susan (October, 2017)



Author Barb Chrysler at the Family Literacy Event (Feb. 2018); ES team members Jason, Chris A, Rebecca & Theresa V with Tom from the Blades Action Centre (centre) - Halloween 2017; Volunteer Briannon with Home Support's Tina and Michelle helping out at the 2017 Trail Walk and Run. Below: ES team members Kate & Georgina with the Jan. 2018 Youth Job Connection group in their 'Interview clothes'



Giving & Giving Back



Patrick McDougall selling T-shirts at Trail Walk 2017 – raising funds for social causes (proceeds supported the ES Sharing Cupboard); MSC's Chris Riley selling tickets at the September 2017 Good Food for Life event; MSC Volunteer Recognition event – June 2017



The Job Fair organized by the Town of Tillsonburg, Siemens Manufacturing & MSC Emp. Services, October 2017; MSC Social Committee members Ashley, Julie, Chris Y, Kate & Georgina at the staff BBQ they organized in July 2017

Volunteering



Community displays at the Family Literacy Day event (Jan/18); team CIBC delivering the special Xmas MOWs dinner; Tillsonburg Mayor Stephen Molnar delivering MOWs to Anne during Community Champions Week (March, 2018) [Last 2 photos courtesy of Chris Abbott, The Tillsonburg News]

2017-18 Sponsors – Thank you!



Sunday, May 28, 2017 – All proceeds:



5km Race Title Honouree



Platinum Sponsor



Also Sponsored By



Diamond Sponsors



Ostrander's Funeral
Home Ltd.



Electrical Components
International
Service is Everything!



Gold Sponsors



Gibson Bennett Groom Szorenyi



PIONEER
Simcoe Street

Silver Sponsors

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Country Sports
Super Air Bounce Rentals
Tranquility Spa & Salon
Tillsonburg Garden Gate
Ostrander Veterinary Clinic
Shackelton Auction
Dr.'s Ort, Bamford, Puente & Bossy

London Pacers Running Club
Premier Equipment Ltd.
McDonald's Restaurant
Kelsey's Trillsonburg
Back in Motion Physiotherapy
Cowards PharmaChoice
DeGroot-Hill Chevrolet, Buick, GMC Ltd.
Anytime Fitness

Tim Hortons Tillsonburg
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Sinden's Paint & Wallpaper Ltd.
Angela Nicole Designs
The Bridges at Tillsonburg Golf Course
Dr. Ed Patenaude & Associates
Stonebridge Community Services
JLH Computing

Chrissy's Catering
Coyles Country Store
Tee Burg Golf Academy
Cardio Plus
Indigo Lounge
Dad's Ice Cream
Staples Tillsonburg



2017 Tillsonburg Community Services Initiatives Golf Tournament

THANK YOU!			
Sponsor		Sponsor	
Gold	<p>GOOD REDDEN KLOSLER Supporting Growth, Planning Ahead Accounting, Finance & Wealth Management</p>	Silver	Gibson Bennett Groom Szorenyi
Gold	<p>Oxford Technology Group Inc.</p>	Silver	<p>O'GRADY & ASSOCIATES INSURANCE SERVICES INC.</p>
Gold	<p>PK Construction Inc.</p>	Silver	<p>agrospray</p>
Gold	<p>Wentworth FINANCIAL SERVICES Division of Cowan Insurance Group</p>	Silver	<p>systemair</p>
Gold	<p>FJG Management and Planning Consultants F. J. GATROWAN</p>	Silver	<p>ISW SYSTEMS</p>
Gold	<p>Cowan</p>	Putting	<p>Millards Chartered Accountants</p>

In addition – thank you to the gift bag and door prize donors!!



Tillsonburg Statistics: 2017-18

2017/18 clients (all programs/all areas - Literacy, Employment, Home Support):	7,336
Tillsonburg proportion of clients:	77.7%

MSC Facts

- Adult Literacy: serving the tri-county community since 1987
- Employment Services: available in the community since 1985
- Home Support Services: operating in the community since 1978
- 185 volunteers & 10 volunteer teams provided 9,984 hours of service
- Visit www.multiservicecentre.com for more info.
- MSC has been accredited by Accreditation Canada since 2003

What's On at MSC

Milestones reached over the past year include:

- **Positive program developments** such as:
 - Increased community support for Adult Literacy.
 - Partnerships in Employment Services resulting in increased number of Job Fairs and improved response to sudden lay-offs for job seekers.
 - Continued work with partners, in Home Support, leading to improved Central Intake processes for seniors needing services.
- **Infrastructure improvements:**
 - Ongoing improvements to website and technology options (all services).
 - Commitment to volunteer capacity: ongoing recruitment, training and recognition activities.
- **Investment in Community Partnerships:**
 - Continued financial and management support of partner building *The Livingston Centre*.

Client Stories

Please visit: <https://www.youtube.com/channel/UCs32XRdOQV-CAi3LGsnllgg> (or click on the YouTube icon on our website).



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. **Name of Organization:** South Ridge Public School Parent Council Playground

Address/Telephone Number (if applicable):

2. **Primary Contact Person:** Jodi Butcher

Email: butcherfamily@rogers.com

3. **2019 Grant Request Amount:** \$ \$ 10,000.

4. **Summary of purpose/mandate of your organization:**

To remove our current worn playground structure and replace with an accessible playground structure. Our goal is \$ 60,000. of which we currently have \$ 15,000. To make sure Students from our school (and after hours in our Community) can share in physical activity even if there may be mobility issues. To have ground cover to allow wheel chair accessible play options.



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

5. Why do you require funding and what will the funds will be used for?

We require additional funds to assist us with obtaining our goal of \$ 60,000. These funds will be used as part of the purchase and installation of an accessible playground structure. To be enjoyed by South Ridge community and all families of Tillsonburg.

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

We have raised funds with school coin fundraisers, auctions and paint nights. We have also received corporate donations from Execulink, E & E McLaughlin, CIBC and Ontario Provincial Police Association.

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$	
2017	\$	
2016	\$	

8. Financial statements for 2017 attached? ☐ Yes ☒ No ☐ N/A

9. Have you included additional information for Council's consideration?

☐ Yes ☒ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Jodi Butcher, Ken Butcher, Haley Huthison, Cindy Allen, Peter Klassen, Sara Fehrman, Nicole Gundry.

11. Will you be using a power point presentation? ☒ Yes ☐ No

ACCESSIBLE PLAY STRUCTURE

SOUTH RIDGE
PUBLIC SCHOOL

WE BELIEVE NO CHILD
[REDACTED]
SHOULD BE
[REDACTED]
LEFT ON THE SIDELINES
[REDACTED]

We are here on behalf of South Ridge Parent Council Playground Committee as well as the families of South Ridge. South Ridge subdivision is an active area for young families. Our playground and school area is the heart of our subdivision. Many families enjoy the use of both the Town park and the parks on the school grounds.

WE BELIEVE THAT ALL CHILDREN DESERVE TO EXPERIENCE THE THRILL AND SOCIAL INTERACTION THAT COMES WITH PHYSICAL PLAY.

[REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED] by

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

In [REDACTED]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WHAT MAKES A PLAYGROUND INACCESSIBLE?

- ⦿ Playgrounds that are not new may not be inclusive of kids with disabilities. For instance, playgrounds can be inaccessible by having:
- ⦿ Multilevel platforms
- ⦿ Stairs
- ⦿ Narrow walkways
- ⦿ Monkey bars
- ⦿ Bucket swings
- ⦿ Swings
- ⦿ Slides (plastic or metal)
- ⦿ Playgrounds with multilevel platforms with stairs make playing hard for a child with a mobility impairment. Narrow walkways do not allow wheelchair users to move freely. Furthermore, monkey bars and bucket swings are not impairment friendly.
- ⦿ Another challenge for kids with impairments are ground covers, such as:
- ⦿ Sand
- ⦿ Woodchips
- ⦿ Gravel

Accessibility features for Ontario playgrounds for kids with disabilities include:

Wide walkways Handrails Ramps
Interactive games
Inclusive overhead climbers
ground cover that allows those with wheelchairs to come up to the equipment



Accessible playgrounds also work to incorporate the entire family into the fun, mindful that there are plenty of parents and grandparents with disabilities or mobility impairments who would love to take their children and grandchildren to the park but are physically unable to.

WHICH BRINGS US TO OUR REQUEST FOR COMMUNITY FUNDS....

WHAT IS OUR GOAL AND/OR PURPOSE HERE TODAY???

We are looking to raise \$ 60,000 PLUS... to replace existing inaccessible playground structure on the North side of South Ridge Public school.

Our goal is to make our playground accessible, per the AODA (Accessibility for Ontarians with Disabilities Act) by incorporating some accessible ground level pieces of equipment. Such items might include an accessible trapeze beam or an accessible paddle power unit as well as accessible ground cover.

WHAT HAVE WE DONE SO FAR?

- CRAFT SALES
- PAINT NIGHTS
- COIN FUNDRAISERS
- SILENT AUCTIONS
- ONLINE AUCTIONS
- CHILDREN MADE AND SOLD THEIR OWN PRODUCTS
- OBTAINED DONATIONS FROM BUSINESSES

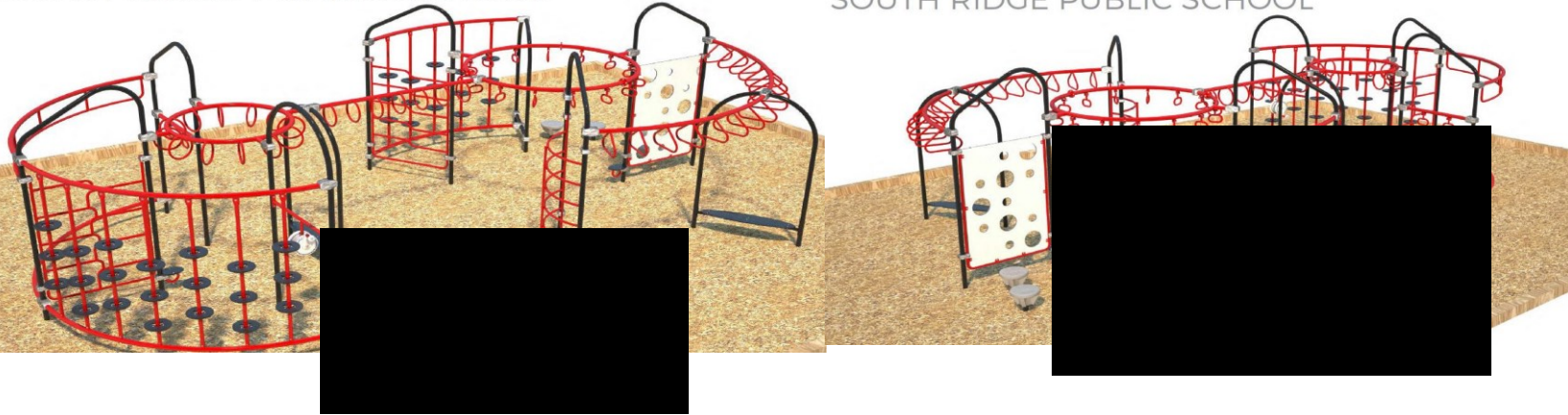
CURRENTLY WE HAVE APPROXIMATELY \$ 15,500.

WE HAVE OBTAINED SOME BASIC
DESIGNS WITH ESTIMATED COSTS



\$ 47,723.52

SOUTH RIDGE PUBLIC SCHOOL



Includes 2 accessible components

Orbis Accessible Trapeze Beam1 Orbis Accessible Paddle Power2

System is mostly deckless to allow new and exciting challenges to our older students. Encouraging fitness-forward play.

The surfacing that has been quoted is Engineered Wood Fiber (playground mulch) which is considered an accessible material for surfacing. Many schools and parks use this surfacing due to cost effectiveness vs the use of poured rubber.

\$ 61,902.45



Accessible stationary cycler and again mostly deckless system. Same ground cover as last drawing

IF TOWN COUNCIL COULD
CONTRIBUTE ANY SUM
OF MONEY TO OUR GOAL
WE BELIEVE IT WOULD
BENEFIT NOT ONLY OUR
SCHOOL BUT ALSO OUR
COMMUNITY.
THANK YOU FOR YOUR
CONSIDERATION

2019 - GRANT APPLICATION FORM

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Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. **Name of Organization:** Victoria's Quilts Canada / Woodstock Oxford Branch

Address/Telephone Number (if applicable): 519-240-5366

2. **Primary Contact Person:** Tom Nant

Email: tomnant@me.com

3. **2019 Grant Request Amount:** \$ 3000.00

4. **Summary of purpose/mandate of your organization:**

Victoria's Quilts Canada's mission is to provide hand-made quilts to people with cancer. These quilts provide physical comfort as well as spiritual comfort in knowing that they are not alone in their struggle. The quilts are a gift. No cost is ever passed on the quilt recipient or the person who requests the quilt. Quilts are usually delivered within a few days of receiving the request.

Victoria's Quilts Canada is a national non-profit charitable organization with headquarters in Ottawa and independent branches in cities and towns across Canada. We have no paid staff. additional information can be found at www.victoriasquiltsCanada.com

5. Why do you require funding and what will the funds will be used for?

The funds requested will be used to but fabric and batting to make more quilts. Tillsonburg has a group of approximately 30 quilters that meet monthly and make approximately 125 quilts a year. this group is part of the Woodstock/Oxford branch. in the past 2 1/2 years the Woodstock/Oxford Branch has made and distributed almost 800 quilts. Over 120 of these were given to Tillsonburg residents suffering with cancer.

6. Detail other sources of funding for this project/program (if applicable).

Example: Donations, grants from other community groups, etc.

Woodstock Community Grants \$3000, Norwich Nostalgia Days Quilt Auction \$2500, Corporate donations \$1100, Personal donations \$6000, Other fundraising \$3000
Our branch budget for 2018 is \$18,900

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018	\$	
2017	\$	
2016	\$	

8. Financial statements for 2017 attached? ☐ Yes ☒ No ☐ N/A

9. Have you included additional information for Council's consideration?

☐ Yes ☒ No

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Tom and Carol Nant

11. Will you be using a power point presentation? ☐ Yes ☒ No

Victoria's Quilts Canada

Woodstock/Oxford Branch



Mission Statement

The mission of Victoria's Quilts Canada is to provide handmade quilts to people living with cancer in Canada. By providing these quilts, we hope to bring physical comfort to those dealing with cancer, as well as spiritual comfort in knowing they are not alone in their struggle.

- The quilts are a gift. No cost is ever passed on to the quilt recipient or to the person who requests the quilt.
- Formal request procedure is in place, no one is denied
- VQC is a registered non-profit charitable organization
 - Registration number 88036 4815 RR0001
 - Started in 1999 in Ottawa
- Since 1999 VQC has delivered over 68,000 quilts to cancer patients in Canada

- Woodstock / Oxford Branch
 - Started in 2015
 - Woodstock Group– 35 Volunteers
 - Tillsonburg Group – 32 Volunteers
 - Made and delivered over 850 quilts since 2015
 - Made and delivered 334 quilts in 2018
 - In 2018 91 were delivered in Tillsonburg and surrounding area

Funding

	2018	2019 Budget
Individual/Corporate Donations	\$7,665	\$9,500
Fundraising	\$6,475	\$5,500
Total	\$14,140	\$15,000

Expenses

- All money raised is used to buy cotton, batting flannel and thread
- We have no paid employees
- Each quilts costs \$95 to make
- \$3000 grant would fund material to make 31 quilts

2019 GRANT APPLICATION FORM

YFC/Youth Unlimited Tillsonburg – Upper Deck Youth Centre

Community Group Name: YFC/Youth Unlimited Tillsonburg Upper Deck Youth Centre, 19 Queen St., Tillsonburg, ON., N4G 3G5, 519 688 2266

Primary Contact Person: Rayburn Lansdell email: rayburn.l@swoyfc.com

2018 Grant Request Amount: \$5,000

Summary of purpose/mandate of your group: We are committed to helping youth develop wholistcally by offering programs and developing relationships that nurture the whole person – physically, mentally, emotionally, socially and spiritually. We see the hope and potential in every young person!

Why do you require funding and what will the funds will be used for? The first \$2,000 of the \$5,000 request is for monthly operational expense of the Upper Deck facility including utilities, facility maintenance, phone, taxes, and insurance. The Town has been one of several annual sponsors covering one month in the year of these operational expenses. The remaining \$3,000 reflects our annual tax expense and we would like to have this amount granted back to the Upper Deck to use specifically in our after school programs – I Matter Girls Group, Chiseled Boys Group, and Supper Club. The funds would assist in materials, food, outings, conferences and camps.

Detail other sources of funding for this project/program. Funding for these programs comes out of the General Account of the Upper Deck which is funded through the many individual partners, businesses, service clubs and churches, and fundraising events that occur throughout the year. We're grateful the Town is one of our many partners and hope to maintain and build on this shared investment in the youth of our community.

Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year Amount Uses

2018 \$2,000 – one month of facility costs (utilities, taxes, insurance, phone, maintenance)

2017 \$2,000 – same as above

2016 \$2,000 – same as above

Group member who will be presenting at the January 17, 2019 meeting: Rayburn Lansdell

Will you be using a power point presentation? Yes

Time slot: I will make any time slot work

Have you included additional information for Council's consideration? Yes, year end newsletter and Financial Statement 2017 Actual, 2018 Projected to Dec. 31, and 2019 budget.

YFC/Youth Unlimited Tillsonburg

Financial Statements 2017 (actuals), 2018 (projected), 2019 Budget

	2017 (actual)	2018 (projected)	2019 Budget
Revenues			
Donations	40,301	56,025	46,200
Deputation (Staff Funding)	77,314	82,540	72,700
Subsidies	11,030	2,775	0
Snack Bar Sales	3,142	3,550	3,000
Fundraising Events	51,198	61,680	55,000
Event Fees	3,390	4,950	6,600
Total Revenues	186,375	211,520	183,500
Expenditures			
Programs	6,519	9,295	9,500
Events	1,197	5,620	6,050
Staff	86,960	150,900	115,000
Facility	26,012	25,432	14,500
Snack Bar	2,142	3,260	2,000
Office	6,421	7,865	7,150
Fundraising	9,581	9,300	9,800
Administration	16,022	15,600	14,500
Training	2,048	1,240	1,500
Total Expenditures	156,902	228,512	180,000
Current Balance	29,473	(16,992)	3,500
Balance Forward	5,606	35,080	18,088
Ending Balance	35,080	18,088	21,588



YFC/Youth Unlimited Tillsonburg
 19 Queen Street Tillsonburg, ON N4G 3G5
 519 688-2266

November 2018

Upper Deck Update

My heart was heavy as I processed the news. A young man of 21 that we had known for many years had taken his life. My co-workers and I tried to understand why he would be so desperate to think suicide was his best choice. Made in the image of God, each person is of infinite value. I know he had heard this before from us. The pain of rejection that ran deep along with poor thoughts of himself drove him to hopelessness and led to his suicide.

Our tagline is, “We see the **hope** and **potential** in every young person”, but it’s so much more than just a tagline. It’s a belief system grounded in a faith that there is a God and this God has planted a plan and purpose in each of our lives. When we experience the loss of one of our youth, the impact runs deep but it deepens our determination. We are committed to bring this message of hope and potential to the young people we serve.

We are so grateful for the ongoing support of our community for the Youth Centre and the programs we run. Through the summer and fall we’ve been able to complete several exterior renovation projects including a fresh coat of paint, new steel on the mansard roof, two new doors, new back steps, and new signs. We still have some windows to replace and next year I’d really like to tear out and redo the washrooms. Twenty years this facility has serviced our youth, but time has a way of wearing down and wearing out the buildings and equipment.

As we enter in to 2019 the Upper Deck will be celebrating 25 years of serving the youth of our community. We are planning an Open House party for Saturday February 23 from 1:00-4:00. Invitations will be sent out in January, but I wanted to give an advance Save the Date notice in hopes that you will be able to join us that day.

Thank you for your partnership with us. If you would like to make a year-end donation to support the Upper Deck and our work with the youth of our community, the enclosed response form is available or you can go to our website at www.yfctillsonburg.com and donate online.

Merry Christmas to you and blessings to you this season.

Sincerely,

Rayburn Lansdell



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

2019 - GRANT APPLICATION FORM

Application Deadline Date: Monday, November 19, 2018

Please submit all completed applications via one of the following methods:

Email: Donna Wilson, Town Clerk DEWilson@tillsonburg.ca &
Sheena Hinkley, Manager of Finance SHinkley@tillsonburg.ca

Post/In person: Town of Tillsonburg
200 Broadway, Suite 204
Tillsonburg, Ontario N4G 5A7

Community groups requesting funds are required to present their application to Council at the meeting on January 17, 2019 between 1pm and 4pm; please provide any time slots that you **cannot** accommodate. We will try our best to schedule accordingly and will contact you with the allocated time slot.

A 10 minute period will be allotted to present and answer questions from Council.

If there is additional information you wish to communicate to Council which is not included in the form below, please include it under a separate document.

1. Name of Organization: Tillsonburg Tri-County Agricultural Society

Address/Telephone Number (if applicable): PO Box 43 Tillsonburg, Ont.

2. Primary Contact Person: Rosemary Dean (President 2018-2019)

Email: rosemary.dean.9@gmail.com

3. 2019 Grant Request Amount: \$ 25,000.00

4. Summary of purpose/mandate of your organization:

Our mission is to inspire and promote agriculture through education and communication. To continue to provide a family event for all to enjoy and continue to make memories at for years to come and to bring families and customers into our town to promote business and the beautification our town has to offer.
Putting on the 2019 165th Annual Fair which brings in economic development and promotion of agriculture for the town and our surrounding communities.



The Corporation of the Town of Tillsonburg
200 Broadway, Suite 204 Tillsonburg, ON N4G 5A7

Tel: (519) 688 - 3009

5. Why do you require funding and what will the funds will be used for?

We are 100% a non-profit organization at which no one on this board gets paid for there volunteering and commitment to the fair and nobody is making any financial gain or pecuniary interest. Funds are needed to help with advertising costs (paper, poster, signs), entertained for the youth and elderly, demolition derby, insurance, and the midway which now we pay for them to attend with no % back which is a big input as midways cost between \$10,000 - \$15,000 to bring in.

6. Detail other sources of funding for this project/program (If applicable).

Example: Donations, grants from other community groups, etc.

- money raised through Christmas Craft Show, providing winter storage using buildings on grounds, in-kind services provided, public + private donations accepted (monetary or product), CMFRA Grant.

7. Has the Town granted funds to your group in the past 3 years? If yes, please indicate the amount(s) and uses.

Year	Amount	Uses
2018 2017	\$ 2000	used towards the cost of midway for 2018 (first yr midway we had to pay).
2017 2016	\$ 2000	used to provide youth + elderly entertained for 2017 along with supporting the agricultural events
2016- 2015	\$ 1160	towards fair events.

8. Financial statements for 2017 attached? ☐ Yes ☒ No ☐ N/A

awaiting copy from treasurer to submit.

9. Have you included additional information for Council's consideration?

☒ Yes ☐ No our fair offers opportunity for local vendors and businesses to come in to sell there products. (paper attached)

10. Group member(s) who will be presenting at the January 19, 2019 meeting:

Mike + Rosemary Doan
Mary Jan Kelce

11. Will you be using a power point presentation? ☐ Yes ☐ No (not sure at this time)

2019 Grant Application Form Addition

#9 Council Consideration

We at the Tillsonburg Fairboard are hoping with council assistance to renovate all the Fair structures to help beautify the looks of buildings to fit in with the work and changes being done on the grounds however still having functional buildings to host our events and to offer new venue space.

We at the Tillsonburg Fairboard are hoping in the future with the fair to offer more livestock and poultry events and increase vendors along with continuing to promote and support the homecraft section which involves community input along with schools getting involved.

We continue to promote the Tillsonburg Fair and the Town of Tillsonburg by attending parades, events, workshops with our ambassador and mini king & queen. These youth people go out and promote the fair and agricultural and our town and what our town and community has to offer.

We are a group of dedicated volunteers with along of heart & soul for the Tillsonburg Fair and its future. We strive to keep the Tillsonburg Fair active and alive and continue to put our energy into seeing the Tillsonburg Fair stay successful and well trying to please the community with what is offered, however we need council and community support to let the Tillsonburg Fair which is a non-profit group continue to move forward and be successful for years to come. Our fair is going into its 165th yr for an annual fair and each year we come across obstacles and challenges however we always keep our heads held high and move forward and we face each challenge.

We at the Tillsonburg Fairboard are proud of our accomplishments and proud of our dedicated volunteers. Without us working together as a team we would still be standing strong.

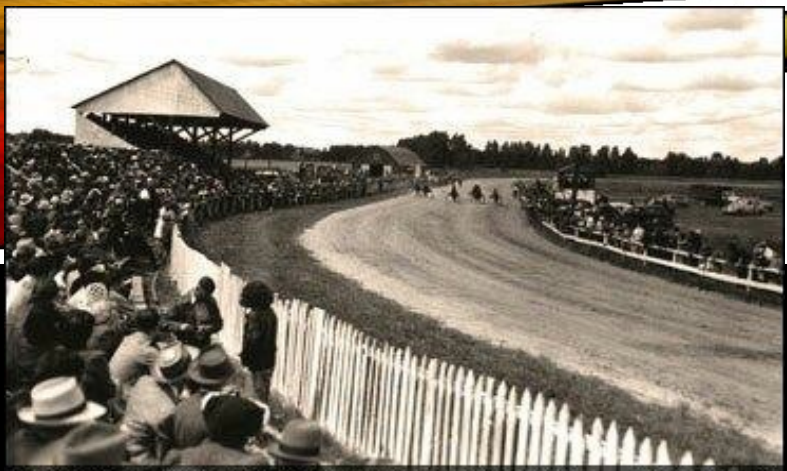
We are a WE TEAM not a I group.

Thanks for your time

Rosemary Dean

165 years





Harness racing at Tillsonburg, Ont. circa 1945 (File Photo)

Promoting agriculture and the rural lifestyle

Our History

- 1854** - Tillsonburg Fair began with 70 members
- 1863** - George Tilson gave 4 acres of land (Ridout St. N of Ridout and W of Bidwell)
- 1864** - A two story building was built on Ridout St.
- 1875** - The fair was moved to its present 12 acre site, with the Crystal Palace
- 1944** - The park was named Tillsonburg Memorial Park formerly Lake Lisgar park
 - Tillsonburg Fairground Park, Dixie Tribe Memorial Park and Vannorman Park
- 1961** - Society name changed to Tri County Agriculture Society.
 - Fair received \$1000 grant from the government
- 1962** - The Cattle Barn was built
- 1965** - The Grand Stand was built (1967 the roof was built on the grandstand)
- 1969** - Wood bleachers and aluminium ones were built

1980 - Food Booth was built

1984 - Transfer of land from the Fair to the Town of Tillsonburg. The fair can use buildings but the town pays the insurance coverage for them. (parking lot, property that the poultry barn, grandstand, general office, cattle barn, palace, and food booth is on).

2004 - Money was received from the Trillium Foundation to do upgrades on buildings sometime in the late 2000's

- Crystal Place was rebuilt with washrooms by the Fair board

2014 - The Grandstand was tore down

2016 - New Bleachers were purchased

2018 - New outdoor ice rink and areas to the fair grounds

- Bandshell along with dog park

- Honored with commemorative plaque and certificate from the Ministry of

Our History (Cont.)



The primary mission of the Tillsonburg Tri-County Agricultural Society is to promote and educate the community in the science of agriculture, horticulture, household arts, and family living. We encourage youth by providing competitions and exhibits during the annual county fair and educate the non-farm community of the importance of agriculture in their daily lives. Providing an attractive and functional facility is instrumental in promoting tourism in Tillsonburg and the year round use of the fairgrounds by H-4, and the general public.

**The Tillsonburg Tri-County Agriculture Fair
Promoting Agriculture and community pride
for over 165 years!**

We are 100% nonprofit organization committed to promote the town of Tillsonburg by highlighting quality of life through a variety of agricultural events and fun filled experiences

We are a 3 day event highlighting the qualities of Tillsonburg to visitors and residents in order to promote the town as an excellent community for families and businesses. The fair will promote a variety of entertainment and activities for all ages by exploring local music, crafts, culture and natural surroundings of Tillsonburg in s educational and learning

We create and support local businesses and non profit organizations to support the community, thereby develop the growth and vitality of the town and surrounding areas.

Mission and Goals

The Tillsonburg Tri-County Agricultural Fair is a non-profit organization whose overall purpose is to serve and participate in the interests and need of the community and to promote agriculture. Our main showcase is our annual Fair, this event is provided for the community. Fair's are, and have been part of rural Canada for many years. This annual fair is provided for the community, invites people to visit each other and to rediscover their heritage and community of yesterday and today.

The goal of the Tillsonburg Tri-County Agricultural Fair is to present agricultural in a manner that is both educational and entertaining to all ages of fair goers with competitive element. This makes the fair meaningful to everyone. The county fair continues to improve the quality of life in Ontario, and is an aspect of our community as important as any other function.

Volunteers put in more than 6000 hours each year with events, meetings, and preparation

Board of Directors, Committee and Volunteers includes over 45 members

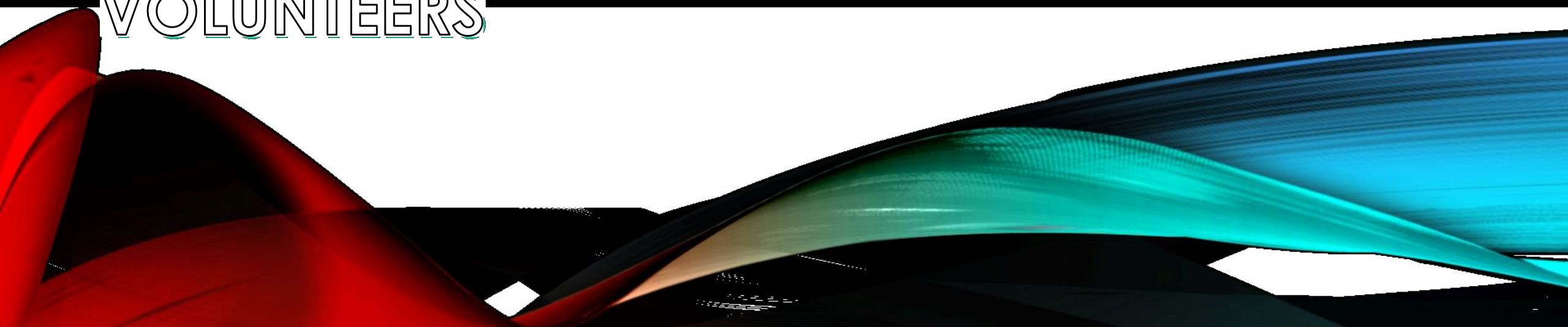
BOARD OF
DIRECTORS
COMMITTEES
VOLUNTEERS

Board Meetings:

First Monday of every month. 7:00 pm – 9:00 pm

Home Craft Division Meeting:

First Thursday of every month. 7:30pm – 9:30pm



2018-2019 Executive



President Rosemary Dean

1st Vice President Tracy Green

2nd Vice President Tiffany Swick

3rd Vice President Glen Dunn

Treasurer Bonnie Sitts

Secretary Wendy Lamb

Secretary Judith Becker

Past President Mike Dean

Home Craft President Beth Boughner

Tillsonburg Tri-County Agricultural Fair Honored

The Tillsonburg Tri-County Agricultural Fair has been promoting agriculture and the rural lifestyle for the past 165 years.

Tillsonburg Tri-County Agricultural Fair was recently honored with

co

and co

Ministry of
Food and Rural
celebrating more than
150 years of farming"



Fundraising



- * Christmas Craft Fair
- * Food Booths for Events
- * Raffle Draws
- * Costume Rentals
- * Samko
- * Calendar Sales
- * Advertising Signs

These are some of what we continue to do to help sustain the fair and events that come.



Tillsonburg Tri-County Fair Presents

CRAFT AND VENDOR FAIR

Special Appearances By:
Paw Patrol
Bubble Bee Transformer
Anna & Elsa



AMISSON \$5.00 ADULT | KIDS FREE

**SATURDAY
NOV. 10th**
10:00AM to 4:00PM

Venue: Delhi Hungarian Hall

- ❖ Raffle
- ❖ Home Baking
- ❖ Stocking Fillers
- ❖ Homemade Crafts
- ❖ Festive Inspirations



Our Fair works around a committee structure which covers:

- * Advertising / Public Relation
- * Agriculture Education Awareness
 - * Agricultural Products
 - * Commercial Studies
 - * Donations/Advertising
- * Fair Schedule of Events/ Prize Book
 - * Food Booth
- * Fundraising Activities
 - * Gates
 - * Grounds (U. Kaan)
 - * Hospitality room

- * Midway
 - * Opening ceremonies
 - * Building maintenance
 - * Participants
 - Ambassadors Sir Jy,
mini king & king
 - * Vendors
 - * Baby show
 - * Pet show
 - * H
 - * Building rentals (winter storage)
 - * Demolition derby

Facility and Grounds Usage

- **Winter storage of vehicles in buildings**

- **Pigeon Club meetings**

- **Rabbit Club meetings**

- **Mopar Car Show event**

- **Western Region OPP event**

- **Family Reunions**

- **Musical Entertainment events**

- **Celebration of Life events**

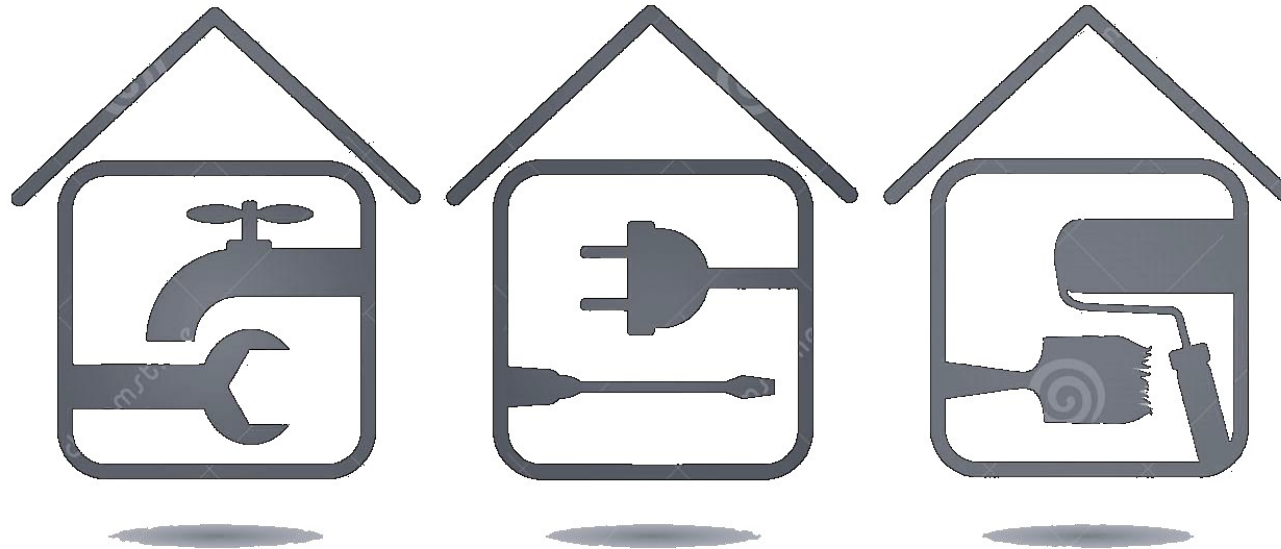
- **Turtle Fest & Rib Fest**

- **Ball team storage of equipment**

- **Dance events for kids**

2019 Itemized Projected Cost for Fair Event

Building Repairs and Reno's



Oct 31 - 2017 - Oct 31 - 1018

Tillsonburg Tri-County Agricultural Society

Balance Oct. 2017

Scotia Bank	\$13,075.36
First Ontario	\$1,614.47
Petty Cash	\$9.50

TOTAL \$14,699.33

Balance Oct. 2018

Scotia Bank	\$4,119.21
First Ontario	\$5,543.35
Petty Cash	\$9.50

TOTAL \$9,672.06

Expenses:

Bank Charges	\$149.35
Insurance	\$1,432.27
Insurance	\$1,555.20
Copier	\$139.37
Convention	\$475.03
Phone/Internet	\$2,662.69
Office	\$450.66
Gas, Heat, Rental	\$857.45
Judges	\$314.80
Ribbons/Trophies	\$2,641.45
Advertising	\$3,780.85
Advertising/Books	\$2,887.14
Entertainment/Comic	\$5,627.50
Entertainment	\$19,115.00
Fair/OAAS	\$306.00
Fair/Expense	\$7,713.05
Miscellaneous	\$1,610.85

TOTAL: \$51,718.66

Income:

Building Rental	\$5,440.00
Membership	\$115.00
Grants, Sponsors	\$8,217.90
Advent, in Comic Book	\$2,060.00
Raffles	\$4,512.00
Cash	\$3,247.70
Vendors	\$3,225.00
Gates	\$12,735.00
Food Booth	\$2,494.00

TOTAL \$42,046.60

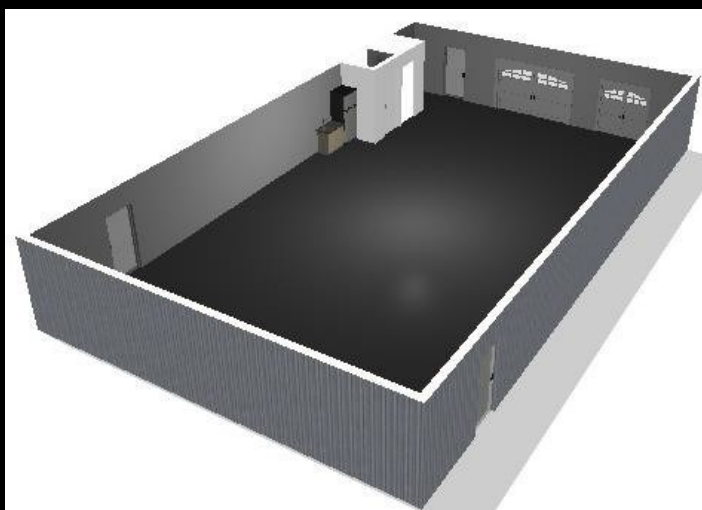
	2019
Advertising	\$4,500.00
Ribbons	\$500.00
Thrill Shows	\$5,500.00
BCTPA / Tractor Pullers	\$850.00
Necessities (fencing and portable toilets)	\$1,600.00
Comic Con	\$2,000.00
Insurance	\$3,000.00
Bank Charges	\$150.00
Office Supplies	\$2,000.00
Utilities	\$900.00
Convention	\$500.00
Entertainment / Petting Zoo	\$1,500.00
Gates	\$900.00
Baby Show	\$100.00
Pet Show	\$80.00
Fair / Prize List Activities	\$2,700.00
Junior Ambassador	\$300.00
Mini King & Queen	\$200.00
Midway	\$10,000.00
Miscellaneous	\$400.00
Power Wheels	\$250.00
First Aide	\$400.00
Dog Show	\$450.00
Tent for vendors	\$2,500.00
TOTAL Project Expenses	\$41,280.00

Project Expenses and Project Income

	2019
Gates	\$15,000.00
Grants	\$4,000.00
Comic Con	\$2,000.00
Sponsors / Donors	\$3,000.00
Vendors	\$2,000.00
Food Booth	\$2,000.00
Storage	\$5,000.00
Titan Trailers	\$1,500.00
Memberships	\$150.00
Building Rental	\$1,000.00
Entry Fees	\$100.00
Turtle Fest	\$800.00
Fundraising	
November Vendor Show	\$1,000.00
Home & Rec Show	\$900.00
Home & Rec Show Food Booth	\$800.00
Calendars	\$1,000.00
Raffles	\$2,000.00
Samko	\$250.00
Misc. Income	\$1,500.00
TOTAL Project Income	\$44,000.00

Future Project Idea

1. Crystal Palace



For Upgrades of Buildings

- Reno's to the grounds buildings
- Grassmere Contraction quote

Revised Budget Price Breakdown

1. Crystal Palace	\$67,500.00
2. Office	\$18,000.00
3. Food Booth	\$13,000.00
4. Cattle Barn	\$67,000.00
5. Rabbit House/Poultry Barn	<u>\$32,000.00</u>

For a Grand Total of.....\$197,500.00

All Prices are 13% HST Extra

. Fair Board Office



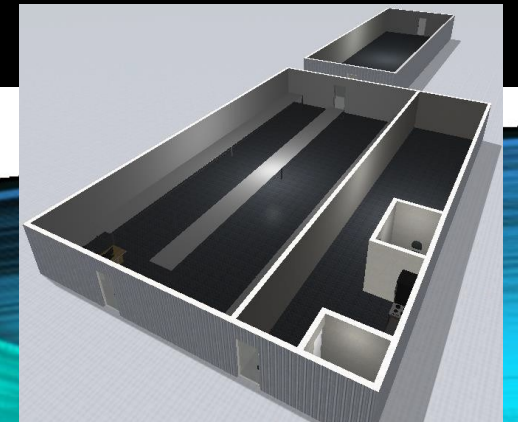
. Food Booth



5. Rabbit House



4. Cattle Barn



Challenges

- **Cost of Midway**
- **Cost of Derby**
- **Cost of Concerts**

We are looking for council and the community for support.

**Weather – cant guarantee Mother Nature and in 2018 we had 3 days of rain
which effect gate income**



ADMISSION

GENERAL: \$5:00

**CHILDREN 5 AND UNDER
ARE FREE**



Mini Queen - Rachel



Jr. Ambassador – Ashlynn



Jr. and Sr. Ambassador & Mini King and Queen

Home Craft Structure

- 4-H displays & showmanship
- Association for community living
- Clever kids(Jr)
- Country kitchen(baking, canning)
- Focus & flash (photography)
- Grow & show flowers
- Hobbies & crafts
- JR vegetables & gardens
- Quilts & afghans



- School
- Show & tell, s
- Treasurers of the past (antiques)

Events



Dog Show



Ice Cream Eating Contest



Friendly Camel



Rabbit Club



H4 Show



Pet Show



Educational Animal Display



Baby Show

Events



Midway



Entertainment



Kids Games



Henna Tattoo's



Demolition Derby and Power Wheel Derby





Moving Forward

Plans for 2019 Fair

- Midway
- Entertainment Venue for Saturday Night (working with Harmony Records)

• Increasing Vendors

• New

• Advertising

• Donations for

• Horse Events (Horse competitions)

- Educational Animal Displays
- Educational Agricultural Displays
- OPP, EMS, Fire Educational Displays
- Military Display and Recruiting Bus

• Derby and Queen

• Car Show

• Antique Car Show

• Derby and Power Wheel Competition

Where does our money go?

From the gates and sponsorship money it covers

- Up keep for all Fair buildings
- Insurance
- Gates (service groups)
- Hydro the week of the Fair
- Portable Fencing
- Portable Washrooms
- St. Johns Ambulance
- Sometime we have to hire to have electrical work done (vendors, entertainment)
- Printing of the Prize Books
- Advertising
- Prize Money
- Thrill Show Productions
- All musical entertainment
- Petting Zoo
- **Midway**

This is just to name some of the expenses that we have and where the money goes

We would like to THANK the volunteer group that runs our Fair food booth and 100% of the profits they make come back to the Fair

Tri-County Agricultural Society

P.O. Box 43

Tillsonburg, ON

N4G 4H3



Phone: 519.842.5964

Fax: 519.842.2624

Email: ttriags@bellnet.net

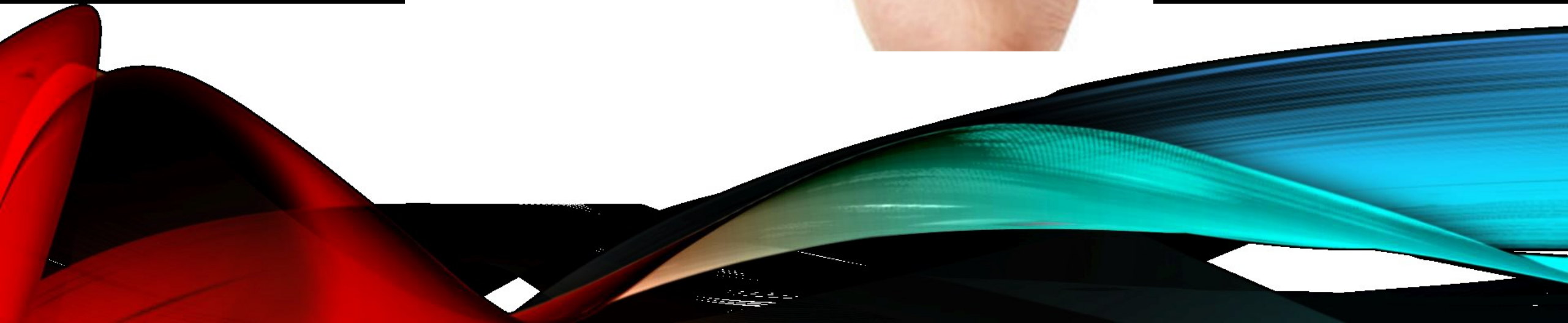
Advance Auto
Fair President

519-688-0729

Email: advanceauto1@bellnet.ca

Thank You
to Our Sponsors

Any
Question?



	2019 Budget Request	2018 Awarded Grant	Currently in 2019 Operating budget	Department	Council Deliberated Amount	Notes
Town of Tillsonburg Cultural Advisory Committee	\$10,000	\$10,000	\$10,000	Council		
Family Day Organizing Committee	\$2,900	\$2,500	\$2,900	Council		
Tillsonburg Business Improvement Area	2019 Tax levy: \$136,621 2019 FIP \$25,000	2018 Tax levy: \$130,116 2018 FIP \$25,000	\$0	BIA DCS		
Tillsonburg District Chamber of Commerce	\$4,000	\$4,000	\$4,000	EcDev		
Tillsonburg Turtlefest	\$10,000	\$10,000	\$0	Council		
Tillsonburg Police Services Board	\$13,500	\$13,500	\$13,500	Police		
Tillsonburg Station Arts Centre	\$40,000	\$40,000	\$40,000	Council		
Lake Lisgar Revitalization Committee	\$12,000	\$3,500	\$0	Council		
Big Brothers Big Sisters of Ingersoll, Tillsonburg & Area	\$4,000	\$3,000	\$0	Council		
Tillsonburg & District Multi-Service Centre	\$10,000	\$10,000	\$0	Council		
Southridge Public School	\$10,000	\$2,780 via Cultural Advisory Committee	\$0	Council		
Victorias Quilts	\$3,000	n/a	\$0	Council		
Upper Deck Youth Centre	\$5,000	\$2,000	\$0	Council		
Tillsonburg Tri-County Agricultural Society	\$25,000	\$2,000	\$0	Council		

Remaining to be allocated in Council budget \$ 16,100

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 4251

A BY-LAW a Schedule of Fees for certain Municipal applications, service and permits.

WHEREAS Section 39(1) of the Municipal Act, S. O. 2001, c. M. 25, as amended, provides that without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

WHEREAS it is necessary and expedient to establish a Schedule of Fees for certain Municipal applications, services and permits;

THEREFORE the Council of the Town of Tillsonburg enacts as follows:

1. THAT Schedule "A" to this By -Law is adopted as the Schedule of Fees for certain Municipal applications services and permits listed therein.
2. Should the provisions of any other By -Law of the Town of Tillsonburg or other document purporting to set the Fees listed in Schedule " A" be in conflict with the provisions of this By -Law, the provisions of this By -Law shall prevail.
3. That Schedule "A" to this by-law forms part of this by-law as if written herein.
4. This By-Law shall come into full force and effect on the day of its passing.
5. That By-Law 4156 passed on the 8th of January, 2018 shall be hereby repealed.

READ FOR A FIRST AND SECOND TIME THIS 17th DAY OF January, 2019.

READ FOR A THIRD AND FINAL TIME AND PASSED 17th DAY OF January, 2019.

Mayor – Stephen Molnar

Town Clerk – Donna Wilson

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Notes
Animal Control					
Boarding Fee Cat	25.00	25.00	0%	HST	As per Animal Control Contract
Boarding Fee Dog	25.00	25.00	0%	HST	As per Animal Control Contract
Call out fee for service	105.00	105.00	0%	HST	As per Animal Control Contract
Dog license - spayed or neutered before March 31 (discounted)	17.00	17.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Dog license - spayed neutered after March 31	35.00	35.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (\$5.00 towards dog park and balance to recover staff cost to follow-up outstanding accounts and to administer)
Dog license - intact - before March 31 (discounted)	22.00	22.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Dog license - intact - after March 31	40.00	40.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (\$5.00 towards dog park and balance to recover staff cost to follow-up outstanding accounts and to administer)
Cat license - spayed or neutered before March 31	15.00	15.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Cat license - spayed neutered after March 31	20.00	20.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Cat license - intact - before March 31	20.00	20.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Cat license - intact - after March 31	25.00	25.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Cat/dog license - replacement	5.00	5.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Euthanasia and Disposal - Cat	63.00	63.00	0%	HST	As per Animal Control Contract
Euthanasia and Disposal - Dog	80.00	80.00	0%	HST	As per Animal Control Contract
Live Trap Placement	105.00	105.00	0%	HST	As per Animal Control Contract
Muzzle Order Appeal	-	200.00	NEW	Exempt	
By-law Enforcement					
Invoice admin processing fee	225.00	250.00	11%	HST	
Issue Order	100.00	125.00	25%	HST	
Re-issuance of Permit/License/Document	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Fortification By-Law Exemption Application - single family dwelling or not-for-	150.00	150.00	0%	HST	
Fortification By-Law Exemption Application - Multi-Residential, Commercial,	400.00	400.00	0%	HST	
Property Standards Appeal	125.00	350.00	180%	Exempt	
Noise By-Law Exemption Permit - Minor	-	250.00	NEW	Exempt	
Noise By-law Exemption Permit - Major	-	375.00	NEW	Exempt	

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Notes
Building - Fees					
Building - photocopies - larger than ledger	3.00	3.00	0%	HST	
Building Certificate	50.00	55.00	10%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - amend existing permit	55.00	55.00	0%		
Permit Review Fee - major amendment to existing permit	50.00	50.00	0%	HST	Per hour fee to review major changes to existing permit(s) in accordance with By-Law 3198
Building - Fees					
Residential – New Low Density - Single Detached & Townhouses	Minimum permit fee \$2,285.00 OR \$127.00 Flat Rate + \$11.20 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	Minimum permit fee \$3,330.00 OR \$130.00 Flat Rate + \$11.40 per each additional \$1000.00 in value of construction - whichever is greater - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Residential – Mobile Homes, Low Density, Medium Density, High Density, Additions, Alterations, etc.	\$127.00 Flat Rate + \$11.20 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$130.00 Flat Rate + \$11.40 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI – New	\$127.00 Flat Rate + \$11.20 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$130.00 Flat Rate + \$11.40 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI Major Alterations/Renovations/Additions (> 75,000)	\$1,017.00 Flat Rate + \$11.20 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$1,037.00 Flat Rate + \$11.40 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
ICI Minor Alteration/Renovations/Additions (\$75,000 or less)	\$254.00 Flat Rate + \$11.20 per each additional \$1000.00 in value of construction. - plumbing permit fees included	\$259.00 Flat Rate + \$11.40 per each additional \$1000.00 in value of construction. - plumbing permit fees included	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Decks, Sheds, Accessory Buildings, Pools, etc.	\$127.00 Flat Rate + \$11.20 per each additional \$1000.00 in value of construction.	\$130.00 Flat Rate + \$11.40 per each additional \$1000.00 in value of construction.	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Part 9 Residential Demolition	127.00	130.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Demolition – all others	509.00	519.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Water Connection, Sewer Connection or repair	127.00	130.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Change of Use Permit (no construction)	254.00	259.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Conditional Permit Agreement	254.00	259.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Alternative Solution Review	509.00 + cost of peer review	519.00 + cost of peer review	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Occupant Load Inspection Analysis & Report	76.00/hr	78.00/hr	3%	Exempt	Schedule V Part VI (ETA)- Exempt
AGCO Agency Approval	76.00	78.00	3%	Exempt	Schedule V Part VI (ETA)- Exempt
Re-inspection	76.00	78.00	3%	Exempt	Schedule V Part VI (ETA)- Exempt
Issue Order	102.00	125.00	23%	Exempt	Schedule V Part VI (ETA)- Exempt
Transfer Permit	102.00	104.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Construction w/o Permit	Double the initial permit rate	Double the initial permit rate	0%	Exempt	Schedule V Part VI (ETA)- Exempt

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Notes
Signs					
Permit fees - signs - permanent	a) \$50.00 first \$1,000.00 of estimated value of construction plus b) \$5.00 per each additional \$1,000.00 or part there of	a) \$75.00 first \$1,000.00 of estimated value of construction plus b) \$5.00 per each additional \$1,000.00 or part there of	50%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - signs - mobile	25.00	30.00	20%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - sign - construction/placement without a permit	double initial permit fee	double initial permit fee	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Minor Variance - Director Approval	250.00	275.00	10%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Major Variance - Council Approval	375.00	400.00	7%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - Appeal Application	250.00	275.00	10%	Exempt	Schedule V Part VI (ETA)- Exempt
Sign Variance - after the fact	1.5 the initial application rate	1.5 the initial application rate	0%	Exempt	
Sign Removal - General	125.00/sign	125.00/sign	0%	HST	
Sign Removal - Mobile Sign	275.00/ea	275.00/ea	0%	HST	
Sign Removal - Posters	25.00/ea + cost to repair any damage to public property	25.00/ea + cost to repair any damage to public property	0%	HST	
Sign Removal - Temporary Signs	25.00/ea	25.00/ea	0%	HST	
Sign Removal - A-Frame/Sandwich Board/Sidewalk Signs	100.00/ea	100.00/ea	0%	HST	
Sign Removal - Banner Sign	250.00/ea	250.00/ea	0%	HST	
Permit fees - temporary buildings	2,000.00	2,000.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Permit fees - transfer of permit	55.00	55.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Building Licences					
Taxi Cab Driver's Licence	35.00	35.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (As proposed in 2016 Taxi By-Law report.)
Taxi Cab Owner Stand	125.00	125.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Taxi Cab Owner Licence	50.00	50.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Taxi Cab Driver Licence Renewal				Exempt	Schedule V Part VI (ETA)- Exempt (delete - renewal not applicable as per proposed by-law 4051) Reduced reate for renewal deleted as proposed in 2016 Taxi By-Law report.
Taxi Cab Vehicle Licence	65.00	65.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Taxi Cab Vehicle Licence Renewal	50.00	50.00	0%		Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Owner Licence	50.00	50.00	0%		Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Drivers Licence	35.00	35.00	0%		Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Vehicle Licence	75.00	75.00	0%		Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Group Transportation Vehicle Licence Renewal	50.00	50.00	0%		Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Driver's Licence	65.00	65.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Owner Licence	70.00	70.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (as per proposed by-law 4051) As proposed in 2016 Taxi By-Law report.
Limousine Vehicle Licence	72.00	72.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt (annual fee - as per proposed by-law 4051)
Kennel - new	100.00	100.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Kennel - renewal	100.00	100.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Clerk Issued Documents -Licences					Licences.

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Notes
Business Licence					
New Business	135.00	140.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Home occupation Business	135.00	140.00	4%	Exempt	Schedule V Part VI (ETA)- Exempt
Business Licence per year					
Auctioneer Licence	205.00	205.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - renewal	65.00	65.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Licence - new	205.00	205.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Pawnbroker Security Deposit - refundable	2,000.00	2,000.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Vending/Salesperson Licence	205.00	205.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Food Vending Licence	205.00	205.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Event Organizer Licence	205.00	205.00	0%	Exempt	Charge does not apply to not for profit organizations
Other					
Marriage Licence	128.00	130.00	2%	Exempt	Schedule V Part VI (ETA)- Exempt
Marriage Ceremony - Council Chambers	250.00	250.00	0%	HST	In Council Chambers during business hours.
Marriage Ceremony - Other Location	300.00	300.00	0%	HST	Within Town limits - outside Town limits subject to mileage.
Witness if required	25.00	25.00	0%	HST	Two witnesses are required for each ceremony.
Burial Permits	20.00	20.00	0%	Exempt	Schedule V Part VI (ETA)- Exempt
Photocopying/ Printing double sided	0.31	0.55	77%	HST	
Photocopying/ Printing single sided	0.27	0.50	85%	HST	
Comissioner of Oaths Signatures where Clerk must produce affidavit (max. 3 see notes)	25.00	25.00	0%	none	Pension applications and bankruptcy forms Exempt. An additional \$5 will be charged for more than 3 documents requiring signature.
Commissioner of Oaths Signatures or Certified True Copies (max. 5 see	25.00	25.00	0%	none	Maximum 5 copies; additional fee of \$2.00 for each additional copy
Register Document on Title	200.00	200.00	0%	Exempt	
Remove/Release Document from Title	200.00	200.00	0%	Exempt	
Title Search	55.00	55.00	0%	Exempt	
Freedom of Information Request (FOI) - Initial Fee	-	5.00	NEW	Exempt	Initial fee; photocopy charges may apply.
Planning & Development					
Cash-in-lieu of parkland (consents)	550.00	1,000.00	82%	Exempt	Up to 5% of lot value for residential & 2.5% for commercial
Planning Application - Minor Variance	600.00	900.00	50%	Exempt	
Planning Application - Minor Variance - after the fact	900.00	1,800.00	100%	Exempt	
Planning Application - Site Plan - Minor	300.00	500.00	67%	Exempt	
Planning Application - Site Plan - Minor - after construction	400.00	1,000.00	150%	Exempt	
Planning Application - Site Plan - Major	600.00	1,000.00	67%	Exempt	
Planning Application - Site Plan - Major - after construction	950.00	2,000.00	111%	Exempt	
Planning Application - Site Plan - Amendment Application	175.00	500.00	186%	Exempt	
Planning Application - Site Plan - Amendment Application after-the-fact	300.00	1,000.00	233%	Exempt	
Site Plan Application - 3rd & subsequent submissions	-	500.00	NEW	Exempt	
Site Plan Agreement Administration Fee (includes registration on title)	-	500.00	NEW	Exempt	
Planning Application - Zone Change- prior to use	700.00	1,200.00	71%	Exempt	
Planning Application - Zone Change- after use has occupied	1,200.00	2,400.00	100%	Exempt	
Planning Application - Zoning - Removal of (H)	200.00	250.00	25%	Exempt	
Subdivision Certificate	50.00	55.00	10%	Exempt	
Zoning Certificate	45.00	50.00	11%	Exempt	Schedule V Part VI (ETA)- Exempt
Land Division (severance) Clearance Letter	-	50.00	NEW	Exempt	
Severance Agreement	-	1,000.00	NEW	Exempt	
Planning - Preservicing Agreement Administration fee	1,250.00	1,500.00	20%	HST	
Subdivision Agreement Administration Fee	800.00	1,500.00	88%	HST	
Subdivision Drawing Review (per lot)	-	100.00	NEW	Exempt	
Subdivision Drawing Review Fee (per lot) - 3rd submission & thereafter	-	50.00	NEW	Exempt	
Engineering Inspection Fee	-	150.00	NEW	Exempt	

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Notes
Storm Water Management Pond Review	-	500.00	NEW	Exempt	
Encroachment Agreement Fee	1,100.00	1,300.00	18%	Exempt	Schedule V Part VI (ETA)- Exempt

Finance

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Corporate						
Photocopying/ Printing double sided	0.31	0.55	77%	HST	per page	
Photocopying/ Printing single sided	0.27	0.50	85%	HST	per page	
Interest on overdue accounts	1.25%	1.25%	0%	HST	per month	
Tax Department						
Tax certificate	50.00	50.00	0%	Exempt	each	
Tax registration service costs	3,000.00	3,000.00	0%	Exempt	each	
Tax Bill reprint	10.00	10.00	0%	Exempt	each	No Charge through Virtual City Hall
Tax receipt	10.00	10.00	0%	Exempt	each	
Payment Redistribution	15.00	15.00	0%	Exempt	each	New
Water/Sewer Admin Charge	45.00	45.00	0%	Exempt	each	
Corporate						
NSF Fee	35.00	35.00	0%	Exempt	each	

Programs	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Community Centre - Aquatics						
Aquafit - 10 passes	50.00	51.00	2%	HST	10 passes	UFS applicable
Aerobics - 10 passes	50.00	51.00	2%	HST	10 passes	UFS applicable
Aquafit - 20 passes	79.10	80.70	2%	HST	20 passes	UFS applicable
Aquatfit/Aerobics Classes - 50 passes	157.10	160.20	2%	HST	50 passes	
Aquafit/Aerobics Classes - 100 passes	277.40	282.90	2%	HST	100 passes	
Aerobics - 20 passes	79.10	79.10	0%	HST	20 passes	UFS applicable
Aerobics - 5 passes	35.20	35.90	2%	HST	5 passes	UFS applicable
30 minute Swimming Lesson	53.00	54.60	3%	Exempt	8 lessons	Schedule V, Part VI, UFS Applicable
45 minute Swimming Lesson	56.10	57.80	3%	Exempt	8 lessons	Schedule V, Part VI, UFS Applicable
60 minute Swimming Lesson	59.20	61.00	3%	Exempt	8 lessons	Schedule V, Part VI, UFS Applicable
Bronze Star	61.20	62.40	2%	HST	course	UFS applicable
Bronze Medallion	76.00	77.50	2%	HST	per course	UFS applicable
Bronze Cross	76.00	77.50	2%	HST	per course	UFS applicable
First Aid	76.00	77.50	2%	HST	per course	UFS applicable
First Aid Recert	53.00	54.10	2%	HST	per course	UFS applicable
National Lifeguard	210.10	214.30	2%	HST	per course	UFS applicable
National Lifeguard Recert	50.00	51.00	2%	HST	per course	UFS applicable
Assistant Swimming Instructors School	64.80	66.10	2%	HST	per course	UFS applicable
Additional Fee	26.80	27.30	2%	HST	per course	UFS applicable
Swim for Life Instructors School	102.50	104.20	2%	HST	per course	UFS applicable
Lifesaving Instructors	102.50	104.60	2%	HST	per course	UFS applicable
Swim/Lifesaving Instructors	210.10	214.30	2%	HST	per course	UFS applicable
Private Lessons (14+ years)	110.20	112.40	2%	HST	6 classes	UFS applicable
Private Lessons	110.20	112.40	2%	Exempt	6 lessons	Youth, UFS applicable
Lifesaving Sport Fundamentals	57.10	58.20	2%	Exempt	8 lessons	Youth
Swim Synchro Swimming Lessons	57.10	58.20	2%	Exempt	8 lessons	Youth
Synchronized Swimming Team	485.50	495.20	2%	Exempt	9 Months	Youth, UFS applicable
First Aid Instructor	103.00	105.10	2%	HST	per course	
National Lifeguard Instructor	147.90	150.90	2%	HST	per course	UFS applicable
Examiner Standards/Advanced Instructors	37.20	37.90	2%	HST	per course	UFS applicable
Community Centre - classes, courses, and camps						
Adult Friendly Badminton	68.30	69.70	2%	HST	13 lessons	
Babysitting Course	53.00	54.10	2%	Exempt	8hr course	Schedule V, Part VI
Bus Trip - Base (Youth Trips)	55.00	56.10	2%	Exempt		
Bus Trip - Adults	170.00	173.40	2%	HST		Four Adult prices based on Location,Venue and Meal Costs
Bus Trip Adults	92.00	93.80	2%	HST		
Bus Trip Adults	75.00	76.50	2%	HST		
Bus Trip - Adults	65.00	66.30	2%	HST		
Dance 30 min class	36.50	36.50	0%	Exempt	6 lessons	Schedule V, Part VI
Dance 45 min class	57.60	58.80	2%	Exempt	6 lessons	
Dance 60 min class	65.80	67.10	2%	Exempt	6 lessons	Schedule V, Part VI
Fitness for Teens	68.90	70.30	2%	HST	8 lessons	
Stability Ball	68.90	70.30	2%	HST	6 lessons	

Programs	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Floor Gymnastics	53.80	54.90	2%	HST	6 lessons	new course
Ultimate Mix Sports	36.50	37.20	2%	HST	6 lessons	new course
Indoor Soccer	36.50	37.20	2%	HST	6 lessons	new course
Karate - Kids Karate	58.10	59.30	2%	Exempt	12 lessons	Schedule V, Part VI
Karate - Tiny Tigers	46.90	47.80	2%	Exempt	12 lessons	Schedule V, Part VI
PreSchool Program	58.10	59.30	2%	Exempt	10 lessons	Schedule V, Part VI
Learn to Run (Clinic)	69.90	71.30	2%	HST	12 lessons	
Workshops - 1/2 day	26.50	27.00	2%	HST		
Workshops - Specialty Course	79.60	81.20	2%	HST		
Workshops - 8 hours	106.10	108.20	2%	HST		
Yoga	26.50	27.00	2%	HST	6 lessons	
Youth Boys/Girls Volleyball	36.50	36.50	0%	HST	6 lessons	
Youth Co-Ed Basketball Gr 5/6	36.50	36.50	0%	HST	6 lessons	
Youth March Break Program - daily	32.60	33.30	2%	Exempt	daily	Schedule V, Part VI
Youth Camp - week	131.60	134.20	2%	Exempt	week	Schedule V, Part VI
Youth Camp day	32.60	33.30	2%	Exempt	daily	Schedule V, Part VI
Youth Camp Lunch	5.90	6.00	2%	Exempt	each	Schedule V, Part VI
Youth Camp Special	181.60	185.20	2%	Exempt	week	Schedule V, Part VI
Youth Camp - short week	106.10	108.20	2%	Exempt		Schedule V, Part VI
Cancellations less than 24 hours notice	70% of registration	70% of registration	0%			
Community Centre - Events						
Run - 10km - day of registration	52.00	53.00	2%	HST	per person	Ties in with area races
Run - 10km - regular registration	41.80	42.60	2%	HST	per person	
Run - 10km - early bird registration	36.70	37.40	2%	HST	per person	T Shirt included
Run - 5km - regular registration	36.70	37.40	2%	HST	per person	Ties in with area races
Run - 5km - early bird registration	31.60	32.20	2%	HST	per person	T Shirt included
Run - 5km - day of registration	46.90	47.80	2%	HST	per person	
Bike Tour - 25km	20.40	20.80	2%	HST	per person	
Bike Tour - 40km	40.80	41.60	2%	HST	per person	
Bike Tour - 100km	61.20	62.40	2%	HST	per person	
Bike Tour - 100mi	81.60	83.20	2%	HST	per person	
Community Centre - Facility Rentals						
Arena - Weekdays before 5pm & after 11pm	91.80	93.60	2%	HST	hour	Effective April through March
Arena - Weekdays after 5pm & weekends	171.40	174.80	2%	HST	hour	Effective April through March
Arena - Minor	120.40	122.80	2%	HST	hour	Effective April through March
Arena - Shinny	5.60	5.70	2%	HST	per person	
Arena - Ice Flat Rate	416.20	424.50	2%	HST	per day	
Arena Floor - Commercial	2,193.00	2,236.90	2%	HST	per day	
Arena Floor - Full Use	1,652.40	1,685.45	2%	HST	per day	
Arena Floor - Flat Fee (no set up)	540.60	551.40	2%	HST	per day	
Arena Floor - Chilled Floor (additional fee)	2,080.80	2,122.40	2%	HST	per day	
Arena Floor - Hourly League Fee	66.80	68.10	2%	HST	per hour	
Arena Floor - Set up Day/Tear Down Day	826.20	842.70	2%	HST	per day	
Arena Storage Room A	26.00	26.50	2%	HST	per month	

Programs	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Arena Storage Room B	15.60	15.90	2%	HST	per month	
Arena Storage Room C	5.40	5.50	2%	HST	per month	
Arena - Mini Practice Rink	44.40	45.30	2%	HST	hour	
Auditorium - Friday or Saturday	520.20	530.60	2%	HST	per day	
Auditorium - Sunday - Thursday	290.70	296.50	2%	HST	per evening	
Auditorium - Hourly	58.70	59.90	2%	HST		
Room Set up & Decorating Fee (Day before)	109.10	111.30	2%	HST		
Ball Diamond - Occasional Use	78.00	79.60	2%	HST	per day	
Ball Diamond - Seasonal Youth Team	78.00	79.60	2%	HST		
Ball Diamond - Seasonal Team Practice	275.40	280.90	2%	HST	per team	
Ball Diamond - Seasonal Adult Team	453.90	463.00	2%	HST	per team	
Ball Diamond - 2-day Tournament (Annandale Diamonds)	535.50	546.20	2%	HST	2 days	
Ball Diamond - Tournament per diamond per day	78.00	79.60	2%	HST	per diamond/day	
Ball Diamond - portable washrooms - 1 day tournament	204.00	208.10	2%	HST	2 units	
Ball Diamond - portable washrooms - 2 day tournament	255.00	260.10	2%	HST	2 units	
Tractor with Groomer - Prep Friday	77.50	79.10	2%	HST	per event	
Tractor with Groomer - Prep Saturday	38.80	39.60	2%	HST	per event	
Tractor with Groomer - Prep Sunday	38.80	39.60	2%	HST	per event	
Tractor with Groomer - Repair Monday	77.50	77.50	0%	HST	per event	
Administrative Fees	102.00	104.00	2%	HST	per event	
Site clean up - 1 or 2 day event	166.00	169.30	2%	HST	3 staff	
Ball Diamond - Keys	11.70	11.90	2%	HST		
Ball Diamonds - Lights left on/equipment not stored properly	50.00	51.00	2%	HST	per occurrence	
Damage Deposit	510.00	520.20	2%	Exempt		
Den - Fri or Sat	177.50	181.10	2%	HST	per day	
Den - Sun - Thursday	129.50	132.10	2%	HST	per day	
Den - Hourly	31.10	31.70	2%	HST		
Entire TCC Building - 1 arena 9am-4pm	2,070.60	2,112.00	2%	HST		
Entire TCC Building - 2 arenas 9am-4pm	2,601.00	2,653.00	2%	HST		
Gibson House	68.90	70.30	2%	HST	per day	
Gibson House - Hourly	26.50	27.50	4%	HST	per hour	
Kinsmen Canteen	26.50	27.00	2%	HST	per day	
Lobby Area	31.90	32.50	2%	HST		
Marwood B or C	68.90	70.29	2%	HST	per day	
Marwood BC	134.60	137.30	2%	HST	per day	
Marwood B or C - Hourly	26.00	26.50	2%	HST		
Marwood BC - Hourly	31.10	31.70	2%	HST		
Memorial Pavilion (full) or Kinsmen Bandshell	89.80	91.70	2%	HST	per day	
Memorial Pavilion (half) or Kinsmen Bandshell	56.10	57.20	2%	HST	per day	
Memorial Park for Major Concert (includes bandshell & pavilion)	-	650.00	NEW	HST	per event up to 4	
Newman Park Gazebo	54.60	55.70	2%	HST	per day	
Parking Lot	109.10	111.30	2%	HST	per day	
Rotary Room	68.90	70.30	2%	HST		
Rotary Room - Hourly	26.50	27.00	2%	HST		
Rowing Club per month	96.90	98.50	2%	HST		

Programs	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
School Lessons	3.70	3.80	3%	Exempt	per person	Youth, UFS applicable
Swim to Survive Rentals	89.50	91.30	2%	Exempt	per hour	Youth, UFS applicable
Swim Meet	307.10	313.20	2%	HST	per day	UFS applicable
Swim Meet Evening	153.60	153.60	0%	HST	per day	UFS applicable
Storage Pool Deck	27.00	27.50	2%	HST	per month	
Swim Lane	15.30	15.60	2%	HST	per hour	
Storage Rooms	108.10	110.30	2%	HST	per contract	
Storage Office A	26.50	27.00	2%	HST	per month	
Storage Office B	16.00	16.30	2%	HST	per month	
Storage Office C	5.50	5.60	2%	HST	per month	
Pool - 0-50 swimmers	87.40	89.10	2%	HST	per hour	UFS applicable
Pool - 101+swimmers	222.60	227.10	2%	HST	per hour	UFS applicable
Pool - 51-100 swimmers	118.60	121.00	2%	HST	per hour	UFS applicable
Ticket Ice - 10 ePunch	7.30	7.40	1%	HST	each	Change in HST application
WaterPark - 0-100 swimmers	318.40	324.80	2%	HST	hour	UFS applicable
WaterPark- 0-100 swimmers - extra hour	212.20	216.40	2%	HST	add. Hr.	UFS applicable
Waterpark 101-300 swimmers	433.00	441.70	2%	HST	hour	UFS applicable
Waterpark 101-300 swimmers - extra hour	318.40	324.80	2%	HST	add. Hr.	UFS applicable
Waterpark 300+ swimmers	583.70	595.40	2%	HST	hour	UFS applicable
Waterpark 300+ swimmers - extra hour	461.60	470.80	2%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100 swimmers	282.40	288.00	2%	HST	hour	UFS applicable
Waterpark Board of Ed 100 swimmers add. Hr.	156.90	160.00	2%	HST	add. Hr.	UFS applicable
Waterpark Board of Ed 100+ swimmers	502.10	512.10	2%	HST	hour	UFS applicable
Waterpark Board of Ed 100+ swimmers add. Hr.	251.10	256.10	2%	HST	add. Hr.	UFS applicable
Community Centre - Leagues and Memberships						
Adult League - Individual	58.10	59.30	2%	HST	each	
Adult League - Team	375.40	382.90	2%	HST	per team	
Court Membership - Adult	52.00	53.00	2%	HST	Seasonal	
Court Membership - Youth	18.70	19.10	2%	HST	Seasonal	
Disc Golf - Deposit	20.40	20.80	2%	HST		
Disc Golf - Set	33.70	34.40	2%	HST	each	
Disc Golf - Single	12.80	13.10	2%	HST	each	
Tennis Lessons - 1 hour	83.10	84.80	2%	HST	8 lessons	
Tennis Lessons - 1/2 hour	36.50	37.20	2%	HST	8 lessons	Youth
Tennis Advanced Lessons - 1 hour	86.70	88.40	2%	HST	8 lessons	
Membership - Aqua Fit/Aqua Jogging - 12 mo	307.00	313.10	2%	HST	12 month	UFS applicable
Membership - Fitness or Yoga- 10 Pass	50.00	51.00	2%	HST	10 visits	
Membership - Fitness or Yoga - 20 Pass	79.10	80.70	2%	HST	20 visits	
Membership - Parent Pass	35.20	35.90	2%	HST	6 weeks	

Programs	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Membership - Personal Training - 5	110.20	112.40	2%	HST	5 sessions 1 hr	
Membership - Pool - 12 month	194.80	198.70	2%	HST	each	UFS applicable
Membership - Pool - 6 month	136.70	139.40	2%	HST	each	UFS applicable
Membership - Pool 20 Pass	64.80	66.10	2%	HST	each	UFS applicable
Membership - Weight Training	55.60	56.70	2%	HST	up to 6 hours	
Membership - HC Adult - 01 month	71.90	73.30	2%	HST	1 month	
Membership - HC Adult - 03 month	188.70	192.50	2%	HST	3 month	
Membership - HC Adult - 06 month	275.40	280.90	2%	HST	6 month	
Membership - HC Adult - 12 month	422.30	430.70	2%	HST	12 month	
Membership - HC Adult - 5 pass	41.90	42.70	2%	HST	5 visits	
Membership - HC Adult - 20 Pass	167.30	170.60	2%	HST	20 Visits	
Membership - HC Family - 01 month	162.20	165.40	2%	HST	1 month	
Membership - HC Family - 03 month	404.90	413.00	2%	HST	3 month	
Membership - HC Family - 06 month	603.80	615.90	2%	HST	6 month	
Membership - HC Family - 12 month	846.60	863.50	2%	HST	12 month	
Membership - HC Student/Senior - 01 month	58.10	59.30	2%	HST	1 month	
Membership - HC Student/Senior - 03 month	160.10	163.30	2%	HST	3 month	
Membership - HC Student/Senior - 06 month	197.90	201.90	2%	HST	6 month	
Membership - HC Student/Senior - 12 month	312.10	318.30	2%	HST	12 month	
Membership - Student - 5 Passes	24.00	24.50	2%	HST	5 visits	
Membership- Student - 20 Passes	78.00	79.60	2%	HST		
Membership - HC Glendale Student	95.90	97.80	2%	HST	5 Month	
Membership - Special - Adult	275.40	280.90	2%	HST	12 month	
Membership - Special - Student/Senior	204.00	208.10	2%	HST	12 month	
Membership - Special - Under 14	57.10	58.15	2%	HST	12 month	
Membership - Replacement Card	5.10	5.20	2%	HST	each	
Membership - Squash Adult - 01 month	69.90	71.30	2%	HST	1 month	
Membership - Squash Adult - 03 month	182.60	186.30	2%	HST	1 month	
Membership - Squash Adult - 06 month	268.30	273.70	2%	HST	1 month	
Membership - Squash Adult - 20 pass	86.70	88.40	2%	HST	1 month	
Membership - Squash Family - 01 month	157.10	160.20	2%	HST	1 month	
Membership - Squash Family - 03 month	391.70	399.50	2%	HST	1 month	
Membership - Squash Family - 06 month	588.50	600.30	2%	HST	1 month	
Membership - Squash Student - 01 month	58.10	58.10	0%	HST	1 month	
Membership - Squash Student - 03 month	160.10	163.30	2%	HST	1 month	
Membership - Squash Student - 06 month	197.90	201.90	2%	HST	1 month	
Pay as you go - Admission						
Aquatfit/Fitness/Yoga Class	7.50	7.50	0%	HST included	each	UFS applicable
Board of Education - Squash/HC	2.75	2.75	0%	HST included		
Board of Education - Arena/Pool	3.00	3.00	0%	HST included		

Programs	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Court Fee	5.00	5.00	0%	HST included		
Drop In Swimming Lessons	8.50	8.50	0%	HST included	per lesson	UFS applicable
Drop In Swimming Lessons - ea. Additional child	5.25	5.25	0%	HST included	per lesson	UFS applicable
Health Club Adult	10.50	10.50	0%	HST included	each	
Health Club - Youth	4.75	4.75	0%	HST included	each	Min Age of 12
Squash	10.75	10.75	0%	HST included	per court (1 hr)	
Roller Skate - Admission No skate rental	2.00	2.00	0%	HST included		
Roller Skate - Admission With skate rental	5.00	5.00	0%	HST included		
Swim Child	2.00	2.00	0%	HST included	each	UFS applicable
Swim Family	9.00	9.00	0%	HST included	each	UFS applicable
Swim - Over 14	4.25	4.25	0%	HST included	each	UFS applicable
Skate Child	2.00	2.00	0%	HST included	each	
Skate Family	9.00	9.00	0%	HST included	each	
Skate - Over 14	4.25	4.25	0%	HST included	each	
Wallyball	11.50	11.70	2%	HST included	per court (1 hr)	
Waterpark 2-5 yrs	-	-	0%	HST included	each	
Waterpark 60 years & over	4.50	4.50	0%	HST included	each	UFS applicable
Waterprak 60 years & Over Half Price	2.25	2.25	0%	HST included	each	UFS applicable
Waterpark 6-14 yrs	4.00	4.00	0%	HST included	each	UFS applicable
Waterpark 6-14 yrs Half Price	2.00	2.00	0%	HST included	each	UFS applicable
Waterpark Additional Family Member	2.00	2.00	0%	HST included	each	UFS applicable
Waterpark Adult	6.75	6.75	0%	HST included	each	UFS applicable
Waterpark Adult Half Price	3.40	3.40	0%	HST included	each	UFS applicable
Waterpark Family	24.50	24.50	0%	HST included	per family of 5	UFS applicable
Waterpark Family Half Price	12.25	12.25	0%	HST included	per family of 5	UFS applicable
Waterpark Grandparents Day	-	-	0%	HST included		
Waterpark Tillsonburg Resident Pass (6 +)	30.00	30.00	0%	HST	per person	UFS applicable
Waterpark Non-resident Pass (Youth & Srs 60+)	42.00	42.00	0%	HST	per person	UFS applicable
Waterpark Non-resident Pass (Adult under 60)	62.00	62.00	0%	HST	per person	UFS applicable
Community Centre - Other fees						
Admin - Refund Admin Fee	15.30	15.60	2%	Exempt	each	
Admin - Reprint receipt	5.10	5.20	2%	Exempt	each	
Admin - Consolidated Receipts (Child Tax Credit)	10.20	10.40	2%	HST		
Admin - Copies - Single sided	0.27	0.30	10%	HST		
Admin - Copies - Double sided	0.31	0.35	11%	HST		
UFS - Aquatics Facility User Fee Surcharge	-	1.50	NEW	HST		Operational requirements
Audio/Visual - Cordless Microphones	21.90	22.30	2%	HST		
Audio/Visual - TV/DVD Sound System	21.90	22.30	2%	HST		
Camping - Non Serviced per site	31.90	32.50	2%	HST		
Camping - Serviced per site	53.00	54.10	2%	HST		
Rentals - 8' wooden tables	5.50	5.60	2%	HST		

Programs	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Rentals - Black plastic chairs	2.10	2.10	0%	HST	each	
Delivery of Table & Chairs(per round trip)	26.50	27.00	2%	HST		
Rentals - Black curtains/hardware rental per foot	2.60	2.7	4%	HST		
ADVERTISING						
10% - 30% Reductions may apply to multiple advertising	A 2nd advertisement gets 10% off both, a 3rd ad gets 20% off all 3 and a 4th ad gets 30% off the total for all 4.					
Advertising - Memorial Arena Board Back Lit	1,060.80	1,082.00	2%	HST	each	
Advertising - Community Arena Backlit	530.40	541.00	2%	HST	each	
Advertising - Memorial Arena Board	688.50	702.30	2%	HST	each	
Advertising - Community Arena Board	423.30	431.80	2%	HST	each	
Advertising - Ice Re-Surfacers - Side	530.40	541.00	2%	HST	each	
Advertising - Ice Re-Surfacers - Top	1,060.80	1,082.00	2%	HST	each	
Advertising - Ice Re-Surfacers - 3 sides	2,346.00	2,392.90	2%	HST	each	
Advertising - Skate Aid	-	10.00	NEW	HST	per month	
Advertising - Inside Front/Back Page Glossy	1,555.50	1,586.60	2%	HST	each	
Advertising - Back Page Glossy	2,080.80	2,122.40	2%	HST	each	
Advertising - Brochure 1/8 page	106.10	108.20	2%	HST	each	
Advertising - Brochure 1/4 page	185.60	189.30	2%	HST	each	
Advertising - Brochure 1/2 page	317.20	323.50	2%	HST	each	
Advertising - Brochure 1/2 page Inside/Back Page Glossy	624.20	636.70	2%	HST	each	
Advertising - Brochure Full page	634.40	647.10	2%	HST	each	
Advertising - Brochure Full page (internal corporate)	208.10	212.30	2%	HST	each	
Advertising - Miscellaneous	106.10	108.20	2%	HST	each	
Advertising - Digital Ad Set up	20.70	21.10	2%	HST	each	
Advertising - Digital Ad - Monthly(min. 3 mos term)	52.00	53.00	2%	HST	each	
Advertising - Digital Ad - Tournament/Special Events	52.00	53.00	2%	HST	each	
Advertising - Fence - Per Season	116.30	118.60	2%	HST	per season	
Advertising - Fence - Per Year	232.60	237.30	2%	HST	annually	

Fire

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Fire						
Fee for response to a nuisance fire alarm - first incident in 12 month period	218.50	224.00	3%	Exempt	per alarm	First incident, caused by negligent act
Fee for each fire apparatus dispatched to a specific address in response to a nuisance false alarm AFTER the first incident in 12 month period	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour	Subsequent incidents based on two apparatus dispatched to the alarm.
Response to false alarms in building required by the Ontario Building Code where work is being done on the system and the owner or his agent fails to notify the Fire Department	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour	Each incident based on two apparatus dispatched to the alarm.
Fee for each fire apparatus dispatched to the scene of a motor vehicle accident and providing fire protection or other emergency services.	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour + materials	Where possible this fee will be charged to insurance company of vehicle owner, otherwise the fee is chargeable to the registered owner of the vehicle.
Fee for each fire apparatus dispatched to the scene of a motor vehicle fire and providing fire protection or other emergency services.	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour + materials	Where possible this fee will be charged to insurance company of vehicle owner, otherwise the fee is chargeable to the registered owner of the vehicle.
Fee for each fire apparatus dispatched to the scene of a motor vehicle accident or at the scene of a motor vehicle fire and providing fire protection or other emergency services on a provincial highway.	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee will be charged to the Ministry of Transportation for all vehicle accident or vehicle fire related services that occur on provincial highways.
Fee for each fire apparatus dispatched to Natural Gas Leak	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee is chargeable where the fire department responds and determines that a natural gas incident has been caused directly by a person or company.
Fee for each fire apparatus dispatched to a Hazardous Materials Incident.	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour + materials	This fee is chargeable to the person or company that has control of a Hazardous Material that's release has resulted in the response of the fire department.
Fee for each fire apparatus assigned to a fire watch authorized by Fire Chief	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour	This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate a fire is likely to occur.
Fee for each fire apparatus dispatched to a burn complaint where the by-law is contravened and/or fire department is required to extinguish an open air burn.	\$459.45/hr + \$229.73/ each hald hr thereafter	\$477.00/hr + \$238.50 each half hr thereafter	(based on MTO set rate)	Exempt	per hour or half hour	This fee is charged to the property owner where the fire department attends a burn complaint and is required to extinguish an open air burn or where the open air by-law is contravened and the fire department attends due due to a complaint.
Additional Fire department expense incurred during an emergency required to mitigate the emergency	Actual cost	Actual Cost		Exempt		This fee is charged to the insurance company of the registered owner of a property, otherwise the registered owner of the property where in the opinion of the fire chief or his designate it is necessary to employ heavy equipment to extinguish a fire or protect adjacent properties from the spread of fire.
MTO - ARIS fee	14.00	14.00	(based on MTO set rate)		each	Fee added to the hourly fire department response charge any time that the fire departent is required to access the MTO ARIS data base. This fee is 100% cost recovery only based on fee charged to the Town of Tillsonburg.
Fire Incident Report	108.25	110.50	2%	HST	each	
Fire Investigation report	218.00	225.00	3%	HST	each	
Fee to conduct a file search for outstanding orders/ inspection reports and respond by letter	84.85	87.50	3%	HST	each request	
Fee to conduct a requested inspection of a commercial, industrial, or institutional building less than 930m2 (10,000 sq.ft.)	217.50	222.50	2%	HST	each	OBC Classification A, B, D, E & F. Residential (OBC C) removed for 2015 and listed separate.
Each additional 185m2 (2000 sq.ft.) in a commercial, industrial or institutional building	32.30	33.50	4%	HST	each	New fee for additional area over base fee

Fire

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Fee to conduct a requested inspection of a residential building up to and including 4 suites or apartments	212.25	215.00	1%	HST	each	OBC Classification C. Separated from other occupancies for 2015.
Each additional suite or apartment over base fee	32.30	33.25	3%	HST	each	New fee for additional unit(s). Fee per apartment over base fee.
Fee to conduct a requested inspection of any licensed occupancy excluding a daycare	166.50	169.40	2%	HST	each	
Fee to conduct a requested inspection of a daycare facility	83.25	85.00	2%	HST	each	
Fee to conduct verification of fire drill scenario	205.00	210.00	2%	HST	each	For verifying fire drills are conducted within established time limits in occupancies with vulnerable occupants. Cost recovery of labour.
Business License Inspection	81.70	83.50	2%	Exempt	each	
Fee to conduct any requested inspection above that is in compliance with the Fire Code at initial inspection	- 50.00	- 50.00	0%	HST	each	Credit
Fee to conduct each required re-inspection after one verification re-inspection	same as original	same as original	0%	HST	each	Subsequent inspections following the second. Fee charged to registered owner.
Residential carbon monoxide alarm or smoke alarm left with a homeowner on loan	85.00	86.50	2%	HST, if not returned	per detector not returned	Fee charged if loaner alarm not returned within two (2) weeks of being left on site.
Fire department approval as part of a Demolition Permit issued by the Building Department.	107.00	109.00	2%	HST	each	
Fee to review an application for a licence to sell Consumer Fireworks (F.1) including a site inspection and review of Fire Safety Plan	178.50	182.00	2%	HST	each	
Fee to review an application for a Display Fireworks (F.2) event	132.00	140.00	6%	HST	each	Town of Tillsonburg sponsored event are Exempt from this fee.
Fee to review an application for a licence to conduct a Pyrotechnics (F.3) display including a site inspection and review of Fire Safety Plan	210.00	214.00	2%	HST	each	
Fee to issue open air burn permit	110.00	112.00	2%	HST	each	
Fee to review a fire safety plan excluding any such review required as part of a property inspection for which a fee has been set in this by-law.	60.00	65.00	8%	HST	each	
Fee to review and/or approve a Level 1 Risk Management Plan as part of an application to the TSSA for a licence to store propane.	317.50	325.00	2%	HST	each	
Fee to review and/or approve a Level 2 Risk Management Plan as part of an application to the TSSA for a licence to store propane	\$765	\$780	2%	HST	each	Plus actual costs to retain a 3rd part engineer or other firm if required.
Fee for facilitating fire safety training	111.00	111.60	1%	HST	per hour	Plus cost of materials
Fee to facilitate fire extinguisher training (theory only)	105.00	107.00	2%	HST		Max 20 students
Fee to facilitate live fire training	200.00	205.00	3%	HST	each	Max 20 students; plus cost of materials
Fees to facilitate public education presentations, station tours, and lectures for non-resident organizations and individuals	54.00	55.00	2%	HST	per hour	Plus cost of materials
Fee to recharge self-contained breathing air cylinders	32.00	32.00	0%	HST	per cylinder	Excludes customers with special agreement
Fee to recharge self-contained breathing air cylinders, under a special agreement with SWOX and Bayham Fire Depts	1,300.00	1,300.00	0%	HST	per year	
Fee to clean set of bunker gear	2.65	2.75	4%	HST	each	
Rental of Training Room (excluding emergency services)	218.50	220.00	1%	HST	per day	

Museum

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit
Museum					
Museum-Admission-Adult	5.31	6.00	13%	HST	daily
Museum-Admission-Annual-Family Rate	45.00	45.00	0%	HST	yearly
Museum-Admission-Annual-Individual	20.00	20.00	0%	HST	yearly
Museum-Admission-Child	2.21	2.21	0%	HST	daily
Museum-Admission-Family Rate	10.62	12.00	13%	HST	daily
Museum-Admission-Group Rate	4.00	4.00	0%	HST	daily
Museum-Admission-Senior	4.42	5.00	13%	HST	daily
Museum-Admission-Student	3.00	3.00	0%	HST	daily
Museum Volunteer-Admission-Free	FREE	FREE	0%		daily
Museum-Permission Fees-Personal Use	2.50	2.50	0%	HST	each
Museum-Permission Fees-Publication Use	5.50	5.50	0%	HST	each
Museum-Rentals-Audio Visual Equipment-Corporate	FREE	FREE	0%		each
Museum-Rentals-Program Room or Grounds & Gardens - 25 - 50 people	50.00	50.00	0%	HST	each
Museum-Rentals-Grounds & Gardens-Corporate	50.00	50.00	0%	HST	each
Museum-Rentals-Kitchen	25.00	25.00	0%	HST	each
Museum-Rentals-Kitchen - Corporate	35.00	35.00	0%	HST	each
Museum-Rentals-Program Room	50.00	50.00	0%	HST	half day
Museum-Rentals-Program Room	75.00	75.00	0%	HST	full day
Museum-Rentals-Program Room-Corporate	75.00	75.00	0%	HST	half day
Museum-Rentals-Program Room-Corporate	100.00	100.00	0%	HST	full day
Museum-Rentals-Tour Surcharge-Groups 100-150	100.00	100.00	0%	HST	each
Museum-Rentals-Tour Surcharge-Groups 25-50	60.00	60.00	0%	HST	each
Museum-Rentals-Tour Surcharge-Groups 51-100	75.00	75.00	0%	HST	each
Museum-Seasonal Childrens Programs	20.00	20.00	0%	Exempt	each
Museum-Seasonal Childrens Programs- 2nd Child	18.00	18.00	0%	Exempt	each
Museum- School Program- per student (1 hour)	2.50	2.50	0%	Exempt	each
Museum - School Program - per student (2 hours)	3.50	3.50	0%	Exempt	each
Museum- Special Event - Adult program	5.00	5.00	0%	HST	each
Museum - Special Event- Adult program	7.00	7.00	0%	HST	each

Museum

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit
Museum - Special Event - Adult program	10.00	10.00	0%	HST	each
Museum - Special Event - Adult program	12.00	12.00	0%	HST	each
Museum-Slide Show Presentations-Off Site	40.00	40.00	0%	HST	each
Museum-Slide Show Presentations-On Site	30.00	30.00	0%	HST	each
Museum-Admission - Pratt Gallery only	2.50	2.50	0%	HST	each
Museum- Special Event- Lunch & Learn Series Pass	80.00	80.00	0%	HST	
Museum- Special Event - Lunch & Learn- Single Pass	25.00	25.00	0%	HST	
Museum - Special Event - Women's Day Luncheon	30.00	30.00	0%	HST	
Museum- Special Event Tea	15.00	15.00	0%	HST	
Museum - Special Event - Dinner	55.00	55.00	0%	HST	per event
Museum - Special Event - Performance	40.00	40.00	0%	HST	
Workshops	35.00	35.00	0%	HST	per event
Workshops	55.00	55.00	0%	HST	per event day
Workshops	75.00	75.00	0%	HST	per event day
Workshops	100.00	100.00	0%	HST	per event day
Show Tickets	45.00	45.00	0%	HST	flat fee
Museum- Culture Tillsonburg Event Ticket	20.00	20.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	25.00	25.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	30.00	30.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	35.00	35.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	40.00	40.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	45.00	45.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	50.00	50.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	60.00	60.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	65.00	65.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	70.00	70.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	75.00	75.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	80.00	80.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	85.00	85.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	90.00	90.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	95.00	95.00	0%	HST	
Museum- Culture Tillsonburg Event Ticket	100.00	100.00	0%	HST	

Item	2018 Fee	2018 Perpetual Care Fee	2018 Net Fee	2019 Fee	2019 Perpetual Care Fee	2019 Net Fee	% Change	Tax	Unit	Notes
Perpetual care fees regulated by the Province										
Interment Rights										
Grave 10 x 4	700.00	280.00	420.00	700.00	280.00	420.00	0%	HST	grave	
Infant Grave 3X3	225.00	150.00	75.00	225.00	150.00	75.00	0%	HST	grave	
Cremation Grave 3x3	550.00	220.00	330.00	550.00	220.00	330.00	0%	HST	grave	
Columbarium Niche	1,900.00	285.00	1,615.00	1,900.00	285.00	1,615.00	0%	HST	niche	Includes brass nameplate and dates
Columbarium Niche	1,500.00	225.00	1,275.00	1,500.00	225.00	1,275.00	0%	HST	niche	Includes brass nameplate and dates
Cemetery Services			-							
Cemeteries Regulation Unit burial and cremation license	12.00		12.00	12.00		12.00	0%	Exempt	interment	Fee is set by the Province
Columbarium Niche Open/Close	255.00		255.00	200.00		200.00	-22%	HST	each	
Adult Interment	835.00		835.00	835.00		835.00	0%	HST	each	
Lead in fee, per 1/2 hour minimum	30.00		30.00	30.00		30.00	0%	HST	per 1/2 hour	Charged if lead in requested by Funeral Home
Child/ Infant Interment	300.00		300.00	300.00		300.00	0%	HST	each	Length is 5' or less
Cremated Remains Interment Infant	300.00		300.00	200.00		200.00	-33%	HST	each	
Cremated Remains Interment Adult	475.00		475.00	350.00		350.00	-26%	HST	each	
Statutory Holidays - Funeral Fee	50% surcharge on applicable interment fee		50% surcharge on applicable interment fee					HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket	2,087.50		2,087.50	2,087.50		2,087.50	0%	HST	each	
Disinterment/Exhumation- Relocation in Same Cemetery-Adult Casket in Vault	1,878.75		1,878.75	1,878.75		1,878.75	0%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket	1,565.63		1,565.63	1,565.63		1,565.63	0%	HST	each	
Disinterment/Exhumation- Relocation in Another Cemetery-Adult Casket in Vault	1,409.06		1,409.06	1,409.06		1,409.06	0%	HST	each	
Disinterment/Exhumation-Child Casket	750.00		750.00	750.00		750.00	0%	HST	each	Length is 5' or less
Disinterment/Exhumation-Adult Cremains (Ground)	475.00		475.00	475.00		475.00	0%	HST	each	
Disinterment/Exhumation-Child/Infant Cremains (Ground)	300.00		300.00	300.00		300.00	0%	HST	each	
Marker/Foundation Services										
Upright Monument Foundation (5' depth)	22.50		22.50	22.50		22.50	0%	HST	per cubic foot	
Veteran Standing Monument Setting	200.00		200.00	200.00		200.00	0%	HST	each	
Upright Monument (small) with Floater/Slab Foundation	170.00		170.00	170.00		170.00	0%	HST	each	
Flat Marker with Granite Border & no concrete	40.00		40.00	40.00		40.00	0%	HST	each	
Flat Marker with 4" concrete border	100.00		100.00	100.00		100.00	0%	HST	each	
Upright Monument (small) Foundation	170.00		170.00	170.00		170.00	0%	HST	each	
Monument Care & Maintenance										
Flat Markers		50.00	50.00		50.00	50.00	0%	HST	each	Fees are set by the Province.
Upright Markers Up to 48"		100.00	100.00		100.00	100.00	0%	HST	each	
Upright Markers Over 48"		200.00	200.00		200.00	200.00	0%	HST	each	
Other Fees & Services										
Transfer Fee/Replacement - Interment Rights Certificate	45.00		45.00	45.00		45.00	0%	HST	each	
Flower Campaign	100.00		100.00	100.00		100.00	0%	HST	Per basket	
Wreath Campaign	60.00		60.00	60.00		60.00	0%	HST	Per wreath	
Memorial Benches	1,650.00			2,000.00	200.00	1,800.00	21%	HST	each	
Memorial Tree	600.00			650.00	65.00	585.00	8%	HST	each	

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit
Airport					
Airport - Aircraft Parking Fees - Daily	6.00	6.00	0%	HST	per day
Airport - Aircraft Parking Fees - Monthly	42.00	42.00	0%	HST	per month
Airport - Basement Boardroom rental (15'x29') half day	45.00	45.00	0%	HST	per half day
Airport - Basement Boardroom rental (15'x29') full day	80.00	80.00	0%	HST	per full day
Airport - Basement or Dining Area Rental per hour	15.00	15.00	0%	HST	per hour
Airport - Boardroom Long term rental	275.00	275.00	0%	HST	per week
Airport - Hangar Land Lease Fee Annually per SF	0.29	0.29	0%	HST	per SF
Airport - Infrastructure fee < 5,000 SF hangar	500.00	525.00	5%	HST	upon signing
Airport - Infrastructure fee > 5,000 SF hangar	1,000.00	1,050.00	5%	HST	upon signing
Airport - Maintenance fee	100.00	105.00	5%	HST	per year
Airport Toque	10.00	10.00	0%	HST	per unit
Airport Fuel Call Out Fee	25.00	25.00	0%	HST	per call out
Airport Administration Fee	25.00	25.00	0%	HST	per unit
Airport Hangar Application Fee	-	300.00	NEW	HST	per application
Airport Hangar Transfer Fee	-	150.00	NEW	HST	per application
Roads					
Public Works Administration Fee	-	50.00	NEW	HST	flat rate
Roads-Labour	37.50	38.25	2%	HST	per hour
Roads-Labour Overtime	52.00	53.25	2%	HST	per hour
Roads-Labour Double Time	66.50	68.25	3%	HST	per hour
1/2 Ton Pickup Truck	15.00	15.00	0%	HST	per hour
1-Ton Truck	30.00	30.00	0%	HST	per hour

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit
Single Axle Dump Truck	80.00	80.00	0%	HST	per hour
With Plow & Wing	12.00	12.50	4%	HST	per hour
With Sander/Salter	19.00	19.50	3%	HST	per hour
With Plow, Wing & Sander/Salter	31.00	32.00	3%	HST	per hour
With Anti-Icing System	4.00	4.50	13%	HST	per hour
Front End Loader	60.00	70.00	17%	HST	per hour
With Plow Blade	5.00	7.00	40%	HST	per hour
With Snowblower	180.00	180.00	0%	HST	per hour
Backhoe	45.00	50.00	11%	HST	per hour
Grader	75.00	75.00	0%	HST	per hour
Street Sweeper	65.00	70.00	8%	HST	per hour
Sidewalk Machine	45.00	45.00	0%	HST	per hour
With Plow	5.50	6.00	9%	HST	per hour
With Sander	4.50	5.00	11%	HST	per hour
With Snowblower	15.50	16.00	3%	HST	per hour
With Plow & Sander	10.00	11.00	10%	HST	per hour
With Snowblower & Sander	20.00	21.00	5%	HST	per hour
With Angle Broom	8.00	8.50	6%	HST	per hour
With Flail Mower	8.50	10.00	18%	HST	per hour
With Cold Planer	35.00	35.00	0%	HST	per hour
Leaf Vacuum	85.00	85.00	0%	HST	per hour
Line Striper	11.00	12.00	9%	HST	per hour
Sewer Rodder	90.00	90.00	0%	HST	per hour
Wood Chipper	25.00	25.00	0%	HST	per hour
Zero Radius Mower	25.00	25.00	0%	HST	per hour
Portable Pump	35.00	35.00	0%	HST	per hour
Walk Behind Snowblower	2.00	2.50	25%	HST	per hour
Walk Behind Push Mower	2.00	2.50	25%	HST	per hour
Chainsaw	2.50	2.50	0%	HST	per hour

Utility

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Utility NSF Cheque Fee (plus bank charges)	15.00	15.00	0%	HST	each	as per OEB rate schedule
Utility-Account Set Up Fee	30.00	30.00	0%	HST	each	as per OEB rate schedule
Utility - Late Payment (per annum)	0.20	0.20	0%	HST	%	as per OEB rate schedule
Utility-Collection of Account Charge (no disconnection)	30.00	30.00	0%	HST	each	as per OEB rate schedule
Utility-After Hour Reconnect (at meter)	185.00	185.00	0%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at meter)	65.00	65.00	0%	HST	each	as per OEB rate schedule
Utility-During Hours Reconnect (at mpole)	185.00	185.00	0%	HST	each	as per OEB rate schedule
Utility-During Hours Remove Load Control Device	185.00	185.00	0%	HST	each	as per OEB rate schedule
Utility-Interval Meter	1,100.00	1,100.00	0%	HST	each	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Special Meter Reading	30.00	30.00	0%	HST	each	Changes to rates must be approved by the OEB
Utility -Service Call (after hours)	165.00	165.00	0%	HST	each	as per OEB rate schedule
Utility-Access to Utility Poles	22.35	43.63	95%	HST	each	as per OEB rate schedule
Utility-Miscellaneous Materials Mark Up	0.25	0.25	0%	HST	%	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 30 ft	1.50	1.50	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Pole Rental - 35 ft	2.25	2.25	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 150 W	3.75	3.75	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 175 W	3.75	3.75	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 250 W	4.00	4.00	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 400 W	4.00	4.00	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Sentinal Light Rental - 70 W	3.50	3.50	0%	HST	month	Changes to rates must be approved by the THI Board of Directors or OEB
Utility-Labour	45.50	45.50	0%	HST	hour	
Utility-Truck Charges - #26	15.00	15.00	0%	HST	hour	
Utility-Truck Charges - #30	15.00	15.00	0%	HST	hour	
Utility-Truck Charges - #41	20.00	20.00	0%	HST	hour	
Utility-Truck Charges - #65	67.50	67.50	0%	HST	hour	
Utility-Truck Charges - #66	67.50	67.50	0%	HST	hour	
Utility-Truck Charges - #68	75.00	75.00	0%	HST	hour	
Utility-Truck Charges - #74	65.00	65.00	0%	HST	hour	
Utility-Truck Charges - #22	15.00	15.00	0%	HST	hour	
Utility-Truck Charges - #28	15.00	15.00	0%	HST	hour	
Utility-Truck Charges - #44	30.00	30.00	0%	HST	hour	
Utility-Truck Charges - #45	15.00	15.00	0%	HST	hour	
Utility-Sewer Camera Job	55.00	55.00	0%	HST	hour	1 hour minimum
Utility-Water Heater Rental - 40 gal.	10.00	11.00	10%	HST	month	
Utility-Water Heater Rental - 60 gal	11.00	12.00	9%	HST	month	

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Bag Tags	2.00	2.00	0%	incl HST		County approved
Blue Box (apartment)	3.50	3.55	1%	incl HST		County approved
Blue Box (large)	5.50	5.50	0%	incl HST		County approved
Blue Box Lid	1.50	1.50	0%	incl HST		County approved
Composter	10.00	10.00	0%	incl HST		County approved
Rain barrels	45.00	45.00	0%	incl HST		County approved
Green Cones	40.00	40.00	0%	incl HST		County approved
Fine - allow or permit an animal to trespass on private property	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the animal enclosure is kept free of offensive odour	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the animal enclosure is kept in a clean and sanitary condition	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure that the nature and condition of the animal enclosure are such that the animal would not be harmed and its health would not be negatively affected	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to ensure the animal enclosure is such that the animal can be readily observed unless the natural habits of the animal require otherwise	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to keep dog license fixed on dog/cat	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to notify license issuer upon sale of puppy/kitten	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to obtain dog/cat license	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to prevent an animal from running at large	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Fail to provide animal with basic necessities	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to remove or dispose of animal excrement forthwith	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - fail to renew dog/cat license	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failing to muzzle potentially dangerous dog or dangerous dog	305.00	305.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failing to restrain dog from causing noise	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failing to restrain potentially dangerous dog or dangerous dog	305.00	305.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to comply with conditions of muzzle order	305.00	305.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to ensure that the animal enclosure for every reptile/fish/amphibian has an enclosed space adequate for the needs of the species	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to ensure that the animal enclosure is escape-proof	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to ensure that the animal enclosure is of a size/incondition such that the animal may extend its legs, wings and body to their full extent, stand sit and perch	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failure to notify change of ownership of potentially dangerous dog or dangerous dog	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - failure to post sign	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Failure to store feed in a rodent-proof container	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - forcibly trying to retrieve dog or cat from pound keeper or premises of pound keeper	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Harboursing more than three dogs	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Harboursing more than two cats	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - have dog on leash exceeding two metres	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keep animal in unsanitary conditions	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keeping more than ten pigeons	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Keeping prohibited animals	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - keeping prohibited animals - agricultural lands	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - Offering for sale, selling, making available	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - operate a kennel without a license	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - restraining potentially dangerous dog or dangerous dog exceeding two feet in length	305.00	305.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - retrieve a dog and or cat from pound keeper without paying fees	150.00	150.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fine - unlawfully transferred dog/cat tag	105.00	105.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
AGCO Required Licences						
Special Sales License	\$1 per thousand	\$1 per thousand	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
50/50 Raffle	3% with min. of \$25	3% with min. of \$25	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar	\$10 per wheel, 3 wheels max	\$10 per wheel, 3 wheels max	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Bingo	2 percent	2 percent	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Bazaar/Raffle	3% up to \$5000	3% up to \$5000	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)

Non-Controlled Town Fees

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Bingo Only	2% up to \$5500	2% up to \$5500	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Nevada @ other location	3% x # of units X total prize/unit	3% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Nevada @ own location	2% x # of units X total prize/unit	2% x # of units X total prize/unit	0%	Exempt	each	Alcohol & Gaming Commission of Ontario (AGCO)
Police						
Criminal Record, Police Record & Vulnerable Sector Check (Employment)	25.00	25.00	0%	Exempt	each	
Duplicate Copy of Criminal and Police Record Check	5.00	5.00	0%	incl HST	each	
Criminal Record, Police Record & Vulnerable Sector Check (Volunteer)	FREE	FREE	0%	Exempt	each	
Fingerprints (OPP charge)	26.50	26.50	0%	incl HST	each	Fee Payable to Minister of Finance
Fingerprints (LIVESCAN - on behalf of RCMP)	25.00	25.00	0%	incl HST	each	Fee Payable to Minister of Finance
Occurrence Confirmation Reports/Incident Reports	42.25	42.25	0%	incl HST	each	
Statements	42.25	42.25	0%	incl HST	each	
Technical Traffic Collision Reports	565.00	565.00	0%	incl HST	each	
Reconstructionist Report	1,130.00	1,130.00	0%	incl HST	each	
PAID DUTY RELATED FEES						
Payable to Minister of Finance (Provincial in Nature)						
Administrative Fee (note 1)	68.50	68.50	0%	incl HST		
Hourly Vehicle Usage Fee (note 1)	28.25	28.25	0%	incl HST		
2014 Hourly Officer Rate - PDO (note 1)	73.60	73.60	0%	incl HST		
2014 Hourly Supervisor Rate - PDS (note 1)	83.17	83.17	0%	incl HST		
Owner dumping debris on own lands	500.00	500.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner failing to tag garbage	200.00	200.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - double parking	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - for longer period than provided	20.00	20.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - in loading zone	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - near fire hydrant	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - no parking (2am-7am)	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Obstructing Traffic	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - parking in handicapped parking space without permit	300.00	300.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Parking/standing in fire route	75.00	75.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - prohibited area	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to corner	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - too close to curb	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Parking - Wrong side of road	30.00	30.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person assisting dumping debris on private lands	500.00	500.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person dumping debris on private/public lands	500.00	500.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Person fail to immediate remove debris	500.00	500.00	0%	Exempt	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Owner - fail to tag garbage	500.00			exempt	Schedule V Part VI (ETA)- Exempt	Schedule V Part VI (ETA)- Exempt
Fail to enclose swimming pool during construction	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to properly enclose swimming pool with temporary enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit construction of swimming pool not completely enclosed with swimming pool enclosure	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip hydro massage pool with secure cover	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-closing device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with self-latching device	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to equip swimming pool gate with operable lock	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to maintain swimming pool fence to a safe condition and good repair	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Construct or permit swimming pool enclosure not in compliance with height requirement	350.00	350.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or alter a sign in the Town of Tillsonburg before obtaining a permit from the Chief Building Official	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or permit community bulletin sign on town property, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a temporary community sign, without town approval	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

Item	2018 Fee	Proposed 2019 Fee	% Change	Tax	Unit	Notes
Did erect a mobile sign – closer than 30.0 meters or (98.44 ft) from any other mobile sign	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect or display a mobile sign that is not located on the same property as the business which it is advertising.	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a prohibited sign on land owned by the Town	200.00	200.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sidewalk sign on a public street and did not position as to provide a minimum of 1.5 meters of unobstructed sidewalk space	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a sign located on a premise which does not specifically identify or advertise a business, service, or occupant of the premises where it is located	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Did erect a vehicle/trailer sign on a non-motorized vehicle, where the purpose of the sign meets the definition of a sign under the By-law	100.00	100.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate a vehicle for hire without a licence.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Operate vehicle not licenced as a vehicle for hire.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display taxicab plate.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to submit vehicle for inspection.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to produce licence upon demand.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Permit smoking in taxicab.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Failure to display tariff card.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Charge fare not prescribed in fare schedule.	250.00	250.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Fail to accept service animal into taxicab.	400.00	400.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke on town walkway	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 m of anytown facility entrance or exit	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Library Lane entrance	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.
Smoke within 9 metres of Town Centre Mall	105.00	105.00	0%	none	per infraction	Fines set by province, approved by Justice of the Peace, not contained in bylaw.

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NUMBER 4254

BEING A BY-LAW to confirm the proceedings of Council at its meeting held on the 17th day of January, 2019.

WHEREAS Section 5 (1) of the *Municipal Act, 2001, as amended*, provides that the powers of a municipal corporation shall be exercised by its council;

AND WHEREAS Section 5 (3) of the *Municipal Act, 2001, as amended*, provides that municipal powers shall be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Town of Tillsonburg at this meeting be confirmed and adopted by by-law;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF TILLSONBURG ENACTS AS FOLLOWS:

1. All actions of the Council of The Corporation of the Town of Tillsonburg at its meeting held on January 17, 2019, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Tillsonburg.
4. This by-law shall come into full force and effect on the day of passing.

READ A FIRST AND SECOND TIME THIS 17th DAY OF JANUARY, 2019.

READ A THIRD AND FINAL TIME AND PASSED THIS 17th DAY OF JANUARY, 2019.

Mayor – Stephen Molnar

Town Clerk – Donna Wilson