



**Rural Initiatives/Planning Advisory Committee**  
**Meeting**

Elgin County Administration Building  
3<sup>rd</sup> Floor Administrative Services Boardroom  
Tuesday, March 10, 2020  
12:30 P.M. – 1:00 P.M.

**Agenda**

1. Approval of Agenda
2. Approval of the Minutes
3. Review Grant Scoring Matrix (CAO to combine scores)
4. Date of Next Meeting
5. Adjournment

## **Rural Initiatives/Planning Advisory Committee Meeting**

**Date:** February 28, 2020  
**Location:** Elgin County Administration Building, 450 Sunset Drive, St. Thomas  
Administrative Services Boardroom, 3<sup>rd</sup> Floor  
**Time:** 11:00 a.m.

**Attendees:** *Members of the Rural Initiatives/Planning Advisory Committee*  
Councillor Ed Ketchabaw  
Councillor Sally Martyn  
Councillor Dominique Giguère  
Warden Dave Mennill  
(arrived at 11:35 a.m., with notice)

**Regrets:** Heather Derks

### *Elgin County Staff*

Chief Administrative Officer, Julie Gonyou  
General Manager of Economic Development, Alan Smith  
Legislative Services Coordinator, Megan Shannon

### **1. Call to Order**

The Rural Initiatives/Planning Advisory Committee met this 28<sup>th</sup> day of February, 2020 in the Administrative Services Boardroom, at the County Administration Building, St. Thomas at 11:16 a.m.

### **2. Approval of Agenda**

Moved by: Councillor Martyn  
Seconded by: Councillor Giguère

Resolved that the agenda be approved as presented.

- Motion Carried.

### **3. Review of County's Grant Policy and the Festival Events Partnership Program (FEPP)**

The Committee reviewed the County's Grant Policy and the Festival Events Partnership Program (FEPP). The Committee also reviewed the payment of grants, scoring matrix, and timing of applications.

#### **4. Review Options**

The Committee will recommend to Council that they assume responsibility for the review and allocation of grants for Community Services and Festivals/Events. Revised scoring, evaluation criteria and policy amendments for Community Grants and Festival Events Partnership will be drafted by staff and reviewed by the Committee at an upcoming meeting.

The Committee will use the 2019 scoring and evaluation criteria to evaluate 2020 applications.

Deadline for 2021 applications will be December 21, 2020 and changes to evaluation scoring and evaluation criteria will be communicated to applicants as part of the application process.

The need to advertise the Community Grants and Festival Events Partnership was reinforced by Committee Members.

There is interest in exploring the provision of “seed money” to support new events/one-time events/new applicants. Staff will present options with respect to available budget, timing of applications and criteria to the Committee at an upcoming meeting.

Staff will make recommendations with respect to event sponsorship at an upcoming meeting.

It was determined that presentations by applicants would not be necessary in 2020.

#### **5. Grant Scoring Matrix**

Staff will adjust scoring based on the Committee’s feedback. Changes will be presented to the Committee at an upcoming meeting.

#### **6. Grant Payment Options**

Successful Community Grant applicants will receive the full grant payment upon award. Festival Events Partnership funding will be awarded following the event once receipts have been received.

#### **7. Town Crier**

Moved by: Councillor Martyn  
Seconded by: Councillor Mennill

Resolved that expenses associated with the Town Crier remain a regular budget item and not be considered as part of Community Grants or Festival Events Partnership

Funding; and that funding for the 2020 Town Crier be sent to Dave Phillips.

#### **8. Signage Grant for Future Discussion**

The Committee discussed the signage grant program eligibility. Economic Development and Tourism Services, and Engineering Services administer the grant program.

Staff will present additional information with respect to the signage grant program for the Committee's consideration at an upcoming meeting.

#### **9. Next Meeting Date**

Tuesday, March 10, 2020 at 8:00 a.m. at the County Administration Building, St. Thomas, in the Administrative Services Boardroom.

#### **10. Adjournment**

Moved by: Councillor Giguère  
Seconded by: Councillor Mennill

Resolved that the meeting adjourn at 12:26 p.m. to meet again on Tuesday, March 10, 2020 at 8:00 a.m. to determine 2020 Grant Allocations.

- Motion Carried.



**AYLMER & EAST ELGIN AGRICULTURAL SOCIETY  
THE AYLMEER FAIR – IT'S ALL FOR YOU!**

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**The 174th Aylmer Fair – August 7, 8, & 9, 2020**

139 Pine St East, P.O Box 192, Aylmer ON, N5H 2R9

[aylmerfairboard@amtelecom.net](mailto:aylmerfairboard@amtelecom.net)

Phone: 519-773-3445 Fax: 519-773-3492

October 21, 2019

Mr. Jim Bundschuh  
Director of Financial Services  
County of Elgin  
450 Sunset Dr.  
St. Thomas, ON N5R 5V1

Dear Mr. Bundschuh:

**SUBJECT: 2020 GRANT APPLICATION**

On behalf of the Aylmer & East Elgin Agricultural Society, I would like to thank the County of Elgin for their continued support of the Aylmer Fair. The funds we received were used to add eaves and soffit to the office and we were able to make repairs to the curling club eaves as well.

The Aylmer & East Elgin Agricultural Society is pleased to announce 3 events planning for 2020.

In May, just before Mother's Day, we will be hosting our 2<sup>nd</sup> Annual Spring Market. Last year's market was a huge success for us. We had many talented artisans and home-based businesses participating. Most of the vendors we had, took advantage of the "special" pricing we offered to them so they could partake in the fair. This was a great opportunity for them to have an audience of 3,000 to 5,000 people.

In June, the Aylmer Fair Board will be hosting our 5<sup>th</sup> Annual Truck & Tractor Pull with food vendors, a beer garden, local entertainment and camping for all the pullers. This is an event that our community has really embraced. Our attendance for the weekend was well over 2,000.

In August, we had our 173<sup>rd</sup> Fair, an incredible long tradition of celebrating and promoting the history and heritage of agricultural in this area. The fair benefits the agricultural community by encouraging improvements in production and marketing, but it also benefits the urban community by increasing their understanding of the importance of agriculture in their lives. The Aylmer Fair also increases tourism dollars being spent in our community.

## AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

### Our Mission Statement:

The Aylmer & East Elgin Agricultural Society is a non-profit organization that is dedicated in promoting agricultural education and entertainment by stimulating fairgoers' natural interest and curiosity through fun displays, games and competitions that are funded or sponsored by our local businesses and community grants.

### Our Vision Statement:

The Aylmer & East Elgin Agricultural Society is proud:

- To preserve and promote through volunteer work the importance of agriculture in our society.
- To maintain a board of directors that is enthusiastic with a position, energetic attitude.
- To create new events that allow the Aylmer & East Elgin Agricultural Society to be financially stable and capable of improving our grounds and buildings to better educate and entertain our community.

**2019 BOARD OF DIRECTORS**

JAKE QUIRING, PRESIDENT	519-859-5883
RANDY LAUR, VICE PRESIDENT	519-808-2944
STEVE WOOLLEY, DIRECTOR	519-808-6325
LYNETT FACEY, DIRECTOR	519-617-0861
RILEY FACEY, DIRECTOR	519-765-0906
PETER WALL, DIRECTOR	519-521-0379
CAROL WATSON, SECRETARY	519-773-3445

<b>Budget for 2020</b>	<b>Income</b>	<b>Expenses</b>	<b>Profit</b>
2019 Truck & Tractor Pull Attendance - 5,000	\$100,000.00	\$70,000.00	\$30,000.00
2019 Fair Attendance - 4,000	\$60,000.00	\$36,000.00	\$24,000.00
2020 Truck & Tractor Pull (Est) Projected Attendance 5,500	\$110,000.00	\$70,000.00	\$40,000.00
2020 Fair (Est) Projected Attendance 4,500	\$65,000.00	\$40,000.00	\$25,000.00

Page 2  
GRANT REQUEST

The fair board has in the past few months benefitted from an increase in the community interest. We have new (younger) members participating with some great new ideas that we want to implement in 2020. Our goal is still to promote agriculture and our community.

We are work very hard to produce these events but we need your support. We would appreciate it if Council would consider the financial needs of the Society when you are preparing your budget. We believe that the Aylmer & East Elgin Agricultural Society is especially important to the County of Elgin and that these events will bring significant tourism dollars into our region.

Your financial support will be used to ensure community entertainment that will make the events of 2020 successful for the Aylmer & East Elgin Agricultural Society, and be enjoyed by our community.

Thank you for your generosity in 2019 and your consideration in 2020.

Yours truly,

AYLMER & EAST ELGIN AGRICULTURAL SOCIETY



Carol Watson  
Secretary-Treasurer

2018-2019 Financial will be forwarded to you in January



**AYLMER & EAST ELGIN AGRICULTURAL SOCIETY  
THE AYLMEER FAIR – IT'S ALL FOR YOU!**

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**The 174th Aylmer Fair – August 7, 8, & 9, 2020**

139 Pine St East, P.O Box 192, Aylmer ON, N5H 2R9

[aylmerfairboard@amtelecom.net](mailto:aylmerfairboard@amtelecom.net)

Phone: 519-773-3445 Fax: 519-773-3492

February 3, 2020

Mr. Jim Bundschuh  
Director of Financial Services  
County of Elgin  
450 Sunset Dr.  
St. Thomas, ON N5R 5V1

Dear Mr. Bundschuh:

**SUBJECT: 2020 GRANT APPLICATION**

Please find enclosed our 2018-2019 Financial statements as requested for our 2020 grant application.

Yours truly,

AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

Carol Watson  
Secretary-Treasurer

**AYLMER & EAST ELGIN AGRICULTURAL SOCIETY**

**Unaudited Financial Statements**

**October 31, 2019**

# **AYLMER & EAST ELGIN AGRICULTURAL SOCIETY**

## **Unaudited Financial Statements**

**For the Year Ended October 31, 2019**

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<b>Table of Contents</b>	<b>PAGE</b>
Notice to Reader	1
Unaudited Statement of Financial Position	2
Unaudited Statement of Changes in Net Assets	3
Unaudited Statement of Receipts and Disbursements	4
Unaudited Schedules to the Statement of Receipts and Disbursements	5 - 7
Net Receipts - Restricted Funds	8
Note to the Unaudited Financial Statements	9



**GRAHAM SCOTT ENNS** LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

P. 519-633-0700 · F. 519-633-7009  
450 Sunset Drive, St. Thomas, ON N5R 5V1

P. 519-773-9265 · F. 519-773-9683  
25 John Street South, Aylmer, ON N5H 2C1

[www.grahamscottens.com](http://www.grahamscottens.com)

## **NOTICE TO READER**

On the basis of information provided by management, we have compiled the statement of financial position of **Aylmer & East Elgin Agricultural Society** as at October 31, 2019 and the statements of receipts and disbursements 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 financial statements may not be appropriate for their purposes.

**Aylmer, Ontario**  
**January 23, 2020**

**GRAHAM • SCOTT • ENNS LLP**  
CHARTERED PROFESSIONAL ACCOUNTANTS  
Licensed Public Accountants

# AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

## Unaudited Statement of Financial Position As At October 31, 2019

	2019	2018
	<u>\$</u>	<u>\$</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Banks	65,961	46,936
Short term investments	5,000	5,000
Prepaid expenses	4,818	4,818
Accounts receivable	<u>-</u>	<u>2,772</u>
	75,779	59,526
<b>PROPERTY AND EQUIPMENT (NOTE 1)</b>	<u>79,265</u>	<u>87,069</u>
<b>TOTAL ASSETS</b>	<u><u>155,044</u></u>	<u><u>146,595</u></u>
<b><u>LIABILITIES</u></b>		
<b>CURRENT LIABILITIES</b>		
Government remittances payable	1,085	2,814
HST payable	<u>7,338</u>	<u>1,588</u>
	<u>8,423</u>	<u>4,402</u>
<b><u>NET ASSETS</u></b>		
<b>NET ASSETS</b>	<u>146,621</u>	<u>142,193</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>155,044</u></u>	<u><u>146,595</u></u>

Unaudited - See "Notice to Reader"  
See accompanying note to the unaudited financial statements.

# AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

## Unaudited Statement of Changes in Net Assets For the Year Ended October 31, 2019

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	Unrestricted <u>Fund</u>	Restricted <u>Fund</u>	2019 <u>\$</u>	2018 <u>\$</u>
NET ASSETS - BEGINNING OF YEAR	136,166	6,026	142,192	139,190
EXCESS OF RECEIPTS OVER DISBURSMENTS	<u>3,903</u>	<u>526</u>	<u>4,429</u>	<u>3,003</u>
NET ASSETS - END OF YEAR	<u>140,069</u>	<u>6,552</u>	<u>146,621</u>	<u>142,193</u>

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Unaudited - See "Notice to Reader"  
See accompanying note to the unaudited financial statements.

# AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

## Unaudited Statement of Receipts and Disbursements For the Year Ended October 31, 2019

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	2019	2018
	<u>\$</u>	<u>\$</u>
<b>REVENUE</b>		
Fair (Schedule 1)	45,549	50,477
Truck and Tractor Pull (Schedule 2)	76,059	66,612
Home and Garden Show (Schedule 3)	-	36,560
Rentals	23,289	16,533
Other income	22,719	18,671
Grants	14,540	14,403
Donations	<u>3,984</u>	<u>5,744</u>
	<u>186,140</u>	<u>209,000</u>
<b>OPERATING EXPENSES</b>		
Fair (Schedule 1)	35,451	35,432
Truck and Tractor Pull (Schedule 2)	46,309	46,735
Home and Garden Show (Schedule 3)	-	22,660
Repairs and maintenance	31,300	15,632
Wages	25,866	29,668
Insurance	13,918	14,743
Amortization	7,803	9,604
Utilities and telephone	6,793	7,194
Advertising and promotion	3,409	7,838
Professional services	3,660	4,250
Supplies	3,488	6,844
Miscellaneous	2,135	4,235
Bank charges and interest	<u>1,579</u>	<u>1,162</u>
	<u>181,711</u>	<u>205,997</u>
<b>NET EARNINGS FOR THE YEAR</b>	<u>4,429</u>	<u>3,003</u>

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Unaudited - See "Notice to Reader"  
See accompanying note to the unaudited financial statements.

# AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

## Schedules to the Statement of Receipts and Disbursements - Schedule 1 For the Year Ended October 31, 2019

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	2019	2018
	<u>\$</u>	<u>\$</u>
<b>Fair Revenue</b>		
Admissions and concessions	40,604	45,922
Fair books	3,469	3,545
Exhibits	<u>1,476</u>	<u>1,010</u>
	<u>45,549</u>	<u>50,477</u>
<b>Fair Operating Expenses</b>		
Attractions	29,062	29,690
Fair books	4,830	2,934
Prize Money	<u>1,559</u>	<u>2,808</u>
	<u>35,451</u>	<u>35,432</u>
<b>Net Earnings</b>	<u>10,098</u>	<u>15,045</u>

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Unaudited - See "Notice to Reader"  
See accompanying note to the unaudited financial statements.

**AYLMER & EAST ELGIN AGRICULTURAL SOCIETY**

**Schedules to the Statement of Receipts and Disbursements - Schedule 2  
For the Year Ended October 31, 2019**

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	<b>2019</b>	<b>2018</b>
	<u>\$</u>	<u>\$</u>
<b>Truck and Tractor Pull Revenue</b>		
Admissions	37,505	31,996
Sponsors	29,315	28,250
Beer tent and other	<u>9,239</u>	<u>6,366</u>
	<u>76,059</u>	<u>66,612</u>
<b>Truck and Tractor Pull Expenses</b>		
General expenses	<u>46,309</u>	<u>46,735</u>
<b>Net Earnings</b>	<u>29,750</u>	<u>19,877</u>

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Unaudited - See "Notice to Reader"  
See accompanying note to the unaudited financial statements.

**AYLMER & EAST ELGIN AGRICULTURAL SOCIETY**

**Schedules to the Statement of Receipts and Disbursements - Schedule 3  
For the Year Ended October 31, 2019**

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	<b>2019</b>	<b>2018</b>
	<u>\$</u>	<u>\$</u>
<b>Home and Garden Show Revenue</b>		
Exhibitors	-	24,676
Prize Book	-	6,202
Admissions	<u>-</u>	<u>5,682</u>
	<u>-</u>	<u>36,560</u>
 <b>Home and Garden Show Expenses</b>		
General expenses	<u>-</u>	<u>22,660</u>
 <b>Net Earnings</b>	<u><u>-</u></u>	<u><u>13,900</u></u>

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Unaudited - See "Notice to Reader"  
See accompanying note to the unaudited financial statements.

# AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

## Net Receipts - Restricted Funds For the Year Ended October 31, 2019

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	2019	2018
	<u>\$</u>	<u>\$</u>
<b>Bingo</b>		
Receipts	20,734	13,524
Direct Expenses	<u>(20,208)</u>	<u>(7,497)</u>
<b>Net Receipts - Restricted Funds</b>	<u><u>526</u></u>	<u><u>6,027</u></u>

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Unaudited - See "Notice to Reader"  
See accompanying note to the unaudited financial statements.

# AYLMER & EAST ELGIN AGRICULTURAL SOCIETY

## Note to the Unaudited Financial Statements For the Year Ended October 31, 2019

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### 1. PROPERTY AND EQUIPMENT

Property and equipment are recorded at cost. When an asset is sold or otherwise disposed of, the original cost and related accumulated amortization are removed from the accounts, and the gain or loss is recognized in earnings. Amortization is calculated using the declining balance method at the following annual rates:

Buildings	4%
Equipment	20%
Automotive	30%
Improvements to grounds	8%

One half of the amortization is taken in the year of acquisition.

	Cost	Accumulated Amortization	2019	2018
	\$	\$	\$	\$
Land	7,755	-	7,755	7,755
Buildings	463,111	426,597	36,514	38,035
Equipment	101,030	94,261	6,769	8,462
Automotive	16,111	9,861	6,250	8,929
Improvement to grounds	94,941	72,964	21,977	23,888
	<u>688,705</u>	<u>609,440</u>	<u>79,265</u>	<u>87,069</u>

## **ELGIN COUNTY GRANT APPLICATION 2020**

### ***EAT 2 LEARN - Elgin School Nutrition Network***

204 First Avenue  
Box 22009  
St. Thomas, Ontario N5R 4P0  
519-207-1040  
[eat2learn@gmail.com](mailto:eat2learn@gmail.com)

**Charitable Registration:** 118800713 RR0001

**Mandate:** *Our mission is to ensure children and youth in the Elgin-St. Thomas community attend school well-nourished and ready to learn.*

EAT 2 LEARN works with School Boards, Public Health and several other community partners to provide a network of support for both new and existing school nutrition programs across the area. These food programs are not emergency measures, but sustainable, long-term solutions to school readiness, child hunger and improved health outcomes.

Decades ago, child nutrition was seen only as an issue of child hunger as a result of poverty. Today, the issue is more complicated but no less alarming. Hunger is part of the equation, but so too are poor eating habits and inactive lifestyles independent of socioeconomic status. Children and youth arrive at school hungry for a whole range of reasons which is why universal access is key - no stigma, no judgement but a warm welcoming environment where they can feed their bodies and fuel their minds.

**Purpose of Grant:** Should EAT 2 LEARN be successful in securing a grant from the County, the funds would be used to support our FAVES (Fruits & Veggies for Every Student) initiative. The funds would assist with food costs associated with an 8-week direct delivery model to 25 participating schools (potentially 15 schools in the

County) in the spring of 2020. Through large scale bulk purchasing, we hope to leverage larger quantities of food at lower prices, helping to stretch our food dollars and address some of the typical challenges our school programs often face such as: menu planning, budgeting, grocery store issues (quality, quantities, retail pricing and payment), safe food handling and volunteer shortages.

**Grant Request:** \$7,500.00

**Other Funding:** Ministry of Children, Community and Social Services; Breakfast Club of Canada; City of St. Thomas; Golden K Kiwanis; Hotchkiss Family Foundation; Kindred Credit Union; Port Stanley Lions; President's Choice Children's Charity; Railway City Rotary Club; Retired Teachers of Ontario; Steelway Building Systems; St. Hilda's-St. Luke's ACW; Tim Hortons Aylmer; United Way Elgin Middlesex; and private donors.

**Economic & Social Impact:** A strong, safe community is one in which children and youth can grow to their full potential. Research shows that proper nourishment and school performance are intertwined and school nutrition programs ensure children and youth have the nourishment they need to maximize their learning potential leading to academic success, gainful employment and becoming productive, contributing citizens in our community. School nutrition programs are an opportunity to promote the importance of making healthy food choices, helping to combat the rising type 2 diabetes and childhood obesity rates which are significantly impacting our health care system. These programs encourage neighbourhood and community engagement with hundreds of dedicated volunteers and school staff contributing more than **23,000 hours** last year to assisting with menu planning, food preparation, shopping and fundraising. Supporting a school nutrition program continues to give our volunteers a sense of purpose, accomplishment and pride in helping to make a difference.

Last year, local schools purchased more than **\$321,000** in food at local grocers and markets. EAT 2 LEARN has always

promoted a “buy local” message and this will continue with our FAVES initiative, procuring \$30,000-\$35,000.00 in fresh produce.

**Self-Sustainment:**

A requirement of receiving provincial funding is that schools generate revenue in support of their nutrition program to supplement the \$0.12 - \$0.14 per child per day received provincially. Last year, schools raised more than \$50,000 in support of their breakfast, snack and lunch programs. EAT 2 LEARN continues to fundraise on behalf of all participating schools to help offset food and equipment costs with an equal focus on its pursuit of “in-kind” partnerships. As well, our organization continues its advocacy work at the federal level, championing the need for a nationally funded school meal program, with Canada being the only G7 country without federal financial support.

**2019 Grant Use Summary:**

Last spring, 20 local schools, 12 located in Elgin County, participated in an 8-Week Vegetable & Fruit Program offered by the Southwest Region. The key benefits of this model were two-fold as it allowed us to benefit from the economies of scale by securing large quantities of produce at wholesale pricing and offering direct delivery to schools, reducing the burden of shopping duties on volunteers. Because of strong community support, including a \$5,000 grant from the County of Elgin, school buy-in amounts were reduced from \$0.10 to \$0.05 per student with EAT 2 LEARN's buy-in at \$11,000. This model offered schools an array of fresh fruits and vegetables that they might not typically serve in their programs due to high cost or limited availability including kiwi, pineapple, asparagus and mango.

In a follow-up survey:

- \* 85.5% of schools reported this model was “effective, very effective and extremely effective” in encouraging students to try new vegetables and fruit
- \* 99% reported this model was “effective, very effective and extremely effective” in stretching their food budget
- \* 58% reported this model was “extremely effective” in alleviating volunteer demands related to shopping (programs still needed to shop for 1 or 2 other food groups - dairy/grains)
- \* main benefits reported from schools were: cost savings; greater variety and higher quality of produce; and door-to-door delivery

*\*\* Although schools and EAT 2 LEARN benefitted from significant regional subsidies with the 2019 initiative as a pilot program, it is expected that school and organization buy-in amounts will increase dramatically in the coming year, being more reflective of actual food and delivery costs.*



**204 First Avenue - Box 22009 \* St. Thomas, Ontario \* N5R 4P0 \* 519-207-1040**

December 20, 2019

County of Elgin  
450 Sunset Drive  
St. Thomas, ON  
N5R 5V1

Dear Grant Review Committee:

Attached please find an application from EAT 2 LEARN in support of School Nutrition Programs in our community along with our organization's financial summary and year-in-review report.

By now, we are well aware of the vital link that exists between proper nourishment and school performance. When children and youth have access to healthy food choices they are more alert and ready to learn. EAT 2 LEARN continues to assist 32 schools across Elgin-St. Thomas that offer breakfast, snack and lunch programs to students, by providing resources, training and financial support. Once again this year, we are seeking financial support from the County with a grant request of \$7,500.00 to assist with food costs associated with our FAVES initiative (Fruits and Vegetables for Every Student). Last year, 20 schools participated in a similar regional driven program that was met with great success.

In partnership with local producers, we plan to deliver fresh produce to participating schools for at least 8 weeks beginning in the spring of 2020. We anticipate 25 schools registering for FAVES, 15 of which are County schools. This initiative is an opportunity to promote increased consumption of fruits and vegetables and further emphasize the importance of healthy food choices to students. It also provides schools with a chance to incorporate a larger range of fresh produce items into their menus that they might not typically purchase due to pricing and/or availability.

We hope that the County will look favourably upon our request and continue to recognize that proper nourishment is a fundamental component to enhancing a child's healthy development and ability to learn.

Should you need any additional information regarding this request please contact me at the number listed above.

Sincerely,

*Charlotte McDonald*

Charlotte McDonald  
Community Development Coordinator

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## 2018-2019

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**1,557,345** Breakfasts or  
Snacks Served



**9,837** Students Served



**35**  
Programs

**211**  
Volunteers



**23,000**  
Volunteer Hours

**EAT 2 LEARN - Elgin School Nutrition Network  
Financial Summary 01/07/2018 to 30/06/2019**

**REVENUE**

**Revenue**

Ministry Grant - Coordinator Position	\$ 39,864.00
Ministry Grant - Administration	\$ 4,235.00
Fundraising - Schools (Food & Equipment)	\$ 78,163.44
Fundraising - Program Expenses	\$ 10,990.42
Carry Forward	\$ 26,929.47
<b>TOTAL REVENUE</b>	<b>\$160,182.33</b>

**EXPENSE**

**School & Program Expenses**

Advertising & Promotion	\$ 592.34
Meetings & Special Events	\$ 2,744.49
Volunteers - Training & Recognition	\$ 3,050.00
School Expenses	\$ 6,870.81
Other	\$ 1,385.62
Fundraising	\$ 172.27
School Food & Equipment	\$ 95,694.61
<b>Total Program Expenses</b>	<b>\$110,510.14</b>

**Payroll Expenses**

Wages & Salaries	\$ 31,874.40
EI Expense	\$ 730.64
CPP Expense	\$ 1,455.00
WSIB Expense	\$ 350.62
Mileage	\$ 2,218.50
<b>Total Payroll Expense</b>	<b>\$ 36,629.16</b>

**Administration Expenses**

Accounting & Legal	\$ 50.00
Courier & Postage	\$ 239.82
Insurance	\$ 1,145.52
Interest & Bank Charges	\$ -00
Office Supplies	\$ 23.46
Miscellaneous Expenses	\$ 1,344.94
Telephone	\$ 109.74
Meetings & Travel	\$ 2,353.44
<b>Total Administration Expenses</b>	<b>\$ 5,266.92</b>

**TOTAL EXPENSE**

**\$152,406.22**

**NET INCOME**

**\$ 7,776.11**

Generated On: 1/11/2019

44219 Sparta Line  
St. Thomas, ON  
N5P 3S8



November 26, 2019

Grant Review Committee  
County of Elgin  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

The Elgin County 4-H Association would like to thank Elgin County Council for their past support.

Elgin County 4-H Association is requesting the Elgin County Grant Committee to consider our organization for a grant of \$2000 in 2020.

Elgin 4-H is a non-profit positive youth development organization with Revenue Canada Charity Status number 88868-7340 RR0001.

This year Elgin 4-H has provided 13 clubs projects, 4 of them new projects; horse, poultry, birdwatching, soil and crop. We have 92 members with 20 being new to 4-H. We have 2 graduating members this year and hope they will continue in 4-H as volunteer leaders.

Elgin 4-H Association subsidizes membership fees for families who are struggling financially. The Association provides volunteer training day, an annual meeting, member's award day and assistance to members participating at regional events.

In addition to the past County grants of \$2000 annually, we receive small grants from time to time from Ontario Mutual Insurance (\$250), Elgin Federation of Agriculture (\$500) and a seed company. We have GICs amounting to \$20,000 in reserve. Our latest financial reports are attached.

As we offer more varied clubs, we continue to reach out to community businesses and agencies for financial support, especially for clubs. Although it would be ideal to be financially self-sustaining in the future, our main goal is to give youth an opportunity to practice our motto, "Learn to do by doing", so we try to make the cost of our programs as reasonable as possible to take away that potential barrier. The annual membership fee gives a 4-H member access to as

many clubs as they wish to complete. We try not to have additional fees attached for materials. The Ontario 4-H membership fee is increasing to \$95 per member, an increase of \$10 in 2020.

We hope that Elgin County Council will continue its generous support. After all, today's 4-H members are tomorrow's leaders.

Sincerely,

A handwritten signature in blue ink that reads "Roberta A. Gillard". The signature is written in a cursive style.

Roberta Gillard  
Elgin County 4-H  
Treasurer

Cc:  
Brent Howe, President,  
Elgin County 4-H Association  
7086 Springfield Road  
Aylmer, ON N5H 2R6



# Elgin 4-H Association

## Income Statement 01/01/2019 to 26/11/2019

### REVENUE

<b>Revenue</b>		
Membership fees		7,650.00
Receipted Memorail Donations		535.00
Unreceipted donations	420.00	
County of Elgin Grant	1,800.00	
EFA Grant	500.00	
St. Thomas Community Fund	0.00	
Sponsorships	350.00	
<b>Total Grants</b>		<b>3,070.00</b>
Battery Recycling Funds		171.05
Sales of Promotional /ThinkU items		160.00
<b>Net Revenue</b>		<b>11,586.05</b>

### Other Revenue

GIC Interest Revenue		379.92
Miscellaneous Revenue		179.05
<b>Total Other Revenue</b>		<b>558.97</b>

**TOTAL REVENUE** 12,145.02

### EXPENSE

#### General Expenses

Advertising & Promotions		636.16
Awards and Recognition		1,216.48
County Annual Meeting		312.00
County/Regional Activities		100.00
Registration Fees		1,530.33
Ontario 4-H Membership Fees		7,735.00
Interest & Bank Charges		63.23
Office Supplies		144.61
website expenses		86.59
Elgin St. Thomas Community Fu...		300.00
Miscellaneous Expenses		145.00
<b>Total General Expenses</b>		<b>12,269.40</b>

**TOTAL EXPENSE** 12,269.40

**NET INCOME** -124.38

# Elgin 4-H Association

## Balance Sheet As at 26/11/2019

### ASSET

#### Current Assets

Cash to be deposited	0.00	
Chequing Bank Account	<u>3,002.86</u>	
Total Cash		3,002.86
GIC EQTcsh 30D 1.65% Due Ju...	5,000.00	
GIC Haventree 2.16% due June...	<u>15,000.00</u>	
Total Investments		20,000.00
Accounts Receivable	<u>21.92</u>	
Total Receivable		<u>21.92</u>
<b>Total Current Assets</b>		<u><u>23,024.78</u></u>

**TOTAL ASSET** 23,024.78

### LIABILITY

#### Current Liabilities

Accounts Payable	<u>255.00</u>
<b>Total Current Liabilities</b>	<u>255.00</u>

**TOTAL LIABILITY** 255.00

### EQUITY

#### Equity

Retained Earnings - Previous Year	22,894.16
Current Earnings	<u>-124.38</u>
<b>Total Equity</b>	<u>22,769.78</u>

**TOTAL EQUITY** 22,769.78

**LIABILITIES AND EQUITY** 23,024.78

Dave Cryderman, Treasurer  
Elgin County Plowmen's Association  
114 Dufferin Street  
Aylmer ON N5H 3B2  
December 18th, 2019

Becky Higgs  
Administrative Assistant  
Financial Services  
Elgin County  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

Dear Becky:

On behalf of the Elgin County Plowmen's Association, we wish to thank you for the grant of \$200.00 which you provided for our 2019 Plowing Match.

We are again requesting a grant of \$200 from Elgin County to assist us to carry on with the Elgin County Plowing Match, which will be held on September 12, 2020, at a farm in Elgin County yet to be determined by our Executive.

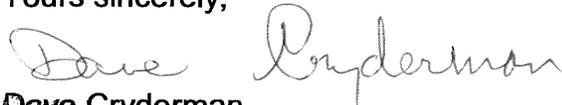
As an affiliate of the Ontario Plowmen's Association, the Elgin County Plowmen's Association's mandate is to showcase agriculture and country living in Elgin County. We do this through the plowing competition and displays at our annual Elgin County Plowing Match. At this event we provide education, information and entertainment to the spectators who attend from Elgin County and surrounding counties. We also encourage future plowers by providing financial assistance to the Elgin County 4-H Plowing Club. We are proud to note that we are one of the few organizations in Elgin County that represents all of Elgin County. This past year, we designated the funds from the Elgin County grant to our advertising budget.

I will point out that Anita Speers has agreed to assume the responsibility of secretary of our organization and her e-mail is as follows: [anita.speers@outlook.com](mailto:anita.speers@outlook.com).

Enclosed please find a summary of our income and expenses for the year 2019.

We hope that we can once more count on your support.

Yours sincerely,



Dave Cryderman  
Treasurer  
Elgin County Plowmen's Association  
519-773-8531

**ELGIN COUNTY PLOWMEN'S ASSOCIATION**

**YEAR END FINANCIAL REPORT 2019**

**INCOME**

<b>GRANTS</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Malahide Twp	\$ 500.00	\$ 500.00	\$500.00
Central Elgin	50.00	-	-
West Elgin	200.00	-	-
Dutton-Dunwich	-	-	-
Southwold Twp	200.00	-	-
County of Elgin	200.00	200.00	\$200.00
Green Lane Community Trust Fund	200.00	-	-
OPA Junior Plowing	90.00	20.00	\$40.00
<b>TOTAL GRANTS</b>	<b>\$1240.00</b>	<b>\$920.00</b>	<b>\$740.00</b>
Memberships	190.00	160.00	180.00
O.P.A. Practice Day	-	-	-
Plowers Entry	340.00	330.00	380.00
Banquet Tickets	675.00	480.00	600.00
Gate Donations	588.05	769.05	768.40
BMO	748.00	500.00	600.00
Pat Walker	30.00	30.00	30.00
OATPA Toilets	200.00	-	208.80
Libro Interest	74.46	92.96	143.95
<b>Total</b>	<b>\$2845.51</b>	<b>\$2352.01</b>	<b>\$2909.95</b>
<b>Business Donations</b>	<b>\$3330.00</b>	<b>\$4350.00</b>	<b>\$3850.00</b>
<b>Exhibitor Fees</b>	<b>620.00</b>	<b>\$975.00</b>	<b>\$600.00</b>
<b>Total Income</b>	<b>\$8035.51</b>	<b>\$8599.01</b>	<b>\$8099.95</b>

**Assets as of October 31<sup>st</sup>, 2019**

- 1) 4-H plow \$3500.00
- 2) 4-H plow \$1950.00
- 3) 4-H plow \$1500.00
- 4) Top Link \$200.00
- 5) Plow points \$240.00
- 6) Skimmers \$145.00

<b>EXPENSES</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Libro Service Fees	13.50	5.25	155.94 (cheques)

Ansell's Trophies	327.47	331.59	277.41
Picnic tables (J.Karn)	-	-	200.00
The Sign Guy II /sterling	-	382.51	299.45
Ploughmens Lunches	152.00	104.00	208.00
Stamps/envelopes	156.85	192.16	174.07
Conv. Registration	226.00	339.00	339.00
Spicer's/Tim Hortons	50.00	55.00	55.00
Pat Walker Prizes	20.00	20.00	30.00
Jimmi Jons	400.00	508.50	416.97
Convention Accomod.	-	-	200.00
Security / name tags	135.26	179.28	27.05
Silent Auction Conv.	-	45.50	-
Banquet	1125.00	1080.00	1260.00
Prize Money Plowing	1766.00	1619.00	2145.00
Invoices (Frank Deeley)	28.25	47.46	-
Tents (Aaron Wilkins)	565.00	678.00	395.50
Plowing Judges	315.00	150.00	340.00
Staking Day Lunch	195.43	155.00	185.80
People Mover	150.00	-	-
St. John Ambulance	-	200.00	200.00
Sec/Treas Honorarium	350.00	350.00	300.00
<b>Memberships to OPA</b>		<b>110.17</b>	<b>113.00</b>
Southwold Fire Department		300.00	
<b>Total</b>	<b>\$6425.76</b>	<b>\$6852.42</b>	<b>\$7322.19</b>

#### **Queen of the Furrow**

Sashes / Tiara	-	399.02	199.87
Convention Expense	242.93	253.00	240.68
Brochure	77.97	60.00	90.00
Anita	1000.00	-	-
Queens Dinner	49.70	24.33	
<b>Total</b>	<b>\$1365.40</b>	<b>\$761.72</b>	<b>530.55</b>

#### **Advertising and Promotion**

Aylmer Express, bookmarks,			
Prize list etc	\$ 460.68	\$127.00	420.48
W/Lorne Chronicle	282.50	218.77	282.50
Thank you Ad.	136.68	136.68	249.90*
Easy 101.3	271.20		
<b>Total</b>	<b>\$ 868.56</b>	<b>\$409.50</b>	<b>\$952.88</b>
<b>Grand Total Expenses</b>	<b>\$ 8659.72</b>	<b>\$8023.64</b>	<b>\$8805.62</b>

**GST paid out \$ 377.52**



# Quad County Support Services

Mailing Address: P. O. Box 65, Wardsville, Ontario, N0L 2N0  
4812

Telephone 519-693-

Fax 519-693-7055

December 16, 2019

To the Grant Selection Committee

Quad County Support Services is a non-profit, charitable organization that provides supports and services to adults who have a developmental disability in the catchment area that includes West Elgin, Dutton Dunwich, Southwest Middlesex and the Eastern parts of Lambton and Kent County. This organization started in 1963 by a group of parents that were looking for opportunities for their children in the community. Currently the organization operates a Residential Program and Day Services Program. In 2016, as per the direction of the then Ministry of Community and Social Services, the Sheltered Workshop was closed. Individuals are now supported in the areas of community participation, volunteer work and supported employment.

In 2016 Quad County received a two-year employment and modernization grant to assist with the closure of the sheltered workshop and also to run a summer youth program. The summer program has grown and family interest is growing. There is no funding for this program but, the Board of Directors recognize the need and value that this program brings to the youth, their families, the community and they remain committed. There are particular needs for families to have respite, as well as, needing assistance to transition from high school to life in the community. The model of support that has been developed over the past year is one that is currently lacking in the West Elgin area. Last year supports were broadened to include the Dutton Dunwich area and some individuals were successful in having summer jobs. Other businesses were willing to hire however, there wasn't capacity to do so. This model is more than the traditional day camp and assists these youths to be contributing citizens in their communities. In addition to a lack of respite options, there is no transportation available which limits participation and promotes isolation of these young and vibrant individuals.

Quad County Support Services receives funding from the Ministry of Children, Community and Social Services however, there is no funding available for a summer program. Quad County also receives monies through fundraising and donations. The organization has seen the success of this program and recognizes that there is a continuing need to provide some service in the community especially for those families that cannot drive to a more urban centre such as London or St. Thomas. Currently grant

ADMINISTRATION OFFICES  
SERVICES  
195 Wellington St.  
Wardsville, Ontario  
N0L 2N0  
(519) 693-4812  
(519) 693-7055 (Fax)

RESOURCE CENTER  
205 Talbot Street  
Wardsville, Ontario  
N0L 2N0  
(519) 693-4478  
  
(fax)

COMMUNITY EMPLOYMENT OPTIONS  
191 Queen Street  
Wardsville, Ontario  
N0L 2N0  
(519) 693-4929

RESIDENTIAL  
203 Main St.  
Glencoe, Ontario  
N0L 1M0  
(519) 287-2306  
(519) 287-5905

requests have been sent to the Municipalities of Dutton Dunwich, West Elgin and Southwest Middlesex, as well as, local service clubs. In addition, this year a fee for service will be charged to offset some of the costs and make the program more sustainable.

I hope that you will consider providing us with a grant of \$2000 to assist with our program.

I have attached the information that you require. Our charitable return number is 11910 6664 RR0001.

Thank you for your time and consideration in this matter and if you require further information please feel free to contact me at (519)693-4812.

Sincerely

Linda Long  
Executive Director  
Quad County Support Services  
(519)693-4812  
[www.quadcounty.ca](http://www.quadcounty.ca)

---

ADMINISTRATION OFFICES  
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(519) 287-2306  
(519) 287-5905

---

APPLICATION FOR INCORPORATION

---

W. D. J. MOSS, Q. C.,  
BARRISTER, & C.,  
ELENCOE, ONTARIO.

PROVINCE OF ONTARIO (IN THE MATTER OF THE CORPORATIONS  
COUNTY OF MIDDLESEX (ACT AND OF THE APPLICATION OF DON  
TO WIT: (NISBET AND OTHERS FOR INCORPORATION AS "THE QUAD COUNTY RETARDED  
(CHILDRENS ASSOCIATION".

The Quad County Retarded Childrens Association hereby consents to the forming of a corporation under the same name and undertakes that upon the said incorporation the unincorporated Association carrying on under the name of "The Quad County Retarded Childrens Association" will cease to operate.

Dated at Glencoe, Ontario, this  
day of A. D. 1970.

Witness:

*Betty Fletcher*  
-----  
President

*Edna Sansom*  
-----  
Secretary

-----  
Province of Ontario (IN THE MATTER OF THE CORPORATIONS ACT  
County of Middlesex (AND OF THE APPLICATION OF DON NISBET AND  
To Wit; (OTHERS FOR INCORPORATION AS "THE QUAD  
(COUNTY RETARDED CHILDRENS ASSOCIATION".

I,

of the Village of Glencoe in the County of Middlesex,  
make oath and say:

1. That I was personally present and saw Betty Fletcher and Edna Sansom sign the foregoing consent at the Village of Glencoe in the County of Middlesex.
2. That I know the said parties.
3. That I am a subscribing witness to the consent aforesaid.

SWORN before me at the )  
Village of Glencoe in the )  
County of Middlesex, this )  
day of )  
A.D. 1970. )

A Commissioner

PROVINCE OF ONTARIO (IN THE MATTER OF THE CORPORATIONS  
COUNTY OF MIDDLESEX (ACT AND OF THE APPLICATION OF DON  
TO WIT: (NISBET AND OTHERS FOR INCORPORA-  
(TION AS "THE QUAD COUNTY RETARDED  
(CHILDRENS ASSOCIATION".

I, Don Nisbet, of the Village of Wards-  
ville in the County of Middlesex and Province of Ontario,  
Merchant, make oath and say:

1. THAT I am one of the applicants herein.
2. THAT I have knowledge of the matter, and  
the statements in the annexed application contained are,  
to the best of my knowledge and belief, true in substance  
and in fact.
3. THAT to the best of my knowledge and belief  
the proposed name of the corporation is not objectionable  
on any public grounds and is not the same as or similar to  
the name of any known corporation, association, partner-  
ship, individual or business so as to be likely to deceive,  
except "The Quad County Retarded Childrens Association",  
the consent of which is attached hereto.

SWORN before me at the )  
Village of Glencoe in the )  
County of Middlesex, this )  
day of )  
A. D. 1970. )

*Don Nisbet*

A Commissioner

PROVINCE OF ONTARIO  
COUNTY OF MIDDLESEX  
TO WIT:

{ IN THE MATTER OF THE CORPORATIONS  
{ ACT AND OF THE APPLICATION OF DON  
{ NISBET AND OTHERS FOR INCORPORA-  
{ TION AS "THE QUAD COUNTY RETARDED  
{ CHILDRENS ASSOCIATION".

I,

of the Village of Glencoe in the County of Middlesex,  
make oath and say:

1. THAT I was personally present and did see the within application duly signed and executed by Don Nisbet, Betty Fletcher, Betty Simpson, Leo Willie and Edna Sansom, the applicants thereto.
2. THAT I know the applicants.
3. THAT I am a subscribing witness to the application.

SWORN before me at the )  
Village of Glencoe in the )  
County of Middlesex, this )  
day of )  
A. D. 1970. )

A Commissioner

THE CORPORATIONS ACT,  
APPLICATION FOR INCORPORATION

---

To His Honour The Lieutenant Governor:

The Application of Don Nisbet, of the Village of Wardsville, in the County of Middlesex, Merchant; Betty Fletcher, of the Township of Ekfrid in the County of Middlesex, Married Woman; Betty Simpson, of the Township of Mosa in the County of Middlesex, Married Woman; Leo Willie, of the Township of Aldborough in the County of Elgin, Truck Driver, Edna Sanson, of the Village of Glencoe in the County of Middlesex, Married Woman.

We, the applicants hereby apply to Your Honour, to issue, by letters patent, a charter under The Corporations Act constituting us and any others who become members of the corporation without share capital thereby created a corporation without share capital, and in support thereof state the following:

1. Each of the applicants is twenty-one or more years.
2. The name of the corporation to be incorporated is "The Quad County Retarded Childrens Association".
3. The objects for which the corporation is to be incorporated are:
  - (a) To promote the education, training, development and welfare of all mentally retarded children at home, in institutions, in public and private schools; and to cooperate with public and private agencies, the various departments of government, and other groups and organizations having a similar purpose.
  - (b) To assist such children toward becoming as far as possible self-sufficient and self-supporting.

- (c) To encourage scientific research and study into the reasons for mental retardation, with a view to preventing it; and to seek the co-operation of medical and neurological authorities toward that end.
  - (d) To develop a better understanding of the problem of mental retardation by the general public.
  - (e) To further the training and education of personnel in the field of mental retardation.
  - (f) To encourage the formation of a local unit for Retarded Children in every centre of the Province where the needs of such children require special consideration.
  - (g) To link together all local units for Retarded children in the Province of Ontario.
  - (H) To unite with similar associations in other Canadian Provinces in educational undertakings for retarded children.
  - (i) To co-operate with international organizations promoting the education and welfare of retarded children.
  - (j) To correlate the efforts of all parents and friends interested in any one institutional centre.
  - (k) To solicit and receive funds for the accomplishment of the above purpose.
5. The Head Office of the Corporation to be situate at the Village of Wardsville in the County of Middlesex in the Province of Ontario.
6. The names of the applicants who are to be the first Directors of the Corporation are:  
Don Nisbet, Wardsville, Ontario; Betty Fletcher, R. R. #1, Melbourne, Ontario; Betty Simpson, R. R. #1, Glencoe, Ontario; Leo Willis, R. R. #3, Rodney, Ontario,

and Edna Sansom, Glencoe, Ontario.

Dated this                      day of

A.D. 1970.

Signature of Witness:

Signature of Applicants

*[Handwritten signature]*

*Betty Fletcher*

*Betty Simpson*

*Leo Willie*

*Edna Sansom*

# 2018-2021 *Strategic Plan*



## Vision

Authentic and meaningful participation in community for all. All Members of community are valued, respected and treated with dignity.

## Mission

Empowering people with developmental disabilities to reach their full potential.

## Values

### Support and Encourage

Supports are provided in a way that people are encouraged to grow to their maximum potential

### Dignity and Respect

All people have the right to be valued and treated with respect and dignity and each person has a duty to extend those rights to others

### Inclusive

All people actively participate in and contribute to their community

### Personal Choice

People are provided with information to make meaningful choices to exercise their right to pursue their interests

### Quality Service

People are provided with supports that achieve a level of service excellence that meets the highest standard for quality of life

### Integrity and Trust

People are involved in relationships that are honest, encourage growth and ensure accountability

## Strategic Directions

### Advance our service model toward person directed supports

- Person directed principles are embedded in all we do
- Engage family and community to support together
- Provide supports and services to include a broad range of individuals from youth to end of life
- Creatively address transportation issues within Quad County's catchment area
- Redefine the employment model to focus on skill development and employer engagement

### Focus on community development and partnerships

- Develop and implement a comprehensive communication strategy
- Sustain and develop community partnerships
- Increase volunteer involvement

### Develop a long-term sustainability plan

- Foster staff and organizational health
- Develop a leadership succession plan
- Develop a 5-10 year business plan

### Implement effective technologies

- that engages and supports individuals
- that improves efficiency for staff
- that improves communication
- that includes individuals record management system





## **Quad County Support Services**

### **Summer Youth Program**

#### **Preamble**

Quad County Support Services recognizes that there is a lack of summer programs for youth (13-21) who have a developmental disability in the Dutton Dunwich and West Elgin areas. Quad County will provide service for 10 youth during the summer months of July and August.

#### **Program Outline**

The Community Facilitator from Quad County Support Services will be responsible for the oversight of the program. Along with 2 summer students, programming will be developed based on the needs of the individuals who are in attendance. The program will consist of 4 core elements which are recreation, skill development, volunteering and employment. The West Lorne Community Complex will be used as a “base camp” however, most of the scheduled activities will occur in the community. Staff will be responsible to transport individuals to and from the West Lorne Community Complex. This program aligns with Quad County’s vision of authentic and meaningful participation in community for all where all members of community are valued, respected and treated with dignity. Partnerships and involvement with local business and groups will be a priority.

#### **Expected Outcomes**

1. Youth will gain summer work experience which will increase their chances of future employment and add to the labour market.
2. Youth will gain volunteer experience which will increase their chances of future participation in volunteer opportunities in their communities.
3. Youth will strengthen their connections to the communities that they live in.
4. Outcomes 1-3 will assist these individuals to grow into members of the community who will contribute to the West Elgin area by working, volunteering and utilizing existing services.
5. Families will receive needed respite that would otherwise not be available.
6. The community at large will be more knowledgeable and accepting of individuals with a disability.

#### **Community Partnerships that have been established**

1. Businesses in the Dutton Dunwich and West Elgin area.
2. West Elgin Community Health Centre
3. Backus Page House
4. West Elgin Secondary School
5. West Elgin Support Services
6. Municipality of West Elgin

December 16, 2019

To the County of Elgin:  
The Grant Review Committee:

We are submitting this letter and application with the hope to be considered for a grant for the 2020 year. In the past the County of Elgin has been very supportive and has recognized the importance of keeping the community of West Elgin and its rural traditions. We request an amount of \$6000.00 as was awarded last year.

We are the Rodney Aldborough-Agricultural Society a not-profit organization, that the main objective is to continue with the long-lasting community agricultural fair and maintain the integrity of the fair as it has been for the last 165 years, to keep agricultural alive in West Elgin and promote youth interest in the community going forward. The fair is a big part of our community heritage and the Rodney Aldborough-Agricultural Society having up to 15 directors, many associate directors, superintendents and about 400 volunteers, that some of these volunteers are high school students that shows that the future generation is interested in their community and hopefully will continue living here in West Elgin and the County of Elgin to keep our traditions and heritage alive. The fair is for all ages from babies to our many seniors who still participate in entering their exhibits to just coming out and supporting the community as a life time tradition.

Our mandate is to encourage agricultural awareness and promote improvement in the life of persons living in the agricultural community of West Elgin and the County of Elgin and encourage the youth of the community to participate in the agricultural societies of the future and to continue living in this wonderful municipality and county for futures to come. We also work with other services groups in West Elgin doing different fundraisers to benefit the community. Also, many of the local service groups in West Lorne and Rodney benefit from the local fair by having their food booths on site for the fair weekend. Also supporting local businesses in purchases made doing fundraisers and the fair. So it is a benefit for everyone.

Our main objective is the fair, everything we do from fundraisers to collecting for advertising in the prize book, corporate donators, sponsors donations for the different classes for exhibitors to better our fair and be competitive with other rural fairs so that we can keep agricultural alive and growing. We also offer our ambassador and, bursary program for our youth and do not forget our prince and princess competition for the most points for entries in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>s, which is quite an achievement for the youths chosen. It is also 4-H achievement awards day for the youth showing sheep. This gets our future adults interested in the community and participating in their heritage of community spirit.

We are trying to become self-sustainable; we have added a few new fundraisers in 2019-bottle drive, pie auction, 50/50 draws at all events, 2km, 5km runs, rags to riches, running of kitchen for other group functions along with our other fundraisers already established as big buck outdoor show, taste of the wild dinner, fish fry (with other service groups involved) collecting class donations, corporate donors, tractor pull donations collecting and prize book advertising collection which all our directors participate in making these fundraisers happen. Plus, we are always trying to come up with new ideas for fundraisers. For 2020 we hope to continue with those fundraisers listed above but have come up with 1 new one we are working on -to have a raffle draw from January to September (to be drawn at fair time), So hopefully that works out, plus we are still throwing ideas out at the meetings to come up with some more ideas.

Due to the weather in 2019 the fair attendance was down which contributed to our overall funds going forward, thus the need to request a grant again this year for the 2020 year. But we still felt that the fair was a success bringing old and new people into West Elgin supporting local business and just overall community coming together.

The big objective is giving back to the community and to the great county and municipality we live in, we are all volunteers and we can not continue doing what we do without the on going support from the many avenues of support we receive. The fair is a real community effort and truly belongs to the community of West Elgin.

Our plans for the grant for 2020 if we are awarded it would be similar to 2019 and to expand on the youth programs because the youth is the future of West Elgin not just for the fair but for the local businesses and the community as a whole.

A copy of our proposed 2020 budget, our financial statements for 2019 are included.

We have received in the past an in-kind grant from the Municipality of West Elgin, grant from OMAFRA, many local corporate donors, grant from the County of Elgin which all have helped make the agricultural fair a reality in the past and hopefully in the future.

Thanks again for you support and for letting us present this application for a consideration again for a 2020 grant!

Janet Johnston  
Treasurer/Director  
Rodney Aldborough-Agricultural Society  
P.O.Box 130  
Rodney ON N0L 2C0  
Email: [d.j.johnston.farms@hotmail.com](mailto:d.j.johnston.farms@hotmail.com)  
519-695-2930

December 16, 2019

To the County of Elgin:  
The Grant Review Committee:

I would like to start by saying how much we appreciate the generous grant of \$6000.00 for the 2019 year. Also, for all the past support the Rodney Aldborough-Agricultural Society has received, without your support some of our programs would have to be dropped or reduced which would be an injustice to the community.

The 2019 grant was used between the agricultural side to help keep agricultural alive for all ages and the school fair, creative crafts (which many of our seniors along with various ages love to participate in) and the youth programs (includes public school and high school art programs). Here is a list with amounts and categories of how the money was spent which benefits all ages.

1-Sheep(it was their achievement day at our 2019 fair) .....	360.00
2-Cattle .....	1645.00
3-Creative Crafts .....	601.00
4-School Fair (the rest we received community sponsors).....	200.00
5-Horse Show .....	1000.00
6-Fruit/veg /flowers .....	374.00
7-Tractor pull .....	820.00
8-Ambassador Program .....	1000.00
Total use of grant.....	\$6000.00

Again, thank you for your 2019 support!

If the balance of the grant is approved here is our bank information if you want to Direct deposit the balance.

Royal bank -Rodney Ontario  
04162 003 1002880

Janet Johnston  
Treasurer/Director  
Rodney Aldborough-Agricultural Society  
P.O Box 130  
Rodney, On N0L 2C0  
Email:d.j.johnston.farms@hotmail.com  
519-695-2930

RODNEY ALDBOROUGH-AGRICULTURAL SOCIETY

	DEC31/18	BUDGET	NOV30/19	DEC31/19	BUDGET 2020
		2019	ACTUAL	PROPOSED	PROPOSED
OPENING BALANCE	15234.16	13483.85	13483.85	13483.85	7297.56
1300 PETTY CASH					
4200 SALES-PRIZE BOOK AD	2036.66		5608.5	5608.5	5600
4420 GRANTS	7500	7500	8400	9000	9000
4425 GUN SHOW-KITCHEN	0		434.27	434.27	500
4430 FISH FRY	1104.93	1200	889.79	889.79	900
4435 WILD DINNER		1600	1186.58	1186.58	1500
4440 INTEREST REV	426	0	0	0	0
4450 DONATIONS	2751.5	3000	451	451	500
4455 BOTTLE DRIVE	0	0	589.2	589.2	600
4460 MISC REV	2001.08	0	338.22	355.22	350
4465 GARAGE SALE	702.82	800	321.8	321.8	350
4475 FARMERS NIGHT	1494.68	0	0	0	0
4490 BBOS	4257.49	5000	3826.39	3826.39	3900
4610 GATE REV	21363.9	22012	15480	15480	18000
4620 FOOD BOOTH REV	2582.65	1600	2478.05	2478.05	2500
4630 BEER GARDEN REV	7578.95	5000	3740	3740	4000
4640 ENTRY FEE REV	2579	1000	2077	2077	2000
4650 TRACTOR PULL	7345	7500	9185	9185	9100
4670 DONATION-CORP	8190	8700	6995	7245	3000
4680 \$1/ACRE	1050	2000	100	100	0
4685 RUN-FAIR	0	0	380	380	400
4690 DONATIONS CLASSES	2951	3200	5487	5487	5400
4695 PIE AUCTION	0	0	400	400	500
FAIR 50/50	0	0	121	121	200
TOTAL REVENUE	91149.82	83595.85	81972.65	82839.65	75597.56
5200 PURCHASE PRIZE BOOK	527.42	0	0	0	0
5510 FAIR ADV	3755.8	3000	698.24	698.24	800
5520 FOOD BOOTH EXP	988.08	0	799.69	799.69	800
5530 BEER GARDEN EXP	4076.54	0	2654.63	2654.63	2650
5550 TRT PULL EXP	13305	13500	11005	11005	13000
5555 FAIR SUPPLIES	0	0	751.24	751.24	750
5565 INS-LIB	4042.4	4100	4609.26	4987.08	5000
5575 PRIZES	12947.33	13000	13711.29	13711.29	13700
5580 ENTERTAINMENT	24098.54	26000	26645.16	26645.16	25000
5585 SERVICES	2100	2200	2200	2200	2200
5590 RIBBONS/STICKERS	0	0	1774.49	1774.49	500
5595 JUDGES	700	700	840	840	840
5610 ANNUAL MTG	181	200	140	140	160
5615 ADV//PROMOTIONS	0	0	466.23	466.23	460
5620 BAD DEBTS	377.2	100	159.76	159.76	150
5630 DONATIONS	500	500	310	310	300

5640 COURIER/POSTAGE	294.15	400	121.07	121.07	150
5645 CREDIT CARD CHARGES	0	0	12	12	12
5670 REG FEE/DUES	519.51	600	376.61	376.61	400
5685 INS-DIRECTORS	272.41	300	259.49	283.08	285
5690 INT/BANK CHARGES	12	12	413.61	413.61	0
5700 OFFICE SUPPLIES	954.52	500	628.52	628.52	650
5705 COMPUTER EXP	258.18	1000	785.35	785.35	800
5740 MISC	0	0	254.73	254.73	250
5785 TRAVEL/ACCOM	634.1	1500	702.23	702.23	800
5790 MEALS/ENTERTAINMENT	30	0	188.82	188.82	200
5795 HONORARIUM PD	4650	500	2475	2700	2050
5800 AMBASSADOR EXP	2441.79	2500	907.01	907.01	1000
AMBASSADOR EXP		0	1000	1000	1000
BANK SER CHARGE 50/50		0	22.5	26.25	45
	77665.97	70612	74911.93	75542.09	73952
BALANCE YEAR END	13483.85	12983.85	7060.72	7297.56	1645.56

bank-1060	7378.99	4171.45	4546.45
prepaids-1300	6104.86	2810.25	2408.84
50/50 ACCOUNT		79.5	75.75
GL BALANCING	13483.85	7061.2	7031.04
OUT		0.48	0.48



December 30, 2019

Dear Grant Review Committee,

We are pleased to apply for a community grant for the Seniors Day (formerly Picnic) in the Park, a day out for seniors at Pinafore Park, organized by local volunteers, scheduled for July 8, 2020.

**Legal name of Organization:** Victorian Order of Nurses Canada - Ontario Branch - Middlesex-Elgin, 175 South Edgeware Rd, St. Thomas, ON N5P 4C4 519-637-6408 or 1-800-201-0909

**Revenue Canada Charity status and provincial non-profit status:** VON Canada Charitable Registration # 137508057RR001

**Mandate of the Organization:** The Seniors Day in the Park Committee is a volunteer-run committee of VON Middlesex-Elgin providing seniors with a free day of entertainment, and health and social education geared directly to seniors.

**Planned use for the grant:** In July annually, the Seniors Day in the Park provides seniors of our community with access to arts, culture, environment, heritage, recreation, lifelong learning and health activities through a partnership with the County of Elgin, City of St. Thomas and vendors that participate the day with their booths showcasing a wealth of information about goods and services available to our senior population throughout Elgin County.

The grants from Elgin County will pay a portion of out-of-pockets costs for entertainment, advertising, lunches for volunteers, insurance, supplies, park rent and St. John's Ambulance, as per the attached budget.

**Amount of grant request:** \$1,500

**Other sources of funding:** \$2,500 grant application to the City of St. Thomas, and the City also provides free bussing for disadvantaged seniors in St. Thomas to attend. Sponsorships and vendor booth rentals are budgeted to make up an additional \$1,000. Throughout the year, VON supplies meeting space for the organizing committee and offers part-time administrative support pro bono for this project.

**Forecasted economic and social impact of the initiative:** According to Healthy Aging, a Canadian Community Health survey, 80 percent of seniors are frequent participants in at least

one social activity throughout the year. As the number of activities increase, the likelihood of being unsatisfied with life decreases and the likelihood of feeling positive about their well-being rises. The Seniors Day in the Park provides seniors with a free day of entertainment and health and social education geared directly to their demographic.

Each year the Seniors Day in the Park draws 1300 – 1500 seniors from Elgin County and St. Thomas but also from the surrounding areas such as London, Middlesex and Oxford Counties, resulting in increased tourism and revenue to local businesses. The Seniors Day also attracts several of our long-term care and retirement facilities for a fun-filled outing for their residents, to the beautiful Pinafore Park. The St. Thomas Seniors Centre, one of the food vendors at the event, generates income to support its programs serving seniors in St. Thomas / Elgin.

We rely on donors to provide each participant with a reusable bag on entrance and any free coupons or giveaways we are able to secure. Many organizations or individuals provide a donation for the extensive door prize table attendees are eligible to win.

Economic and social benefit are intertwined when it comes to vendors. In 2018, the following organizations from Elgin County participated as vendors in the Seniors Day:

County of Elgin – Archives

County of Elgin – Library

County of Elgin – Museum

County of Elgin – Tourism

Taoist Tai Chi – Port Stanley

Elder Abuse – West Lorne

**Future plans to become self-sustaining:** The organizing committee is requesting \$1,500 for 2020(\$1,000 less than in 2019). As the volunteer organizing committee develops reliable revenue streams, we plan to reduce this request to \$1,000 in 2021, \$500 in 2022and \$0 in 2023.

Attached you will find a copy of our 2020 budget. Please contact our Treasurer Sherri Wilson at 519-637-6408 ext. 227 if you have any question.

Yours very truly,

Brian May  
Chairperson, Senior Day in the Park  
C/O Sherri Wilson  
175 South Edgeware Rd  
St. Thomas, ON  
N5P 4C4



# Seniors Day in the Park 2020

	2020 Budget	2019 Actual	2019 Budget
Bank Balance October 1	\$ 1,975.35	\$ 2,713.00	\$ 2,713.00
<b>Receipts</b>			
Grant - County of Elgin	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
Less 10% holdback	\$ 150.00	\$ 250.00	\$ -
	<u>\$ 1,350.00</u>	<u>\$ 2,250.00</u>	<u>\$ 2,500.00</u>
Less 10% holdback from 2019	\$ 250.00	\$ -	\$ -
	<u>\$ 1,600.00</u>	<u>\$ 2,250.00</u>	<u>\$ 2,500.00</u>
Grant from the City of St. Thomas	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	<u>\$ 4,100.00</u>	<u>\$ 4,750.00</u>	<u>\$ 5,000.00</u>
Sponsorships and vender booth rentals	\$ 900.00	\$ -	\$ -
<b>Totals</b>	<u>\$ 5,000.00</u>	<u>\$ 4,750.00</u>	<u>\$ 5,000.00</u>
<b>Disbursements</b>			
Entertainment	\$ 2,000.00	\$ 1,950.00	\$ 2,000.00
Advertising	\$ 1,600.00	\$ 1,517.65	\$ 1,500.00
20th anniversary fridge magnets	\$ -	\$ 678.00	\$ -
Lunches	\$ 500.00	\$ 480.00	\$ 400.00
Insurance	\$ 400.00	\$ 373.00	\$ 400.00
Park Rental	\$ 200.00	\$ 188.00	\$ 200.00
Supplies	\$ 150.00	\$ 151.00	\$ 350.00
St. John's Ambulance	\$ 150.00	\$ 150.00	\$ 150.00
<b>Totals</b>	<u>\$ 5,000.00</u>	<u>\$ 5,487.65</u>	<u>\$ 5,000.00</u>
Receipts Less Disbursements	\$ -	\$ <737.65>	\$ -
<b>Bank Balance September 30</b>	<u>\$ 1,975.35</u>	<u>\$ 1,975.35</u>	<u>\$ 2,713.00</u>

**From:** [Jennifer Ford](#)  
**To:** [Becky Higgs](#)  
**Cc:** [Finance](#)  
**Subject:** FW: grant application  
**Date:** December 19, 2019 3:17:14 PM

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FYI

*Jennifer Ford, CPA, CGA*  
Senior Financial Analyst  
County of Elgin  
519-631-1460 Ext 107  
[jford@elgin-county.on.ca](mailto:jford@elgin-county.on.ca)

**From:** don miller <dfmiller46@gmail.com>  
**Sent:** December 19, 2019 1:47 PM  
**To:** Finance <finance@elgin.ca>  
**Subject:** grant application

to Jim Bundschuh  
for Grant Review Committee

1. from Shedden Agricultural Society  
Box 140  
35921 Talbot Line  
Shedden Ontario N0L 2E0

contact Shirley Longhurst 519-764-2854 34547 Third Line Southwold N0L 2G0

2. As an agricultural society we operate under the Agricultural and Horticultural Societies Act which is provincial legislation
3. The fairs mandate is to educate and inform both rural and urban people about the history and the future of agriculture. This education is carried out in many ways such as posting with photos. 2020 will be our 166th year of operation
4. Grant money is used to pay prize our policy of many years. the 2019 grant of \$4500 was split with \$1500 for youth exhibitors and \$3000 for open classes
5. Requesting a grant of \$4500 for 2020 the same as it has been for many years
6. Fundraising projects include a biennial quilt show, food booths at the Shedden Tractor Pull and the fair and selling pies at Rosy Rhubarb
7. Residents of Shedden and Southwold township and surrounding areas are involved with either attending or exhibiting.

8. Plans for self sustaining include a possible raise in admission as we offer more attractions such as improved midway

We will forward a copy of our financial report

G.D. SMITH  
*Financial Services*

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*R.R. #1, 5102 East Road  
Port Stanley, ON N5L 1J1*

*Telephone: 519-782-4023  
Fax: 519-782-3786*

SHEDDEN AGRICULTURAL SOCIETY  
UNAUDITED FINANCIAL STATEMENTS  
AS AT DECEMBER 31<sup>ST</sup>, 2018

NOTICE TO MANAGEMENT

In accordance with the terms of our engagement, we have prepared the accompanying financial statements of THE SHEDDEN AGRICULTURAL SOCIETY for the period ended December 31<sup>st</sup>, 2018 from the books, records and other information supplied to us by THE SHEDDEN AGRICULTURAL SOCIETY.

These statements have been prepared solely for use by management and not for the use of any other persons. We have not performed an audit and consequently do not express any opinion in respect of such statements.

PORT STANLEY, ONTARIO  
January 16, 2019

G. D. SMITH  
FINANCIAL SERVICES

SHEDDEN AGRICULTURAL SOCIETY  
 UNAUDITED - DISBURSEMENTS  
FOR THE YEAR ENDED DECEMBER 31<sup>ST</sup>, 2018

<u>Specified Exhibits</u>	<u>2018</u>
Cattle	4785
Horses	924
Crops	946
Home Crafts	2040
Organized Groups - Youth Fair	1658
Tractor Pull & Quilt Show	-
Educational Animal Display	1695
	<hr/> 12048
<u>Association Fees</u>	
Licenses	81
<u>Other</u>	
Donations	75
Security	600
Judges	1440
Sound & Announcers	1805
Tent & Equipment Rental & Sanitation	2686
Rides, Ribbons, Trophies	15000
Maintenance, Office, Miscellaneous	2837
Food & Supplies	494
Insurance, Accounting & Salaries	4160
Advertising	2931
Demolition Derby	1437
Other Track Events	2447
Capital Purchases - Signs/Gates/Equipment	115
G.I.C.'s Purchased	-
	<hr/> 36027
	<hr/> <u>48156</u>

G D SMITH  
 FINANCIAL SERVICES

SHEDDEN AGRICULTURAL SOCIETY  
 UNAUDITED RECEIPTS  
FOR THE YEAR ENDED DECEMBER 31<sup>ST</sup>, 2018

<u>Grants</u>	<u>2018</u>
Province of Ontario	3266
Other Grants	7500
	10766
<u>Donations &amp; Memberships</u>	9878
<u>Other</u>	
Quilt Show	3759
Miscellaneous	342
Fair Gate	6450
Concessions	2079
Rosy Rhubarb	1265
Tractor Pull	5161
G.I.C. Cashed	56369
Interest on G.I.C.	293
	75718
<u>Total Receipts</u>	96362

G D SMITH  
 FINANCIAL SERVICES

SHEDDEN AGRICULTURAL SOCIETY  
STATEMENT OF ASSETS & LIABILITIES  
FOR THE YEAR ENDED DECEMBER 31<sup>ST</sup>, 2018

<u>Assets</u>	<u>2018</u>
Cash on Deposit	52833
Cattle Barn	47438
Investment	—
Signs / Racks	7245
Bleachers	6200
Fryer	1016
	<u>114732</u>
<u>Liabilities &amp; Capital</u>	
Liabilities	<u>424</u>
<u>Society's Equity</u>	<u>114308</u>

G D SMITH  
FINANCIAL SERVICES

SHEDDEN AGRICULTURAL SOCIETY  
 UNAUDITED BANK RECONCILIATION  
AS AT DECEMBER 31<sup>ST</sup>, 2018

	<u>2018</u>
Opening Balance: January 1 <sup>st</sup>	4918.75
Add: Deposits	126205.75
Less: Withdrawals	78291.66
Closing Balance: December 31st	<u>52832.84</u>
Balance Per Bank Statement: December 31st	52832.84
Less: O/S Cheques	-
Add: O/S Deposit	-
	<u><u>52832.84</u></u>
Opening Balance G.I.C.'s: January 1 <sup>st</sup>	56076.00
Add: Purchases	-
Accumulated Interest	293.00
Less: G.I.C.'s Cashed	56369.00
Closing Balance G.I.C.'s: December 31st	<u><u>-</u></u>

G D SMITH  
 FINANCIAL SERVICES

St. Thomas-Elgin Second Stage Housing  
15 Golding Place  
St. Thomas, ON N5R 6B6

Friday, January 17<sup>th</sup>, 2020

The Grants Committee  
County of Elgin  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

To the Members of the Grant Committee —

On behalf of the St. Thomas-Elgin Second Stage Housing (STESSH), we wish to express our thanks and appreciation for last year's generous donation of \$14,120. Over the last year, your support has made a true impact on the services and programs offered at STESSH.

Approaching our twenty-sixth year of operation, STESSH (in St. Thomas, Ontario) continues to offer women of Elgin County and St. Thomas, a safe place to re-establish their lives. Our transitional residence continues to offer women and children, a secure and comfortable place to stay, support services, and the knowledge and tools they need to begin a new life.

In **2018-19**, STESSH offered support and services to **24** women and **31** children, while maintaining a **98% occupancy rate** in the housing units. In addition, the transitional housing and support program offered assistance to **93** women in Elgin County and St. Thomas.

Time and again, we see women coming to STESSH unsure of themselves, expressing a sense of hopelessness, fear, and lack of control. The support provided for the women and their children focus on enabling them to work together as a family unit and move forward in a healthy manner towards a brighter, happier future ... a future free from violence.

The support programs — group activities, individual counselling, recreation based programs, emotional support, and advocacy — continue to see positive results in many aspects of the women's and children's lives.

The women and children learn about the negative effects of abuse, and with the counselling and support, they can begin to recover, learn to trust, and gain a sense of security. They learn about positive communication and self-control, while gaining an understanding of their personal feelings and sense of self-worth. They learn about healthy coping strategies, and equally as important, increase their self-esteem and self-confidence.

**St. Thomas-Elgin Second Stage Housing**

15 Golding Place | St. Thomas, ON  
p: 519.637.2288 | f: 519.637.2213  
w: [www.secondstagehousing.net](http://www.secondstagehousing.net)  
CRA 13701 0674 RR 0001



St. Thomas-Elgin Second Stage Housing has many great community partners to help support our operations and services, but STESSH continues to face funding shortfalls with the costs of all the programs we offer.

STESSH still aims to raise **\$70,000** a year to address these funding shortfalls. STESSH needs to develop resources and materials, and strengthen our counselling and support programs. We are able to provide these services adequately, but are at a point where we need to make improvements to successfully adapt to changing needs of the women and children who use our services.

Ultimately, our **mandate** is to assist in the elimination of violence against women and children by addressing the social and cultural issues that allow violence to continue. Support from generous community partners and local leaders such as the County of Elgin will assist STESSH in continuing our mission and services to provide essential support for the women and children that we serve.

The St. Thomas-Elgin Second Stage Housing writes to ask if the Grants Committee will continue to support our programs with a generous **\$20,000** grant. With your financial assistance, we can help support the women and their children who use our services.

Thank you for your time and consideration of our request.

Sincerely,

Ms. Mickie Keefer,  
Executive Director  
e: [mkeefe.stessh@rogers.com](mailto:mkeefe.stessh@rogers.com)

p: 519.637.2288  
f: 519.637.2213  
w: [www.secondstagehousing.net](http://www.secondstagehousing.net)

Ms. Carrie Ford,  
Fund Development Coordinator  
e: [funding.stessh@gmail.com](mailto:funding.stessh@gmail.com)

c: 519.200.6587





ST. THOMAS-ELGIN SECOND  
STAGE HOUSING

# *IMPACT REPORT*

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Supporting Elgin County & St. Thomas  
Women & Children for 25 Years

# A Message from the Executive Director

As I reflect on the last 25 years I have worked for St. Thomas-Elgin Second Stage Housing (STESSH), I am reminded of the saying that it takes a village to raise a child. In the case of the Second Stage Housing, I would say that's true. But, it extends beyond that. It takes a village to support each individual that lives in it, and with that support, each individual can grow, and in turn the village can prosper and overcome its challenges.

We live in a generous community, and with the leadership of our board members, staff, volunteers, donors and local leaders, we are working together as a village to address the challenges of domestic violence. Time and time again, my colleagues and I have seen women unsure of themselves, expressing a sense of hopelessness, fear, and lack of control, and all along, trying to understand the impact of abuse.

Ending violence is everyone's responsibility. Community participation, education and advocacy are priorities for our agency, and we thank all of our donors, community leaders and business partners who have supported our mandate by making truly impactful donations to support our work.

Your generosity has helped us provide residential and counselling services to local Elgin County and St. Thomas women and children. For each individual that walks through our doors, their lives are made safer. Your support assists in the elimination of violence against women and children by addressing the social and cultural issues that allow violence to continue. We see residents leave us with a sense of purpose, direction in their lives, more self-confidence, and a commitment to live without violence.

This report, has been created to show the impact your support has made for the women and children who use Second Stage Housing. While we are not a big organization, our work has made a consistent impact locally for many years. Together, we make a difference in many lives and we thank you for your continued support.

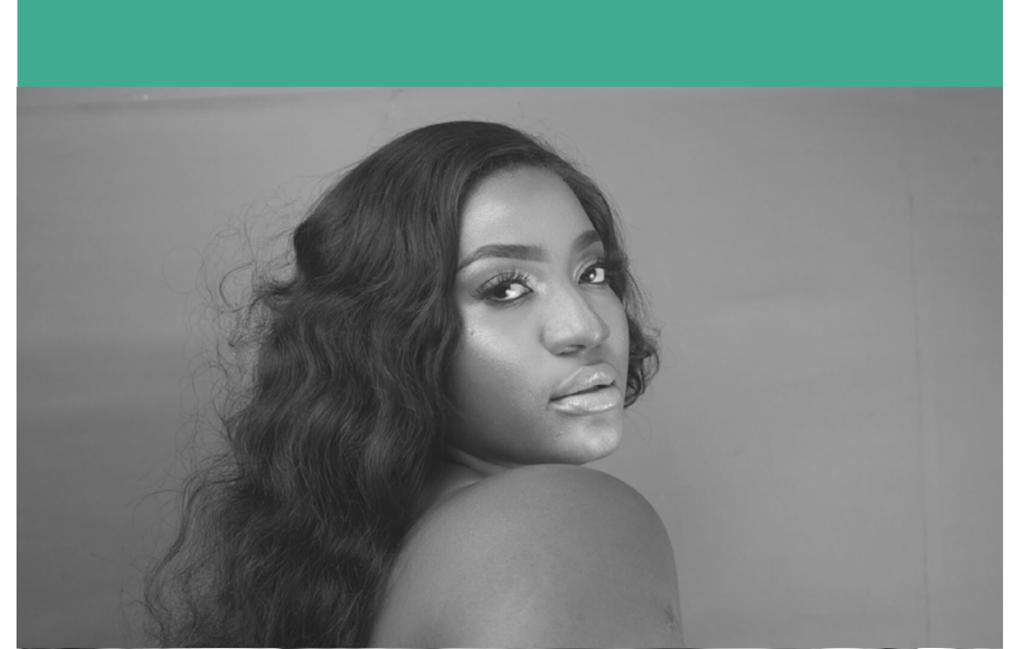
Regards,  
Mickie Keefer,  
Executive Director

## WORDS TO REMEMBER

*“We are only as strong as we are united, as weak as we are divided.”*

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*– J.K. Rowling*



Our **Mission** is to provide transitional support and housing to women, with or without children, who are leaving abusing relationships.



## *Our Values*

We value **participation**. We work in partnership with the community to enable women and children to increase their personal control and to improve safety.

We value **respect**. Through our staff, volunteers, space, programs and services, we strive to create an environment that is safe, caring, trusting, friendly, supportive, and understanding.

We value **equity**. We believe that all people should have access to services and programs, and the right to achieve their fullest potential through access to the prerequisites for safety and well-being.

We value **professionalism**. Our client and program participants have the right to well planned, reliable, and confidential programs and services delivered by professionals, engage in life long learning, and who are accountable to themselves, each other, their organization and the community they serve.

We value **responsiveness**. In order to meet the community needs, we are well versed in women abuse issues and proactive, focused, and flexible service.



## TRANSITIONAL HOUSING & SUPPORT PROGRAM

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Transitional support is offered to women who are waiting to move into the residential program. This includes emotional support, and safety planning, so the women can transition into the program in a safe manner.

These referrals and advocacy are offered based on identified needs. Once the women leave the residence, follow-up support is offered as they exit the program.

## RESIDENTIAL COUNSELLING PROGRAM

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Group and individual counselling focus on helping residents understand the impact of abuse, understand feelings and emotions, develop problem-solving skills and coping strategies. Residents and staff focus on building social networks, enhancing self-esteem, identifying and understanding the issues of power and control.

Staff assess each situation, which helps the women establish future goals. Weekly educational groups are offered, in addition to one-to-one sessions. Each woman has one staff member dedication to their assistance.

# One Resident's Story

"I was alone, I was scared, I can't believe I lost my home and my pets. All because I trusted him. These were the never-ending thoughts I had, when I first left my abusive partner of 20 years.

Those first few months of being at STESSH were terrifying, I wanted to go home, I didn't want to be here. My belongings were at my home. The things I cherished were no longer for me to see or have.

My friends kept congratulating me for finally leaving such an awful man, so they wouldn't understand my desire to go home. I didn't tell anyone about those thoughts. The worst realization was that the life I had worked to build, was gone and I, at the age of 50, had to learn how to live life all over again.

The staff here were kind and listened to my situation. Conversations with staff help me realize that by not going back, I was finally in control of my own life. Now, I see this as great, but at that time, it really wasn't what I wanted to hear.

I didn't believe that I could look after myself as well as my husband had. I had to learn how to use a bank card, grocery shopping, how to use the bus system, how to make business phone calls, how to cook my own meals without being told how to do it. The list of things I had to learn seemed endless, I was terrified every time I had to do something new. I was afraid that I would fail, just like my husband always told me I would do.

All that being said, the support at Second Stage Housing gave me the help I needed to work through each fear and challenge. They understood my feelings, and for the first time in years, I was allowed to feel however I wanted without judgement. Each time I accomplished a new task, it made me stronger, and less afraid to try the next challenge.

Slowly I didn't think about what my husband or others would think or say about something I had done. I was living a new life, a life I had dreamed of many times. A life that I could be proud of, a life where somebody wasn't going to yell and swear at me, a life that didn't include being punched, or being left at home hungry waiting for him to come home from a weekend with his friends.

Now, It has been two years since separating from my husband, and one year since leaving Second Stage Housing and I am living a happy life. I have rebuilt my life and realize I didn't lose anything by leaving him. I gained everything. I have the chance to live with new feelings, happiness and self-worth.

I am not alone, I have support from Second Stage Housing, friends, and Buttons my new cat!"

*Since 1994*

510 women and 804 children  
have been supported by STESSH

*24 Women*

In the Residential Program  
& Safety Plans Completed

*925 Hours*

Counselling Program

*24*

Safety Plans Completed

*93 Women*

In the Transitional Program  
& Plans Completed

*316*

Transitional Counselling  
Hours

*16 Women*

Supported with Follow-up  
Services

*150*

Transitional Support  
Follow up Hours

## Children's Program

*“We have seen the children grow and flourish with the support programs and counselling. They are so resilient as they've been through so much, but they understand that they aren't alone and we are here to help them grow.”*

- Children's Advocate at STESSH

The children that enter the residence have been negatively impacted by abuse. Once they enter the program, our staff evaluate each child through psychological-based assessments which reveal the child's intellectual, social, coping, and emotional state. They also look at memory, attention, behavioural, social and emotional functioning.

STESSH offers psycho-educational based group counselling and activities, individual support, recreation based programs, and advocacy that are designed to increase safety skills and coping strategies. They learn about topics that allow them to recognize healthy social and life management skills.

Staff have seen positive results with the children as they develop an understanding of personal feelings, learn positive communication skills, gain a sense of security, and healthy coping strategies.

Staff work with the children to build trust, comfort, self-control, self-confidence, increased self-worth, a sense of belonging and identity, and increased self-esteem.



**31 children**

Residential Counselling Program

**350 hours**

Support & Recreational Counselling



# Family Impact

"I am a mom of five children, three girls and two boys, all under the age of 12 years. My partner was verbally and physically abusive with me and also left us at risk from many of his associates. We lived in unsafe conditions for almost a year before I was able to reach out to service providers and was offered the chance to come to STESSH.

When we first moved into Second Stage Housing, the children were very distant from others. They had a lot of behavioural issues such as fighting among themselves, destroying property and just generally not having an emotional connection to anyone or anything. They had always lived in chaos, so that pattern continued. They didn't know what that was like to be respected, or how to respect others.

They started going to weekly group and meeting with the Children's Advocate. At first they didn't say much about their sessions. After about two months, I noticed they started talking about their feelings and told me this was the first place they felt safe. I saw that the counselling was starting to make a difference.

They slowly stopped being physical with each other and the verbal threats stopped. They stopped having bad dreams about the people that put them at risk. I found that my girls started to open up and they started to see that other people cared about them. They now see that not all men are abusive and that they are able to live without violence. They love the fact that we are safe and that there are rules. They also saw that I was following rules and making changes to keep us safe.

My oldest child was very shut down when we first moved into the program. She was angry and didn't want to talk about how she felt. I think she was paranoid about people always watching her. Initially, she had terrible night terrors, but a few months after moving into the residence, they stopped. She started labelling her feelings, learning that it was okay to have emotions and her anxiety lessened. For a long time she wouldn't allow anyone to touch her and didn't want me to hug her. Now she will hug me, she understands that she is safe and in control of her safety.

For the first time in our lives we are living in a safe environment and enjoy being together. We have goals and now know what being safe feels like. We have worked hard to build a whole new life and we all look forward to a bright happy future together.

The staff at Second Stage Housing helped the children make changes and after many hours of work, care and understanding, I can say we have been successful. I am currently preparing to move to a new place with my children. Although the idea of being without daily support is a little scary, I know we all developed the skills needed to stay on the healthy path that our support has put us on.

Thank you Second Stage Housing, you have changed our lives!"

# Residential Services

The 12-unit apartment complex is wheel-chair accessible, containing five 3 bedroom, four 2 bedroom and three 1 bedroom furnished apartments. The length of stay in residency is one year. After eight months, a residency review is conducted, and if the woman identifies a need for continued support, a four month extension can be granted.



**10 months**

Average Length of Stay



**95%**

Occupancy Rate



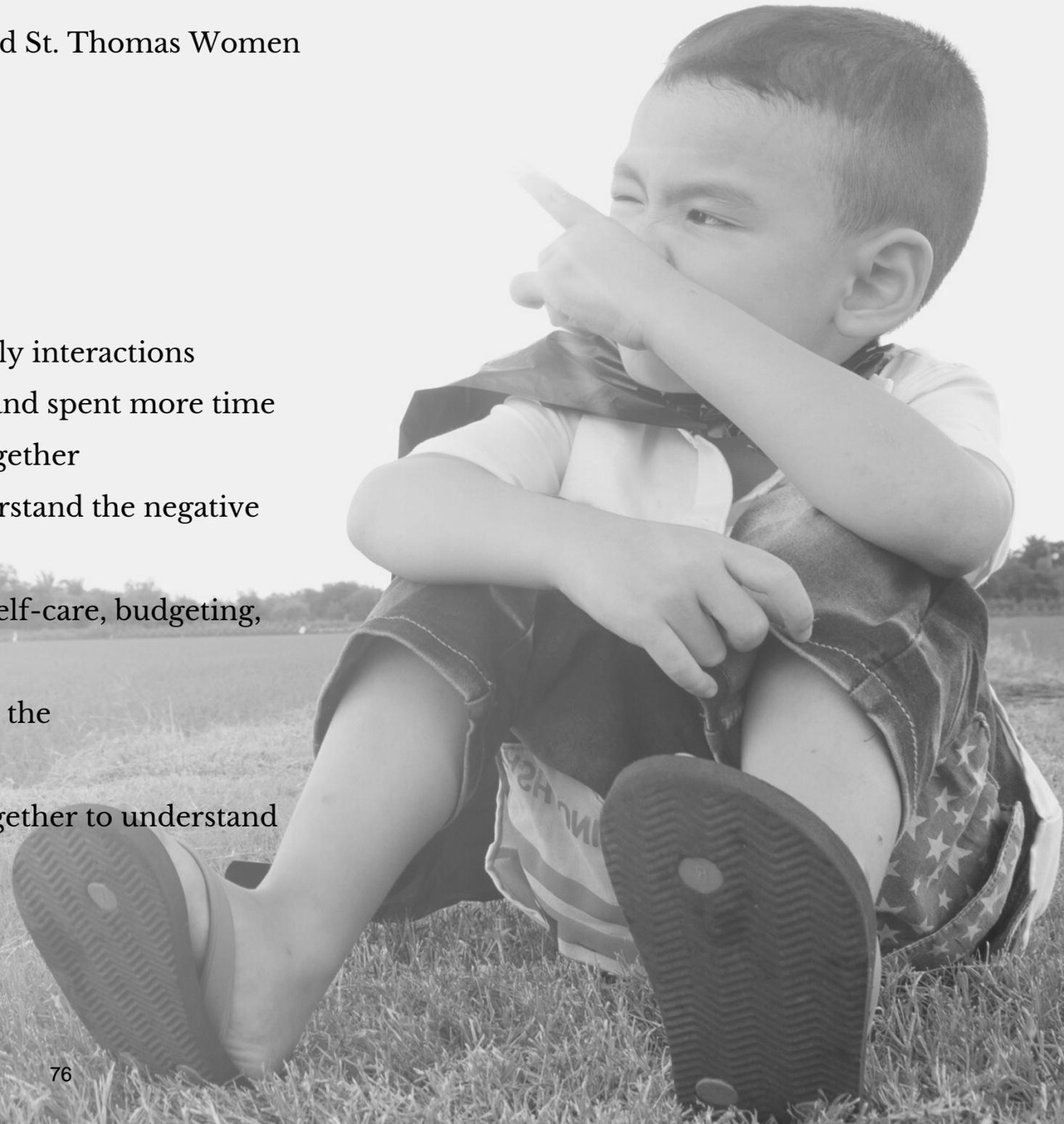
**24 women & 31 children**

Used the Residence

*“Second Stage Housing helped my children and I overcome the abusive situation we left. We were given a safe place to stay at the residence, and the knowledge and skills to move our lives forward. The staff were so supportive and guided us through counselling so we could make future plans and live our lives without violence.” - one resident*

## 2018-19 Highlights

- Celebrated 25 years of operation and providing services to Elgin County and St. Thomas Women and Children
- Held a successful golf tournament
- Increased fundraising revenue to support all programs
- Grew relationships with community partners
- Developed a new five year strategic plan
- Developed positive relationships with the women and children through daily interactions
- Staff modified and adapted to changing needs of the women and children and spent more time with them as a family unit supporting them as they faced daily challenges together
- Staff supported and reinforced positive change, helped the women to understand the negative effects of abuse
- One-to-one support and group sessions helped the women to learn about self-care, budgeting, interests and hobbies
- Staff saw positive changes with the women and children as they settled into the residential program
- Families moved forward to rebuild their relationships, set goals, worked together to understand safety and happiness



## Our Partners

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St. Thomas-Elgin Second Stage Housing serves the population of Elgin County and the City of St. Thomas, and continually assist residents from all corners of our community. Time and time again, we see women coming to us unsure of themselves, expressing a sense of hopelessness, fear, and lack of control. We see residents leave us with a sense of purpose, direction in their lives, more self-confidence, and a commitment to live without violence.

We strive to instill the message that everyone has a right to make a healthy choice — a life free of control and violence.

St. Thomas-Elgin Second Stage Housing works closely with community partners to address the issue of violence at both the individual and the systemic level in order to create a non-violent community.

Ending violence is everyone's responsibility. Governments, business, voluntary groups, institutions and service providers should be involved in public education and activities which contribute to change. Violence against women is not a private family matter but is a criminal offence which demands that perpetrators, not their victims, be held responsible for the violence.

Community participation, education and advocacy are priorities for our agency, and we need community leadership from our business partners and local leaders to support our mandate and assist in the elimination of violence against women and children by addressing the social and cultural issues that allow violence to continue.



## *Our Thanks to our Donors & Community Partners*

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Thanks to you, our community partners and donors, Second Stage Housing continues our commitment to support women and their children leaving abusive relationships.

Your support has allowed us to address individual needs of all the women and children and support them as they come to terms with the negative impact of abuse.

Your support allows us to run the residential program and transitional housing programs to keep women safe.

We see the women and children grow and flourish as they learn positive communication skills, set goals, develop relationships, and understand the importance of safety. Together, they move forward as a family unit in a positive manner with goals and a commitment to having a happier future.

Because of your support, staff at STESSH continue to make a positive impact and assist in the elimination of violence. We work to help reduce the stress on public and emergency services, but most importantly make lives safer.

For all that you do for STESSH, please know we are grateful, and that your support has made a true impact for local women and children.

# St. Thomas–Elgin Second Stage Housing

## Board of Directors

Beverley Wright, Chair

Margaret Barrie, Vice Chair

Donna Lunn, Secretary/Treasurer

Monica Benwell, Director

Marg Cheney, Director

Kelly Hoogstra, Director

Pat Pol, Director

Sylvia Vanderkooy, Director

## Staff

Mickie Keefer, Executive Director

e: mkeefer.stessh@rogers.com

Carrie Ford, Fund Development

e: funding.stessh@gmail.com

c: 519.200.6587

Legal Name:

St. Thomas-Elgin Second Stage  
Transitional Residence

CRA 137010674RR0001

15 Golding Place,

St. Thomas, ON N5R 6B6

p: 519.637.2288

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w: [www.secondstagehousing.net](http://www.secondstagehousing.net)

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STEAM Education Centres, Incorporated  
745 Talbot Street  
St. Thomas, ON N5P1E3

December 15, 2019

Elgin County Grant Review Committee  
% County of Elgin  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

Dear Elgin County Grant Review Committee,

Thank you for the opportunity to provide a report regarding the use of funding received for 2019 and to submit a new request for support to continue the STEAM Leaders Program. The first was such a success; we are excited to share the outcomes and work together to continue offering this program to more young adults in 2020.

#### 2019 Grant Results

In 2019, Elgin County approved a gift of \$3494 to support establishing a learning, mentorship and leadership program called *STEAM Leaders*. The program intended to pilot providing local teen and adult students with the unique opportunity to learn to use and apply traditional hand tools and advanced technologies, be mentored by the STEAM Education team and become leaders themselves in the community by creating and leading dynamic hands-on learning opportunities to engage younger learners. The program was to not only help prepare young adults for their future careers, but also positively impact the development and potential of younger learners from the region.

Upon announcing the program, we received overwhelming interest from students and schools. We quickly learned, however, for the program to achieve the desired results and truly be an asset, STEAM Centre needed to be flexible in the program design and how we engage participants. As such, we adjusted the format to a rolling intake, and took into consideration the academic program requirements that the Leaders Program could help satisfy. The result was a success! The program became a valuable academic support, providing robust opportunities for high school, college and university students to become immersed in emerging and traditional technology, receive ongoing mentorship to best understand how the tools are



utilized and the chance to put their learning to work as designers and instructors in our elementary school program.

When we adjusted the program from a rigid weekly schedule, participant engagement and the benefit to younger learners exploded! The initial program forecast a total of thirty participants and each spending a total of 48 hours learning, being mentored and leading others over 12 weeks. Ultimately, twenty-six individuals participated, spending an average of 290 hours in the Leaders Program: 7 high school co-op students, 8 college/university students studying science, technology, engineering and/or math, and 11 University of Western Teacher candidates completing their Alternative Field Experience placements.

The impact of the Leaders Program stretched far beyond our imagination. Not only did the program become something of substantial value to students and schools, with the extensive support from the Leader Program participants, STEAM Centres' elementary school program could accommodate more requests from Elgin - St. Thomas schools. Ultimately, the elementary school workshop program grew by over 425%; from 30 school workshops (or roughly 950 students) in 2017-2018 to 128 school workshops (or 3800 students) in 2018-2019!

Funds provided by Elgin County were used to design and deliver the Leaders Program, advertise it across the County, and provide a technology and materials bursary for each participant.

#### Request for 2020 Support

STEAM Centre greatly appreciates the opportunity to launch the STEAM Leaders Program through generous support from the County of Elgin and the Kinsmen Club of St. Thomas. Due to the social impact of the program and interest from area schools and students, we respectfully request your consideration of a \$12,000 community grant to support continuation of the Leaders Program in 2020.

In doing so, STEAM Centre will be able to provide 25-30 young adults from across Elgin County with the opportunity to satisfy their academic or career placement requirements through accessing future relevant tools and technologies found at the STEAM Centre such as 3D design software, 3D printers, laser cutters, CNC, coding programs, etc. They will also access support and mentorship from the STEAM Team and industry experts who can inform their learning, as well as have unique leadership opportunities to engage thousands of elementary students in hands-on science, technology, engineering, art and math activities connected to the Ontario Curriculum.



Funding for the program is also being sought from the City of St. Thomas and the Optimist Club of St. Thomas. Funding for the program will be used to design and deliver the STEAM Leaders Program throughout 2020, advertise the program to area schools and students, and to offer a technology and materials bursary to all program participants.

### Why Support the STEAM Leaders Program?

The facts of life for young adults in a world quickly transformed by technological innovation remains the same; fewer than half of high school students in Canada graduate with senior STEM courses despite the fact that Canada's future jobs require this type of education. As a rural community, our youth are given fewer opportunities for 21st century skill building, putting them at increased risk of being left behind their more centrally located peers. In response, STEAM Centre designed this intensive learning, mentorship, and leadership program for high school, college and university students from Elgin - St. Thomas to better prepare them for higher education and the jobs of the future.

Ultimately, as students learn, are mentored and lead elementary students, each Leader Program participant will create lasting economic and social impacts for the region. Students will gain confidence and skills to ensure their ability to be dynamic creators, inventors, and entrepreneurs. Participants will also be very uniquely skilled, and thoroughly prepared to take on challenges in their academic and job paths. And, the program will create many economic spin-off benefits to the community as the participants engage and inspire the next generation of student leaders, and elect to grow their skills here *at home* in their community.

### About STEAM Centre

STEAM Education Centres is a registered charity. The mission of STEAM Education Centre is to educate and empower learners to imagine and create the future through play, ingenuity, and innovation using science, technology, engineering, art, and math (STEAM). STEAM Centre delivers a comprehensive educational model focused on developing the creativity and problem solving skills necessary to explore ideas and foster growth.

As a charity, all STEAM Centre activities are funded through a variety of sources including individual and corporate donations, service club donations, government grants, and workshop revenue.

Thank you for considering this request for \$12,000 in STEAM Leaders Program support. Together, we can continue to help develop and support the future leaders in our community like never before by putting exceptional learning, mentorship and leadership opportunities in front of them while helping our region prosper.

Warm regards,



Jessica Gransauil  
Executive Director

#### Attachments

- Fiscal 2018/2019 Audited Financials
- Letter of Support - Kathy Hibbert, Acting Dean, Faculty of Education, Western University
- Letter of Support - Bill Todd, Placement and Community Liaison Officer, Conestoga College
- Letter of Support - Ben Chapman, STEAM Leader Program participant

**STEAM EDUCATION CENTRES INCORPORATED**

**FINANCIAL STATEMENTS**

**JUNE 30, 2019**

## INDEPENDENT AUDITOR'S REPORT

### To Board of Directors of STEAM Education Centres Incorporated:

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of STEAM Education Centres Incorporated, which comprise the statement of financial position as at June 30, 2019, and the statements of operations & changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at June 30, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

# MARK A WALES

## CHARTERED PROFESSIONAL ACCOUNTANTS

190 Centre St St Thomas ON N5R 3A4  
Tel: (519) 637-0700 Fax: (519) 637-0919  
10 Argyle Street Simcoe ON N3Y 1V5  
Tel: (519) 512-0471 Fax: (519) 512-0501  
www.markawales.ca

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the organization to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the organization's audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



September 23, 2019  
St Thomas, Ontario

**Mark A Wales Professional Corporation**  
**Chartered Professional Accountants**  
**Authorized to practise public accounting by the**  
**Chartered Professional Accountants of Ontario**

# STEAM EDUCATION CENTRES INCORPORATED

## STATEMENT OF FINANCIAL POSITION AS AT JUNE 30, 2019

---

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Bank and cash	36,565	74,860
Accounts receivable	7,696	1,007
Government remittances recoverable	15,612	28,503
Inventory	2,079	3,084
Prepaid expenses	<u>3,392</u>	<u>6,138</u>
	<u>65,344</u>	<u>113,592</u>
<b><u>LIABILITIES &amp; NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	26,700	26,162
Government remittances payable	270	274
Deferred contributions - Note 3	<u>14,192</u>	<u>91,491</u>
	41,162	117,927
<b>CONTRACTUAL OBLIGATIONS - Note 4</b>		
<b>NET ASSETS</b>		
Unrestricted funds	<u>24,182</u>	<u>(4,335)</u>
	<u>65,344</u>	<u>113,592</u>

**SIGNED ON BEHALF OF THE BOARD:**

.....  
Director:

.....  
Director:

---

The accompanying notes are an integral part of these financial statements

# STEAM EDUCATION CENTRES INCORPORATED

## STATEMENT OF CHANGE IN NET ASSETS YEAR ENDED JUNE 30, 2019

---

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
<b>Balance - Beginning of year</b>	(4,335)	(3,774)
Excess (deficiency) of revenues over expenses for the year	<u>28,517</u>	<u>(561)</u>
<b>Balance - End of year</b>	<u><u>24,182</u></u>	<u><u>(4,335)</u></u>

---

The accompanying notes are an integral part of these financial statements

# STEAM EDUCATION CENTRES INCORPORATED

## STATEMENT OF OPERATIONS YEAR ENDED JUNE 30, 2019

	<b>Budget 2019 \$</b>	<b>Actual 2019 \$</b>	<b>Actual 2018 \$</b>
<b>REVENUES</b>			
Opening balance	75,000	<b>75,000</b>	232,715
Unrestricted contributions and grants	165,000	<b>64,765</b>	72,384
Restricted contributions and grants	135,000	<b>87,247</b>	61,843
E-Waste recycling	3,200	<b>6,237</b>	3,047
Memberships	2,800	<b>550</b>	2,205
Space rental	21,800	<b>21,048</b>	42,108
Consultation and instruction	3,250	<b>1,780</b>	2,804
Retail merchandise and consumable fees	8,750	<b>12,750</b>	6,091
Enrolment fees	54,860	<b>32,588</b>	42,295
Events	7,500	<b>20</b>	-
School field trips	17,250	<b>15,816</b>	14,526
Raffle proceeds	-	<b>1,720</b>	-
Bank interest	<u>250</u>	<u><b>130</b></u>	<u>693</u>
	494,660	<b>319,651</b>	480,711
<b>EXPENSES</b>			
Advertising and marketing	7,500	<b>4,722</b>	14,929
Computer hardware and software	4,800	<b>3,646</b>	7,129
Direct programming expenses	52,000	<b>17,327</b>	60,173
Insurance	2,600	<b>2,276</b>	2,194
Event costs	13,500	<b>571</b>	20,506
Office expenses	14,110	<b>10,038</b>	23,646
Professional fees	13,850	<b>10,179</b>	12,625
Professional development	2,500	<b>402</b>	1,247
Retail purchases	4,500	<b>1,223</b>	5,925
Telecommunications	3,350	<b>2,588</b>	2,565
Travel	2,450	<b>97</b>	986
Utilities	41,100	<b>33,325</b>	71,902
Wages and benefits	<u>240,725</u>	<u><b>204,740</b></u>	<u>257,445</u>
	<u>402,985</u>	<u><b>291,134</b></u>	<u>481,272</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FOR THE YEAR</b>	<u><u>91,675</u></u>	<u><u><b>28,517</b></u></u>	<u><u>(561)</u></u>

The accompanying notes are an integral part of these financial statements

# STEAM EDUCATION CENTRES INCORPORATED

## STATEMENT OF CASH FLOW YEAR ENDED JUNE 30, 2019

---

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses for the year	28,517	(561)
Changes in working capital items:		
Change in accounts receivable	(6,689)	901
Change in government remittances recoverable	12,891	(15,660)
Change in inventory	1,005	1,410
Change in prepaid expenses	2,746	9,248
Change in accounts payable and accrued liabilities	538	5,498
Change in government remittances payable	(4)	(109)
Change in deferred contributions	<u>(77,299)</u>	<u>(267,819)</u>
	<u>(66,812)</u>	<u>(266,531)</u>
	<u>(38,295)</u>	<u>(267,092)</u>
<b>NET CHANGE IN CASH FOR THE YEAR</b>	<b>(38,295)</b>	<b>(267,092)</b>
<b>CASH - BEGINNING</b>	<u>74,860</u>	<u>341,952</u>
<b>CASH - ENDING</b>	<u><u>36,565</u></u>	<u><u>74,860</u></u>

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The accompanying notes are an integral part of these financial statements

# STEAM EDUCATION CENTRES INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2019

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### 1. NATURE OF OPERATIONS

The organization was Federally incorporated on May 18th, 2016 in the Province of Ontario for the purpose of empowering all learners and makers in Southwestern Ontario to create the future through play, ingenuity and exploration using STEAM learning tools. The organization is a Registered Charity without share capital under the ITA (Canada).

The organization operates from the rented premises at 168 Curtis Street, St Thomas.

### 2. SIGNIFICANT ACCOUNTING POLICIES

The organization follows accounting principles generally accepted for not-for-profit organizations and these financial statements have been prepared in accordance with the Canadian accounting standards for not-for-profit organizations which include the following:

#### (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 fully settled by the receipt of payment of money.

#### (b) Revenue Recognition

The organization follows the deferral method of accounting for contributions which include government grants. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions, fees, rent and interest are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### (c) Inventory

Inventory is measured at the lower of cost and net realizable value. The cost is determined using the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business.

#### (d) Capital Assets

The organization has elected to expense capital assets as purchased in accordance with Section 4431 of the Accounting Standards for Non-Profit Organizations. The following is a list of the types of capital assets the organization utilizes:

- Computer hardware
- Office equipment
- Program equipment
- Leasehold improvements
- Signs

# STEAM EDUCATION CENTRES INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2019

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### 2. SIGNIFICANT ACCOUNTING POLICIES - continued

#### (e) Intangible Assets

Intangible assets acquired individually or as part of a group of other assets are expensed as incurred. The organizations intangible assets consist of computer software, which is expensed as purchased.

#### (f) Contributed Services and Goods

Volunteers contribute an indeterminable number of hours per year to assist the organization in carrying out its activities. Because of the difficulty in determining the fair value and the extent of staff time required to gather and calculate the fair value, contributed services are not recognized in the financial statements.

Used electronic goods are accepted by the organization through the E-Waste Recycling program. Contributed goods, used in the normal course of operations, are recognized in the financial statements when the fair value can be reasonably estimated and the materials would otherwise have been purchased.

#### (g) Leases

Leases are classified as either capital or operating leases. A lease that transfers substantially all of the benefits and risks incidental to the ownership of property is classified as a capital lease. All other leases are accounted for as operating leases wherein rental payments are expensed as incurred. At the inception of a capital lease, an expense and obligation are recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair value at the beginning of such lease.

#### (h) 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. The organizations's financial instruments consist of cash, accounts payable, accrued liabilities and deferred grants.

# STEAM EDUCATION CENTRES INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2019

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### 2. SIGNIFICANT ACCOUNTING POLICIES - continued

#### (i) Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. The primary estimates made by management in these financial statements relate to accruals.

### 3. DEFERRED CONTRIBUTIONS

Deferred contributions represent the amount of restricted contributions that are related to expenses of future periods. When expenses are incurred, the matching contribution will be recognized as revenue. At year end, \$14,192 of the cash balance is restricted to be used for future programs.

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
General operating	-	75,000
Big Assist	-	13,208
City Media	-	2,733
Canada Summer Training Grant	12,192	-
Scholarship	<u>2,000</u>	<u>550</u>
	<u>14,192</u>	<u>91,491</u>

### 4. CONTRACTUAL OBLIGATIONS

The organization is committed to payments for property and service contracts with varying terms. Aggregate annual payments are as follows:

	<u>\$</u>
2020	36,866
2021	2,544
2022	<u>25</u>
	<u>39,435</u>

# STEAM EDUCATION CENTRES INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2019

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### 5. CAPITAL ASSETS

During the normal course of operations, the organization has purchased and expensed the following capital assets which would otherwise be capitalized and amortized under the alternative accounting policy:

	<u>2019</u>	<u>2018</u>
	<u>\$</u>	<u>\$</u>
Computer hardware	-	1,300
Office equipment	2,480	-
Program equipment	-	22,337
Leasehold improvements	-	2,806
Signs	-	-
	<u>2,480</u>	<u>26,443</u>

### 6. FINANCIAL INSTRUMENTS

The organization is exposed to various risks through its financial instruments. The following analysis provides information about the organization's risk exposure and concentration as of June-30-19.

#### (a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from donors and customers, however, the nature and cycle of these obligations, and the number of donors and customers ensures that the organization's exposure to credit risk is minimized. It is uncommon for the organization to have any outstanding amounts due from customers.

#### (b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from donors and customers and accounts payable. The predictable and cyclical nature of the operating cycle reduces the organization's liquidity risk. The organization manages budgets to adjust expenditures when shortfalls are expected.

# STEAM EDUCATION CENTRES INCORPORATED

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2019

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### 6. FINANCIAL INSTRUMENTS - continued

#### (c) Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The organization does not have any significant exposure to market risk.

### 7. LINE OF CREDIT

The organization has a line of credit facility with the Libro Credit Union. The facility is to a maximum of \$10,000 and bears interest at the prime rate of the Libro Credit Union plus plus 5.0%. At year-end, \$10,000 (2018 - \$nil) of the facility was available to use.

### 8. BUDGET AMOUNTS

The 2019 budget amounts are presented for information purposes only. They were approved by the board of directors and are unaudited.

December 13, 2019

To whom this may concern;

I have had the pleasure of being a part of the STEAM Centre's Leaders Program for a year and a half now. From volunteering to Co-op, I have had many wonderful opportunities to learn amazing things and to serve the community. There is always an opportunity to learn something new at the STEAM Centre. I have gained an immeasurable amount of knowledge while working there, from Computer-aided design to operating a laser cutter.

Having Fred as my mentor has been amazing; he is always supportive and encouraging, and is a natural at teaching people of all ages. He has also put an incredible amount of faith in my skills; I remember my second day volunteering at the STEAM Centre he started teaching me how to use the CNC machine and Tinkercad so I could design a speaker case.

I recently had the opportunity to design a DC generator using DVDs and a small DC motor. I used Fusion 360 (professional CAD software that Fred told me about) to design a cardboard frame that could be laser cut to hold the components. The generator actually worked pretty well and I had the opportunity to lead a couple of workshops on building the generator and learning how to solder. Leading the workshops was a lot of fun and a great experience; I know that having had the experience of leading and teaching people will benefit in any career path and in life in general.

The STEAM Leaders Program provides the perfect environment to foster independent learning. I was able to take home an arduino for a few weeks with the challenge of making it play music and to start learning about coding and circuits. The STEAM Centre has many amazing technologies to learn about and use: 3d printers, a laser cutter, and a CNC machine. One future career I am considering is mechatronics engineering. Many of the skills and technologies overlap, which provides the perfect opportunity to learn about engineering and to gain a head start in developing some of the skills needed to become an engineer.

I have thoroughly enjoyed, and continue to enjoy working at the STEAM Centre and learning about science, technology, engineering, art, and math. Working there has not only given me an opportunity to gain skills related to STEAM, but it has also introduced me to many other useful skills like independent learning, teaching, and how to practice leadership. I definitely recommend that any person interested in learning about amazing equipment, technologies, or skills that will last a lifetime, join the STEAM Leaders Program.

Thank you,

A handwritten signature in black ink that reads "Ben Chapman". The signature is written in a cursive style with a horizontal line at the end.

Ben Chapman

benandmittens@gmail.com

# Western Education

December 11, 2019.

Elgin County Grant Review Committee  
c/o County of Elgin  
450 Sunset Dr.,  
St. Thomas, ON N5R 5V1

Dear Committee Members,

It is my sincere pleasure to write a letter of support for the STEAM Leaders' program, offered through the STEAM Education Centres.

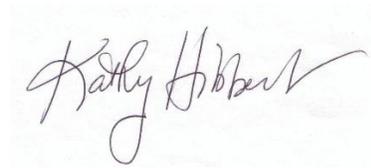
The Faculty of Education has been working with Fred Cahill and the STEAM Centres for the past four years around our shared interest in advancing STEAM Education in our communities. Since their inception in St. Thomas, the STEAM Centre has supported the education and research interests of our graduate students and our Teacher Education students, and last summer, they expanded their summer camp offering to children through our facilities.

In our Teacher Education program, we offer what we call an 'Alternative Field Experience'. Teacher Candidates select community organizations that might enhance the experiences that they learn in their classroom practica and choosing mentorship from Fred has been a valuable and increasingly popular choice. They can engage with the STEAM Centre and learn how to develop and apply their knowledge and application of Science, Technology, Engineering, the Arts and Mathematics across age groups and with applications that go beyond the school curriculum. The mentorship and guidance that they receive in this program is

invaluable and positions the Teacher Candidates very well to extend the reach of the Centre into Ontario's classrooms, particularly in the London-Elgin-Middlesex area. They universally have reported it to be a very rich and fruitful learning experience.

I wholeheartedly support their application to grow the STEAM Leaders Program and continue to grow their influence within our community.

Sincerely,

A handwritten signature in black ink that reads "Kathy Hibbert". The signature is written in a cursive style with a large, stylized initial "K".

Kathy Hibbert, PhD.,

Acting Dean, Faculty of Education  
Professor and Associate Dean, Teacher Education,  
Director, Interdisciplinary Centre for Research in Curriculum as a Social Practice  
Faculty of Education, Western University,  
1131-1137 Western Rd., London, ON, N6G 1G7

t: (519) 661-2111, x. 88557

e: [khibbert@uwo.ca](mailto:khibbert@uwo.ca)

December 17, 2019

Elgin County Grant Review Committee  
% County of Elgin  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

To Whom it May Concern:

I am writing to recognize the impact and contribution that the STEAM Centre's Leadership Program has had this past year with one of our Mechanical Engineering Robotics & Automation Technology Co-op students.

The student has had a long standing interest in technology and had volunteered with the STEAM Centre in the past. Conestoga College's Co-op program requires students attain at least 420 hours of relevant, paid work experience over the course of their 4 month term. Funding at the STEAM Centre would support approximately 2/3 of this requirement. The student agreed, with the approval of all parties, to volunteer the additional 140 hours.

Jessica Gransauil, the Executive Director at the STEAM Centre, recognized the passion our student brings to his studies and his volunteer efforts. So too did our faculty Co-op Co-ordinator, John Tielemans. Jessica took lead in crafting a job description that would allow our student to leverage his training at Conestoga College, as well as his enthusiasm for technology and sciences to inform, engage and support children in nurturing their own love for robotics and automation. *The "... programs combine science, tech, engineering, art and math so (he) was challenged to connect these elements for superlative child programming that would engage and excite them. Mathematical operations involved finding interesting and important ways of including math in creative activities which (he) did very well."*

On a technical level, his role allowed him to:

- Use Solidworks to design course materials to be 3D printed and laser cut
- Maintain and inspect equipment and materials
- Experiment with potential topics for courses and determine practicality of implementation
- Utilize Office programs to document and communicate curriculum information and to process sets of data
- Design and diagnose electronic circuits for projects and equipment

On a personal level, Jessica supported our student with guidance on leading and working with groups of young people, and overseeing the development of the interactive educational programming he would lead.

The result was a resounding success. From his final performance review, *"He has surpassed the expectations of this role through consistently elevating the quality of the programs we offer through critical*

*and design thinking applied to everything we design to deliver. He has tackled difficult technical projects, which we couldn't have managed otherwise. . . . (He) thought 'outside the box' to solve problems and create solutions. He is systematic and pragmatic in his approach to problem solving, and courageously applied innovative ways of connecting youth to STEAM learning. . . . He always acted respectfully to students and peers, displayed excellent customer service/relationship management skills and solved conflicts appropriately."*

I am very grateful for the opportunity that Jessica and her team at The STEAM Centre provided for our student. Throughout the process, she was eager and willing to adapt to meet the needs of our program and to provide outstanding support for our student. His own assessment of the experience was glowing. He loved working with the youth and found Jessica and her team to be tremendously supportive, encouraging him to take lead on a number of projects, and allowing him the opportunity to stretch his leadership abilities.

I cannot say enough to endorse Jessica and The STEAM Centre for their support of our Co-op student. Their flexibility and leadership made it happen, and they provided a tremendous opportunity for our student to grow. As Co-op experiences go, it doesn't get much better than this!

Sincerely,



**Bill Todd, B.A., C.D.P.** (pronouns: he/him)  
Placement and Community Liaison Officer  
Work-Integrated Learning Support Services  
**Conestoga College**  
519-748-5220 ext. 2173 | [btodd@conestogac.on.ca](mailto:btodd@conestogac.on.ca)



MULTI-SERVICE CENTRE

December 17, 2019

Grant Review Committee-County of Elgin  
C/O Financial Services  
450 Sunset Drive  
St. Thomas, ON N5R 5V1

Dear Committee Members:

The Multi-Service Centre would like to thank you for your support last year. Your generous contribution of **\$ 4,302.00 (\$ 4,780.00 minus 10% holdback of full amount awarded pending summary report)** 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](http://www.multiservicecentre.com)) to click on the videos and hear from our clients about what these services mean to them.

For the purposes of the required **Summary Report** (regarding the 10% holdback), the dollars provided by the County of Elgin were directed toward volunteer support (recruitment, training) and service provision to needy individuals.

In operation since 1978, 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 **\$46,498.00** this year. The County of Elgin proportion of that amount, linked to the proportion of clients assisted from the county last year would be **\$2,325.00**. Your support would be appreciated.

While we work tirelessly to raise additional dollars through targeted appeals, 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.

**Mission**

*A community organization committed to partnerships, innovation and excellence.*

**Vision**

*Embracing Personal Independence ♦ Celebrating a Caring Community*

We would be happy to make a presentation to Council and appreciate the opportunity to explain our needs and answer your questions. Municipal support continues to assist us in diversifying and leveraging our funding base. The historical support the MSC has received from The County of Elgin is greatly appreciated.

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

Sincerely,

*Maureen Vandenberghe*

Maureen Vandenberghe  
Coordinator  
96 Tillson Ave., Tillsonburg ON N4G3A1  
519.842.9008, ext. 266

C:  
Kathryn Leatherland, Executive Director & CEO, ext. 274  
Fran Bell, Chairperson, Board of Directors  
Val Foerster, Board of Directors, Chair/Fundraising Committee



# 2020 Community Grant Application Form

Applicant Information	Details
Organization Name	Tillsonburg & District Multi-Service Centre (MSC)
Address; Phone	96 Tillson Ave., Tillsonburg ON N4G 3A1 519.842.9000
Contact Information	Kathryn Leatherland, Executive Director, ext. 234 Maureen Vandenberghe, Coordinator, ext. 266
Type of Organization	Registered not for profit charity
Mission & Mandate	A community organization committed to partnerships, innovation and excellence.
Benefits to the community	The MSC has been operating since 1978. The agency was formed due to the founders' concern about the lack of social services in the tri-county area surrounding Tillsonburg. Programming has been added based on identified needs (e.g., literacy was added in 1986). The agency operates out of five locations: The Livingston Centre in Tillsonburg (literacy & employment services plus other partners); the literacy program in a satellite office in Woodstock (within Community Employment Services); in the Tillsonburg Town Centre (MSC Home Support Services and administration); out of the Norfolk Help Centre and in client homes.
Types of Services	Adult Literacy (group; 1-1)  Employment (Resource Centre, adults, youth)  Home Support Services for seniors and disabled (Assisted Living, MOWS, Transportation, Foot Care, Home from Hospital, Exercise). NOTE: programming includes a specific MOWS service in the Straffordville area.
% Elgin Clients	5% in 2018/19 <b>(NOTE: 16% of Adult Literacy students)</b>
Grant Request Amount	\$2,325.00
Planned Use	Volunteer Support (MSC was assisted by 158 individuals and 7 corporate teams who delivered 10,151 hours of service in 2018/19 delivering meals, tutoring, driving, providing corporate governance, fundraising).  Materials and technology (for literacy, seniors)  Support for needy individuals (meals, transportation)
Other funding Sources	Core funding: from the SWLHIN and MTCU  Grant support from: Norfolk, Oxford, Elgin, South-West Oxford, Norwich, Tillsonburg
Impact	7,041 clients served in 2018/19
Future Plans on becoming self-sustaining	MSC receives core funding but also fundraises every year. Financial Statements and latest audited report attached.



MULTI-SERVICE CENTRE

**Budget for 2019-2020 Fiscal Year**

	2019-20 APPROVED BUDGET	2018-19 APPROVED BUDGET
EXPENSES:		
Wages & Benefits	2,884,029	2,740,328
Operating Expenses	617,159	530,353
MTCU Restricted Funds	549,361	841,057
Allocated Admin & Facility Costs	834,193	799,333
Staff & Volunteer Development	34,348	35,824
Capital Expenditures	42,500	46,500
<b>TOTAL EXPENSES</b>	<b>4,961,590</b>	<b>4,993,395</b>
REVENUE:		
Federal & Provincial Funding	3,935,755	4,006,085
Municipal Funding	50,000	50,000
Fees & Service Charges	874,837	826,827
Interest & Misc Income	12,000	7,200
<b>TOTAL REVENUE</b>	<b>4,872,592</b>	<b>4,890,112</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(88,998)</b>	<b>(103,283)</b>
FUNDS TO RAISE:		
Fundraising & Donation Goal	46,498	56,783
Transfer from Reserve	0	0
Transfer from Capital	42,500	46,500
<b>NET SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>



**MULTI-SERVICE CENTRE**

**2018- 2019**

**ANNUAL  
REPORT**

# Board of Directors Report



Change has been the word for the Tillsonburg & District Multi-Service Centre and Stonebridge organizations this year. Just over a year ago we welcomed Kathryn Leatherland as the interim Executive Director of both organizations. In the fall Kathryn accepted the position of Executive Director on a permanent basis. We welcome her leadership!

Much of the health-care sector is undergoing change with the transformation of the health care system by the province. The MSC will become a member of the Ontario Health Team for Oxford County. The new model for the delivery of healthcare is expected to be in place in the next few years. The province is also planning a new Service System Manager model for the delivery of employment and literacy services. We are working hard to ensure that we can continue to be the leader in providing employment and literacy services to the community.

The MSC has prioritized quality improvements this year through a number of initiatives including establishing a Quality and Safety Committee, new quality targets, a quality improvement plan and a need to focus on falls prevention practices and safe medication support.

We are proud that the 2018-19 client satisfaction results show a high satisfaction rate for new home support clients, and employment and literacy program clients. On behalf of the Board I would like to thank our dedicated staff, Executive Director and Senior Leadership Team for their commitment to our clients and the programs they deliver! All of you show your dedication to providing excellence in everything you do for our clients each and every day.

We also give thanks for all of the volunteers who are truly the backbone of the MSC organization. Hundreds of hours each year are put in by the volunteers to drive clients to their appointments, deliver meals on wheels, fundraise or provide tutoring services. As an example, over 9000 meals on wheels are delivered annually! Thank you to each and every volunteer who gives of their time, effort and expertise to help out. Your contributions touch lives and make an amazing difference to our clients and the community!

Once again our fundraising this year has been very successful! Thank you to all who contribute in any way to the planning and execution of each of the fundraising projects. Our fundraising efforts allow us to provide additional services to the community such as the special Christmas meal to our Meals on Wheels clients.

It has been a pleasure to serve as chair of the MSC this past year. Each board member is a committed professional who sees the value in community service and in the mission and vision of the MSC. Thank you for all of your support!

**Fran Bell,**  
Board Chair

# Executive Director Report



The annual report to the community gives us the opportunity to reflect on how well the MSC has fulfilled its mission to be a community organization committed to partnerships, innovation and excellence. This year we certainly have continued to strive to meet and surpass this goal.

More than ever there was a focus on maintaining and improving the high quality of service the MSC provides. Feedback from our clients and front-line staff lead to goals to review our current falls prevention program and medication practices to ensure they continue to meet leading practice standards. The Quality and Safety Committee was established to oversee the quality of all MSC programs. The committee includes Board of Director and community members. The Quality and Safety Committee was instrumental in the voluntary creation of MSC's first Quality Improvement Plan. We look forward to our fourth evaluation

from Accreditation Canada in 2019 to validate this work and further encourage us on our journey to continuously improve our services.

Another important focus was the MSC's commitment to local partnerships in order to improve the services provided to all clients. These partnerships have focused on projects to bring additional educational and hands on training to Tillsonburg, advising the Town of Tillsonburg on municipal transportation improvements and collaborating to bring more opportunities for socialization to isolated seniors. This work allows the MSC to fulfill its core belief to provide equal opportunity for the development of each person's potential.

The MSC has a caring and creative group of staff who are dedicated to working with our clients to assist them in achieving their goals of personal independence and sustainable employment. Everyday they are dedicated to making a difference in the lives of all of our clients. Feedback from clients tells us we are being successful in this. The MSC also relies on the people who volunteer their time to help the people who live in their community. Many of our programs could not exist without the many hours of time that our wonderful volunteers commit to the MSC providing service to clients, as members of committees as well as to activities to raise funds for needed programs. The MSC is truly thankful to our staff, volunteers, Board of Directors and donors for how the support they provide embraces our community and drives us forward into a bright future.

**Kathryn Leatherland,**

Executive Director

## Our Mission

A community organization committed to partnerships, innovation and excellence.

## Our Vision

A community organization committed to partnerships, innovation and excellence.

## Our Core Beliefs

Treating the individual with dignity, respect and compassion.

The value of community volunteers and staff.  
Equal opportunity for the development of each person's potential.

### ***We promote individual wellness by....***

Supporting seniors and people with disabilities, enabling them to maintain independence in their home through in-home care and caregiver support. Our services are delivered with respect, dignity and compassion by professionally trained and qualified staff and volunteers. Our home support team provides 24 hour support, on-call availability and remote monitoring to help ensure safe and accessible care. All home support services are supervised by a registered nurse.

### ***We promote economic wellness by....***

Helping people develop new skills and the knowledge to help find and maintain employment. Our employment consultants help people find and obtain work. Our job developers work to help businesses create and fund jobs. Our educators and trainers build and strengthen the skills that lead to employment.

### ***We promote community wellness by....***

Helping connect people to the services they need. As a founding partner of The Livingston Centre and the Campus of Care, MSC nurtures innovative collaborative partnerships that increase the availability, accessibility and effectiveness of community services.

***“Glad I came on the ALCom program (Assisted Living in the Community Program). I couldn’t do half the stuff the staff does to support me. Without them I wouldn’t be independent. They are supporting me in achieving my goal of staying home as long as possible.” - Client***

# Strategic Plan

## Our 6 Priorities

### *Focused on Innovation, Service Excellence & Partnership*

#### **Organizational Development**

- All HS and HR functions to be managed and monitored through an online Client Information Management System (CIMS) and Human Resources Information Management System (HRIMS)
- Conduct a full review and re-write of all organizational policies, procedures and program practices
- Partner with VON Oxford (Sub-region Lead Agency) to develop common intake procedure, coordinated transportation process and shared client database/documentation.

#### **Client Safety**

- A Quality and Safety Committee will be established comprised of Board and senior staff.
- Incident reporting system will be revised to ensure accurate and timely reporting and analysis of client and staff safety incidents.
- Reduce falls among home support clients utilizing leading practice falls prevention protocols.

#### **Client & Family Advocacy**

- Develop and Implement a Client and Family Portal that will allow client and family access to real time service schedules, health risks, documentation care teams, invoices and payment options.
- MSC to work with our service partner (AlayaCare) to develop an online tool to allow all clients and families to rate service interactions and provide on-going, real time feedback on the staff and services they receive.

#### **Culture of Accountability**

- Develop and implement financial systems to track financial goals and report on organizations financial health.
- All programs and service to meet or exceed funder targets and expectations.
- MSC to work with Accreditation Canada to achieve “Accreditation with Exemplary Status” in Nov 2019.

#### **Employer of Choice**

- An employer of choice refers to an organization that highly qualified and productive people want to work for.
- Full implementation of our Human Resource Management Implementation Plan.
- MSC to work with Payscale Canada on a two year initiative to complete a full compensation review, monitor and respond to labour market trends, develop and implement best practice compensation standards, ensure legislative compliance.

#### **Culture of Respect**

- A culture of respect is one where diversity is valued, where individuals feel that their contributions are recognized and acknowledged, and finally, a culture where expectations regarding behaviour are clearly articulated and modeled by leadership.
- Reduction of workplace complaints and investigations regarding code of conduct. (50% reduction over 2016)
- MSC to work with Client and Family Advisory Committee to review all program and services and provide feedback and recommendations from a client perspective.

165 Students

5411 Upgrading Hours

3 Tutor-Training Workshops

4918 Resource, Information & Workshop Clients

9 employers updated skills of 35 employees via COJG

5,661 clients participated in Employment Service programs

192 youth in programs

743 successful outcomes (training/work)

21 summer job placements - Youth Job Link

17 YJCS-p.t. summer employment

119 Home Support Clients

3062 Personal Support & Homemaking Hours

8803 Meals on Wheels Delivered to 145 Clients

2409 Foot Care sessions to 493 Clients

4625 Transportation Drives to 221 Clients

22,363 Assisted Living Hours to 45 Clients

## Community Impact

**Adult Learners** Access to free, individualized training programs in the areas of reading, writing, numeracy and introductory computer courses. We can help you prepare for high school credit, college skills training or success in the job market through flexible classes or one-on-one tutoring.

**Employment Consulting** Our job developers are eager to help with career exploration, resume and cover letter creation, interview techniques, training options and referrals to community supports.

**Skills Development** Offering careers assessments such as Myers-Briggs Type Indicator and Jackson Vocational Interest Survey. Monthly workshops are offered year round to help learn new and build upon skills. Second Career program, apprenticeship information.

**Youth Job Connection** Three weeks of interactive, career exploration, self-assessment and pre-employment training to get you ready for the workforce or for high school students, intending to stay in school or access post-secondary education after placement and looking for a part-time or summer employment opportunity to gain experience towards your future goals

**Meals on Wheels** Hot, healthy meals delivered to your door to meet every dietary need at a reasonable cost. Volunteers deliver Monday-Friday at both lunch and dinner.

**Transportation** Volunteers escort clients there and back to make sure you get to your appointments or social engagements safely and on time.

**Assisted Living** Our certified Personal Support Workers provide in-home support our clients independence by taking care of meal preparation, personal care, hygiene, bathing, medication monitoring, light housekeeping, social outings and even exercise plans.

**Foot Care** One-on-one personalized foot care is provided in-home, at the hospital or long-term care facility or in a clinic setting.

**Housekeeping** Seasoned housekeepers take care of tasks like: general housecleaning, laundry, shopping, changing bedding, food preparation and running errands. Often our clients enjoy riding along on the errands for the independence that a day out and a task completed provides.

# Program Report

## *Employment & Literacy*



The Ministry of Advanced Education and Skills Development (MAESD) underwent a name change, and the MSC now receives funding for the Employment and Literacy programs through the Ministry of Training, Colleges and Universities.

Our Employment and Literacy Services team delivers 6 programs to assist youth, job seekers, learners and employers in the community. Last year, over 5,660 clients participated in Employment Services programming through our Tillsonburg and itinerant office location in Fairground. Our Adult Literacy and Essential Skills program assisted 165 students and provided 5411 upgrading hours to our students in both the Tillsonburg and Woodstock locations.

The Employment Services team delivered new programming throughout the year through the EYTI – Employing Young Talent Initiative. This initiative was introduced by the ministry to support small businesses and employers to hire and retain youth aged 15-29. The intent of this funding is to help small businesses better compete, grow and invest, while helping young people find meaningful employment and take their first steps towards building a career. The MSC also continues to support youth by providing employment focused workshops at our local high school twice a year.

Our Adult Literacy and Essential Skills program was successful in obtaining funding from Literacy link South Central – Literacy Network through the Innovation Project which involved the completion of Literacy/Educational profiles for relevant clients registered for Youth Job Connect program. The project provided relevant information related to the ability of clients to effectively participate in a workshop setting and also identified individuals literacy needs which could impact employability. This information was shared with Employment Services workshop facilitator and job development staff to assist the client in successfully completing all facets of the program. The project was completed September 2018 and the report summary provided insights, observations and recommendations for future planning.

The ALES program was also successful in receiving funds from the community group - 100 Women Who Care. The funds assist to provide additional supports for learners for items not covered in training support dollars provided by the Ministry. These additional supports assist to remove barriers and provide stability to enhance consistent student attendance and success within the learning environment.

The success of our programs is based on dedicated staff and strong partnerships. The MSC continues to partner with the Town of Tillsonburg to deliver 2 Job Fairs annually – one in the spring and one in the fall to ensure that job seekers have the resources to be successful in their job search by connecting their skills to local employers. Employment Services has also partnered with Contact North, an online educational training program, which provides distance learning opportunities. A representative from Contact North meets with clients at the Livingston Centre on a monthly basis to complete educational assessments and discuss educational options. Clients have the opportunity of upgrading skills, or completing a certificate, diploma or degree through this platform.

The MSC Employment and Literacy teams would like to express our gratitude to all who support our programs and initiatives, whether that be through our literacy program as a tutor volunteer or in supporting our employment programs. We sincerely appreciate your time and generosity!

**Susan Rebry,**

Director

# Program Report

## Home Support

Community Home Care is in a constant state of change and we are and will continue to experience this for a long time to come. The Ministry of Health and Long Term Care (MOHLTC) has a vision supporting a health care environment in which people will experience a seamless delivery of services with only having to tell their story once and all services will be connected to provide the care needed to support that person. As a Community Support Agency that provides services supporting senior's and persons with disabilities 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. These are exciting times and we are proud to be a part of this vision.

Central Intake is providing us the opportunity to support the client in only telling their story once, while receiving the services they need. This is a South West LHIN (SWLHIN) wide directive that we support and have the privilege of being an active participant. The client only has to call one number to be assessed and provided with the needed care services that promote recovery, stabilization and independence. The Home Support Department provides support for this process and assists callers throughout the SWLHIN. It is a wonderful collaboration between other Community Support Services Organizations and ourselves.



Our use of technology in home care is yielding many benefits that support our clients. With our electronic information system; Alayacare and the use of cell phones by our Community Workers, we are able to support our client's care needs in real time. This ability promotes the physical and emotional well being of our clients and supports effective communication with the end result of a favourable outcome that promotes client centred care.

Our Assisted Living in the Community (ALCom) has grown! We took the opportunity presented by our funder the SWLHIN to expand into an underserved area between Norfolk and Oxford County. The volume of clients doubled with this privilege of providing care in this area. As well due to our waitlisted numbers we were able to take on additional clients in the Tillsonburg area. With the expansion we have seen an increase in our work force. Working collaboratively with our Human Resources we have been successful in recruiting and retaining a caring and dedicated work force of Personal Support Workers and Housekeepers. The block scheduling we adopted to support our commitment to a work life balance contributes to retention and a satisfied work force.

The growth of our transportation program continues at a rapid pace and with the use of our wheel chair van we are able to support many clients across our catchment area. Inclusion in our community of our seniors and persons with disabilities is a priority for us. Our Meals on Wheels program is providing hot meals at lunch and at suppertime in our community. This program shows the wonderful collaboration and partnership with our local hospital, Tillsonburg Memorial Hospital (TDMH) who supply our nutritious meals, along with ourselves and our volunteers who deliver the meals.

We cannot overlook the value of our Volunteers, who provide the rides and deliver hot meals within our communities. We are blessed to have volunteers of all ages who selflessly give their time to support our community clients. They indeed are a caring and compassionate group.

Home Support values our clients and they are at the forefront of all we do. The development of the Client and Family Council supports their voices and family members in being heard. The Council provides recommendations and direction on how our Home Support programs can be enhanced in meeting the clients' and family members' needs in their service journey . The commitment of our clients and family members has positively impacted in enhancing the focus on the client being the centre of care and supporting a positive client experience. Their input assisted us in updating our Client Bill of Rights, Client Privacy and enhancing communication with the outcome of a favourable client experience.

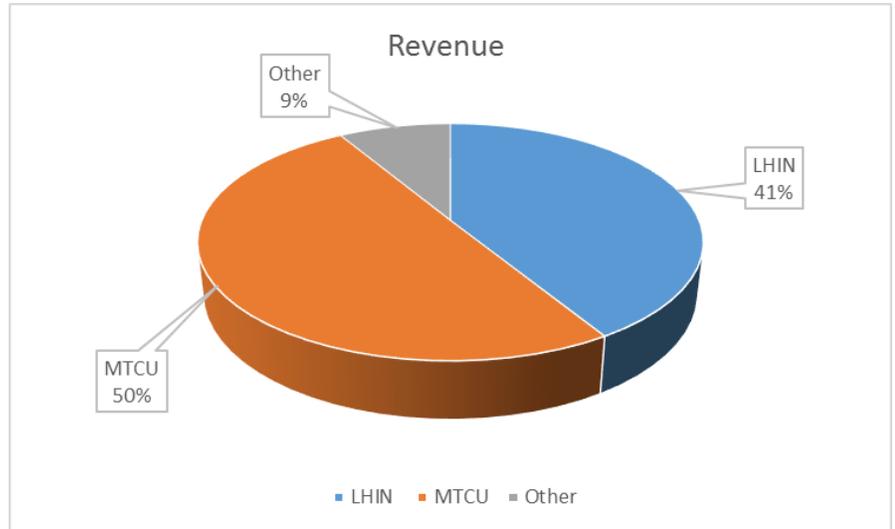
Home Support remains an active participant in the MOHLTC and the SWLHIN's reconfiguration of health care delivery in Oxford County and we embrace these changes that enhance care delivery in our community. We celebrate community workers, staff volunteers, partners in care, benefactors and the community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

# Finances

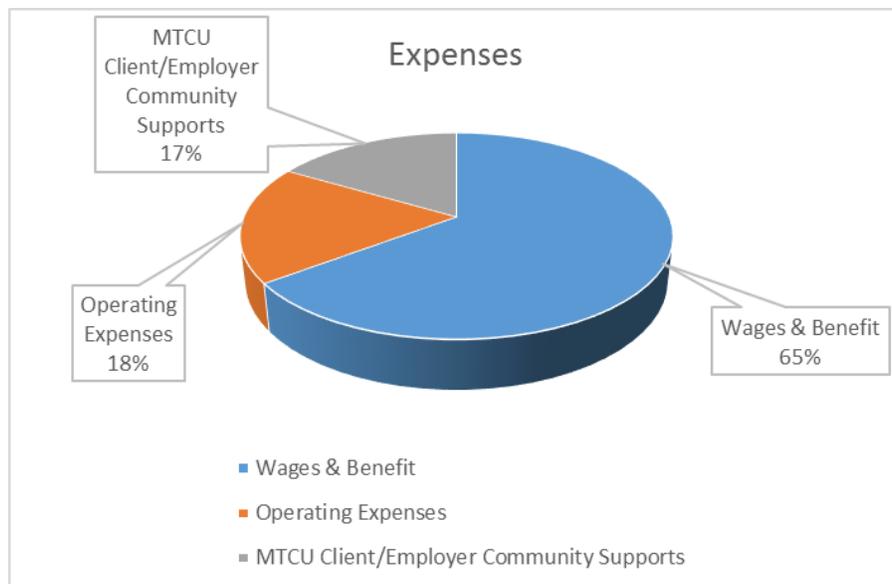
## 2018-19 Annual Operating Budget: \$4,817,742

Multi-Service Centre derives 91% of its funds through provincial funding that includes contracts with the Local Health Integration Network (LHIN) and Ministry of Training Colleges & Universities (MTCU).

These contracts include several programs that have very different client eligibility, method of funding, targets and reporting requirements.



In addition to these contracts for client services the MSC has revenue from fees associated with programs, grants, one-time projects, municipal support, donations and fundraising.



## Staff Development

- The MSC offers a number of online training modules in a variety of areas, such as skill and competency development, health and safety and workplace wellness.
- Over 70 courses or training sessions were completed by employees to expand their knowledge, develop skills and promote overall health and wellness.
- All MSC PSWs are currently certified Personal Support Workers.
- All Community Workers (PSWs and Housekeepers) are First Aid Certified.

*“With the help of MSC programs we have been able to maintain our dignity and independence”*

## Employee Satisfaction

We are a dynamic, community focused agency that aims to provide our team with the tools and education necessary to successfully make an impact.

- Among MSC staff, 98% find their work meaningful, and report that they have the training necessary to solve issues on the job.
- 93% of MSC employees are very satisfied/satisfied with their jobs.
- Employees consider their work environment to be safe and feel they have the training and knowledge to perform their roles and duties safely.

# Our Strength is Our Caring Staff

## Dedication

- 1 employee has more than 30 years of service with The MSC
- 3 employees have more than 20 years of service with The MSC
- 13 employees have more than 10 years of service with The MSC
- 14 employees have more than 5 years of service with The MSC

*Our dedicated and caring staff focus on delivering exceptional services to our community!*

## Team Building

During our monthly staff meetings, team building activities give our staff the opportunity to engage with one another in an environment that promotes collaboration, creative problem-solving and communication skills...Plus, everyone has fun!



## Employee Wellness

To take our excellent Health and Safety program to the next level, the health and wellness of our employees is a priority that will be positively impacted by the development of a Psychological Health & Safety Management System (PHSMS). The implementation of a comprehensive strategy will ensure that the MSC moves forward able to achieve our strategic priorities, fulfilling our mission, vision and core beliefs.

# Volunteers

*“To care so much for your fellow man is a quality all too rare. Yet you give of your time and talents, for all in need to share. So thank you for being a volunteer, we're privileged to work with you. We want you to know how appreciated you are, not just today, but the whole year through”*



**Last year, 158 volunteers dedicated 10,151 hours giving back to their community! Delivering over 8,803 meals to 145 clients, providing 4,626 rides to medical appointments and social outings and investing 2,812 hours into adult learning and literacy tutoring.**



*“When I couldn't read and write well I would have to sound each word out and by the time I got to the end of a sentence – I didn't even know what the sentence meant. Now that I have upgrading – I can make sense of what I am reading. When I read sentences is just like a movie unfolding.” - Client*

# Donations

## THANK YOU!

### Donors

100 Women Who Care  
 Adam, Maxwell  
 Adlington, Peggy  
 Anderson, Hillary  
 Armstrong, John & Adele  
 Auld, Marion  
 Bacro, Jerry  
 Balder, Henry  
 Bancroft, Martha  
 Barker, Shirley  
 Bedard, Timothy  
 Belcher, Paul  
 Benevides, Carols & Michelle  
 Bennett, Brad  
 Benton, Alan  
 Bergen, Helen  
 Bossy, Jill  
 Bouw, Marius & Frances  
 Brinker, Len & Patti  
 Butcher, Reginald and Janet  
 Chartrant, Jeff  
 CIBC - Tillsonburg  
 Clapdorp, Deborah & Justin  
 Clapdorp, Doug & Gale  
 Cluett, Maddy  
 Cluett, Mellisa  
 Cluett, Steve  
 Conklin, Cheryl Ann  
 Cook, John  
 Cooper, John & Diane  
 Crandell, Deb  
 Crocker, Cathy  
 Crocker, Dean B.  
 Crocker, George  
 Crocker, Jodie  
 Crombez, Dale & Peggy  
 Dalby, Matt  
 De Vera, Mel  
 Deelan, David & Kim  
 Demeester, Roger & Pauline  
 Demeyere, Jean  
 DePaepe, Brian & Michelle  
 Depoorter, Lawrence & Lisa  
 DeRoo, Susan  
 Desplenter, Dianne  
 Devolin, Karen  
 Donaldson, Jim  
 Emond, Chantal  
 Englehardt, Walter & Annie  
 Eybergen, Alyshia  
 Eybergen, Paul  
 Eybergen, Tina

Fenn, Lucille  
 Foerster, Valerie & Gary  
 Foster, Tina  
 Franklin, Blaine & Bernadette  
 Freeman, Brooke  
 Freeman, Charlene  
 Freeman, Jordan  
 Fudge, Dan  
 Fudge, Kaitlyn  
 Fuller, Arthur  
 Gehring, Leslie & Bertha  
 Gehring, Lynn & Deb  
 Gilbert, Keith  
 Gooding, Scott & Kathy  
 Graf, Marty  
 Grant, Margaret  
 GRK Financial Services Inc.,  
 Haley, Valerie  
 Hamilton, Theresa  
 Hamulecki, Dianne  
 Handsaeme, Diana  
 Harder, Justina  
 Harnett, Heather & Dave  
 Harris, Philip  
 Harvest Crossing  
 Herron, Bill  
 Herron, Jessy  
 Hesch, Michelle  
 Hill, Lori  
 Holcombe, Brad  
 Hollister, Lynne  
 Holman, Emily  
 Howard, Sharon  
 Hoyland, Arthur  
 Hudson, Cathy  
 Hughes, Shelley  
 Jacob, Kyle  
 Jacob, Rick  
 Janzen, Jennifer  
 Johnston, Sandra  
 Julian, Lucas & Penny  
 Kent, Darwin  
 Kent, Lyle  
 Kindy, Kelly  
 Klassen, Helena and George  
 Knights of Columbus, St. Mary's Council  
 3212  
 Kyle, Rick  
 Labatt Breweries of Canada (Toronto)  
 Lauwerier, Craig  
 Lee, Susie  
 Lions Club Tillsonburg,

Lyng, Robert (Bob)  
 Mahony, Dan  
 Malott, Matt  
 Marwood International Inc.  
 McClure, Brenda  
 McCord, Rosmarie  
 McCrimmon, Margaret  
 McVicar, Bonnie  
 Meilutis, Clara  
 Meilutis, Vic  
 Meron, Norm  
 Miller, Shirley  
 Mitchell, Meghan  
 Moeyaert, Paul & Denise  
 Molnar, Steve  
 Morgan, James  
 Morgan, Susan  
 Mount Elgin Womens Institute  
 Mullen, April  
 Murdock, Sydney  
 Nagle, Dan  
 Nemeth, Mary  
 Neumann, Helga  
 Newman, Wayne  
 Newson, Mark  
 Newson, Valerie  
 Newson, Wayne  
 Nicoll, Terry & Shellie  
 Niville, Diana  
 Niville, Ronald  
 Oasterman, Mary  
 Palmer, David  
 Palmer, John  
 Palmer, John D.  
 Parker, Jack  
 Parker, Reta  
 Patterson, Ken & Olga  
 Paul, Nina  
 Pelleboer, Gerrit  
 Penny, Julie & Brent  
 Petker, Laura  
 Pittao, Terry  
 Pratt, Bill (William)  
 Ralf, Robert & Linda  
 Redecop, Margaret  
 Riches, Vicky  
 Riley, Chris  
 Robinson, Jacqueline  
 Rymer, Jody  
 Rymer, Scott  
 Sage, Tom & Arlene  
 Saunders, Marguerite  
 Scaman, Jadie

Scheers, Wayne  
 Scholtz, Matt  
 Scruton, Sharron & Wayne  
 Seaton, Elisabeth  
 Selectpath Benefits & Financial  
 Sheils, Gary  
 Slater, Janet  
 Smith, Marian  
 St. Mary's Catholic Women's League  
 Staley, Peter  
 Stefan, John & Linda  
 Stefan, Marni  
 Stobbe, Haley  
 Swartz, Allan & Shirley  
 Thompson, Susan  
 Unifor Local 88  
 Van De Munt, Maria  
 Van Dyk, Joanne  
 Vandenbergh, Maureen  
 VandenBrink, Marlene  
 Vandendriessche, Kaitlin  
 Vandendriessche, Rob  
 VandeWaal, Cornelis  
 VandeWaal, Lynda  
 VanHamme, David & Rose  
 Vanittersum, Steve  
 Verheghe, Philip & Michele  
 Vince, Sarah  
 Vincent, Georgina  
 Vuylsteke, Rick & Lorraine  
 Wall, Lisa  
 Walton, Don  
 Warren, Nancy  
 Weller, Jeff & Judy  
 Weston, Joan (M.J.)  
 Wharram, Don  
 Whittall, Brandie  
 Whitehead, Richard & Linda  
 Whitehills Childcare Association  
 Whitetail, Brandy  
 Wiens, Dorothy  
 Wilson, Alicia  
 Woelk, Bill  
 Woodhouse, Wendy  
 Zakajsek, Emily  
 Zhang, Xia

### Grants & Sponsorship

Back in Motion Physiotherapy  
 Bossy Nagy Group  
 Cardio Plus  
 Country Sports & Variety  
 Coward PharmaChoice  
 Crosier Conditioning  
 Edmond Patenaude Dentistry  
 Oxford County  
 Norfolk County

Electrical Components Int'l  
 Everest Estate Homes Inc.  
 Flooring Canada  
 Hogarth Insurance Brokers Ltd.  
 Literacy Link South Central  
 Ontario Laser Cutting Inc.  
 Ostrandars Funeral Home  
 Elgin County  
 Township of South West Oxford

Oxford Technology Group  
 Pioneer Cabinetry  
 Prouse Transport Ltd.  
 Shackelton Auctions  
 Tillsonburg Dental Centre  
 Tillsonburg Garden Gate  
 Town of Tillsonburg  
 Township of Norwich

**Thank you to all our Trail Walk & Run participants, Golf Tournament & other event sponsors/donors/supporters. Thank you to our local libraries for supplying tutoring space!**

## Where to find us...

96 Tillson Avenue  
Tillsonburg ON N4G 3A1

✉: [info@multiservicecentre.com](mailto:info@multiservicecentre.com)

☎: **519-842-9000**

☎: **Fax 519-842-4727**

[www.multiservicecentre.com](http://www.multiservicecentre.com)

### Other Service Locations Include:

Tillsonburg Town Centre: 200 Broadway, 2<sup>nd</sup> Floor

Community Employment Services, Woodstock: 40 Metcalfe

Norfolk Community Help Centre, Langton: 707 Norfolk Cty. Rd. 28

## Follow Us on Social Media



Tillsonburg Multi-Service Centre



MSC\_employment\_literacy



## GOOD REDDEN KLOSLER

Supporting Growth. Providing Direction.

Chartered Professional Accountants

### INDEPENDENT AUDITORS' REPORT

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To the Members of the Board of:  
**TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE**

#### Qualified Opinion

We have audited the accompanying financial statements of Tillsonburg & District Multi-Service Centre which comprise the statement of financial position as at March 31, 2019, statement of change in net assets, statement of operations and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

#### Basis for Qualified Opinion

In common with many not-for-profit organizations, Tillsonburg & District Multi-Service Centre derives revenue in cash from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of this revenue was limited to the amounts recorded in the records of Tillsonburg & District Multi-Service Centre. Therefore, we were not able to determine whether any adjustments might be necessary to revenue and net assets.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Tillsonburg & District Multi-Service Centre in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate or cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Good Redden Klosler LLP*

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CHARTERED PROFESSIONAL ACCOUNTANTS  
Licensed Public Accountants

Tillsonburg, Ontario  
May 27, 2019



# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## STATEMENT OF FINANCIAL POSITION

As at March 31, 2019

(With comparative figures as at March 31, 2018)

	Operating Fund	Capital Fund	Reserve Fund	Total 2019	Total 2018
	\$	\$	\$	\$	\$
<b>ASSETS</b>					
Cash	629,785	49,998	465,845	1,145,628	1,037,193
Accounts receivable	108,792	-	-	108,792	93,340
Due from reserve fund	-	-	-	-	26,616
Prepaid expenses and deposits	-	-	-	-	5,056
<b>Total current assets</b>	<b>738,577</b>	<b>49,998</b>	<b>465,845</b>	<b>1,254,420</b>	<b>1,162,205</b>
Long-term investments and receivables (note 3)	93,915	311,000	705,943	1,110,858	1,103,016
Equipment (note 5)	-	5,478	-	5,478	7,886
<b>Total Assets</b>	<b>832,492</b>	<b>366,476</b>	<b>1,171,788</b>	<b>2,370,756</b>	<b>2,273,107</b>
<b>LIABILITIES AND FUND BALANCES</b>					
Accounts payable and accrued liabilities (note 4)	517,204	-	-	517,204	530,280
Due to capital fund	-	-	-	-	26,616
Deferred revenue (note 8)	88,079	-	-	88,079	73,592
<b>Total current liabilities</b>	<b>605,283</b>	<b>-</b>	<b>-</b>	<b>605,283</b>	<b>630,488</b>
<b>Fund Balances</b>					
Invested in property and equipment	-	5,478	-	5,478	7,887
Invested in long-term investments	-	311,000	705,942	1,016,942	1,009,101
Internally restricted	-	49,998	465,846	515,844	473,517
Unrestricted	227,209	-	-	227,209	152,114
<b>Total fund balances</b>	<b>227,209</b>	<b>366,476</b>	<b>1,171,788</b>	<b>1,765,473</b>	<b>1,642,619</b>
<b>Total Liabilities and Fund Balances</b>	<b>832,492</b>	<b>366,476</b>	<b>1,171,788</b>	<b>2,370,756</b>	<b>2,273,107</b>

Approved by: \_\_\_\_\_

**TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES**

For the year ended March 31, 2019

(With comparative figures for the year ended March 31, 2018)

	Operating Fund \$	Capital Fund \$	Reserve Fund \$	Mar. 31 2019 \$	Mar. 31 2018 \$
<b>REVENUE</b>					
Provincial funding	3,916,667	-	-	3,916,667	3,760,545
Local government grants	64,564	-	-	64,564	101,417
Donations and fundraising	34,383	-	-	34,383	44,171
Client fees	168,686	-	-	168,686	149,973
Program income	89,915	-	-	89,915	56,520
Allocated administration	609,456	34,872	-	644,328	593,040
Interest and miscellaneous income	9,166	794	14,546	24,506	26,228
<b>Total revenue</b>	<b>4,892,837</b>	<b>35,666</b>	<b>14,546</b>	<b>4,943,049</b>	<b>4,731,894</b>

**TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE**  
**STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES**

For the year ended March 31, 2019

(With comparative figures for the year ended March 31, 2018)

	Operating Fund \$	Capital Fund \$	Reserve Fund \$	Mar. 31 2019 \$	Mar. 31 2018 \$
<b>EXPENDITURES</b>					
Wages and benefits	2,705,834	-	-	2,705,834	2,557,000
Travel	50,897	-	-	50,897	45,071
Program expenses	1,007,575	-	-	1,007,575	1,066,769
Office and administration	409,108	43	-	409,151	386,393
Allocated administration	644,328	-	-	644,328	593,040
Amortization of property and equipment	-	2,409	-	2,409	2,409
<b>Total expenditures</b>	<b>4,817,742</b>	<b>2,452</b>	<b>-</b>	<b>4,820,194</b>	<b>4,650,682</b>
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>75,095</b>	<b>33,214</b>	<b>14,546</b>	<b>122,855</b>	<b>81,212</b>
<b>Interfund Transfers, Net</b>	<b>-</b>	<b>(62,334)</b>	<b>62,334</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balances for the Year</b>	<b>75,095</b>	<b>(29,120)</b>	<b>76,880</b>	<b>122,855</b>	<b>81,212</b>
<b>Fund Balance, Beginning of Year</b>	<b>152,114</b>	<b>395,596</b>	<b>1,094,908</b>	<b>1,642,618</b>	<b>1,561,407</b>
<b>Fund Balance, End of Year</b>	<b>227,209</b>	<b>366,476</b>	<b>1,171,788</b>	<b>1,765,473</b>	<b>1,642,619</b>

# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## STATEMENT OF OPERATIONS - OPERATING FUND

For the year ended March 31, 2019

(With comparative figures for the year ended March 31, 2018)

	Schedule 1	Schedule 2	Schedule 3	Mar. 31 2019	Mar. 31 2018
	\$	\$	\$	\$	\$
<b>REVENUE</b>					
Provincial funding	1,766,965	2,113,302	36,400	3,916,667	3,760,545
Local government grants	-	33,831	30,733	64,564	101,417
Donations and fundraising	16,314	1,225	16,844	34,383	44,171
Client fees	168,686	-	-	168,686	149,973
Program income	10,000	-	79,915	89,915	56,520
Allocated administration	-	-	609,456	609,456	558,168
Interest and miscellaneous income	-	10	9,156	9,166	13,628
<b>Total revenue</b>	<b>1,961,965</b>	<b>2,148,368</b>	<b>782,504</b>	<b>4,892,837</b>	<b>4,684,422</b>
<b>EXPENDITURES</b>					
Wages and benefits	1,300,151	939,359	466,324	2,705,834	2,557,000
Travel	45,662	4,697	538	50,897	45,071
Program expenses	119,361	713,114	175,100	1,007,575	1,066,769
Office and administration	215,163	128,498	65,447	409,108	386,343
Allocated administration	281,628	362,700	-	644,328	593,040
<b>Total expenditures</b>	<b>1,961,965</b>	<b>2,148,368</b>	<b>707,409</b>	<b>4,817,742</b>	<b>4,648,223</b>
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>-</b>	<b>-</b>	<b>75,095</b>	<b>75,095</b>	<b>36,199</b>

**TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE**  
**SCHEDULE 1**  
**STATEMENT OF OPERATIONS - COMMUNITY SUPPORT SERVICES**

For the year ended March 31, 2019

(With comparative figures for the year ended March 31, 2018)

	South West LHIN \$	Exercise Program \$	Mar. 31 2019 \$	Mar. 31 2018 \$
<b>REVENUE</b>				
Provincial funding	1,695,481	71,484	1,766,965	1,811,901
Donations and fundraising	1,641	14,673	16,314	1,708
Client fees	168,686	-	168,686	149,973
Program income	-	10,000	10,000	10,000
<b>Total revenue</b>	<b>1,865,808</b>	<b>96,157</b>	<b>1,961,965</b>	<b>1,973,582</b>
<b>EXPENDITURES</b>				
Wages and benefits	1,203,994	96,157	1,300,151	1,215,276
Travel	45,662	-	45,662	41,400
Program expenses	119,361	-	119,361	247,585
Office and administration	215,163	-	215,163	218,070
Allocated administration	281,628	-	281,628	261,048
<b>Total expenditures</b>	<b>1,865,808</b>	<b>96,157</b>	<b>1,961,965</b>	<b>1,983,379</b>
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(9,797)</b>

# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## SCHEDULE 2

### STATEMENT OF OPERATIONS - MTCU FUNDED PROGRAMS

For the year ended March 31, 2019

(With comparative figures for the year ended March 31, 2018)

	Youth Job Link \$	Literacy Basic Skills \$	Employment Services \$	YJC/ YJCS \$	CAN/ON Job Grant \$	Mar. 31 2019 \$	Mar. 31 2018 \$
<b>REVENUE</b>							
Provincial funding	46,500	191,246	1,264,765	453,993	156,798	2,113,302	1,890,912
Local government grants	-	-	33,831	-	-	33,831	50,000
Donations and fundraising	-	1,225	-	-	-	1,225	860
Program income	-	-	-	-	-	-	250
Interest and miscellaneous income	-	-	10	-	-	10	12
<b>Total revenue</b>	<b>46,500</b>	<b>192,471</b>	<b>1,298,606</b>	<b>453,993</b>	<b>156,798</b>	<b>2,148,368</b>	<b>1,942,034</b>
<b>EXPENDITURES</b>							
Wages and benefits	27,611	131,397	612,754	151,891	15,706	939,359	904,703
Travel	-	435	4,262	-	-	4,697	3,455
Program expenses	6,200	13,373	329,538	231,927	132,076	713,114	595,559
Office and administration	2,489	19,126	97,892	8,975	16	128,498	138,051
Allocated administration	10,200	28,140	254,160	61,200	9,000	362,700	331,992
<b>Total expenditures</b>	<b>46,500</b>	<b>192,471</b>	<b>1,298,606</b>	<b>453,993</b>	<b>156,798</b>	<b>2,148,368</b>	<b>1,973,760</b>
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(31,726)</b>

# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## SCHEDULE 3

### STATEMENT OF OPERATIONS - ADMINISTRATION & OTHER PROGRAMS

For the year ended March 31, 2019

(With comparative figures for the year ended March 31, 2018)

	Admin	Blade Action Centre	Mar. 31 2019	Mar. 31 2018
	\$	\$	\$	\$
<b>REVENUE</b>				
Provincial funding	-	36,400	36,400	57,732
Local government grants	30,733	-	30,733	51,417
Donations and fundraising	16,844	-	16,844	41,603
Program income	79,915	-	79,915	46,270
Allocated administration	609,456	-	609,456	558,168
Interest and miscellaneous income	9,156	-	9,156	13,616
<b>Total revenue</b>	<b>746,104</b>	<b>36,400</b>	<b>782,504</b>	<b>768,806</b>
<b>EXPENDITURES</b>				
Wages and benefits	451,314	15,010	466,324	437,021
Travel	538	-	538	216
Program expenses	158,728	16,372	175,100	223,625
Office and administration	60,429	5,018	65,447	30,222
<b>Total expenditures</b>	<b>671,009</b>	<b>36,400</b>	<b>707,409</b>	<b>691,084</b>
<b>Excess (deficiency) of revenue over expenditures for the year</b>	<b>75,095</b>	<b>-</b>	<b>75,095</b>	<b>77,722</b>

# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## STATEMENT OF CASH FLOWS

For the year ended March 31, 2019

(With comparative figures for the year ended March 31, 2018)

	2019	2018
	\$	\$
<b>Cash Flows from Operating Activities</b>		
Excess of revenue over expenditures for the year	122,853	81,213
Amortization	2,409	2,409
	125,262	83,622
Changes in non-cash working capital accounts		
Decrease (increase) in accounts receivable	(15,452)	(16,307)
Decrease (increase) in prepaid expenses and deposits	5,057	318
Increase (decrease) in accounts payable and accruals	(13,076)	(93,986)
Increase (decrease) in deferred revenue	14,486	11,296
Cash flows from (applied to) operating activities	116,277	(15,057)
<b>Cash Flows from Investing Activities</b>		
Increase in long-term investments and receivables	(7,842)	(7,842)
<b>Increase (Decrease) in Cash During the Year</b>	108,435	(22,899)
<b>Cash at Beginning of Year</b>	1,037,193	1,060,092
<b>Cash at End of Year</b>	<b>1,145,628</b>	<b>1,037,193</b>



# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2019

---

### 1. NATURE OF OPERATIONS

The Tillsonburg & District Multi-Service Centre (the "Centre") was incorporated without share capital in 1977 under the Income Tax Act of Canada as a registered charity. The Centre is exempt from tax under section 149 of the Income Tax Act.

The purpose of the Centre is:

- (i) To provide and render employment, home support and adult basic literacy services to a primarily adult resident population;
- (ii) To establish and operate a centre for the organization and dissemination of social services throughout the Town of Tillsonburg and its surrounding district;
- (iii) To co-operate and co-ordinate with all other social service agencies; and
- (iv) To receive, acquire and hold gifts, donations, legacies and devises.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Centre follows Canadian Accounting Standards for Not-for-Profit Organizations; significant aspects of the accounting policies adopted are as follows:

#### (a) Fund Accounting

In order to ensure observance of limitations and restrictions placed on the use of the resources available to the Tillsonburg & District Multi-Service Centre ("Centre"), the accounts are maintained in accordance with the principles of "fund accounting". Under these principles, resources for various purposes are classified for accounting and reporting purposes into funds that are in accordance with activities or objectives specified. Separate accounts are maintained for each fund.

#### (i) Operating Fund

The Operating Fund of the Centre records amounts used for the day to day operations of the Centre and also records the assets, liabilities and net surplus carried forward relating to ongoing operations.

#### (ii) Capital Fund

The Capital Fund reports assets, liabilities, revenue and expenditures related to the Centre's property and equipment.

#### (iii) Reserve Fund

Money in the reserve funds have been set aside for future expenditures for building maintenance, other capital additions and contingencies and is to be used as authorized by the Board. Interest generated by the reserve fund is maintained in the account.



# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2019

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (b) Revenue Recognition

The Centre follows the restricted fund method of accounting for contributions.

Restricted contributions are recognized as revenue of the fund to which they relate in the year in which they are received. Restricted contributions for which there is no corresponding restricted fund, are recognized in the Operating Fund using the deferral method, whereby the contributions are deferred and brought into income when the applicable expenses are incurred.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year in which they are received or become receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income earned on resources of the Capital Fund and Reserve Fund is recognized as revenue of those funds. Unrestricted investment income is recognized as revenue of the Operating Fund.

Program income and client fees are recognized as revenue in the Operating Fund when the service is performed and the legal obligation to pay is created.

#### (c) Contributed Services

Volunteers contribute time each year to assist the Centre in carrying out its service delivery activities. Because of the difficulty in determining the fair value contributed services are not recognized in the financial statements.

#### (d) Government Assistance

Government grants and funding is recorded when there is reasonable assurance that the Centre has complied with and will continue to comply with all necessary conditions to obtain the grants and funding. Funding related to current expenditures is recognized in the current period determination of net income. Funding related to expenses of future periods is deferred and amortized into income as related expenses are incurred, or in accordance with the restricted fund method where a corresponding restricted fund is presented.

#### (e) Income Taxes

As a registered charity, the Centre is exempt from Part I tax under paragraph 149(1)(f) of the Income Tax Act (Canada).

#### (f) Allocated Administration

The Centre incurs administration costs that relate to the whole organization. These costs include human resource costs for the executive director, business manager, accounting clerks, receptionists, as well as costs for office supplies, equipment rental and staff development. These costs are allocated to the various programs and departments using Ministry funding levels as an indicator of program activity, or when identifiable, specific activities and resource consumption of the individual programs.



# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2019

---

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (g) Equipment

Equipment is recorded at cost and contributed capital assets are recorded at their fair market value at the date of contribution. Capital assets funded through government programs or agencies are recorded at cost and the corresponding revenue is deferred and amortized on the same basis as the asset.

The equipment is amortized straight-line using the following rates:

Furniture	20 years
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The Centre regularly reviews capital assets to eliminate obsolete items. Amortization is calculated at half the normal annual rate in the year of acquisition; no amortization is recorded in the year of disposal.

#### (h) 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.

Financial instruments are comprised of accounts receivable, short and long-term investments and receivables, accounts payable and accrued liabilities. All financial instruments in these financial statements are subsequently carried at amortized cost.

#### (i) Jointly Controlled Enterprises

The Centre has elected to account for all such interests using the cost method. This applies to the partnership interest in Tillsonburg Community Services Initiatives (TCSI).

#### (j) Measurement Uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumption that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. The primary estimates made by management in these financial statements relate to the useful lives of capital assets and accrued liabilities.



# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2019

### 3. LONG-TERM INVESTMENTS AND RECEIVABLES

	2019 \$	2018 \$
<b>Partnership Interest - related party</b>		
The Board approved an initial investment in Tillsonburg Community Services Initiatives in partnership with Community Living Tillsonburg. The investment is recorded at its original cost in accordance with the cost method for jointly controlled enterprises.	311,000	311,000
<b>Loan Receivable - related party</b>		
The Board approved long-term financing to a related company, Stonebridge Community Services (SCS). The loan was advanced to fund start up costs. The loan bears cumulative interest at 1% payable annually in December. There are no set terms of repayment and no payments have been received in the last twelve month operating period.	655,000	655,000
<b>Advance Receivable - related party</b>		
The Board approved a short-term advance to a related company, Stonebridge Community Services (SCS). The amounts have been advanced to fund operating needs and working capital requirements. The loan bears cumulative interest at 1% payable annually in December. There are no set terms of repayment and no payments have been received in the last twelve month operating period.	93,915	93,915
Interest Receivable on SCS outstanding balances.	50,943	43,101
	<b>1,110,858</b>	<b>1,103,016</b>

### 4. GOVERNMENT REMITTANCES

Included in accounts payable and accrued liabilities are amounts for government remittances payable totaling \$40,472 (2018 -\$32,969).

### 5. EQUIPMENT

	Cost \$	Accumulated Amortization \$	2019 \$	2018 \$
Furniture	48,177	42,699	5,478	7,886



# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2019

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### 6. LEASE COMMITMENT

The Centre leases its premises located at 96 Tillson Avenue from Tillsonburg Community Services Initiatives. The initial lease period ran for 15 years and expired July 31, 2013. The Centre exercised its option to extend the lease five years, ending July 31, 2018. The organization has entered into a verbal agreement to extend the lease for another 5 years. See note 7 - Related Party Transactions.

### 7. RELATED PARTY TRANSACTIONS

During the year the Centre paid rent for office space and storage of \$61,248 (2018 - \$60,772) to and received administration fees of \$12,000 (2018 - \$12,000) from an organization in which they have a partnership interest, Tillsonburg Community Services Initiatives (TCSI). The Centre, together with Community Living Tillsonburg formed a partnership known as Tillsonburg Community Services Initiatives. This partnership is a non-profit corporation established for the purpose of contracting, owning, operating, leasing and managing a building to support community agencies. The initiative represents a jointly controlled enterprise for the Centre. These transactions are in the normal course of operations and were measured at the exchange amount, being the amount of consideration established and agreed to by the related parties.

During the year, the Centre made payments to Stonebridge Community Services (SCS) of \$85,261 (2018 - \$83,280) for rent and \$96,166 (2018 - \$91,242) for exercise and falls prevention classes. The Centre charged SCS revenue of \$12,000 in administration fees, and \$429 (2018 - \$807) for Home Support Services. SCS is a non-profit corporation related by common board control. The purpose of SCS is to assist aged, ill or disabled persons by providing such services as housekeeping, meal preparation, nursing and shopping assistance. The organization also assists needy persons who are unemployed and low skilled by providing an employment training centre, counselling and education programs. These transactions were in the normal course of operations and were measured at the exchange amount, being the amount of consideration established and agreed to by the related parties.

The Centre periodically lends funds to SCS which are considered to be long term in nature with no set repayment terms. The year end loan balance to SCS was \$748,915 (2018 - \$748,915), of which \$93,915 has been classified as an operating advance with the remaining portion considered a long-term loan financing. All amounts are classified as long-term on these financial statements as there is no expectation of repayment within the next operating period.

Interest accrues on these amounts annually at a rate of 1% per annum and is cumulative. Interest accrued and receivable from SCS at year end is \$50,942 (2018 - \$43,101) and is included in long-term investments and receivables; the amount is not expected to be collected within the next operating period.

Other related parties include management and governance for the Centre as they have the authority and responsibility for planning, directing and controlling the activities. All transactions with management are in the normal course of operations and are limited to salary and wages. There have been no transactions with directors and officers during the period. No other amounts are outstanding from or due to related parties.



# TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2019

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### 8. DEFERRED REVENUE AND SURPLUS FUNDS

Some of the programs which are offered by the Centre are funded on a different year end reporting basis than the Centre. The deferred revenue represents the funds which have been received by the Centre, and which relate to expenditures to be incurred subsequent to March 31, but for which no specific restricted fund has been established. These funds will be matched against expenditures during a subsequent period. Any remaining surplus in the government funded programs has been included in accounts payable and will either be returned to the funding agency in the subsequent year, or used in a manner as prescribed by the funding agency and amortized into income on that basis.

### 9. FINANCIAL INSTRUMENTS

The Centre is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Centre's risk exposure and concentration as of March 31, 2019:

#### (a) Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Centre extends credit to its clients in the normal course of its operations. It carries out, on a continuing basis, credit checks on its clients and maintains provisions for bad debts. The Centre has a significant number of clients which minimizes the concentration of credit risk, and the most significant receivables are from the government.

#### (b) Interest Rate Risk

Interest rate risk reflects the sensitivity of the Centre's financial condition to movements in interest rates. The company receives interest on its investments based on the bank prime rate. These interest rates are representative of current market rates for investments with similar terms, conditions and maturities. The Centre does not carry any interest bearing debt.

### 10. ECONOMIC DEPENDENCE

The organization receives the majority of its revenue through various government ministries and its ability to continue viable operations is dependent upon continued funding from the governments. The funding is based on approved expenditure levels for each program as set out by agreements between the Ministry and the organization. Any excess of revenue over expenditures subsidized by the Ministry can either be requested by the Ministry to be returned or offset against future years' funding.

### 11. COMPARATIVE FIGURES

Certain of the prior year's balances have been reclassified to conform with the current year's presentation.



2018/19 clients (all programs/all areas - Literacy, Employment, Home Support):	<b>7,041</b>
County of Elgin proportion of clients:	<b>5%*</b>

\*This represented the TOTAL of all clients served. Last year, 16% of Adult Literacy clients resided in Elgin.01400

## 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
- 158 volunteers & volunteer teams provided 10,151 hours of service for the tri-county
- Visit [www.multiservicecentre.com](http://www.multiservicecentre.com) for more information
- 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:
  - Additional instruction time in Adult Literacy.
  - Increased educational options for area job seekers and additional programming for area youth (including monthly networking-mentoring events) in Employment Services.
  - Successful launch of Central Intake process for area seniors needing services - ensuring they only have to tell their story once to obtain the services they need, as well as increased technology options for staff in Home Support.
- **A Refreshed Strategic Plan:**
  - Resulting in six (6) focused Priority Areas: organizational development, client safety, client & family advocacy, a culture of accountability, being an employer of choice, creating a culture of respect.
- **Investment in Community:**
  - Continued financial and management support of partner building *The Livingston Centre*.
  - Ongoing commitment to volunteer capacity: continuous recruitment, training and recognition activities.

## Client Stories

Please visit: <https://www.youtube.com/channel/UCs32XRdOQV-CAi3LGsnlIgg> (or click on the YouTube icon on our website).



Wallacetown Agricultural Society  
P.O. Box 1, 24 Argyle Street  
Wallacetown, ON, N0L 2M0  
Email: [wallacetownfair@yhaoo.ca](mailto:wallacetownfair@yhaoo.ca)  
Website: [www.wallacetownfair.ca](http://www.wallacetownfair.ca)

Elgin County Council  
450 Sunset Drive  
St. Thomas, ON  
N5R 5V1

November 1, 2019

Dear members of Council:

On behalf of the Wallacetown Agricultural Society, I am writing to request your financial assistance for the 2020 Wallacetown Fair. We will be celebrating our 160th year on October 2, 3, 4<sup>th</sup>, 2020.

We are unique in that we own our fairgrounds and have the responsibility of maintaining and improving our property as well as organizing the fair and other events throughout the year. As you can see from our financial statements, it does take a considerable amount of money to operate the society. (2018 attached, 2019 pending)

The members are all volunteers and give a tremendous amount of their time not only to operate the society but must raise funds to make our events possible. Your support in the form of a grant would be greatly appreciated. There are many areas where the money could be put to good use. Maintenance and improvements to the property are an ongoing venture with several improvements needed.

We have many ongoing projects

1. New Project - Fencing of grounds – Current fencing is becoming old and in need of repair. We are losing revenue by patrons not paying at the gates as they can enter quite easily through broken areas. Quotes attached.

## 2. New Project - Water Line Issues

Due to the addition of our new pavilion, when building the structure, it was noted that only 1- inch pipe is coming into the grounds. The washrooms are quite a substantial distance from the road and the water lines form a T and break off to service 3 different washrooms. Once the pavilion was added, we had trouble during the fair with getting enough water volume to the current washrooms on the infield. These had to be shut down due to the fact that we had no water pressure and thus the hydrants that were in the cattle barns for the animals were not working or the washrooms themselves. This was quite disappointing as we thought we were all set for a wonderful opening of the pavilion and on the Friday of the fair, an emergency addition of new high flush toilets and pump had to be added to the pavilion costing an additional \$5000 plus.

We have obtained some estimates to have this issue resolved and are assured that if we increase the water line to 2-inch to increase volume, we will not have this problem in the future. As disappointing as this is, we now can press on to the future. Estimated cost for this is from \$6500 to \$9500. We are currently obtaining more than the one quote.

3. Another area in which the grant could be used is in support of our prize money. We usually pay out between \$15,000 and \$20,000.00. We still embrace our agricultural roots and are proud to offer a place where area farmers and homemakers, both young and old, can display the best of what they grow and create.

We are proud to support our local 4-H clubs and provide them with the opportunity to hold their achievement events, as well as the overwhelming support we get from the public school for our Junior Fair classes. The 2020 Fair has a Sheep Market Auction with all the funds going to the Junior Farmers.

4. 10 % of 2019 grant funding cheque

Attached you will find all the expenses for our 2019 Ellis Sifton Pavilion Project that is now completed. However, we did have a few hiccups and went over budget by almost \$20,000. One reason was the addition of a Family/ Handicap Washroom. Please see the attachment regarding the extra expenses for this washroom. I have also attached pictures of the pavilion and signage. We are very proud to have this new structure and thank the County of Elgin for your monetary support in this venture. We will be having a grand opening in the spring so look for your invitation.

Thank you for your consideration of our grant application. We appreciate your support. We have a long laundry list and our membership is becoming increasingly smaller.

I would like to also take this time to formally invite you all to attend our fair and join in our celebration of 160 years of Wallacetown Fair. We hope to bring more agricultural awareness to the patrons of the fair, old and new and keep our hometown, country fair feel and your support will help us keep this tradition alive.

Sincerely,

Kim Carder  
Secretary  
Wallacetown Agricultural Society  
Phone: 519-762-2737  
Email: [wallacetownfair@yahoo.ca](mailto:wallacetownfair@yahoo.ca)

Please find attached a list of current directors and associates.

**PAVILLION ACCOUNT**

BUILDING PERMIT  
ABM RESTORATION  
CHECKERS  
RONA TIMBERMART  
CHASE CONCRETE  
RON ROSS  
ELLIS SIFTON SIGN  
SERVICE CHARGES

**EXPENSES**

\$940.00  
\$39,866.40  
\$463.55  
\$42,745.80  
\$7,797.00  
\$193.51  
\$510.76  
\$10.50  
\$92,527.52

**REASON**

Building permit  
Construction costs  
Interior fixtures  
Steel, timber, fixtures  
Concrete  
Water Hydrant  
Signage

**BANK BALANCE****STILL OWING**

TRIED & TRUE ELECTRIC  
ABM RESTORATION (ADDITIONALS)  
CAMPBELLTON EXCAVATING  
TOTAL OWING

\$7,458.00  
\$5,666.52  
\$12,147.50  
\$25,272.02

Electrical  
Pump/Flush Toilets  
Excavating/ Boaring

**TOTAL COST OF PAVILLION**

**\$117,799.54**

DIVISIONS	EXPENSES 2019	INCOME 2019	EXPENSES 2018
DONATIONS		\$3,430.00	
VENDORS		\$1,770.00	
ADS IN FAIR BOOK		\$2,750.00	
GATE RECEIPTS FRIDAY		\$5,490.00	
GATE RECEIPTS SATURDAY		\$20,199.00	
GATE RECEIPTS SUNDAY		\$12,016.15	
NIGHT SECURITY	-\$1,061.07		-921.24
LIGHT RENTALS	-\$1,819.75		-1,435.10
PORT O POT/ SANITATION	-\$3,224.70		-3,219.00
ST. JOHN'S AMBULANCE	-\$400.00		-400.00
ADVERTISING	-\$3,334.50		-4,403.81
FAIR BOOKS	-\$3,705.27		-3,614.87
GOLF CART RENTALS	-\$169.50		-169.50
GARBAGE COLLECTION	-\$350.00		-400.00
MIKE TRUDELL SOUND	-\$2,000.00		-1,800.00
DUMPSTER RENTAL	-\$659.61		-148.31
MAINTENANCE / REPAIR	-\$1,301.39		-150.00
MEAL ON FRIDAY /SUNDAY	-\$1,030.29		-1,165.83
ELECTRICAL SAFETY AUTHORITY	-\$517.54		-517.54
AWARDS - OAAS	\$0.00		0.00
WEEKEND PASS PRINTING	\$0.00		0.00
MEMBERSHIP		\$765.00	
PRE SALE WEEKEND PASSES		\$300.00	
SOCAN/ RADIOS	-\$538.61		
OFFICE SUPPLIES /CLEANING	-\$1,819.11		-1,083.45
FLOAT OUT	-\$46,615.00	\$67,617.35	-39,435.00
RIBBONS/ ENTRY TAGS	-\$529.54		-1,601.04
ENTERTAINMENT	-\$14,434.90		-15,239.40
BAR- SAT/ SUN		\$4,692.89	
PRIZE PAYOUTS	-\$18,655.38	\$9,015.00	-18,209.65
Profit/Loss Total	-\$102,166.16	\$128,045.39	-93,913.74
2019 Profit Loss	\$25,879.23		2018 Profit/Loss

INCOME 2018

\$4,151.00  
\$1,540.00  
\$2,205.00  
\$3,983.00  
\$14,786.00  
\$8,543.00

\$1,139.00  
\$200.00

\$56,710.00

\$2,861.53  
\$8,949.00

\$105,067.53

\$11,153.79



RODNEY BUILDING & METAL  
 PRODUCTS  
 22349 Hoskins Line  
 Rodney, ON N0L2C0  
 519-785-1619  
 Fax: 519-785-2409



**QUOTE**

1909-103513

PAGE 1 OF 1

SOLD TO
Ron Ross Wallacetown Agricultural Socie 24 Argyle Street P.O. Box 1 Wallacetown ON N0L 2M0

JOB ADDRESS
Ron Ross Wallacetown Agricultural Socie 24 Argyle Street P.O. Box 1 Wallacetown ON N0L 2M0

ACCOUNT	JOB
WALL	0
CREATED ON	09/12/2019
EXPIRES ON	10/12/2019
BRANCH	1000
CUSTOMER PO#	
STATION	RON
CASHIER	RW
SALESPERSON	
ORDER ENTRY	RW
MODIFIED BY	

THIS IS NOT A DRILL! WE HAVE  
 THE TOOLS TO SUCCEED!

Item	Description	D	Quantity	U/M	Price	Per	Amount
C	extra material for barrier free washroom						
C	mirror, hooks, grab bars, steel walls and ceiling, trim and automatic door						6916.14
C	Does not include toilet sink electrical or plumbing						
HST# 886626803RT0001					GST/HST #.		
					HST 899.10		
Subtotal							6,916.14
Sales Tax							899.10
Total							7,815.24

Buyer:

Wallacetown Agricultural Society Board of Directors  
and Executive 2019

Tracy Trudell, Past President  
8274 Coyne Road,  
R.R. #1, Wallacetown, Ontario  
N0L 2M0  
Home: 519-762-2001  
Cell: 519-494-9884  
[tracytrudell@yahoo.com](mailto:tracytrudell@yahoo.com)  
DOB: July 1, 1962  
Term: 2017 -2019, 3yr

Kim Carder, Secretary  
202 Margaret Street,  
Dutton, Ontario  
N0L 1J0  
Home: 519-762-2737  
Cell: 519-777-1582  
[wallacetownfair@yahoo.ca](mailto:wallacetownfair@yahoo.ca)  
DOB: March 20, 1966

Sheri Lackey, President  
30807 Lakeview Line  
RR# 2 Wallacetown, Ontario  
N0L 2M0  
Home: 519-762-5496  
Cell: 226-378-5505  
[sherilackey@hotmail.com](mailto:sherilackey@hotmail.com)  
DOB: January 4, 1956  
Term 2019-2021 – 3 yr

Lin McCann, Homecraft Chairperson  
Associate  
27041 Thomson Line  
Dutton, Ontario  
N0L 1J0  
Home: 519-762-2534  
Cell: 519-859-2534  
[blmccann2@gmail.com](mailto:blmccann2@gmail.com)  
DOB: October 11, 1949

Joe Mylrea, 1<sup>st</sup> Vice President  
278 Miller Road  
Dutton, Ontario  
N0L 1J0  
Cell: 519-533-3603  
[jmylrea@trilliummutual.com](mailto:jmylrea@trilliummutual.com)  
DOB: May 1, 1963  
Term – 2017 – 2019, 3 yr

Grace Campbell, Ladies Division Treasurer  
12685 Cowal Road  
RR# 1, Box 120  
Iona Station, Ontario  
N0L 1P0  
Home: 519-762-5133  
[russtanda@start.ca](mailto:russtanda@start.ca)

Carol Campbell, 2<sup>nd</sup> Vice President  
RR# 1 Iona Station  
N0L 1P0  
Home: 519-762-3343  
[jvanoverbeke@hotmail.com](mailto:jvanoverbeke@hotmail.com)  
DOB: February 18, 1966  
Term - 2018 – 2020 – 3 yr

Ida McCallum, Culinary Arts Chairperson,  
Director  
33069 Aberdeen Line  
Iona Station, Ontario  
N0L 1P0  
Home: 519-762-5095 cell: 519-671-0094  
[davidmccallum@start.ca](mailto:davidmccallum@start.ca) or  
[mccall.ida@gmail.com](mailto:mccall.ida@gmail.com)  
Term – 2017 – 2019, 3 yr

Shirley Mullin, Treasurer  
165 McArthur Street  
Dutton, Ontario N0L 1J0  
Home: 519- 762- 3520  
Cell: 519-878-4009  
[shirley.mullin@hotmail.com](mailto:shirley.mullin@hotmail.com)  
DOB: April 7, 1951

Murranda McCallum, Associate  
Ambassador 2017-2018  
33622 Fourth Line, Iona Station  
N0L 1P0  
Home: 519-764-2354  
Cell: 519-868-6140  
[m.mccallum1999@gmail.com](mailto:m.mccallum1999@gmail.com)

Anna Tokarz, Director  
28741 Fingal Line  
Wallacetown, Ontario  
N0L 2M0  
Home: 519-762-2617  
DOB: January 26, 1941  
[annatokarz1319@gmail.com](mailto:annatokarz1319@gmail.com)  
Term- 2016 – 2018, 3 yr

Ron Ross, Director  
13235 Largie Road, RR# 1 Dutton, Ontario  
N0L 1J0  
Home : 519-762-1120  
Cell: 519- 762-1120  
[Ronross0228@yahoo.ca](mailto:Ronross0228@yahoo.ca)  
DOB: October 27, 1961  
Term – 2018 – 2020 – 3 yr

Helen VanBrenk, Director  
RR# 1 Fingal, 31846 Erin Line  
Ontario, N0L 1K0  
Home: 519-762-6454  
[rien@vanbrenk.ca](mailto:rien@vanbrenk.ca)  
DOB: January 21, 1945  
Term – 2018 – 2020 – 3 yr

Gerald Boyd, Director  
RR# 1 Dutton, 28260 Celtic Line  
Ontario, N0L 1J0  
Home: 519-762-5302  
[mgboyd2@gmail.com](mailto:mgboyd2@gmail.com)  
DOB: September 5, 1945  
2016-2018 – 3 yr

Joe Lorefice, Director  
11988 Coyne Road  
Dutton, ON  
N0l-1J0  
Phone: 519-671-9465  
[joe\\_lorefic90@yahoo.ca](mailto:joe_lorefic90@yahoo.ca)  
DOB: December 9, 1990  
Term 2017 – 2019 – 3 yr

Marguerite Boyd, Associate  
Ladies Division Secretary  
28260 Celtic Line  
Dutton, Ontario, N0L 1J0  
Home: 519-762-5302  
[mgboyd2@gmail.com](mailto:mgboyd2@gmail.com)  
DOB: July 9, 1947

Elaine Brown, Associate  
Vice Chairperson, Ladies Division  
29159 Lakeview Line  
Wallacetown, Ontario  
N0L 2M0  
Home: 519-762-3743  
Cell:  
[elainedbrown@me.com](mailto:elainedbrown@me.com)

Ian McCallum, Associate  
32468 Chalmers Line  
Iona Station, N0L1P0  
Cell: 519-317-1342  
[ian361mccallum@gmail.com](mailto:ian361mccallum@gmail.com)

Kelsey McConnell, Associate  
174 Shackelton Street  
Dutton, N0L1J0  
Cell: 519-281-8102  
[kelseymccennll@hotmail.com](mailto:kelseymccennll@hotmail.com)

ELLIS SIFTON PAVILLION

5" tall white lettering 3/8" thick mounted to clear pvc or acrylic backing

# LANCE SERGEANT ELLIS WELLWOOD SIFTON

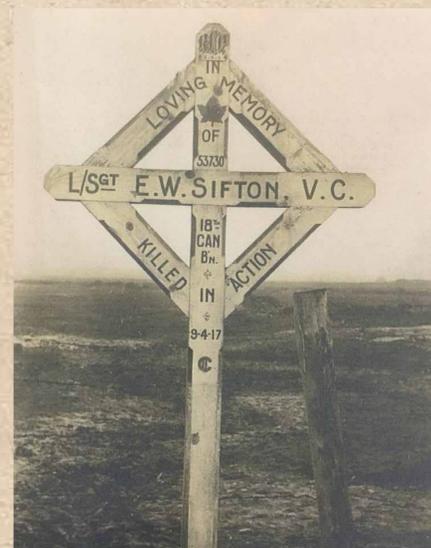


Lance Sergeant Ellis Wellwood Sifton was born in Wallacetown, Ontario on October 12, 1891. He enlisted in October 1914 and first served as a battalion driver and fought with the 18th Infantry Battalion at the Battle of Vimy Ridge in 1917 during World War I. Sifton was killed in action on April 9th, 1917 and posthumously was awarded the Victoria Cross, one of only 4 Canadian soldiers given this award for conspicuous bravery at Vimy.

## Official Citation

During the attack in enemy trenches, Sergeant Sifton's company was held up by machine gun fire. Having located the gun he charged it single-handed, killing all the crew. A small enemy party advanced down the trench, but he succeeded keeping these off till our men had gained the position. In carrying out this gallant act he was killed, but his conspicuous valour undoubtedly saved many lives and contributed largely to the success of the operation.

## Victoria Cross



SIFTON IS BURIED IN THE LICHFIELD CRATER CEMETARY NEAR NEUVILLE- SAINT-VAAST, FRANCE.

## Sifton Residence



Sifton was a farmer in Wallacetown prior to volunteering for the St. Thomas Regiment. The home is mostly recognised as the N. Welch Apple Orchard.

# GOLD DONORS

In recognition of a donation of \$5000 or more

The Wallacetown Agricultural Society is grateful to all who have kindly donated to the building of this pavilion.

## GREEN LANE FUND

FRED AND JOANNE GROCH

COUNTY OF ELGIN

TRILLIUM MUTUAL INSURANCE CO.

WEST ELGIN MUTUAL INSURANCE

Sifton was typified in the words of a poem written by Rudyard Kipling

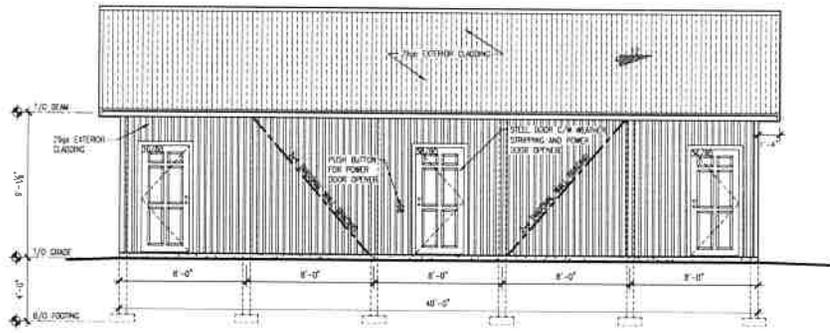
*"From little towns in a far land we came,  
To save our honor and a world aflame,  
By little towns in a far land we sleep,  
And trust these things we vow to you to keep."*

# WALLACETOWN FAIRGROUNDS

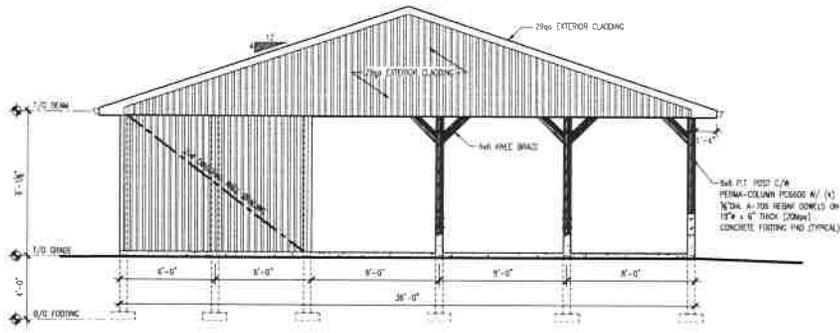
## PROPOSED PAVILION AND SEASONAL WASHROOMS

PAGE INFORMATION  
 A1 - TITLE / ELEVATIONS  
 A2 - MAIN FLOOR PLAN / FRAMING PLAN  
 A3 - UNIVERSAL WASHROOM PLAN / DETAILS  
 A4 - ROOM PLANS EXPANDED  
 A5 - SECTIONS AND NOTES

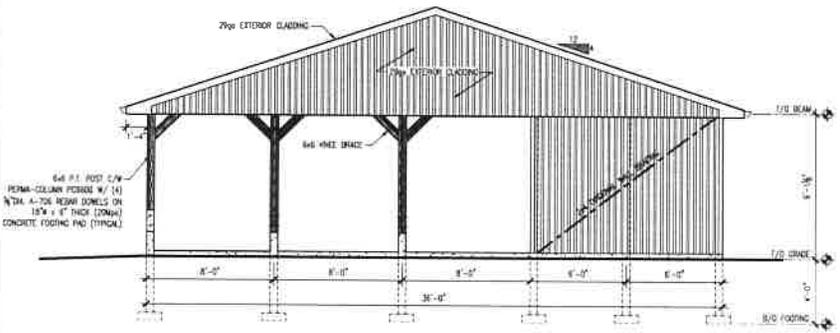
AREA CALCULATIONS  
 ENCLOSED AREA - 480 SQ.FT.  
 PAVILION AREA - 960 SQ.FT.  
 TOTAL AREA - 1440 SQ.FT.



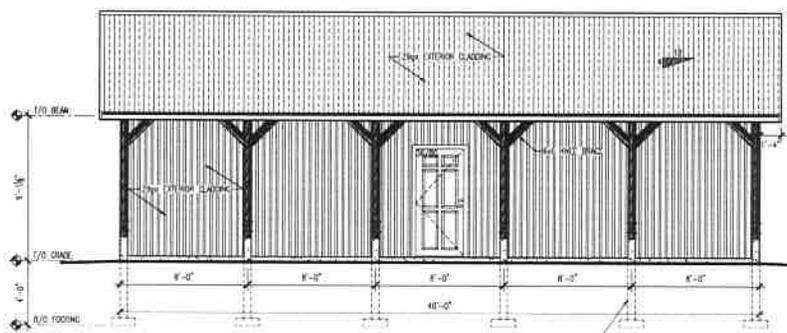
**01 REAR ELEVATION**  
 SCALE: 1/4" = 1'-0"



**02 LEFT ELEVATION**  
 SCALE: 1/4" = 1'-0"



**03 RIGHT ELEVATION**  
 SCALE: 1/4" = 1'-0"



**04 FRONT ELEVATION**  
 SCALE: 1/4" = 1'-0"



SUPPLIER:

RODNEY BUILDING MATERIAL  
 "YOUR LOCAL HARDWARE & LUMBER STORE"  
 23345 HOSKINS LINE, RODNEY TEL: (519) 375-1010

CON:

Y.C. LIU ENGINEERING  
 38 MANACHTON AVE., WEST  
 CHELSEA, ONTARIO M7E 1R2  
 TEL: (416) 305-7862 FAX: (416) 305-2538  
 M: 224-8878 F: 224-5553

DRAWINGS ARE TO BE READ AND NOT SCALED.  
 CLIENTS AND CONTRACTORS SHALL REVIEW ALL  
 DRAWINGS AND VERIFY ALL DIMENSIONS ON  
 DRAWINGS REPORT ANY DISCREPANCIES TO THE  
 DESIGNER BEFORE PROCEEDING.

REV.	DATE	DESCRIPTION
1	JUN 19 2019	PRELIMINARY DRAWINGS
2	JUN 28 2019	FINAL REVIEW & CERTIFICATION
3	JULY 10 2019	MODIFICATION 1 - BUILDING OVERALL SIZE 2019 MODIFICATION PER CLIENT REQUEST
4		

WALLACETOWN FAIRGROUNDS  
 PROPOSED PAVILION/WASHROOMS

TITLE / ELEVATIONS

DRAWN BY: W.YAN BAAZ SCALE: AS NOTED

REVIEWED BY: S.LIU

DATE: JUL 10, 2019

SHEET: 1 OF 5

A1



**From:** [Jim Bundschuh](#)  
**To:** [Jenna Fentie](#)  
**Cc:** [Becky Higgs](#)  
**Subject:** FW: Wallacetown Fair Sign for Ellis Sifton Pavilion  
**Date:** October 16, 2019 6:37:11 AM  
**Attachments:** [WAS\\_PavilionSigns\\_Rev2\\_Sep2019.pdf](#)

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Hi Jenna, please include in correspondence for the next council meeting.

Jim

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**From:** [Wallacetown Fair](#)  
**Sent:** October 15, 2019 12:23 PM  
**To:** [Raewyn Perry](#); [Jim Bundschuh](#); [Paula Culbert](#); [Michele Lant](#)  
**Subject:** Fw: Wallacetown Fair Sign for Ellis Sifton Pavilion

Hello everyone,

I would just like to take this time to thank you again for the grant funding and donations to the Ellis Sifton Pavilion.

Please find attached the sign that was erected on the pavilion and pictures of the finished pavilion. Sorry I did not get the inside of the washrooms.

Please share with your colleagues, staff and council. We are very appreciative of the support and happy to report that everyone at the fair commented on how wonderful it was to have washroom facilities on this side of the fairgrounds directly beside the grandstand and we have already booked the pavilion for an event for next year.

Yes we are a small fair but our agricultural society takes care of the grounds and are proud of the fact that we do this on a volunteer basis. Without your help, this could not have been possible.

Sincerely

**Kim Carder**  
**Fair Secretary**  
**519-762-2737**  
**Wallacetown Agricultural Society**  
**Celebrating 159 years in 2019**  
**[www.wallacetownfair.ca](http://www.wallacetownfair.ca)**









# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

County of Elgin Grant Review Committee  
450 Sunset Drive  
St Thomas, ON  
N5R 5V1

## **Re: Grant Request for 2020 West Elgin Community Centre Renaming Celebration**

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The Municipalities of West Elgin and Dutton Dunwich jointly operate the West Elgin Community Centre located in West Lorne, Ontario. The Municipalities have chosen to rename the facility Bo Horvat Community Centre, to honour Bo's commitment to his community and dedication to minor hockey. A joint committee of staff and Council members from both municipalities has been formed to plan and execute a family-friendly community celebration which will showcase the two municipalities, Elgin County, celebrate a local celebrity, and culminate with a rebranding of the West Elgin Community Centre.

The celebration and renaming ceremony will be held on Saturday July 11, 2020 in the park adjacent to the West Elgin Community Centre, Miller Park in West Lorne. This celebration will include interactive displays from the Hockey Hall of Fame, games, live entertainment, a meet and greet with Mr. Horvat, food vendors, children's activities as well as the renaming ceremony. The ceremony will include a video montage, speeches from Honorable Jeff Yurek, MPP, Karen Vecchio, MP, and other local dignitaries. A souvenir program will include photos of Bo Horvat's hockey career, statistics of Mr. Horvat's career, greetings from Mr. Horvat and the history of the West Elgin Community Centre and minor hockey in West Elgin and Dutton Dunwich.

The West Elgin Community Centre Renaming Committee is respectfully requesting a grant from the County of Elgin in the amount of \$5,000, towards the event. This funding will go towards the development of promotional material, video montage and entertainment for the ceremony and celebration. As shown in the attached budget the Municipalities of Dutton Dunwich and West Elgin have each provided funding of \$3,000 plus in-kind grants of staff time. The committee is currently in the process of requesting sponsorship for displays and games as well as working with local businesses who are willing to provide in-kind donations as well as applying for a grant from the Greenlane Landfill Trust. The souvenir program will include paid advertising pages to assist in the cost of production.

This event has the potential to draw media and fans from across Ontario and potentially across Canada. The economic impact of this event could be far reaching through tourism related spending at restaurants, accommodations and attractions as well as the potential of national exposure of the two municipalities and County in the media. The committee has been in contact Elgin County Economic Development to provide

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assistance with media relations, tourism promotion and assistance in developing a promotional contest to get area businesses involved with the possibility of a business decorating contest to assist in the beautification of the involved municipalities.

If you have any questions or concerns, please do not hesitate to contact Jana Nethercott, West Elgin Clerk at 519-785-0560 ext. 222 or by email at [jnethercott@westelgin.net](mailto:jnethercott@westelgin.net).

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Jana Nethercott". The signature is fluid and cursive, with a large loop at the end.

Jana Nethercott, Clerk  
Municipality of West Elgin

Encl.

cc: Heather Bouw, Clerk, Dutton Dunwich

## **Arena Renaming Celebration**

Date: Saturday July 11, 2020

Time: Ceremony starts at 11:00 a.m., festival continues to 4:00 p.m.

- Welcome by Master of Ceremonies
- Brief history of Arena
- Greetings by MP Karen Vecchio & MPP Jeff Yurek (confirmed)
- Video/photo montage of Bo's early life and career
- Unveiling of logo and new Arena name/sign
- Words from Bo Horvat

### Family Activities (11 am to 4 pm):

Hockey Hall of Fame:

- Original Legends Exhibit
- Five (5) interactive hockey games
- Three (3) trophies

Face painting/Children's games

Bouncy Castle/inflatable mini stick hockey arena

Meet and Greet with Bo Horvat (autograph signing and photo opportunities)

Food vendors (awaiting confirmation on Sobey's Community food truck)

Live band

### Souvenir Program

- History of Arena and surrounding communities
- Photos of Bo Horvat throughout the years in hockey
- Memories/comments from Horvat family
- Why renaming Arena
- Sold advertising pages

## Draft Budget for Arena Renaming

### Expenses

Logo Design	\$	1,000.00
Hockey Hall of Fame Display	\$	6,000.00
Family Entertainment - Band	\$	1,000.00
Children's Entertainment	\$	1,000.00
Tent Rentals	\$	2,000.00
Marketing, Promotion Items & Printing	\$	3,000.00
Advertising	\$	2,000.00
Miscellaneous (water, office supplies, catering)	\$	1,000.00
Prize for Business decorating contest	\$	500.00
Total Expenses	\$	<u>17,500.00</u>

### Confirmed Funding

Municipality of Dutton Dunwich	\$	3,000.00
Municipality of West Elgin	\$	3,000.00
In kind donation of Tents (Natterjack Breweries)	\$	1,250.00
	\$	<u>7,250.00</u>
Current Shortfall	\$	10,250.00

**RURAL INITIATIVES AND PLANNING ADVISORY COMMITTEE  
2020 GRANTS SCORING MATRIX**

Applicant	The initiative will service the local interests of the residents of the County of Elgin and uphold the Corporation's strategic values.	The initiative provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities.	The project initiative or event will contribute to the economic prosperity of the County.	The initiative demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support.	There is clear alignment between the initiative and its' intended goals.	The initiative has other innovative, creative thinking attributes.	Total
	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>100</b>
Shedden Agricultural Society  2019 -> \$4500 2020 ask -> \$4500							
Wallacetown Agricultural Society  2019 -> \$10k 2020 ask -> \$10k							
Rodney Aldborough Agricultural Society  2019 -> \$6K 2020 ask -> \$6k							
Aylmer & East Elgin Agricultural Society  2019 -> \$7500 2020 ask -> \$7500							
Elgin 4-H Association  2019 -> \$2k 2020 ask -> \$2k							
Tillsonburg & District Multi-Service Centre  2019 -> \$4780 2020 ask -> \$4780							
Quad County Support Services  2019 -> \$2k 2020 ask -> \$2k							

Seniors Picnic <b>2019 -&gt; ask \$2500 granted \$1200 2020 ask -&gt; \$1500</b>							
Second Stage Housing <b>2019 -&gt; ask \$20K granted \$14120 2020 ask -&gt; \$20k</b>							
Eat 2 Learn <b>2019 -&gt; \$5k 2020 ask -&gt; \$7500</b>							
Elgin County Plowmen's Association <b>2019 -&gt; ask \$200 granted \$164 2020 ask -&gt; \$200</b>							
Fanshawe College PSW Award/Sponsorship <b>2019 -&gt; ask \$500 granted \$42 2020 ask -&gt; \$500</b>							
STEAM Centre <b>2019 -&gt; ask \$5K granted \$0 2020 ask -&gt; \$12k</b>							
West Elgin Renaming Committee <b>2020 ask -&gt;5k</b>							