



Rural Initiatives/Planning Advisory Committee
Tuesday, December 1, 2020

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Rural Initiatives/Planning Advisory Committee Meeting

Tuesday, December 1, 2020

1:00 P.M.

Meeting to be held electronically.

Agenda

1. Approval of Agenda
2. Approval of the Minutes
3. Disclosure of Pecuniary Interest and the General Nature Thereof
4. 2021 Community Grant Program Requests
5. Correspondence
 - i. Letter from Loyalist Township to The Prime Minister of Canada and Premier of Ontario regarding funding for community groups and service clubs affected by the pandemic.
6. Date of Next Meeting
7. Adjournment

Accessible formats available upon request.

DRAFT MINUTES

Rural Initiatives/Planning Advisory Committee Meeting

Date: August 26, 2020
Location: Elgin County Administration Building, 450 Sunset Drive, St. Thomas
 Administrative Services Boardroom, 3rd Floor
Time: 9:00 A.M.

Attendees: *Members of the Rural Initiatives/Planning Advisory Committee*
 Councillor Ed Ketchabaw (electronic)
 Councillor Sally Martyn (electronic)
 Councillor Dominique Giguère (electronic)
 Warden Dave Mennill (electronic)

Elgin County Staff

Chief Administrative Officer, Julie Gonyou (in-person)
 Director of Financial Services, Jim Bundschuh (electronic)
 General Manager of Economic Development, Alan Smith (electronic)
 Supervisor of Legislative Services and Community Relations, Katherine
 Thompson (electronic)
 Carolyn Krahn, Legislatives Services Coordinator (in-person)

Regrets: Heather Derks

1. Call to Order

The Rural Initiatives/Planning Advisory Committee met this 26th day of August, 2020 in the Administrative Services Boardroom, at the County Administration Building, St. Thomas at 9:00 A.M. Committee Members joined the meeting electronically via video conferencing.

2. Approval of Agenda

Moved by: Warden Mennill
 Seconded by: Councillor Martyn

Resolved that the agenda be approved as presented.

Recorded Vote

	Yes	No
Warden Dave Mennill	Yes	
Councillor Dominique Giguère	Yes	
Councillor Sally Martyn	Yes	
Councillor Ed Ketchabaw	Yes	
	4	0

- Motion Carried.

3. Adoption of Minutes

Moved by: Councillor Giguère

Seconded by: Councillor Martyn

Resolved that the minutes of the previous meeting be adopted.

Recorded Vote

	Yes	No
Warden Dave Mennill	Yes	
Councillor Dominique Giguère	Yes	
Councillor Sally Martyn	Yes	
Councillor Ed Ketchabaw	Yes	
	4	0

- Motion Carried.

4. Additional Funding Requests and Community Grant Program Approval

The Supervisor of Legislative Services and Community Relations provided an update on funding requests received from community members on behalf of local event organizers. While the Committee decided to support Community Service organizations who developed new and creative ways of delivering their services during the pandemic, on June 23, 2020 the Committee decided not to provide financial support to festivals and events that had been cancelled. No requests for additional funds have been received directly from event organizers, but some community members have requested that the County consider providing operational funds to support organizations even if their events and festivals have been cancelled.

The application period for the 2021 calendar year will open on September 1, 2020, and the timelines will allow the Committee to provide funding earlier in the new year. All previous applicants will be encouraged to apply.

Moved by: Warden Mennill

Seconded by: Councillor Giguère

RESOLVED THAT the August 19th, 2020, report titled, Additional Funding Requests and Community Grant Program Approval, submitted by the Supervisor of Legislative Services and Community Relations, be received and filed for information; and,

THAT the Rural Initiatives and Planning Advisory Committee does not recommend additional funding at this time.

Recorded Vote

	Yes	No
Warden Dave Mennill	Yes	
Councillor Dominique Giguère	Yes	
Councillor Sally Martyn	Yes	
Councillor Ed Ketchabaw	Yes	
	4	0

- Motion Carried.

The Supervisor of Legislative Services and Community Relations presented the final drafts of the Community Grant Program application packages for Community Services, Festivals and Events, and Community Signage. The application packages were reduced in size, language was simplified, and duplicate questions were removed to ensure a positive experience for the grant applicant. Staff will seek feedback regarding the new program from applicants at the end of the 2021 process.

Moved by: Councillor Martyn
Seconded by: Councillor Giguère

RESOLVED THAT the Community Grant Program application packages for Community Services, Festivals and Events and Community Signage be approved and that staff proceed with implementation of the 2021 process beginning on September 1, 2020.

Recorded Vote

	Yes	No
Warden Dave Mennill	Yes	
Councillor Dominique Giguère	Yes	
Councillor Sally Martyn	Yes	
Councillor Ed Ketchabaw	Yes	
	4	0

- Motion Carried.

5. Next Meeting Date

The next meeting date will be at the call of the Chair.

6. Adjournment

Moved by: Councillor Mennill
Seconded by: Councillor Giguère

Resolved that the meeting adjourn at 9:21 a.m. to meet again at the call of the Chair.

Recorded Vote

	Yes	No
Warden Dave Mennill	Yes	
Councillor Dominique Giguère	Yes	
Councillor Martyn	Yes	
Councillor Ed Ketchabaw	Yes	
	4	0

- Motion Carried.



REPORT TO RURAL INITIATIVES AND PLANNING ADVISORY COMMITTEE

FROM: Katherine Thompson, Supervisor of
Legislative Services

DATE: November 26, 2020

SUBJECT: 2021 Community Grant Program
Requests

RECOMMENDATION:

THAT the November 26, 2020, report titled, 2021 Community Grant Program Requests, submitted by the Supervisor of Legislative Services, be received and filed for information; and,

THAT the Rural Initiatives and Planning Advisory Committee consider the 2021 Community Grant Program funding requests as attached to this report; and,

THAT the Rural Initiatives and Planning Advisory Committee present the Community Grant Program recommendations to Council for consideration on December 10, 2020.

INTRODUCTION:

The Rural Initiatives and Planning Advisory Committee is responsible for considering grant requests made to Council through the Community Grant Program and providing recommendations to Council as to which organizations should be granted funding as part of the Council budget process. Council then considers these recommendations for implementation. The 2021 Community Grant Program application period opened on September 1, 2020 and closed on November 10, 2020.

DISCUSSION:

In 2020, the Rural Initiatives and Planning Advisory Committee developed a new Community Grant Program (CGP) to guide the allocation of Council's grant budget in 2021. The grant program was divided into two streams – Community Services and

Festivals and Events. These two streams were further divided into Cultivate (existing programs and events) and Seed (new programs and events) grants. The Committee developed new application packages to correspond with these programs, clearly defining criteria and eligibility. The Committee did not make changes to the Signage Program but did update the application package. The new CGP was approved by County Council on July 14, 2020 and was launched on September 1, 2020.

A dedicated website was created (www.elgincounty.ca/communitygrantprogram) where application packages and a video explaining these new packages could be accessed by community groups. All previous applicants were sent notice in September and October explaining the new program and outlining application deadlines. Elgin County Tourism members were also notified twice and staff engaged in extensive social media promotion of the program over the course of the application period.

In 2021 the proposed budget allocation for grants is \$66,304 which is \$3.40 per household. In total 18 grant requests were received with a total funding request of \$111,513. Please see below for a breakdown of applications by category.

Community Grant Stream	Number of Applicants	Total Funding Request
Community Services - Cultivate	5	\$28,469
Community Services - Seed	0	\$0
Festival and Event - Cultivate	11	\$72,750
Festival and Event - Seed	1	\$10,000
Signage Grant	1	\$300
Totals:	18	\$111,513

Also attached to this report is a summary of all grant requests received for 2021, their grant requests and data from the 2020 grant period.

All CGP requests received are attached to this report for the Committee's consideration.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

The Committee will bring a report to County Council on December 19, 2020 with its Community Grant Program recommendations. Applicants, both successful and unsuccessful, will be notified.

CONCLUSION:

The County of Elgin has received 18 of applications under the Community Grant Program amounting to a total grant request of \$111,513. All grant requests are attached to this report for the Committee's consideration.



All of which is Respectfully Submitted

Approved for Submission

Katherine Thompson
Supervisor of Legislative Services

Julie Gonyou
Chief Administrative Officer



2021 COMMUNITY GRANT PROGRAM REQUEST SUMMARY

Grants	2020 Request	2020 Allocation	2021 Request
Community Services - Cultivate			
Port Stanley Optimist Club	\$0	\$0	\$3,264
Second Stage Housing	\$20,000	\$13,400	\$10,000
STEAM Centre	\$12,000	\$3000	\$10,000
Multi-Service Centre	\$4,780	\$4780	\$3,205
4-H Association	\$2,000	\$2,000	\$2,000
Quad County Support Services	\$2,000	\$2,000	\$0
Eat2Learn	\$7,500	\$6,250	\$0
Total CS Cultivate Requests			\$28,469
Festival and Event - Cultivate			
Aylmer and East Elgin Agricultural Society – Aylmer Fair Mural Project	\$7,500	\$0	\$10,000
Bayham Beachfest	\$0	\$0	\$10,000
Bayham Historical Society – Edisonfest	\$0	\$0	\$1,500
C.A.L.I.P.S.O Port Stanley	\$0	\$0	\$10,000
Elgin County Plowmen's Association	\$200	\$0	\$250
Port Burwell Periscope Playhouse	\$0	\$0	\$10,000
Port Stanley Festival Theatre	\$0	\$0	\$5,000
Wallacetown Agricultural Society	\$10,000	\$0	\$10,000
Rodney Aldborough Agricultural Society	\$6,000	\$0	\$10,000
Shedden Agricultural Society	\$4,500	\$0	\$4,500
Elgin-Middlesex VON- Seniors Day in the Park	\$1,500	\$0	\$1,500
Total F&E Cultivate Requests			\$72,750
Festival and Event – Seed			
Dutton Dunwich Economic Development Committee and Dutton Business Network – Dutton Night Market	\$0	\$0	\$10,000
Total F&E Seed Requests			\$10,000
Signage Grant			

Port Burwell Periscope Playhouse – 2 Signs	\$0	\$0	\$300
Aylmer Malahide Museum – 1 Sign	\$150	\$150	\$0
Total Signage Grant Requests			\$300
Grant Allocation Per Household	\$3.17	\$3.17	\$3.40
Total Households	19,499	19,499	19,499
Grant Allocation Per Grant Policy	\$61,871		\$66,304
Total Community Grant Program Requests/Allocations	\$83,480	\$31,580	\$111,513

* Grant applications were not broken down into Community Services (Cultivate and Seed) and Festival and Events (Cultivate and Seed) in 2020 but are organized in this manner to reflect the new Community Grant Program. In the chart above, total requests have been provided for each category and then a final total request number at the bottom. Total Request by category has not been indicated for 2020 as these categories did not exist at the time. A total ask is indicated at the bottom.

* Many 2020 grant allocations amounted to \$0 as a result of COVID-19 event cancellations.

* No applications were received in the Community Services Seed Grant category.

*Eat2Learn indicated that the need in the community for their services continues to be strong; however, they were able to secure a few private donors for the 2021 calendar year and would not be seeking County funding this year.

* Quad County Support Services did not apply for this in-take.

*The organizations listed in red would previously have applied under the Economic Development and Tourism Festival and Event Partnership Program (FEPP) which has been combined as part of the Community Grant Program – Festival and Event Stream. This is the first year these applicants are included as part of Council’s grant process. The program was cancelled last year as a result of COVID-19. This may indicate why the total ask is significantly higher in 2021 than in 2020, as these events would have been considered under a separate grant program which had \$4,000 allocated for distribution. This \$4,000 has been incorporated into the grant allocation for 2021 and is reflected in the \$66,304 amount.

* Grant requests exceed proposed grant allocations by \$45, 209.

The Aylmer and East Elgin Agricultural Society:

Art Mural – Celebrating 175 Years of Service

FESTIVALS AND EVENTS APPLICATION
Cultivate Grant

Submitted by: Carol Watson
Title – Secretary
Organization - The Aylmer & East Elgin Agricultural Society
Festival or Event – Art Mural – Celebrating 175 years of Service
Amount Requested: \$10,000

Question #1

The AEEAS brings 2 major events to the area each year. Our annual Truck & Tractor Pull, celebrating 5 year of operation and our annual agricultural fair, celebrating 175 years. With these two major events, our society brings in tourism dollars and new visitors to the area.

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, businesses and community grants.

Question #2

Through membership, sponsorships of events, donations, grants and paid attendance to our events.

Questions #3 & #4

Since we are celebrating 175 years this year, we thought that a painted mural on the south side of the curling club would be the way to celebrate this milestone. We want the community to be involved so we will ask high school and college students to participate in creating the mural. We want to depict rural life through the years.

The art project would start in May 2021 (weather permitting) and be completed in time for the annual tractor pull (end of June 2021).

Question #5

For the fair and tractor pull, annual attendance is approximately 4,500 to 5,000. The art project would attract visitors all year round.

Question #6

Everyone – people can drive by or walk by the mural, any time of the year. We feel this is something that our community needs right now with the current conditions. We want to engage our neighbours to feel a sense of pride in the community. We want people to talk about it, and to bring visitors to the area. Why should St. Thomas be the only city/town to have murals?

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Submitted by: The Aylmer & East Elgin Agricultural Society

Dated: October 13, 2020

Question #7

Visitors will see our history and the history of Aylmer, Malahide and East Elgin in the mural. Everyone will see themselves in it. We want to depict our roots.

Question #8

The mural is located on the south side of the curling club on Pine St. There is lots of room to maneuver and to do social distancing.

Question #9

We are hoping to draw more visitors to our community and we hope we can add another mural in the future. We believe new visitors to the area will spend dollars on restaurants and visit other areas of Aylmer, e.g.: shopping, gas, etc).

Question #10

We think our neighbours will get excited about this project. 2020 has been a very difficult year for everyone. We want people to talk, whether it's through the Aylmer Express, Twitter, and Facebook, we want people to visit and to show pride in our community.

Question #11

Budget is \$30,000 which includes all supplies and for hiring a professional mural painter. We would ask for volunteers from our community to participate in suggesting subject matter for the mural. We want to depict our 175 years of service and growth in the community.

Question #12

Our financial year ends October 31, 2020. New financials will be sent as soon as they are available.

Question #13

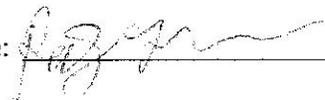
We want Aylmer and area to celebrate our heritage and life in the rural area. With 2020 being a very difficult year for everyone, we want to give back to the community with something that won't be a financial burden to visitors.

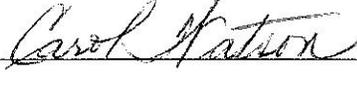
Name: KANDY LAUR

Name: CAROL WATSON

Position: PRESIDENT

Position: SECRETARY

Signature: 

Signature: 

Bayham Beachfest

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 10, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Terri Vansenant

Title: Bayham Beachfest Committee Member

Organization: Bayham Beachfest

Festival or event: Bayham Beachfest

Grant request (in dollars*): \$ 10,000.00

(request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

Mission statement: Bayham Beachfest, connecting people and community. Our core value is to provide a family friendly social gathering place where life is good.

The Bayham Beachfest committee consists solely on a small group of volunteers who are committed to continuing an annual event in the community of Port Burwell, Ontario. The annual event is held on the civic holiday weekend in August each year.

2.) How is your organization funded?

Bayham Beachfest is funded through the volunteer committee efforts of fundraising and donations. We approach many local business through door knocking and letters mailed requesting their help to offset costs of the event. During the event we host a "Bucket Drive" to help support the cost of the event as admission is free to all.

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

The Bayham Beachfest is a 2 day event traditionally located on the beach in Port Burwell. Due to high water levels, the event is planned to shift to the downtown core. The event is scheduled to host Lucas Wilson, famous entertainment act, Car show, Crafts, Dog agility course, bouncy castles and much more. The event finale on Sunday evening includes our Amazing Firework show over Lake Erie. Please see the attachment : About Bayham Beachfest and Bayham Beachfest 2020 Lineup

4.) Please provide details of key dates and scheduled activities for the festival or event.

See attachment: Bayham Beachfest 2020 Lineup. The event committee plan to use the same lineup for 2021. The event is scheduled to be held Saturday July 31-Sunday August 1 2021. Saturday July 31 will host a wide variety of acts and entertainment, fun for the whole family. Sunday is an extension of Saturday's festivities, but will conclude on Sunday evening with a fantastic firework display over the

water.

5.) How many people do you hope your festival or event will reach?

Typically our event has brought an audience of 5,000-8,000 visitors from all over our region. We are confident we will reach these numbers again, provided Covid 19 protocol allow the event.

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

As stated in our mission statement, our event is held for visitors, tourists, families and members of our community. Members of the community come together and volunteer where needed. The event creates a social gathering place for all to enjoy. Businesses throughout Elgin County thrive during the Beachfest as well, local business, the beach area and the Provincial Park are all very busy during the event, bringing a much needed injection of funds to the local community.

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

The Bayham Beachfest has brought thousands of visitors to Elgin County over the past years. Many visitors and tourists travel from all over south west Ontario passing through many small communities before reaching their destination in Port Burwell. This gives many visitors to our area an opportunity to experience much of what Elgin County has to offer.

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

See attachment: Accessibility in Ontario. The Bayham Beachfest committee will do our best to follow guidelines layed out in the document.

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

The 2021 Bayham Beachfest will implement all Covid-19 protocols if possible. We will require input from South Western Public Health to guide us to provide a safe environment for all. Due to a flooded beach area and extremely low volunteerism, the 2019 event did not go as planned. In 2020 the entire event was cancelled. Moving forward into 2021 we remain extremely hopeful the Bayham Beachfest will be held. Our committee is dedicated to bringing our event back with a vengeance this coming Civic holiday weekend. Our team is committed to enhancing our festival by constantly searching for a variety of interesting vendors, activities and entertainers who can offer our festival continued growth and development. Using promotional methods to grow our event such as our website www.bayhambeachfest.com, social media, radio, posters & flyers, commercial property signage. However, funding will determine the magnitude of the event.

10.) How will you measure the success of the event or festival?

We will measure success by asking "Did we meet our objective". We as a committee will be collecting festival statistics such as positive and negative feedback, social impact on the community, economic impact, attendance, festival revenue, enjoyable experiences for all involved. Did we provide an event that our target audience was expecting, did we achieve local pride.

11.) Please attach a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

Receiving funding will allow the Bayham Beachfest to meet objectives, goals and development not only for the event itself but also for the Port Burwell community. Our event relies solely on the efforts of a small committee made up of volunteers who give a large amount of their time and dedication. Our small committee work tirelessly to raise funds and seek donations to support our event as we don't have an admission fee. Donations are dwindling as many small business owners face a very challenging time. We pride ourselves on hosting an event that can be attended by all. The Bayham Beachfest brings so much joy to everyone who attends, we want families to have an enjoyable experience that will put smiles on their faces.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Terri Vansevant
Position: committee member
Signature: Terri Vansevant Digitally signed by Terri Vansevant
Date: 2020.11.10 15:30:08 -0500

Name: Val Donnell
Position: committe member
Signature: Val Donnell Digitally signed by Val Donnell
Date: 2020.11.10 15:30:27 -0500

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

Bayham Beachfest 2019 Financial Statement

	chq #	Debit	Credit	Balance
Balance forward				
31-Jan no activity			0	5140.23
28-Feb no activity			0	5140.23
28-Mar interest adjustment			5	5145.23
28-Mar interest adjustment			5	5140.23
30-Apr no activity			0	5140.23
31-May no activity			0	5140.23
30-Jun no activity			0	5140.23
31-Jul no activity			0	5140.23
01-Aug Erie shore wind farm			7500	12640.23
municipality of Bayham			2000	14650.23
vienna Lioness			350	14990.23
Periscope playhouse			200	15190.23
Martens Farms			1000	16190.23
Cash deposit	Bucket drive		7085	23275.23
Cash deposit			0.65	23275.88
07-Aug Victory Fireworks		15000		8275.88
30-Sep no activity			0	8275.88
31-Oct no activity			0	8275.88
28-Nov HWC Insurance	125	211.16		8064.72
17-Dec Terri Vansevant mass mailing of donation requests	127	337.85		7726.87

The Bayham Beachfest could not be held on the beach in 2019 due to high water levels flooding the beach. Businesses were asked to host their own events and festivities on Main street. This resulted in few expenses compared to previous years. All acts, entertainment, and activities were cancelled due to not having beach access.

Fireworks display took place on pier over water.

Bayham Beachfest 2021 Budget

Fireworks	\$15,000
Main Stage	2,500
Entertainers	2,000
Insurance	4,692
Liquor license	300
Face painter/art	500
Kid Zone	2,677
Merchandise	2,000
Portable Toiletttes	577
Games	300
<hr/>	
Total	\$30,546

About Bayham Beachfest

In 2015, a group of residents organized themselves into a volunteer committee determined to preserve one of Port Burwell's favourite summer events, Bayham Beachfest, formerly known as "Tub Daze".

The goodwill, energy and ideas are flowing through the committee and will now be directed at turning this summer event into what is hoped to be a fun and memorable experience for everyone. The event will also encourage people to visit Elgin County and provide a much needed economic stimulus for all businesses within Port Burwell and surrounding communities.

One of our core values is focusing on a Family Friendly event over the Civic Holiday weekend in August.

- Saturday's events will include Lucas Wilson, famous entertainment act, Dog walk, Car show, crafts at the Marine Museum, Dog Agility course, Bouncy Castle, Face painting, Vendor Alley and Live musical entertainment
- Sunday will be an extension Saturday's events, but will include our Grand Finale of an AMAZING FIREWORKS SHOW over the water of Lake Erie.

We are constantly searching for a variety of interesting vendors, activities and entertainers to continue to grow and develop this fantastic event. Please feel free to reach out to our committee with your thoughts and suggestions.

Bayham Beachfest is about family, fun and community. We are looking forward to a great summer weekend this August in Port Burwell. Our committee welcomes any and all to come and join our growing group of Bayham neighbors dedicated to having a good time while working to make our community even better.

Bayham Beachfest, connecting people & community. Our core value is to provide a family friendly social gathering place where life is good.

Please contact us at www.bayhambeachfest.com

Accessibility in Ontario: Guideline

The Bayham Beachfest has adopted The Accessibility for Ontarians with disabilities Act (AODA) to make it possible for people of all abilities to be part of our festival. Our vision is to ensure that all involved e.g. Audience, Volunteers, Vendors, and Artists can participate.

This guide has been designed to help increase attendance and make our Festival more enjoyable for everyone by improving event accessibility. It can help us with planning our Festival, running events, gathering feedback and improving the festival experience.

A person with a disability can be someone who:

- Has low or no hearing
- Has low or no vision
- Lives with a mental health issue
- Uses a cane, wheelchair or other mobility device to get around

Requirements as a Volunteer Organization, we chose to draft this guide to help us improve the accessibility of our Festival so that the people who come back year after year can do so regardless of their ability and we can attract new festival-goers with disabilities to our Festival.

Accessible Parking Spaces: Many people will use a car or van to come to our event. Picking a venue with accessible parking or creating a sufficient number of accessible parking spaces will make it easier for people with disabilities to attend our event.

When planning event parking, we will create accessible spaces as close as possible to:

- Paths to the nearest accessible venue entries and exits
- Any lifts and ramps for people using mobility devices
- Accessible washrooms and toilets
- Tip – it is helpful to use arrival, exit and directional signs that are clear and can be read in all light conditions. The signs should start outside the parking area, so festival-goers can easily find accessible parking.

Paths of Travel: As we plan our event we need to think about the routes people will take throughout the venue and plan for accessible paths across the site that link all attractions and services.

Tip – electrical wires are a tripping hazard for everyone. Keep electrical wires out of the paths of travel or use cable protectors that are wheelchair accessible and are in bright/contrasting colours to alert people with low vision.

Stage and Seating: A ramp can be used to provide stage access for people who may use mobility devices. Create or reserve areas with enough room for mobility devices with a view of the stage from a seated position. Ensure there are added seats and space for friends, family support persons or service animals. Some seats can be positioned to allow service animals to accompany their owner and rest in front of or under the seat.

Food Services and Public Eating Areas: Event participants should be able to easily reach food services using an accessible route and food service booths should allow a person in a wheelchair to reach them. Vendors should consider the use of large print copies of menus for people with low vision.

Washrooms and Temporary Toilets: Accessible toilets can make or break a festival enjoyment for a person with a disability. Accessible washrooms and temporary toilets should be at ground level and away from crowds and sound systems but not so far that they are inconvenient to reach.

Rest Area/Quiet Spaces: Consider designating a quiet space for rest, especially if our event attracts large crowds and is longer than a couple of hours. This can be helpful for individuals with different types of disabilities or needs such as mental health issues, sensory issues, fatigue issues and nursing mothers.

Rain, Wind, Sun Shelters: Prolonged exposure to rain, wind and sun can be an unpleasant experience. Some people with disabilities are at particular risk from the elements. Consider providing open or closed side tents or canopies to provide weather protection. Also if festival-goers are at risk of becoming overheated, provide cool mist canopies or fans to cool people (and service animals) in extreme temperatures.

Signs: Signs should be in large, easy to read font with good colour contrast. Clear signs at drop off zones and parking areas should help direct people to specific areas across the site. Signs should indicate the accessibility features located along the path of travel and event areas. Signs at different heights can also help assist people moving through crowds and help them see when they are at specific locations.

Support Persons: Support persons may be helping some people with disabilities at our Festivals. A support person must be allowed to go wherever the person they support goes. A support person can help with:

- Mobility
- Personal care
- Medical needs...and more
-

Service Animals: Guide dogs are one type of service animal but other kinds of animals are trained to help people with disabilities. A person with a disability and their service animal can go to all areas that the public would normally be allowed to go.

Designate a suitable area as a rest area for service animals ensuring Volunteers know how to direct people to this area and post appropriate signs.

Tip – provide water for service animals although the care of service animals remains the owner’s responsibility. By making care of service animals easier, we’ll create a welcoming festival for people who are assisted by service animals.

Training staff and Volunteers: Training should be made available for all Volunteers on

- How to communicate with people with different types of disabilities
 - Our accessibility features
 - Our evacuation procedures for people with disabilities
 - How to give feedback to festival organizers about the event’s accessibility
- Tip – use considerate language when talking about disabilities e.g. use “people with disabilities” instead of “disabled people” or the disabled”.

Note: one in seven Ontarians has a disability so there’s a good chance that at least one of our festival volunteers has a disability. By taking into account volunteers with disabilities, we can show that accessibility for all participants is important for our events.

Communication Supports: There are many ways to ensure the music, performances, speakers or exhibits at our Festival are accessible by:

- Booking a person to provide captions for live events
 - Booking an Interpreter who is qualified in American Sign Language or in Langues des signes Quebecois.
 - Providing volunteers to describe performances to persons with low or no vision
- To ensure people with disabilities make an informed decision about attending our Festivals, we will post information about communication support provided in places where we provide general festival information. Remind Speakers, Performers, Master of Ceremonies and other Presenters to:
- Speak at a normal pace
 - Stay within the allotted time
 - Make sure there is a clear view of their face and mouth
 - Use the microphone at all times
 - Use language that is considerate of persons with disabilities
 -

Maps and Information: We can help people make informed decisions about whether our events are accessible by providing detailed information about our accessibility features before our events. Brochures, websites, ads, and maps can include information about accessible toilets, viewing areas, and the location of accessible parking spaces.

Tip – give people access to our emergency and safety information, like maps, evacuation plans, brochures or signs ensuring these are easy to read, see, hear or understand for someone with a disability.

Other Accessibility Considerations: when planning our Festival we should think about including:

- Dedicated accessibility volunteers- making accessibility concerns the responsibility of our Accessibility Coordinator
- Mobility device charging stations – providing outlets for people with power wheelchairs, scooters and other electronic mobility devices and medical equipment

- Mobility equipment – providing access to wheelchairs, walkers or canes as needed free of charge
- Accessibility information areas – providing spots where people with disabilities can get information on the festival's accessibility features e.g. Site Headquarters near the entrance. Relevant information should be placed on signs or available in pamphlets throughout the venue. Site Headquarters should have a level pathway and at a height that someone using a wheelchair could access; brochures should be in large print and high contrast formats for people with low vision.
- Municipality Accessibility Advisory Committee – consider consulting with the Municipality during the planning phase of our Festivals
Ask for Feedback – collect feedback before, during and after festivals.

Promote our Festivals

Before our Festivals we will tell people about our accessibility features. This will introduce returning festival-goers to new features and will help new festival – goers with disabilities make informed choices.

Our website and Facebook page are the most popular source of information about our accessibility features.

Tip – we try and make accessibility information on our site easy to find and ensure volunteers and organizers are prepared to answer accessibility related questions.

Promoting our accessibility features where we promote our events will let potential festival-goers know their accessibility needs are being seriously considered. e.g. print ads, local news, social media, posters, flyers.

Bayham Beachfest 2020

Saturday August 1

10:00- dusk Vendor ally

10-10:30 Lucas Wilson - Periscope Playhouse

10-2:00 - Trinity Church Open House & Treasure Hunt

11-1:00 Crafts at Marine Museum

11:30-12:00 Dog Walk (Simply Scoops to Library Gazebo)

12-00- 5:00 Run Spot Run (Dog agility course) Library Gazebo

12-5:00 Car show

12-6:00 Dotsy Bouncy Castle

1-4:00 Face painting

1-3:00 Back to the 50's (main stage)

2-2:30 Lucas Wilson

4-4:30 Lucas Wilson

Sunday August 2

10-dusk Vendor Ally

11-1:00 crafts at Marine Museum

11:30-open invitation to Trinity Church Service

12-4: 00 Dotsy bouncy Castle

1-3:00 face painting

2-3:00 Lucas Wilson

3-5:00 Rhapsody Rebelz (main stage)

4-7:00 Hot air Balloon

DUSK : FIREWORKS DISPLAY OVER WATER

Municipality of
BAYHAM

A: P.O. Box 160, 56169 Heritage Line
Straffordville, ON N0J 1Y0

T: 519-866-5521

F: 519-866-3884

E: bayham@bayham.on.ca

W: www.bayham.on.ca



March 20, 2020

Beachfest Committee

RE: BEACHFEST

Please be advised on March 19, 2020 the Council of the Corporation of the Municipality of Bayham passed the following resolution:

THAT Report CAO-12/20 re Municipal Assistance – Bayham Beachfest be received for information;

AND THAT the Council of the Municipality of Bayham grants permission to use the following locations:

- Pitt Street from 20 Pitt Street to Robinson Street Port Burwell including Marine Museum Parking Lot for Bayham Beachfest activities on Saturday August 1, 2020 from 10:00 a.m. – 10:00 p.m. and Sunday, August 2, 2020 from 10:00 a.m. to 6:00 p.m.;
- Chatham Street Green Space for Bayham Beachfest activities on Saturday, August 1, 2020 from 10:00 a.m. – 5:00 p.m. and Sunday, August 2, 2020 from 10:00 a.m. – 8:00 p.m.;
- Port Burwell Pier for fireworks display and two (2) parking spaces near the Pier for equipment on Sunday, August 2, 2020 from 4:00 p.m. – 11:00 p.m.;

AND THAT Bayham Beachfest provide a certificate of insurance, naming the Municipality of Bayham as an additional insured, in the minimum amount of \$2 million liability, covering all events;

AND THAT the Bayham Beachfest Fireworks Company provide a certificate of insurance, naming the Municipality of Bayham as an additional insured, in the minimum amount of \$2 million liability, covering all events;

AND THAT Bayham Beachfest obtain the necessary approvals from Southwestern Public Health, the Ontario Provincial Police and the Bayham Fire Chief, as per the Municipal Event Notice and provide a copy of the same to the Municipality of Bayham;

AND THAT all other terms and conditions of the municipal rental agreement remain in effect;

AND THAT the clean-up of the event areas and any costs thereof, be the responsibility of the organizers;

AND THAT arrangements be made with the Municipality of Bayham Roads Operations Supervisor to provide picnic tables, garbage cans / recycle barrels, pylons and barricades for the pier;

AND THAT for the requirements noted above, quantity and location for drop off with map be provided to the Municipality one month prior to the event.

Please review the resolution and take the necessary steps to ensure all requirements are met.

Please ensure your insurance provider forwards copy of liability certificate to the undersigned.

If you have any questions or concerns, feel free to contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read 'Paul Shipway', with a circular flourish underneath.

Paul Shipway
CAO|Clerk
pshipway@bayham.on.ca

Edisonfest

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Jeff Robinson

Title: President

Organization: Bayham Historical Society

Festival or event: Edisonfest-June 2021

Grant request (in dollars*): \$ 1500

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

We are a community volunteer run organization operating from the VIENNA EDISON & AREA. MUSEUM located in Vienna, Ontario. See attached pamphlet for our mandate and mission statement. We are a federally registered charity We work with the municipality to ensure the facilities are appropriate and local service clubs who typically donate 4 childrens bicycles and helmets which the children can enter the free draw for(there are two beginner bikes and 2 for junior elementary school bikes). Local politicians are invited for friendly competitions and they typically attend as well as provincial and federal government representatives.

2.) How is your organization funded?

We are funded by donations from members and the community, fund raising events such as silent auctions, Edison Dinner in November of each year, municipal grant, and funds from OLG through volunteering at Jackpot City Bingo in St Thomas.

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

Event is planned for June 5 or 12 2020 from 10am until 4 pm. No admission to the event. Food will be available for purchase and washroom and picnic tables available. Popup tents for shade or protection from rain and/or sun. Event is in municipal park and use of the facility is prearranged with them with proof of insurance certificate. Post event we assess what worked and what needs to be adjusted for future events. This has been held for approximately 20 years a well attended community event.

4.) Please provide details of key dates and scheduled activities for the festival or event.

March 1; book performers by this date(magician, science demonstration, bird display, face painting, activity centres) May 1, order food and ensure facilities will be compliant with health and safety requirements. July 2020 meeting to evaluate event and make recommendations for adjustment

5.) How many people do you hope your festival or event will reach?

Event can attract up to 500 attendees

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

Event targets the citizens of Bayham but also attracts attendees from neighbouring municipalities and campers from Port Burwell Provincial Park

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

The event is promoted via social media, posters in community bulletin boards and/or businesses and in regional print and radio media. This is done through no cost methods.

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

This is an outdoor event so access to all venues is possible.

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

It will likely be impacted by the pandemic this coming year if the event can occur at that time. We have operated some public events during the summer/fall of 2020 successfully taking appropriate health precautions as directed by Southwest Public Health officials. We have taken a more information providing approach to the festival the past two years rather than just an entertainment feature

10.) How will you measure the success of the event or festival?

The number of attendees at the event. Some funds are generated through associated activities (ie licensed lottery event, silent auction, food sales) and getting attendees at this event to join our association as members or volunteers or having the attendees return to attend future events. Positive coverage in the local media. 10.) How will you measure the success of the event or festival?

The number of attendees at the event. Some funds are generated through associated activities (ie licensed lottery event, silent auction, food sales) and getting attendees at this event to join our
Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

We purchased a facility in the community in January 2020 which has required some reprofiling of our limited funds and the pandemic has limited our opportunities for fund raising as all events since March 2020 have been drastically scaled back or cancelled. It is not clear what funding may still be available from the Municipality of Bayham for 2021. If we are unable to secure adequate funding the event will need to be drastically scaled back or cancelled due to insufficient funds.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: _____

Position: _____

Signature: Jeff Robinson Digitally signed by Jeff Robinson
Date: 2020.11.10 12:32:06 -0500

Name: _____

Position: _____

Signature: _____

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

BAYHAM HISTORICAL SOCIETY

FINANCIAL REPORT for the year ended December 31, 2019

Prepared by: Tami Emerson, Treasurer

Bank Account Balances at December 31, 2019

Term Account		32,500.26
Chequing Account		8,981.30
Chequing/Savings Account		17,145.34
Bingo Account		3,003.52
Bingo/Savings Account		13,645.13
Lottery Account		2,400.64
	Total in Bank	<u>77,676.19</u>
Petty Cash - Cash on Hand		141.75
	Total in Bank and On Hand	<u><u>77,817.94</u></u>

INCOME/EXPENSE

REVENUE

Term Account Interest	637.26	
Business Account Interest	237.03	
Bingo Account Interest	79.71	
JPC Earnings	18,087.26	
Grant - MOB	2,000.00	
Merchandise	75.00	
Memberships	320.00	
Edisonfest	3,182.60	
Car Rally	2,948.00	
Yard Sale	777.60	
Walking Tour	73.00	
Edison Dinner	9,847.15	
Donations - Received (Total Donations = \$3,697.67 less Donations allocated to Fundraisers above of \$2.250.00)	-	
	1,447.67	
Donations - Cash Not Received	243.75	
HST Refund	306.99	
	Total Revenue	<u>40,263.02</u>

EXPENDITURES

Bank Fees	42.18	
Santa	125.00	
Edisonfest	3,788.19	
Car Rally	1,995.81	
Edison Dinner	4,754.56	
Bingo Clothing	542.51	
Membership Dues	110.00	
Rent	5,424.00	
Insurance	1,596.00	
Building Purchase Fees	1,559.30	
	Total Expenditures	<u>19,937.55</u>
NET PROFIT (LOSS) for the year ended December 31, 2019		<u><u>20,325.47</u></u>

BAYHAM HISTORICAL SOCIETY - BUDGET FOR THE YEAR 2020

Prepared by: Tami Emerson, Treasurer

	<u>REVENUE</u>	<u>EXPENSES</u>
Term Account Interest	450.00	
Business Account Interest	250.00	
Bingo Account Interest	80.00	
JPC Earnings	23,000.00	
Grant - MOB	2,000.00	
Term Account Cashed	32,500.26	
Bayham Township - Monies Held in Trust	89,000.00	
Loan - Bill G.	10,000.00	
Merchandise	75.00	50.00
Memberships Fees	180.00	
Edisonfest	3,100.00	3,100.00
Car Rally	2,948.00	1,100.00
Yard Sale	750.00	
Walking Tour	73.00	
Edison Dinner	9,897.00	5,000.00
Euchre	750.00	150.00
Donations - Receipted	5,760.00	
Donations - Cash Not Receipted	250.00	
HST Refund	2,000.00	
Bank Fees		75.00
Audit		75.00
Beachfest and Watermelon Fest		50.00
Santa		125.00
Light the Park		200.00
Bingo Clothing		-
Research		100.00
Advertising		500.00
Office Administration		300.00
Membership Dues		210.00
Rent/Mortgage		3,500.00
Insurance - Building and Content		3,400.00
Property Taxes		6,500.00
Mailbox Forwarding		300.00
Natural Gas		2,200.00
Hydro		2,600.00
Water & Sewage		1,500.00
Rezoning		2,000.00
Maintenance - 1% of Building Value		2,000.00
Communicaions		900.00
Safety Equipment		300.00
Downpayment and Lawyer Fees		45,000.00
Monies Held in Trust to Building Purchase		89,000.00
Mortgage Payment for September		11,000.00
	<u>183,063.26</u>	<u>181,235.00</u>

You must give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials: **8**

Place bar code label here

Public Information				Confidential data			
Last name:	ROUSSEAU	First name:	DARYA	Initial:		Home address - Street number and name:	5217 PLANK RD
Term ▶ Start date (Y/M/D):	20161109	End date (Y/M/D):	20200211	City:	VIENNA	Prov/Terr:	ONTARIO
Position:	PRESIDENT	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	519-9883-0448	Date of birth (Y/M/D):	19621203
Last name:	MILLARD	First name:	LYNDA	Initial:		Home address - Street number and name:	53678 CALTON LINE
Term ▶ Start date (Y/M/D):	20161109	End date (Y/M/D):	20190228	City:	AYLMER	Prov/Terr:	ONTARIO
Position:	TREASURER	At arm's length with other Directors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Telephone number:	519-773-8198	Date of birth (Y/M/D):	19460128
Last name:	ROBINSON	First name:	JEFF	Initial:		Home address - Street number and name:	6822 RICHMOND RD
Term ▶ Start date (Y/M/D):	20170220	End date (Y/M/D):		City:	AYLMER	Prov/Terr:	ONTARIO
Position:	PROGRAM CHAIR	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	519-773-7235	Date of birth (Y/M/D):	19550301
Last name:	DEBBIE HAYWARD	First name:	DEBBIE	Initial:		Home address - Street number and name:	55113 VIENNA LINE
Term ▶ Start date (Y/M/D):	20170220	End date (Y/M/D):	20190228	City:	PORT BURWELL	Prov/Terr:	ONTARIO
Position:	RESEARCH CHAIR	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	519-403-5655	Date of birth (Y/M/D):	19550604
Last name:	HAYWARD	First name:	DEBBIE	Initial:		Home address - Street number and name:	5513 VIENNA LINE
Term ▶ Start date (Y/M/D):	20190228	End date (Y/M/D):	20190504	City:	PORT BURWELL	Prov/Terr:	ONTARIO
Position:	TREASURER	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	519-403-5655	Date of birth (Y/M/D):	19550604
Last name:	THOMERSON	First name:	TAMI	Initial:		Home address - Street number and name:	92 EDISON DR
Term ▶ Start date (Y/M/D):	20190709	End date (Y/M/D):		City:	VIENNA	Prov/Terr:	ONTARIO
Position:	TREASURER	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	519-521-3742	Date of birth (Y/M/D):	19690307
Last name:	MARLATT	First name:	DEBBIE	Initial:		Home address - Street number and name:	4 OAK ST
Term ▶ Start date (Y/M/D):	20171022	End date (Y/M/D):		City:	VIENNA	Prov/Terr:	ONTARIO
Position:	ADVERTISING CHAIR	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	519-874-4093	Date of birth (Y/M/D):	19630809
Last name:	CHILCOTT	First name:	SUSAN	Initial:		Home address - Street number and name:	8359 SANDYSTOWN RR
Term ▶ Start date (Y/M/D):	20180213	End date (Y/M/D):		City:	STRATFORDVILLE	Prov/Terr:	ONTARIO
Position:	VICE PRESIDENT	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	519-866-5712	Date of birth (Y/M/D):	19600102
Last name:	WALL	First name:	ELSIE	Initial:		Home address - Street number and name:	6360 PLANK RD
Term ▶ Start date (Y/M/D):	20180213	End date (Y/M/D):	20190228	City:	VIENNA	Prov/Terr:	ONTARIO
Position:	CHAIR PERSON AT LARGE	At arm's length with other Directors?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telephone number:	517-874-4441	Date of birth (Y/M/D):	19510711

Directors/Trustees and Like Officials Worksheet

Protected B when completed

You must give us complete information for each director/trustee and like official who, at any time during the fiscal period of this return, was a member of the charity's board of directors/trustees. Directors/trustees and like officials are persons who govern a registered charity. See the reverse for information on filling out this form.

Total number of directors/trustees and like officials:

Place bar code label here

Public information										Confidential data									
Last name: CHILCOTT					First name: DAN					Home address - Street number and name: 8359 SANDYSTOWN RD					City: STRAFFORDVILLE Prov/Terr: ONTARIO Postal code: M0S1Y0				
Term ▶ Start date (Y/M/D): 2011902228					End date (Y/M/D):					Telephone number: 519-866-5713					Date of birth (Y/M/D): 119591011				
Position: CHAIRPERSON AT LARGE					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
Last name: McQUIGGAN					First name: CHERYLE					Home address - Street number and name: 5708Y AMERS LINE					City: STRAFFORDVILLE Prov/Terr: ONTARIO Postal code: M0T1Y0				
Term ▶ Start date (Y/M/D): 2011803118					End date (Y/M/D): 201902203					Telephone number: 519-866-3806					Date of birth (Y/M/D): 119591202				
Position: SECRETARY					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
Last name: KLENOT					First name: CHERYL					Home address - Street number and name: PO BOX 466					City: PORT BURWELL Prov/Terr: ONTARIO Postal code: M0S1T0				
Term ▶ Start date (Y/M/D): 2011902228					End date (Y/M/D):					Telephone number: 519-589-1140					Date of birth (Y/M/D): 119580723				
Position: SECRETARY					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
Last name: TOMINSON					First name: DIANNAH					Home address - Street number and name: 5513 VIENNA CIRC					City: PORT BURWELL Prov/Terr: ONTARIO Postal code: M0S1T0				
Term ▶ Start date (Y/M/D): 2011802228					End date (Y/M/D):					Telephone number: 519-403-5655					Date of birth (Y/M/D):				
Position: RESEARCH CHAIR					At arm's length with other Directors? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No														
Last name:					First name:					Home address - Street number and name:					City: Prov/Terr: Postal code:				
Term ▶ Start date (Y/M/D):					End date (Y/M/D):					Telephone number:					Date of birth (Y/M/D):				
Position:					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No														
Last name:					First name:					Home address - Street number and name:					City: Prov/Terr: Postal code:				
Term ▶ Start date (Y/M/D):					End date (Y/M/D):					Telephone number:					Date of birth (Y/M/D):				
Position:					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No														
Last name:					First name:					Home address - Street number and name:					City: Prov/Terr: Postal code:				
Term ▶ Start date (Y/M/D):					End date (Y/M/D):					Telephone number:					Date of birth (Y/M/D):				
Position:					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No														
Last name:					First name:					Home address - Street number and name:					City: Prov/Terr: Postal code:				
Term ▶ Start date (Y/M/D):					End date (Y/M/D):					Telephone number:					Date of birth (Y/M/D):				
Position:					At arm's length with other Directors? <input type="checkbox"/> Yes <input type="checkbox"/> No														

BHS Executive Members

President:

Jeff Robinson

Vice President:

Susan Chilcott

Secretary:

Debbie Marlatt

Treasurer:

Tami Emerson

Board Members:

Advertising Chairperson:

Darya Rousseau

Research Chairperson:

Lynda Millard

Program Chairperson:

Cheryl Klenot

Member at Large:

Danny Chilcott



Find and Follow us on Facebook:

Bayham Historical Society

Send us an email at:

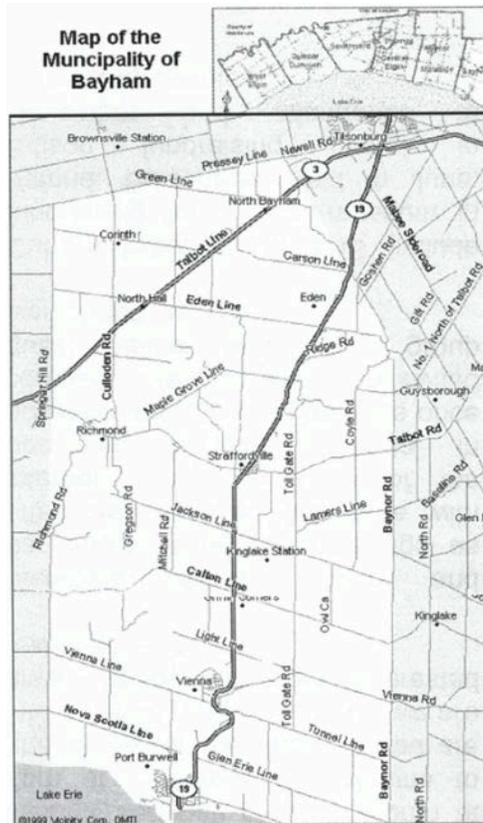
bayhamhistoricalsociety@hotmail.com

THE VIENNA, EDISON & AREA MUSEUM

6209 Plank Rd, Vienna, ON, N0J 1Z0

Operated by:
Bayham Historical Society

*Follow us on Facebook for operation hours
and to stay up to date with current events*



Mission Statement

To foster the recognition of our area's unique heritage and to diligently encourage heritage preservation.



Bayham Historical Society

6209 Plank Rd, Vienna, ON, N0J 1Z0

Promoting:

Family History

Genealogy

Historical Sites

Preservation of local Edison Family and Bayham History Artifacts

Identifying local sites of historical interest

Hold meetings for discussion of local historical information

Membership Application

Annual Membership Fees

- ◆ \$10 Individual
- ◆ \$15 per Family or Couple
- ◆ \$50 for Organization

Memberships continued to be offered at 1/2 of the regular price throughout 2020

Please make Cheque Payable to:
Bayham Historical Society
6209 Plank Rd
Vienna, ON, N0J 1Z0

First

Last

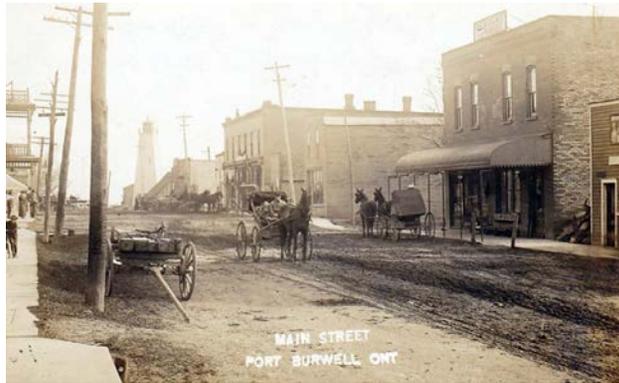
Address

Postal Code

Email Address

Phone Number

Please list all names for Family Membership



Monthly meetings are held on the second Tuesday of each month at 7pm
6209 Plank Rd, Vienna, ON, N0J 1Z0

Everyone is welcome to attend regular meetings. If you are interested in joining the BHS, we are always happy to welcome interested new members!

Members should attend and participate in regular meetings as often as possible. Members with internet receive a copy of the upcoming meeting agenda in advance and the draft minutes once complete. We offer occasional invited guest speakers and relevant group workshops as able.

Current initiatives of BHS include fund-raising for the new museum purchased, EdisonFest, Edison Dinner, Car Rally, Light up the Park and Walking Tours

Objectives of the Society:

- ◆ Encourage and stimulate interest within the community in the history of the Municipality of Bayham and its environs
- ◆ Bring together individuals interested in research, preservation, promotion and advancement of the history of the area
- ◆ Hold meetings for the presentation and discussion of the historical information relating primarily to the Bayham area
- ◆ Identify local site of historical interest
- ◆ Cooperate with other local historical societies and related organizations



Expenses	2017		2018	2019	2020	2021
EdisonFest	3598		3700	3700	3700	3700
EF Entertainment/Portables	2328		2800	2800	2800	2800
EF 2017 Pd by Lottery Acct w/o HST pets/bouncers/magician	1141		1500	1500	1500	1500
Facepainting 2017pd by Straffordville Committee	555	555*2	1110	1110	1110	1110

Revenues

EdisonFest (Food, 2 Auctions,Misc) 2 days+	2765		1000	1000	1000	1000
EF \$ Donations Received	3648					
50/50 2017 Proceeds 1061		Draw 600/3*5	1000			
EF Vendor Fees	400		500			
Food Sales			2500			
Sales-T-shirts/books/sweeper/books	278		200			

In the past have received support from Bayham for this event \$2000, Items for silent auction are donated and shown here as donations received. None of these are confirmed for 2019 but are being pursued. 50/50 draw may still occur in 2019 but not confirmed .

3500
1000
500
2500
200

Municipality of
BAYHAM

A: P.O. Box 160, 56169 Heritage Line
Straffordville, ON N0J 1Y0

T: 519-866-5521

F: 519-866-3884

E: bayham@bayham.on.ca

W: www.bayham.on.ca



November 9, 2020

Jeff Robinson
President Bayham Historical Society

Via email: Bayhamhistoricalsociety@hotmail.com

Re: Festival and Event Partnership Program Application – Bayham Historical Society

Please be advised that the Municipality of Bayham recognizes EdisonFest, planned to be held in June, 2021, as a Community Festival of municipal significance. The event celebrates local history as well as the local family connection to Thomas Alva Edison.

The event, which has occurred for many years, is well supported by the community and attracts tourists from surrounding areas.

The Council of the Corporation of the Municipality of Bayham is fully supportive of the event in compliance with public health guidelines of the day.

Feel free to contact the undersigned should you require further information.

Regards,

A handwritten signature in black ink, appearing to read "Brenda Gibbons". The signature is fluid and cursive.

Brenda Gibbons
Deputy Clerk
bgibbons@bayham.on.ca

C.A.L.I.P.S.O
2021 Port Stanley

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: C.A.L.I.P.S.O. 2021

Title: _____

Organization: C.A.L.I.P.S.O. 2021

Festival or event: C.A.L.I.P.S.O. 2021

Grant request (in dollars*): \$ 10,000

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

See Attachment #1 Question #1 Pgs. 1 and 2

2.) How is your organization funded?

See Attachment #1 Question #2 Pg. 3

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

See Attachment # 1 Question #3 Pgs. 3 and 4

4.) Please provide details of key dates and scheduled activities for the festival or event. 

See Attachment #2

5.) How many people do you hope your festival or event will reach?

See Attachment #1 Question 5 Pg. 4

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

See Attachment #1 Question #6 Pg. 5

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly. 

See Attachment #1 Question #7 Pg. 5

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

See Attachment #1b Question #8 Pg. 6

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

See Attachment # 1 Question #9 Pg. 6

See Attachment #1 Question # 10 Pgs 6 and 7

Efficiency, Transparency & Accountability

11.) Please **attach** a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please **attach** your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

See Attachment #1 Question #13 Pg. 7

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed **all** of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Beth Ann Connors

Position: Co-Chair

Signature: Beth Ann Connors Digitally signed by Beth Ann Connors
Date: 2020.11.05 10:29:17 -0500'

Name: Marna Berry

Position: Co-Chair

Signature: _____

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrantseelgin.ca or mail to:

Question #1 Tell us about your organization, including details of how your organization serves Elgin County ,information on your legal status(not for profit, etc., mission statement) and description of the implementation team.

C.A.L.I.P.S.O.(Come And Live In Port Stanley Ontario) is a non-profit organization set up to organize and run the C.A.L.I.P.S.O. 2019 Festival.

This is a family friendly community event that involves the entire village.

The festival supports the Elgin County Tourism and Marketing plan by attracting visitors to Elgin County.

Encourages and retains the local spending of residents.

Encourages visitors from outside of Elgin County to spend locally.

It will enhance the quality of place within Elgin County.

The festival has the potential to grow every year.

It caters to a market of consumers who are seeking experiences in shopping, culinary, beaches sightseeing, small towns and villages.

It capitalizes on our “distinctive local characteristics including local cultural, heritage, and historical traditions to create appealing and unique places where people want to “live, work, and play”.

When the rumours started swirling that the Port Stanley B.I.A. would no longer be involved in bringing anymore festivals or events to the village, two six generation local women Beth Ann Connors (Tour Port Stanley and Marna Berry (Port Stanley Vacations) decided it was time to bring forward the idea of reviving the C.A.L.I.P.S.O. FESTIVAL.

Connors realized how much the festival was missed three years ago when she approached some local businesses, about participating in her “C.A.L.I.P.S.O. Passport” “When I mentioned C.A.L.I.P.S.O. most of them asked if the festival was ever going to come back.” That is when I drafted a C.A.L.I.P.S.O. proposal and asked others around the village if they would be willing to participate/volunteer if it were to be revived. The response was overwhelming.

Local newspapers and social media were used to recruit volunteers to help with the festival. Business owners, volunteer’s organizations, artist groups, service clubs, and citizens were represented at the first meeting. Many came forward with ideas and volunteers to start with the organization of the festival.

Monthly meetings were set up and a Board of Directors were chosen. Committees were formed and the planning of C.A.L.I.P.S.O. 2019 began. Meetings were held weekly closer to the dates of the festival.

Minutes were recorded and agendas were available at each meeting.

A bank account was set up.

The Committee set up and ran several fundraising projects to support the running of the festival.

The Municipality was contacted and all procedures recommended by the County of Elgin, Municipality of Central Elgin, the Fire Chief, Special Events Committee, Central Elgin Planning Board, and the Middlesex Elgin Health Unit were followed.

The C.A.L.I.P.S.O. 2019 Festival Committee consisted of:

Beth Ann Connors/Marna Berry -Co-Chairs

Jenna Pay – Secretary

Sue Clifford- Treasurer

Dorothy Cook (Lioness Club) - Director

Brenda Arnold- Volunteers

Michele Horton- Optimists

This small group of volunteers were able to organize and run a successful C.A.L.I.P.S.O. 2019 Festival.

After the 2019 Festival was deemed a success, several more volunteers came forward to help with the organization of the C.A.L.I.P.S.O. 2020 Festival.

The C.A.L.I.P.S.O. 2020 Committee consisted of:

Beth Ann Connors/ Marna Berry –Co-chairs

Elaine Ellis- Secretary

Sue Clifford- Treasurer

Dorothy Cook (Lioness Club) - Director

Heather Crockett (Business Owner)-Director

Devon Kelly (Lions, Leos Clubs) – Youth Activities

Susan Jacobs- (Business Owner) - Entertainment

Teresa Kelly-(Chair C.A.L.I.P.S.O. 1992-93) - Advisor

Our Mission Statement is: “To hold a fun filled safe and friendly festival for all ages to enjoy.”

As the 2020 C.A.L.I.P.S.O. was cancelled because of Covid-19 the Committee is waiting upon approval from the government to continue plans and preparations for C.A.L.I.P.S.O. 2021.

Any and all Covid -19 and Government regulations will be followed as outlined by such officials.

Question #2 How is your organization funded?

C.A.L.I.P.S.O. Festival is funded by: offering three levels of sponsorships to businesses, services, volunteer organizations and individuals.

An on-line silent auction

Charging Vendors for space

Selling of T-Shirts, Glow Sticks, Water

In kind donations

A Go Fund Me page

The organization was able to raise the needed funds to operate the 2019 C.A.L.I.P.S.O. Festival.

The 2020 Festival already had several fundraising projects planned. Many businesses had already purchased sponsorships, and there were also in kind donations secured. There was over \$800.00 received as of April 2020. Upon cancellation of the 2020 Festival all monies were returned.

The 2021 festival will continue with the programs and events that were to be scheduled for 2020.

Question #3 Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned event or service..

This is a family friendly community event that focuses on what the village of Port Stanley has to offer visitors who may want to C.A.L.I.P.S.O. (Come And Live In Port Stanley Ont.) as well as others looking for a fun filled family weekend.

There are events and activities for all ages to enjoy throughout the village. This includes Children and Youth Activities, Musical entertainment, specialty food and drink offers at our local Restaurants and Bars, as well as many other sales at our unique boutiques and shops. Business are also asked to participate by decorating and entering our Best Decorated Business Contest, and putting up white lights to enhance the C.A.L.I.P.S.O. theme.

The Boaters are included on Saturday afternoon with a C.A.L.I.P.S.O. themed Boat Parade.

There will be vendors along the Harbour and Musical entertainment at the Berm. There is Limbo Contest, Best Costume Contest and Photography contest. Thom the Pirate keep young and old alike entertained thorough out the village .The weekend also includes a Fireworks display on the Sunday night.

To ensure a well-planned safe festival the following measures will be taken:

The event will be brought before the Central Elgin Special Events Committee which upon recommendation it is brought before the Municipality of Central Elgin for approval.

Council sets out certain conditions which the committee must follow.

The following will be contacted to ensure all safety rules and permits are obtained prior to the Festival:

The Fire Chief (Fireworks)

O.P.P. (traffic control)

Middlesex- Elgin Health Unit (food)

Hamilton, Ward, and Cathers-(\$5 million Liability insurance)

The Municipality of Central Elgin (permits)

Central Elgin Planning Board

Signs will be posted throughout and at each entrance of the village with alerts of the parking lots being full

St. Johns Ambulance (First Aid)

Any other parties' recommended by the Special Events Committee and the Municipality of Central Elgin

Question #4 Please provide details of the key dates and scheduled events for the festival or event.

The festival will run July 30th- August 2nd 2021

See attachment # for all festival events.

Question #5 How many people do you hope your festival or event will reach?

The committee is hoping that we reach over 50,000 people during the weekend.

The festival will be advertised on Social Media, MyFM, flyers and brochures, a banner advertising the festival will be erected above Sunset Drive a few weeks prior to the event.

E-mails will be sent out to those who signed our guest book, letting them know when the festival will be running in 2021.

Question #6 Who is your target market and does it fill a need in the community.

The target audience are families, couples, or anyone looking for a fun filled weekend. The festival will bring an economic impact to the area by attracting visitors from all across Canada and Internationally. They will spend their money in our local establishments as well as the surrounding communities in Elgin County.

C.A.L.I.P.S.O., an acronym for "Come And Live In Port Stanley Ontario" it is an opportunity to showcase and celebrate what our thriving community has to offer from our local & rich culture, beautiful natural environment to our variety of unique businesses. This celebration will offer a plethora of activities, events & special offerings running throughout the village over the four days that will attract people of all ages from near and far.

We will, again, be asking local businesses to participate by decorating with a C.A.L.I.P.S.O. theme, encouraging the use of white lights and window decorations that will create a flow and consistency highlighting our business areas. Restaurants and bars will be encouraged to offer a Signature Cocktail, Appetizer and /or an Island dish prepared specifically for CALIPSO. Again, celebrating the creativity,

diversity & community spirit that lives in Port Stanley.

Clothing and retail stores will be encouraged to be creative in offering something special, island related, from specific product sales, draws, punch & light snack demos.

Ultimately, and one of our goals, local businesses will enjoy increased exposure, make new connections and profit monetarily as a result of the festival. To ensure our success in bringing everything we have diligently planned together, we are asking for your support and sponsorship.

This fills a community need as there were no festivals in the area in 2020 and C.A.L.I.P.S.O. was the only festival in Port Stanley in 2019.

This will also bring increased business to those who have been directly affected by Covid 19.

Question #7 Please describe how widely the festival or event is accessible to the target market population and how you've aligned resources accordingly.

The festival is accessible to all levels of our target market. There is no cost to enjoy the festival. All events are free to the public.

The organizers contacted Volunteer Groups to help with the festival by having them hold their own events that would be advertised in and on the marketing materials. The organizer of each separate event was then responsible for obtaining any permits needed. For example the Optimist Club ran the Childrens event and had to get permission from the Municipality to use the Pavilion at the Main Beach. The Legion holds an outdoor B.B.Q. and street dance that they must apply for through the Municipality as well. The Church had a B.B.Q. and Firemen had a Fish Fry, each were responsible for obtaining the permits from the Middlesex-Elgin Health Unit. The Port Stanley Sailors Hockey Team sold the Glow Sticks on the night of the Fireworks, and we had high school students needing volunteer hours helping with our booth, and other errands that needed to be done. There were also volunteers from the community who also came forward to help where and when asked.

Bossiness participated by offering specials during the weekend, Restaurants had Caribbean Style specials on the menus, and most businesses participated by decorating their windows for the contest.

The committee involved the community from the beginning with a contest for a Logo which would be used in and on all print and social media platforms. The contest was judged by the community on Facebook. The Logo will be used every year the Festival is running.

Although C.A.L.I.P.S.O. 2020 was canceled the committee had already obtained permission from the Central Elgin Special Events Committee for the festival as long as we met all the criteria that the Municipality of Central Elgin set out when they presented it at the council meeting.

There were new volunteers that came forward to help with the planning, and there were new events that are going to be offered.

Question #8 How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with a disability.)

The festival events are at many different locations that are accessible for persons with disabilities throughout the village. The vendors and boat parade are both along the Harbour which is wheelchair accessible.

Question #9 What changed about your festival or event?(i.e. how will you build on your success ,grow your reach, enhance the quality of your offerings to improve your sustainability with new features , programs, services, outreach methods or revenue or sources?)

Our C.A.L.I.P.S.O. Festival 2019 was a great success. We had an information booth and asked many of the visitors what they liked about the festival and what we could do to improve it.

This information was used to help plan for the 2020 Festival.

The C.A.L.I.P.S.O. 2020 was already in the planning stages when the government canceled all Festivals and Events because of Covid 19.

The committee will continue with the plans set out for the 2020 festival, following all government rules and regulations as they are put in place.

The Festival will feature new events such as live entertainment, Youth Activities, Childrens Amusement Company, and Food trucks to fill the areas that were lacking at the 2019 Festival.

Suggestions were taken from the 2019 C.A.L.I.P.S.O. Festival survey as well as input from participants, businesses, and new advisors on the committee.

To improve the festival the boat parade will be moved to Saturday afternoon as suggested by the boaters. More activities for youth have been added and a live entertainment booth will be set up near the berm that will house several events.

The B.I.A. has agreed to help monetarily and providing signage through-out the town.

Since the C.A.L.I.P.S.O. Festival 2019 was a successes. There have been more sponsors and volunteers come forward to offer financial, and other assistance as needed.

Question #10 How will you measure the success of the event or festival?

The success of the C.A.L.I.P.S.O. Festival will be measured by

#1 financial statement.

#2 Increased Revenue for the businesses

#3 Amount of participants entered in the events

#4 Amount of people attending the events

#5 Smooth operation of the Festival

#6 Feedback from the Public on what they liked or disliked

Question #11 Attachment of budget information (i.e. estimated volunteer hours, government funding, sponsorships)

See Attachment #2

Question #12- Attach financial information, including revenue and expenses for the previous year.

See attachment # 3

Question #13 Why is this critical to your operation? Please be as specific as possible.

This funding is critical for the C.A.L.I.P.S.O. 2021 Festival as the Covid19 has hit many businesses and services hard and they may not be able to donate the funds and items that are needed to run the festival in 2021.

The money would be used for but not limited to the following-

Supplies- (ink, paper)

Marketing materials

Advertising

Insurance

Volunteer T-Shirts for easy identity

Any expenses that are deemed allowed under the Festivals and Events Community Grant Program.

Attachment # 2 Question # 4

Friday July 30th	Location	Time
Lions Antique Car Show-	Mackies parking lot Main Beach	5 p.m.-8 p.m.
Opening Ceremonies-	Glover Park	7 p.m. -8 p.m.
Leos/Lions Youth Activities Lip Sync Contest	Glover Park	8:00-10:00p.m.
Pirate Thom	Harbour	6 p.m.-9 p.m.
Port Stanley Festival Theatre	PSVT	8 p.m.-10 p.m.
Vendors-	Harbour	10 a.m.-10 p.m.
Photography Contest	Various	
Children's' Amusement Company	End of Main St/Berm	TBA

There is also a Best Decorated Business and Best Decorated House Contests

Saturday July 31st

Kids Sandcastle Competition	Main Beach pavilion	10 a.m.-2 p.m.
Leos/Lions Youth Activities Video Games Completion	TBA	1-5p.m.
Children's' Amusement Company	End of Main St/Berm	TBA
Local Authors Book Signings	Port Stanley Library	10 a.m-12:00 p.m.
Pirate Thom	Harbour	10 a.m.-8 p.m.
Vendors	Harbour	10 a.m.-10 p.m.
Limbo Contest	Pierside Beach Bar	6:00 p.m.
Fish Fry Fireman	Fire hall	4 p.m.-7 p.m.
Twilight Boat Parade	Harbour	8:30 p.m.
Port Stanley Festival Theatre	Theatre	2 p.m. and 8 p.m.
Entertainment Tent	End of Main St.	2 p.m. and 8 p.m.
Photography Contest	Online	

There is also a Best Decorated Business and Best Decorated House Contests

Specials at local shops, restaurants and bars all weekend

Sunday August 1st

Kids Bike Decorating	Main Beach Pavilion	11:00 a.m.- 1:00 p.m.
Leos/Lions Youth Activities Scavenger Hunt	Glover Park	1:00 p.m. start
Pirate Thom	Harbour	10 a.m.-8 p.m.
Buffalo Burger B.B.Q.	Christ Anglian Church	TBA
C.A.L.I.P.SO. Costume contest-	Barnacles	TBA
Vendors	Harbour	10 a.m.-10 p.m.
Entertainment Tent	End of Main St.	2 p.m. and 8 p.m.
Photography Contest	Online	Submit by 11:59 p.m.
Fireworks	Berm	9:30 p.m.

Specials at local shops, restaurants and bars all weekend

*There is also a Best Decorated Business and Best Decorated House Contests

Monday August 2nd

Pirate Thom	Harbour	10 a.m.-6 p.m.
Vendors	Harbour	10 a.m.-10 p.m.

Specials at local shops, restaurants and bars all weekend

*There is also a Best Decorated Business and Best Decorated House Contests

Attachment #3

C.A.L.I.P.S.O. BUDGET 2019

Income		
Sponsors	5,964	
Vendors	1,650	
Online Auction	1,809	
T-shirt Sales	1,040	
Glo-sticks	245	
Water	35	
Go-Fund-Me	145	
Other		
Total Income		10,888
Expenses		
Insurance	1,013	Paid
Pirate	1,000	Paid
Municipality	800	Paid
Banner	316	Paid
Canopy	146	Paid
Ice, paper plates	59	Paid
Rosita (ribbon cutting)	15	Paid
Bank Fees	8.53	Paid
Fireworks	4,000	Paid
MyFM	904	Paid
Scott's Printing	373	Paid
Police	1,167	Paid
T-shirts	944	Paid
Glo Sticks	175	Paid
Total Expenses		10,920
Profit / (Loss)		(32)

Attachment #4

Question #12

C.A.L.I.P.S.O. PROPOSED BUDGET 2021

Opening Ceremonies \$500

Policing \$1500

Insurance \$1200

Staging for activities \$1500

Fireworks \$10,000

Pirate \$1,200

Bands \$1,500

MYFM \$1,000

Banners \$500

Printing \$500

Social Media Ads \$500

Contest Prizes \$500

Expenses \$24,000

Elgin County Plowing Match

FESTIVALS AND EVENTS APPLICATION CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: **DAVE CRYDERMAN**
Title: **TREASURER**
Organization: **ELGIN COUNTY PLOWMEN'S ASS'N**
Festival or event: **ELGIN COUNTY PLOWING MATCH**
Grant request (in dollars*): \$ **250.00**
(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

A PLOWING COMPETITION IS HELD EVERY YEAR ON THE FIRST SATURDAY FOLLOWING LABOUR DAY
2.) How is your organization funded?
A FEW MUNICIPAL GRANTS AND DONATIONS BUSINESSES AND AGRICULTURAL DEALERSHIPS IN ELGIN COUNTY

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service. THE PLOWING COMPETITION (FRIENDLY) HAS BEEN HELD ANNUALLY SINCE 1946 - WE HAVE MEETING PRIOR AND

4.) Please provide details of key dates and scheduled activities for the festival or event. DESIGNATE TASKS TO MEMBERS
IN 2021 SEPTEMBER 11TH

5.) How many people do you hope your festival or event will reach?

WE HOPE 300-400 PEOPLE WILL ATTEND OUR DAY LONG EVENT

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community? SHOWCASES AGRICULTURE IN ELGIN COUNTY
RURAL OR URBAN PEOPLE ARE ENCOURAGED TO ATTEND.

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly. OUR ANNOUNCEMENT AND PLOWING MATCH DATE IS ON-LINE TO ALL OF ONTARIO. WE ADVERTISE IN LOCAL PAPERS AND SEND PRIZE LISTS TO NUMEROUS COUNTIES

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?
OUR EVENT IS IN A FARM FIELD. SCOOTERS AND WHEEL CHAIRS ARE WELCOME. WE ALWAYS HAVE PORTA POTTIES INCLUDING A WHEELCHAIR ACCESSIBLE ONE

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

WE ARE ONE OF THE VERY FEW COUNTIES THAT INCLUDES A MINI-TENTED CITY TO SHOWCASE AGRICULTURE. WE -

ALSO ENCOURAGE NEW AND JUNIOR PLOW PEOPLE. AS WELL WE HAVE A "QUEEN OF THE FURROW" COMPETITION

Efficiency, Transparency & Accountability

11.) Please **attach** a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

- CURRENT AS OF NOVEMBER 2019

12.) Please **attach** your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

- 1) IN ORDER TO ATTRACT COMPETITORS, WE HAVE TO OFFER PRIZE MONEY - (SEE FINANCIAL STATEMENT)
- 2) ADVERTISING IS EXPENSIVE AND SAFETY AND SANITATION ENTS INTO OUR FUNDING.
- 3) WE WISH TO PROVIDE THIS PLOWING MATCH FOR YEARS TO COME

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: DAVE CRyderMAN
 Position: TREASURER
 Signature: [Signature]

Name: JASON JONES
 Position: PRESIDENT
 Signature: [Signature]

ELGIN COUNTY PLOWMEN'S ASSOCIATION

YEAR END FINANCIAL REPORT 2019

INCOME

GRANTS	2017	2018	2019
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
TOTAL GRANTS	\$1240.00	\$920.00	\$740.00
Memberships	190.00	160.00	180.00
O.P.A. Practice Day	-	-	-
Flowers 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
Total	\$2845.51	\$2352.01	\$2909.95
Business Donations	\$3330.00	\$4350.00	\$3850.00
Exhibitor Fees	620.00	\$975.00	\$600.00
Total Income	\$8035.51	\$8599.01	\$8099.95

Assets as of October 31st, 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

EXPENSES	2017	2018	2019
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
<u>Memberships to OPA</u>		<u>110.17</u>	<u>113.00</u>
Southwold Fire Department		300.00	
Total	\$6425.76	\$6852.42	\$7322.19

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	
Total	\$1365.40	\$761.72	530.55

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		
Total	\$ 868.56	\$409.50	\$952.88
Grand Total Expenses	\$ 8659.72	\$8023.64	\$8805.62

GST paid out \$ 377.52

The President, Brian Lunn
and all the Directors wish to say

“Thank You” for supporting the
2019 Elgin County Plowing Match.

Elgin County Branch of the
Ontario Plowmen's Association

President:

Brian Lunn – 519-644-0316

1st Vice-President:

Jason Jones – 519-636-2665

2nd Vice-President:

Steve Speller – 519-719-7840

Secretary-Treasurer:

Dave Cryderman – 519-773-8531

OPA Advisory Councillor:

Ralph Millman – 519-782-3875

2019 Queen of the Furrow:

Murranda McCallum

Queen of the Furrow Coordinator:

Elizabeth Jones – 226-376-4097

Karen Vecchio.....M.P.

Jeff Yurek.....M.P.P.

Duncan McPhail .Warden of Elgin County

SPECIAL AWARDS

1. ***CHAMPION LAND** – For juniors up to 18 years of age, inclusive - \$15.00 cash, donated by Elgin County Plowmen's Association.
2. ***CHARLES WALKER TROPHY** – For the best plowed land in the Antique Class, open.
3. ***CANADIAN IMPERIAL BANK OF COMMERCE, ST. THOMAS** – Trophy awarded to top Elgin County resident in Antique Class.
4. ***SCOTIA BANK** – Trophy for best land in Class 1 – Open Horse Class.

EXHIBITORS 2019

BMO

Don Miller Fencing

Dowler Karn Ltd.

Elgin County Women's Institutes

Elgin Federation of Agriculture

Elgin Water Stewardship Program

Farmet Canada

Fingal Farm Supply

Great Lakes Perma Column

Pioneer Seeds J+T McCaffery, Wallacetown

West Elgin Mutual Insurance Co.

Queen of the Furrow Supporters

Royal Bank

The Flower Fountain

Yarmouth Mutual Fire Insurance Company

Thirty One Gifts - Lindsay O'Connor

Prime Ingredient, Aylmer

Lloyd Johnson Excavating

Subject to Change

August 2019

DONORS 2019

Advanced Motorsports
(Larry Parker)

Agris Co-operative Ltd.

Andrews Sports (Jamie
Andrews)

Aylmer Express

Aylmer Stockyards

Aylmer Tire

Aylmer Veterinary Clinic

Badder Bus Operations Ltd.

Belmont Farm Supply

Berkelmans Welding
& Manufacturing, Aylmer

BMO

Briwood Farm Market

CIBC, St. Thomas

Carl McLeod & Sons Ltd.

Catfish Creek Conservation
Authority

Clovermead

County of Elgin

Dale Equipment, Belmont

Daniel Dale Northridge Agri
Services

David S. Ross Pump
Service

Dortmans Brothers Barn
Equipment

Elgin Feeds Ltd.

Fingal Farm Supply

Geerlinks Home Hardware
and Building Centre - St.
Thomas

Green Lane Community
Trust

Huron Tractor

Ian and Connie Foster (Pride
Seeds)

IECS Ready Mix, Rodney,
ON

IGPC Ethanol Inc. Aylmer

J.B. Wilson Well Drilling

J. Verbruggen Trucking Ltd.

Kettle Creek Conservation
Authority

Knights Home Hardware,
West Lorne

Koolen Electric

L.S. Putnam and Son

Libro Financial Group

Max Underhill Farm Supply

Melbourne Farm
Automation

Municipality of Southwold

Municipality of West Elgin

OMAFRA

Ontario Plowmen's
Association

Parish & Heimbecker Ltd.,
Glencoe, ON

Pioneer Seeds (Rica Unger)

Putnam's Disposal (Ray
Putnam)

Queen's Line Automotive,
Rodney, ON

Rick's Automotive,
Rodney, ON

S & B Construction (In
Memory of Harold Walker)

Shackelton Auctions

Shaw's Ice Cream

St. Thomas Tire Service Ltd.

Stan's Total Tire Fingal
(John Lidster)

Steelway Building Systems

Thompsons Ltd.

Township of Malahide

TSC Store, St. Thomas

Walker Dairy Inc.

West Elgin Mutual Insurance
Company

Westminster Mutual
Insurance



ELGIN COUNTY BRANCH

of the

Ontario Plowmen's Association

ANNUAL PLOWING MATCH PRIZE LIST

Saturday, September 7, 2019
on the farm of
Mike & Karen Barendregt
43488 Roberts Ln.
Municipality of Central Elgin

Pancake Breakfast 8:30 - 10:30 a.m.
Port Stanley Optimists

Food Booth available on the Grounds

Banquet & Awards Presentation
Plains Baptist Church

We would like to express our appreciation
to Mike and Karen Barendregt for
providing the site for this year's match.

BMO



PROGRAM

9:00 - 9:45 a.m.Registration
10:00 a.m. Plowing to commence
1:00 p.m. Elected Officials and Businessmen's
4:45 p.m. Banquet & Awards Presentation

RULES AND REGULATIONS

1. Entries must be made to the Secretary between 9:00-9:45 a.m., Sept. 7, 2019. Minimum age for all contestants is 10 years. Lands to be assigned at 10:00 a.m.
2. Plowing must be finished at 2:00 p.m. unless otherwise announced at the Match. Crown to be finished in two hours. Penalty imposed for overtime.
3. Entry is \$10.00 per class. Maximum 2 classes.
4. All plowmen are required to supply their own tractors and plows, except Class 10 and 11. No more than two contestants to use the same equipment.
5. OPENING SPLIT-is required in all Tractor Classes. No rolling of the opening split is permitted.
6. When a single furrow plow is used, the CROWN shall consist of six heavy rounds.

In Tractor Classes the Crown shall consist of four rounds for two-furrow plows and three rounds for three or more furrows, after which the contestant shall commence to cast off. When lands are too narrow to permit the application of this definition, same shall be modified by the Steward in charge of the class.

1. All boards must be down and in plowing position other than opening split and first or second draw of the cast-off.
2. Unless otherwise indicated, width of the furrows in all tractor classes to measure not less than 10" - average depth of furrow 6". All furrows must start and finish at scratch.
3. AFTER SETTING AND REMOVING OF STAKES THE COACH MUST REMAIN ON THE HEADLAND. Failure to comply with rule may result in disqualification of land.
4. No shaping of furrows by hand, foot, plow stake or otherwise will be allowed in tractor classes.
5. Rolling or packing of land before or during competition is not permitted.

6. The use of skimmers and trashboards on plows will be optional. Chains or wires are not to be used.
7. Any person interfering with the judge or infringing upon these rules shall forfeit any prizes.
8. Where the total points allotted by the judges are used to determine a winner and a tie score results, the contestant with the highest total points in General Appearance will be the winner.
9. Prize money will be paid on the day of the match. Please cash cheques by Nov. 1, 2019.
10. In the opinion of the judge, if the work of any contestant does not reach a minimum standard, a prize may be reduced or withheld.
11. In case of misinterpretation of rules, the decision of the Directors shall be final.
12. NO PRACTICE WILL BE ALLOWED ON THE SITE.
13. Noon lunch voucher or banquet ticket will be supplied to plowmen gratis. All tickets must be picked up by 12:00 noon on the day of the match. Class 10 is excluded.
14. Contestants must dismount from their tractors from the unplowed land side.
15. Cast off to higher number. Turn your finish toward your crown
16. All competitors must start at the same end of the field.
17. Strike Out stakes must be set on lot # stakes. Lot # stakes to be replaced in centre of crown. Limit of 3 stakes.
18. O.P.A. Rules apply. www.plowingmatch.org

PENALTIES

Rolling or packing open split - 10 points
Finishing the wrong way - 10 points
Not completing land allotted - max. 10 points
Damaging neighbours plowing - max. 10 points
Two wheel marks on land - 2 to 5 points
*Overtime - 2 points for each 5 minutes
- Maximum of 10 points

PRIZE LIST

All competitors must sign a waiver in order to participate. A certificate of liability insurance of at least two million dollars coverage must accompany all entries for the 2019 match.

PRIZE MONEY FOR CLASSES 1 to 9 INCLUSIVE PLUS CLASSES 11 & 12

1st - \$70.00 4th - \$50.00
2nd - \$65.00 5th - \$45.00
3rd - \$60.00 All other contestants - \$40.00

CLASS NO. 1 - OPEN HORSE CLASS

A) WALKING PLOWS B) RIDING PLOWS

CLASS NO. 2 - TRACTOR - OPEN

Two furrows

CLASS NO. 3 - TRACTOR

Two or more furrows, Elgin County Only

CLASS NO. 4A - TRACTOR

Open to girls & boys up to 14 years of age, inclusive.

Two or more furrows

CLASS NO. 4B - TRACTOR

Open to girls & boys up to 18 years of age inclusive.

Two or more furrows

CLASS NO. 5 - LADIES CLASS

CLASS NO. 6 - TRACTOR - NO HANDLING

Three or four furrows up to and including 14" furrows

CLASS NO. 7 - TRACTOR - NO HANDLING

All plows larger than Class 6. Plow a double land

CLASS NO. 8A - ANTIQUE TRACTORS AND TRAIL PLOWS

CLASS NO. 8B - ANTIQUE MOUNTED PLOWS

Tractors at least 50 years old. Open split required

CLASS NO. 8C - SINGLE FURROW MOUNTED PLOW

CLASS NO. 9 - NOVICE CLASS

First time competitors only

CLASS NO. 10 - ELGIN COUNTY ELECTED OFFICIALS AND BUSINESSMEN

Competition at 1:00 p.m.

CLASS NO. 11 - QUEEN OF THE FURROW

Open to all ladies of Elgin County, ages 18 to 24.

Each contestant must strike out and complete two additional rounds. No entry fee required.

Plow at 2:00 p.m.

CLASS 12 - REVERSIBLE PLOW

CLASS NO. 13 - GARDEN TRACTOR

Prizes 1st - \$30.00 2nd - \$25.00 3rd - \$20.00

**Special Awards in Classes 8A; 8B; and 9.
\$5.00 for Best Crown and \$5.00 for Best
Finish in each Class.
Donated by Pat Walker
in memory of Harold Walker**

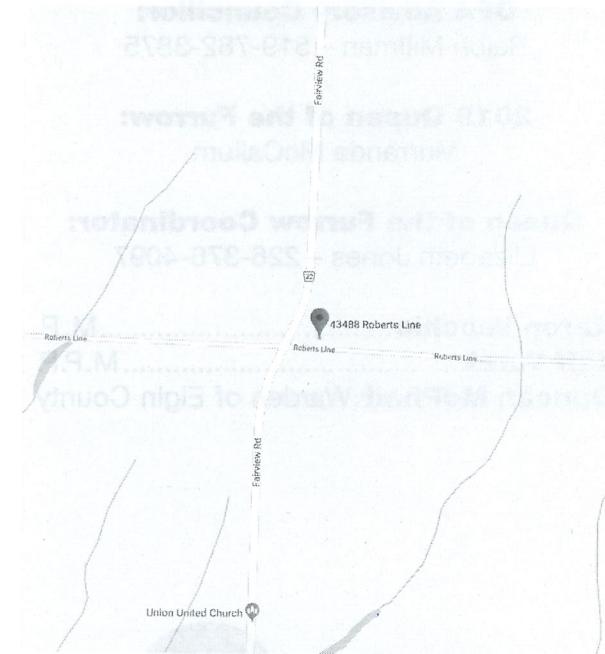
**O.P.A. Judges:
Darlene McIntee
Dale Smith**

Stewards:

**Allister Cameron
Dave Cryderman
Paul Faulds
Jason Jones
Brian Lunn
Elizabeth Jones**

**Ken Jones
Ralph Millman
Tom Roberts
Steve Speller
Anita Speers
Scott Speers**

**43488 Roberts Ln
Municipality of Central Elgin**



**International Plowing Match
& Farm Machinery Show**

September 17-21, 2019 - Verner ON, West Nipissing

Port Burwell Periscope Playhouse

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/ Applicant Information

Name: Karen Bechard

Title: Board of Directors - Vice President

Organization: Port Burwell Periscope Playhouse Inc.

Festival or event: 2021 Playbill and Events

Grant request (in dollars*): \$ \$10,000

*(*request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)*

Organization

- 1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not -for-profit, etc., mandate or mission statement), and description of the implementation team.

Port Burwell Periscope Playhouse Mission:

“We are a not-for-profit corporation dedicated to promoting and facilitating local theatre performances and cultural activities that enrich the community, while supporting and enabling community involvement and engagement in a positive, innovative and inspirational way.”

We were incorporated in November 2011 (Reg #793657-5).

The Port Burwell Periscope Playhouse (The Playhouse) is completely run by community volunteers, including an 8-member Board of Directors. The Board of Directors is responsible for the management, administration and control of the property, revenue, finances and governance of The Playhouse. In addition, we have an Operating Committee (OC) comprised of 13 members. The OC plans, coordinates and manages the events that the Playhouse will showcase each season.

The Port Burwell Periscope Playhouse serves the community not only by providing quality plays and music productions. The facility is also utilized by other community groups, such as the Horticultural Society, to hold monthly meetings and the Vienna Lioness Club who have plans to rent the facility in 2021. Additionally, MPP Karen Vecchio has utilized the Playhouse facility for her general public meeting during her election campaign.

We have strong community support which has resulted in our Playhouse becoming a tourist ‘go-to’ or ‘must-see’ attraction which has created a strong sense of community pride.

2.) How is your organization funded?

As a not-for-profit corporation, the Port Burwell Periscope Playhouse is funded by way of private donations and through fundraising ventures. We have a spring 'Pie Auction' and run 50-50 draws throughout the season. The 50/50 funds are used to finance the costume and set design/construction for each play.

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

The Port Burwell Periscope Playhouse is enthusiastically anticipating a 2021 Playbill and Special Events program that will include plays, concerts, open-mic comedy and music nights, fundraisers and other tourist/community unifying events.

Over the past few months, the OC has been meeting to plan and strategize how we can best prepare the Playhouse for a 2021 season. We have secured an opportunity to purchase an 'event trailer' that is 8.5' wide and 45' long that would become a permanent fixture on the Playhouse property. This will allow us to re-open operations while maintaining social distancing and managing safe gathering protocols. Acquisition of this item provides an opportunity to move forward with play productions, concerts and other events. We are currently working with the Alcohol and Gaming Commission of Ontario (ACGO) and the Municipality of Bayham to extend our current liquor licence to include the outside area of the Playhouse and to ensure that we are complying with all by-law requirements.

As of March 16, 2020, our 2020 season was significantly shortened, and we have not been able to open our doors or engage in fundraising events due to Government restrictions in response to the COVID-19 pandemic. The Playhouse Operating Committee is taking advantage of this hiatus and will be working over the next four months (November 2020 to February 2021) to confirm dates and acts that are anticipated to bring approximately 10 outdoor events to the Playhouse during the 2021 season.

4.) Please provide details of key dates and scheduled activities for the festival or event.

Due to the outdoor venue, Periscope Playhouse events and performances will occur from May 22, 2021 (Victoria Day long weekend) through to October 11, 2021 (Thanksgiving long weekend). Events will be either no-cost or low-cost admission events.

The following is our anticipated event schedule that will be finalized over the next four months:

- May 2021:
 - One Saturday – Annual "Pie Auction" fundraiser – no cost/low cost
- June 2021:
 - Three weekends (8 shows) – "Old Love" play by Norm Foster – low cost
 - One Saturday – Open Mic night – no cost admission
 - One night – Music band TBD – low cost admission
- July 2021:
 - One Saturday – Open Mic night – no cost admission
 - One Weekend (2 shows) – "Rocky Horror Picture Show" play – no cost admission

- August 2021:
 - One night – Music band TBD – low cost admission
 - One Saturday – Open Mic night – no cost admission
- August/Sept 2021:
 - Three weekends (8 shows) – “Sex Please We’re Sixty” – Play production – low cost
- September 2021:
 - One night – Music band TBD – low cost admission
 - One Saturday – Open Mic night – no cost admission
- October 2021:
 - One night – Music band TBD – low cost admission
 - One Saturday – Open Mic night – no cost admission
 - Fall themed fundraiser TBD – Potentially over the Thanksgiving weekend to end the season.

5.) How many people do you hope your festival or event will reach?

With the proposed outdoor venue area, we will be able to safely seat between 80-100 patrons on the grounds at minimum 6' distance in accordance with COVID-19 safety guidelines. Our goal is to have the events/dates noted above which will result in a range of approximately 1750 – 3000 visitors over the season.

We have budgeted for radio advertising which will reach a broader area that will have the potential of attracting more visitors to Elgin County and the Playhouse.

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

The Port Burwell geographic area, as home of both the Periscope Playhouse and the very busy Port Burwell Provincial Park, attracts visitors from throughout southwestern Ontario.

According to our patron database, in addition to local/Elgin residents, patrons come from the neighbouring counties of Oxford and Norfolk and as far as Windsor, Stratford, Milton and London areas.

Within immediate and neighbouring areas, we are surrounded by a very diverse societal cross-section of clientele. Patrons of the Playhouse originate from demographics such as low-German Mennonite communities and farming communities, to name a few.

Additionally, the Playhouse caters to the significant local population of senior citizens who are not able to travel to cities for their cultural experiences. We cater to this demographic with our no-cost or low-cost ticket price and our proximity to their homes. Also of note is our awareness of some socioeconomic disadvantaged community members who have been positively impacted by the availability of local, low cost/no cost entertainment. Further, we have been able to enrich their lives by encouraging them to participate, through volunteering, in plays and other scheduled events.

Our previous theatre productions saw an increase in local youth involvement and we are working to continue this trend. Students from the East Elgin Secondary School were invited to and attended a preview presentation of "Opening Night" which resulted in local youth inquiring how they can contribute to theatre and musical productions staged by the Playhouse. One such youth operated lighting and sound during our "Opening Night" shows.

Due to the challenges within the community presented by the onset and restrictions of COVID-19, our Board and Operating Committee members have been approached by many in the community and surrounding area inquiring when we will re-open our doors as they miss the theatre very much. Being able to work towards re-opening the Playhouse with the planned outdoor venue will bring hope and much needed positivity to the community.

- 7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

We share our community with the Port Burwell Provincial Park and a beautiful family friendly public beach that draws thousands of visitors to Port Burwell each season. With planned social and print media advertising, posters and radio advertising in the area, we feel we will be in a great position to draw patrons from all over Ontario.

For patrons not able to drive or lacking access to personal conveyance, we plan to utilize the transit system that is in place that is currently available from Tillsonburg to Port Burwell.

We believe our planned strategies align with the Elgin County strategic plan to serve and grow Elgin County specifically by providing a place to 'live, work and play' in Elgin county.

- 8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

As part of the over-all design of the outdoor venue, we will be utilizing the main theatre building as a "one-way in - one way out" format. For example, the main front doors will be one-way direction into the playhouse where patrons will access the box office, refreshment stand and washrooms. There will be a one-way direction leading out to the south side of the building back into the grounds.

The main theatre is one level/ground level with wheelchair accessible doors. In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), venue access/egress, washrooms, refreshment areas, and seating areas are in compliance with accessibility standards. Additionally, we will be building a ramp off the rear of the Playhouse to allow for easy return access to the outdoor venue. The ramp will allow for seamless access for wheelchair(s) and for those with mobility concerns.

Cultivate/Renewal

- 9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

Although we were on our way to a promising 2020 season, the COVID-19 pandemic cut short our hope for a very successful year at the Playhouse. This opportunity to re-open and offer a 2021 season will allow us to remain open for business allowing us to sustain our not-for-profit organization and continue to be a tourist attraction and landmark within the community.

- 10.) How will you measure the success of the event or festival?

Success of our 2021 season will be measured by attendance records and/or ticket sales. Further, we will be monitoring both our website and our Google reviews for patron satisfaction.

Efficiency, Transparency & Accountability

11.) Please **attach** a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

See attached appendices:

- Appendix A – Projected Expenses
- Appendix B – Projected Revenue

12.) Please **attach** your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

See attached appendices:

- Appendix C - Balance Sheet Report as of September 30 2020
- Appendix D - Profit and Loss Comparison Report YTD and 2019
- Appendix E - Profit and Loss Report 2019 Fiscal Year

13.) Why is this funding critical to your operations? Please be as specific as possible.

The Port Burwell Periscope Playhouse prides itself on its ability to ethically and responsibly manage programming and finances. Our 2020 season playbill and entertainment line-up was very promising with advance ticket sales moving well. On March 16, 2020, we were forced to temporarily close our doors due to COVID-19. As such, our revenue ceased and we have been in a 'wait and see' position. Our main theatre has 74 seats and we are unable to run plays or events due to social distancing requirements under COVID-19.

Our current financial situation would allow us, under normal pre-COVID circumstances, to be self-sufficient with regards to our anticipated operating expenses in 2021. However, the outdoor venue opportunity, as outlined in this application, requires funding assistance in order to make it possible for the Playhouse to continue as an important and vital entity to the social fabric of the Port Burwell area. Our volunteers are ready to make this project a reality, but we can only move forward with such a project if we receive funding assistance.

In addition, the public showed its desire to gather in open spaces versus enclosed spaces as we observed a large number of visitors to Port Burwell's beaches and outdoor patios this past summer while maintaining social distancing requirements. We feel the Port Burwell Periscope Playhouse will see similar results in 2021. We feel that the outdoor venue project will bring hope and inspiration to Port Burwell and surrounding communities. We, from what we have researched, will be the only such venue available in the immediate area and will potentially become a sought-after entertainment venue for years to come.

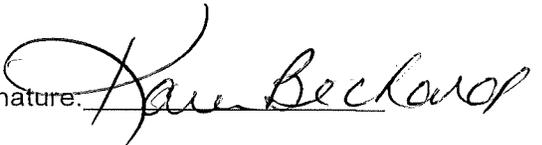
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- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Karen Becharo Position: V.P. Board of Directors Signature: 

Name: _____ Position: _____ Signature: _____

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk- Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1



TERMS AND CONDITIONS

If your application is successful and you receive a CGP contribution for your festival or event, the following Terms and Conditions apply. When you sign off on the application form, you consent to having reviewed and consent to abiding by the following Terms and Conditions:

1. Once a contribution is approved, the amount of the contribution will not increase.
2. Because funding is limited, applications will be evaluated based on the eligibility and evaluation criteria.
3. Any festivals or events conducted on municipal property will be carried out in partnership with the municipality involved. All such applications must be reviewed by the municipality prior to submission and a letter of support from the relevant department is required.
4. Applications/Applicants will be considered only if they are submitted before the festival or event begins and any eligible costs associated with the festival or event are incurred. Festivals and events will not be funded retroactively.
5. Organizations that receive contributions through the CGP must acknowledge the support of the County of Elgin in all advertising, publicity, signage, etc. related to the festival or event. Logo usage pertaining to the County of Elgin must be approved by: [\[communitygrants@elgin.ca\]](mailto:communitygrants@elgin.ca) prior to use or inclusion in any marketing or communications materials.
6. CGP contribution approval in a given year does not set a precedent or guarantee approval for future years. All applicants are subject to a fresh review and must reapply each year.
7. CGP recipients (and their sponsors, if applicable) are entirely responsible for planning promoting, staffing and all other resources required for their festival or event. The County of Elgin will not be involved.
8. CGP recipients will be responsible for conducting surveys and/or use metrics to measure impact.
9. Recipients agree to indemnify and hold harmless the County of Elgin from any and all claims arising out of the providing/withdrawal of funds or any other use of contributions provided as a result of the CGP process.
10. All applicants consent to the public release and County use of information contained in their applications and reports submitted to the CGP and agree that the content of the application may form a public record that can be accessed by the public.
11. If information in the application proves to be inaccurate or if the project is not completed in accordance with the application information, or if the applicant does not follow the CGP Terms and Conditions, the County of Elgin reserves the right, at its sole discretion, to withhold payment and not issue any further funds.
12. The County of Elgin shall have the right to review the applicant's financial information and records regarding the CGP.
13. By accepting the CGP contribution, the applicant consents to the release to the County of Elgin of financial/program information by any other organization providing funding or financial support to the applicant regarding the same festival or event.



REPORTING

Recipients will be required to submit an annual outcome report in accordance with the terms and conditions set out in the Contribution Agreement. This report will demonstrate that grant funds were spent on the festival or event as described in the application and will be publicly available on the County's website. This important step ensures the County can keep rate payers informed of how their money was spent and report on the impact of the Community Grant Program. This may include, but is not limited to:

- Financial Statement with actual program costs;
- Festival or event summary;
- Outcome/Evaluation Report including available statistics and metrics; and
- Special conditions, as required by the County.

Port Burwell Periscope Playhouse Detailed Projected Budgetary Expenses

Category	Item	Note / Vendor	Cost/Item	Total Estimate
Venue Exterior	45' x 8.5' event trailer	Purchase from Mr. Albert White - Eden Ontario	\$ 3,500.00	\$ 3,500.00
Venue Exterior	Trailer roof and siding repair	Mr. Albert Luce		\$ 300.00
Venue Exterior	Paint & Painting Supplies (ie: drop cloths, brushes, rollers)	W. Saunders Painters in Delhi to match existing Playhouse colours		\$ 800.00
Venue Exterior	Mural design/painting on the main side of event trailer.	Same artist who did the main mural on the Playhouse		\$ 500.00
Venue Exterior	Leveling of property for smooth grounds. Seed and/or sodding of space.	Plan to use seed for the most part however some areas will need actual sod.		\$ 500.00
Venue Exterior	Exterior electrical access points from the main Playhouse building to the event trailer - includes electrical cabling	Electrician required		\$ 500.00
Venue Exterior	Event fencing to enclose the outdoor space	200' of used event fencing available. 10' x 8' sections with a total of 20 sections at a cost of \$50.00 each (\$1,000). Additional panels available at \$75.00 each x 10 panels (\$750)		\$ 1,750.00
Venue Exterior	Fence privacy screening / fence covering (landscaping barrier?)	6' commercial grade all weather landscaping fabric in 100' length rolls x 3. \$169.00 each (Home Depot)	\$169.00	\$ 507.00
Venue Exterior	Mosquito/Bug Netting	2 x Rolls of netting to cover stage/lighting . Rolls are 8' x 50' and cost \$298.00 each (Home Depot)	\$ 298.00	\$ 596.00
Venue Exterior	Lawn marking environmentally-friendly paint	Identification of areas for seating that will be 6' apart. ULINE Canada Rust-Oleum inverted marking paint. Cost for case = \$7.80 x 12.	\$ 7.80	\$ 93.60
Venue Exterior	Outdoor signage to be displayed when the Playhouse has an event planned (10 signs)	2' x 2' corrugated sign boards with Playhouse advertising. See quote from Johan Harder of Aylmer: \$19.88 each x 10 signs. No stakes (use existing stakes). Purchase of 2 poles and flags to be positioned outside the venue area for advertising. Re-usable throughout the season/years \$350.00	\$ -	\$ 548.80
Venue Exterior	Pathway lighting - Solar Lights	Illumination of rear door/ramp area and along the length of pathway from parking area to outdoor venue/tent to be lit with inexpensive solar lights.		\$ 100.00
Venue Exterior	Outdoor portable washroom/hand washing stations	Monthly rental fees for use and maintenance of 2 portable washrooms with sinks for the 5-month season. Jimmijons 2 x \$180.00 x 5. Includes weekly servicing of units.		\$ 1,800.00
Venue Exterior	Accessibility Ramp	Waiting for quote from Tim Wells		\$ 500.00
Venue Interior	Heaters x 6	Home Depot Hampton Bay 87-inch Outdoor Steel Propane Patio Heater in Painted Finish (Model # PH02-ST Store SKU # 1001485954)	\$ 180.00	\$ 1,080.00
Venue Interior	Stage/flooring - outdoor venue	Surface with weather proofing material for sound absorption		\$ 250.00
Venue Interior	Scaffolding - lighting/technical	For use to install lighting and sound equipment for each event requirement- rental fees		\$ 300.00
Venue Interior	Folding lawn chairs	50 folding lawn chairs for patrons who are deemed 'walk-in' that don't have their own chairs. Sturdy chair with folding side table. Altitude Sports - 'Coleman' chairs \$59.99 ea. Working to secure better pricing that will allow for purchase of 80 chairs.	\$ 60.00	\$ 3,000.00
Venue Interior	Pest control (bee/wasp) spray	Raid wasp/hornet and/or lawn and garden spray. \$12.99 per can = \$155.88 per Case	\$ 12.99	\$ 155.88
COVID-19 PPE	Plexi-glass partition(s) for main theatre building that will create a barrier between volunteers serving refreshments or at the box office.	Portable (on wheels) for ease of movement and positioning / placement according to needs. Sheets of plexiglass 30"x60" - Lowe's \$84.99 10 sheets (these will transition into the main area of the playhouse when needed.	\$ 84.99	\$ 950.00

Category	Item	Note / Vendor	Cost/Item	Total Estimate
COVID-19 PPE	Hand sanitizing stations x 4	Placement at entrances/exits, inside and outside. Amazon.ca each free standing unit (Benemax Co) with product \$199 x 4	\$ 199.00	\$ 796.00
COVID-19 PPE	Masks for use by Playhouse staff / volunteers	10 boxes, 50 masks per box (Costco)	\$ 17.00	\$ 170.00
COVID-19 PPE	Gloves for use by Playhouse staff / volunteers	St. John Ambulance Disposable Nitrile Gloves, Powder Free, Large, 100 Gloves/Box (Item F3424760) - 10 boxes	\$ 37.00	\$ 370.00
Health & Safety	Automated External Defibrillator (AED)	St. John Ambulance Philips HeartStart OnSite AED Defibrillator (Item #M5066A) (accessible at the rear door to outdoor venue)	\$ 1,547.00	\$ 1,547.00
Health & Safety	AED Reponse Kit	St. John Ambulance AED Response Kit (Item #AED-R) (accessible at rear door to outdoor venue)	\$ 38.95	\$ 38.95
Health & Safety	First Aid Kit	St. John Ambulance Ontario-#3 Restaurant Kit, Large-enhanced (16-200 workers) (Item #LGRK-01C) (accessible at the rear door to outdoor venue)	\$ 260.00	\$ 260.00
Health & Safety	Disinfectant and wipes	Disinfectant spray and wipes for overall cleaning of chairs, plexiglass, refreshment area, entry and exit doorways.		\$ 250.00
WEB SITE UPDATES	Update programing on website	Custom Contact Solutions (vendor of record for website design and security management (\$39.00/month x 5 months of updates/changes and improvements)	\$ 39.00	\$ 195.00
PROGRAMING FEES	Permissions/rights to "Rocky Horror Picture Show"	Not applicable - fees to be paid by corporate sponsorship. Criterion pictures to advise in late winter/early spring '21 actual cost		\$ -
PROGRAMING FEES	Permissions/rights to "Old Love"	Not applicable as fees were paid in 2020		\$ -
PROGRAMING FEES	Permissions/rights to "Sex Please We're Sixty"	Not applicable as fees were paid in 2020		\$ -
VOLUNTEER APPRECIATION RECOGNITION BBQ	Water/snacks for volunteers	For consumption during Playhouse theatrical season.		\$ 300.00
VOLUNTEER APPRECIATION RECOGNITION BBQ	Appreciation / Recognition BBQ at end of season -Oct	Hot dogs, hamburgers, buns, condiments, non-alcoholic beverages. Approximately 50 volunteers		\$ 300.00
VOLUNTEER APPRECIATION RECOGNITION BBQ	Periscope Playhouse Golf Shirts with logo	15 x shirts for Playhouse volunteers	\$ 35.00	\$ 525.00
PROFESSIONAL FEES	Architectural Site plan	Barry Wade Design Build Architectural Designer & Construction Management Dorchester, ON		\$ 400.00
PROFESSIONAL FEES	Township Fees	Building Permit & Inspection - Not required		\$ -
ADVERTISING	Radio advertising	CKOT-FM Easy 101.3 (Tillsonburg, ON) Broadcast area throughout south-western Ontario		\$ 1,500.00
ADVERTISING	Newspaper advertising	Aylmer Express - Based on 2020 Rates Quoted		\$ 500.00
ADVERTISING	Posters	Flyers/Posters for distribution within neighbouring communities. Copy/print costs		\$ 100.00
TOTAL ECCGP GRANT REQUEST (note: estimate cost does not include taxes)				\$ 24,983.23

Port Burwell Periscope Playhouse Projected Revenue for 2021 Season

Dates	Event	Number of potential seat sales	Cost per seat	Max Seating	Maximum Revenue
2021 Sponsorships	Sponsorship	We will be canvassing for sponsorships in 2021. We anticipate approximately 5 sponsorships			\$ 5,000.00
2021 Memberships	Membership	We will be honouring 2020 memberships previously purchased for 2021. We estimate an additional 20-30 memberships to be purchased in 2021.	\$ 10.00	20	\$ 200.00
May 29, 2021 Rain Date TBD	Annual Sprin "Pie Auction"	Fundraising event that includes local talent "Beastrow Band", Silent Auction of donated items and a very popular 'Pie Auction' showcasing homebaked pies by area residents and by local bakery establishments. Based on 2019 reveune we anticipate the following: \$800 pie sales/\$675 silent auction/\$300 donations + 80 seats sold at \$20 ea for total anticipated revenue: \$3375	\$ 20.00	80	\$ 3,375.00
June 4-6, 2021 June 12-13, 2021 June 18-20, 2021 Rain Dates TBD	"Old Love" Play	A comedy play written by Canadian Norm Foster. 8 performances in total, including 3 Sunday matinees.	\$ 20.00	640	\$ 12,800.00
June 26, 2021	"Open-Mic"	This is one of 4 evenings inviting local and visiting musicians, comedians and other entertainers to provide free entertainment	\$ -	80	\$ -
July 2, 2021	TBD - Concert	This is one of 3 concert evenings	\$ 20.00	80	\$ 1,600.00
July 24, 2021	"Open-Mic"	This is the second of 4 evenings inviting local and visiting musicians, comedians and other entertainers to provide free entertainment	\$ -	80	\$ -
July 30-31, 2021 Rain dates TBD	"The Rocky Horror Picture Show" Event	This is a two evening event showcasing viewing of and participation in the 1970's move "The Rocky Horror Picture Show". The planned event will be a corporate/private sponsored event that will allow this to be a no-admission event. We are planning to offer concession stand 'participation' bags \$15.00 will provide all the necessities to participate along to the movie. Estimate approximately 80 bags to be sold of the 160 seats. (Rain dates, if required, TBD)	\$ 15.00	160	\$ 2,400.00
August 14, 2021	TBD - Concert	This is the 2nd of 3 concert evenings	\$ 20.00	80	\$ 1,600.00
August 28, 2021	"Open-Mic"	This is the 3rd of 4 evenings inviting local and visiting musicians, comedians and other entertainers to provide free entertainment	\$ -	80	\$ -
September 4, 2021	TBD - Concert	This is the 3rd of 3 concert evenings	\$ 20.00	80	\$ 1,600.00
Sept 10-12, 2021 Sept 18-19, 2021 Sept 24-26, 2021 Rain dates TBD	"Sex Please, We're Sixty" Play	A comedy play. 8 performances in total, including 3 Sunday matinees.	\$ 20.00	640	\$ 12,800.00
October 2, 2021	"Open-Mic"	This is the last of 4 evenings inviting local and visiting musicians, comedians and other entertainers to provide free entertainment	\$ -	80	\$ -
October weekend	Fall themed event - TBD -	Plan is to have a low cost/no cost event. Likely a 'pick-your-pumkin' or something similar.	\$ -	160	\$ -
November/ December 2021	Second fundraiser event - ON-LINE auction	We will be working towards establishing an 'on-line' fundraiser options. Our goal is to raise approximately \$2500.00.	\$ 2,500.00	1	\$ 2,500.00
TOTAL Projected Revenue for 2021 Season				2,240	\$ 36,175.00

NOTES: Youth related opportunities At the time of this application and over the coming 6 months our Operating Committee will be working on updating our youth related no-cost/low cost entertainment options.
Volunteers We anticipate that our volunteers will contribute the following hours: Estimate 50 volunteers over the course of the season (28 events) at an average of 40 hrs each event (planning/preparing/participating) will equate to approximately 5600 volunteer hours for 2021.

Port Burwell Periscope Playhouse Inc.

BALANCE SHEET

As of September 30, 2020

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
10100 Bank	15,242.69
10101 Building Fund	0.00
10102 Lottery Trust Account	1,209.19
10103 Share Account	35.00
15100 Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$16,486.88
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable (A/R)	\$0.00
100104 GIC to Municipality	0.00
13100 Prepaid expenses	0.00
Total Current Assets	\$16,486.88
Non-current Assets	
Property, plant and equipment	
14200 Lighting and Sound Equipment	7,328.95
14205 AA Equipment	-976.00
16000 Playhouse Cultural Centre	124,890.16
Total Property, plant and equipment	\$131,243.11
Total Non Current Assets	\$131,243.11
Total Assets	\$147,729.99
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20100 Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$0.00
21100 Honor Wassing Scholarship	681.15
21110 Unearned Income	0.00
Total Current Liabilities	\$681.15
Non-current Liabilities	
21200 Mortgage on Cultural Centre	63,000.00
Total Non-current Liabilities	\$63,000.00
Total Liabilities	\$63,681.15
Equity	
Retained Earnings	
Retained Earnings	84,016.89
Profit for the year	31.95
Total Equity	\$84,048.84
Total Liabilities and Equity	\$147,729.99

Port Burwell Periscope Playhouse Inc.

PROFIT AND LOSS COMPARISON

December 2019 - September 2020

	TOTAL	
	DEC 2019 - SEP 2020	DEC 2018 - SEP 2019 (PY)
INCOME		
40000 Ticket Sales	0.00	0.00
40119 Concert Series	0.00	3,725.00
40131 Suburban Standoff	0.00	6,243.00
40132 Feel the Burn Funraiser	0.00	1,230.00
40133 Opening Night	4,260.00	240.00
40134 Hot Flashes	0.00	11,775.00
40135 Roast Beef Dinner	0.00	1,242.00
40136 Tia McGraff	0.00	900.00
40137 Galea	0.00	1,240.00
40138 Kiley Joe Masson	0.00	260.00
40141 Double Trouble	5,880.00	0.00
40142 Jeff Plankenhorn 2020	1,260.00	0.00
40143 Old Love	200.00	0.00
40144 Pie Auction	80.00	0.00
Total 40000 Ticket Sales	11,680.00	26,855.00
40139 Legion Lunch	-60.00	0.00
40140 Membership income	610.00	770.00
40160 Snack Bar Income	334.80	648.95
40161 Bar Sales	1,645.65	4,563.75
40170 Donations	5,131.59	8,117.51
40200 Rental of Centre	250.00	626.00
40210 50/50 draw income	737.50	1,382.50
40400 Gift Certificates	160.00	0.00
42120 Sponsorships	0.00	850.00
Total Income	\$20,489.54	\$43,813.71
GROSS PROFIT	\$20,489.54	\$43,813.71
EXPENSES		
50100 Advertising	1,422.41	1,471.16
50110 Bank charges	128.50	235.00
50115 Cultural Centre Renovations	0.00	249.13
50120 Insurance	3,176.28	3,743.12
50135 Entertainers	1,000.00	3,890.00
50150 Meals and entertainment	0.00	1,513.20
50170 Printing - Flyers	134.70	322.91
50180 Printing - programs	597.18	568.36
50200 Repair and maintenance	1,304.07	1,209.30
50210 Licences & Scripts	3,012.75	2,059.74
50215 Arts People	586.46	1,216.48
50220 Set and production	340.59	640.53
50225 Props, costumes etc.	-372.79	519.25
50230 Signs	144.34	0.00
50240 Website, galas, tables etc	1,984.79	530.00
50241 Bar expense	1,500.73	2,234.85
50245 Office supplies	518.59	233.84
50250 Fund raising	106.39	0.00
50270 Snack Bar Expense	159.29	167.60
50271 Utilities	3,696.81	3,051.06
50300 Lottery trust expenses	40.50	107.92
50310 Amortization	976.00	0.00
Total Expenses	\$20,457.59	\$23,963.45
PROFIT	\$31.95	\$19,850.26

Port Burwell Periscope Playhouse Inc.

PROFIT AND LOSS

December 2018 - November 2019

	TOTAL
INCOME	
40000 Ticket Sales	0.00
40119 Concert Series	3,725.00
40131 Suburban Standoff	6,243.00
40132 Feel the Burn Fundraiser	1,230.00
40133 Opening Night	3,780.00
40134 Hot Flashes	11,775.00
40135 Roast Beef Dinner	1,242.00
40136 Tia McGraff	900.00
40137 Galea	1,240.00
40138 Kiley Joe Masson	1,360.00
Total 40000 Ticket Sales	31,495.00
40139 Legion Lunch	60.00
40140 Membership income	770.00
40160 Snack Bar Income	791.95
40161 Bar Sales	5,699.70
40170 Donations	8,222.51
40200 Rental of Centre	726.00
40210 50/50 draw income	1,730.00
42120 Sponsorships	850.00
Total Income	\$50,345.16
GROSS PROFIT	\$50,345.16
EXPENSES	
50100 Advertising	1,979.77
50110 Bank charges	257.75
50115 Cultural Centre Renovations	249.13
50120 Insurance	4,912.22
50135 Entertainers	4,706.00
50150 Meals and entertainment	1,513.20
50170 Printing - Flyers	322.91
50180 Printing - programs	568.36
50200 Repair and maintenance	1,593.22
50210 Licences & Scripts	1,579.81
50215 Arts People	1,474.59
50220 Set and production	974.11
50225 Props, costumes etc.	519.25
50240 Website, galas, tables etc	760.60
50241 Bar expense	2,412.41
50245 Office supplies	233.84
50270 Snack Bar Expense	259.20
50271 Utilities	3,631.75
50300 Lottery trust expenses	148.42
Total Expenses	\$28,096.54
PROFIT	\$22,248.62

Port Stanley Festival Theatre

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Tony Sclafani

Title: Production Manager

Organization: Port Stanley Festival Theatre

Festival or event: Play Reading Series

Grant request (in dollars*): \$ \$5000

(request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

The Port Stanley Festival Theatre is a 200-seat theatre located in the former Town Hall building on the North Shore of beautiful Lake Erie in Port Stanley, Ontario. Our mandate is to produce appealing summer theatre that highlights Canadian works in drama, comedy and musical comedy, along with other celebrated works.

Port Stanley Festival Theatre participates in the Ontario Arts Council's Theatre Creators' Reserve program, which assists Ontario-based professional theatre creators and informal collectives of creators by funding them to create work. Theatre creators who are interested in participating in the program are encouraged to contact the Theatre's Artistic Director, Simon Joynes.

New play development is a priority. The Port Stanley Festival Theatre hosts a Playwrights' Festival every September helping to develop new Canadian stories.

Port Stanley Festival Theatre, a registered not-for-profit charitable organization, registered charities number 1357 73604 RR0001, is managed by a Board of Directors, elected by the members of the organization at the Annual General Meeting. Our mission is to Create, Inspire, Develop and Sustain.

2.) How is your organization funded?

We receive funding from the Ontario Arts Council, and other grants that we apply for on an annual basis. Funding is never a guaranteed form of income when applying for grants. We also rely on box office sales as a revenue stream as well as tenant rentals. We rent other units in our building to Central Elgin Public Library and Connections gift shop. We also rent our theatre to production companies that wish to bring shows to Port Stanley.

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

We are creating a play reading series on our stage at the theatre. Four, well known Canadian plays will be read by professional actors in front of a live audience over a period of 4 months prior to our regular summer season. We have begun to take steps to ensure we have a safe and enjoyable experience for our staff/volunteers and patrons. With the guidance of South Western Public Health, we have implemented measures that allow us to safely and effectively have live theatre for patrons. We have started by investing in proper sanitization stations at various points throughout the building, we have implemented enhanced cleaning to protect everyone in the building. We are looking to invest in creating a "no touch" service for patrons when buying concessions as well as ticket handling. We are looking at internally hiring a staff person to oversee all health and safety protocols that are created in conjunction with SW Public Health.

4.) Please provide details of key dates and scheduled activities for the festival or event.

Event will begin in February 2021 and run through to May of 2021. Actual dates for each of the four shows has yet to be determined.

5.) How many people do you hope your festival or event will reach?

We are hoping to reach 50 people per performance, with a total of 200 people over the four shows.

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

We are targeting our regular patrons as well as anyone looking to find live theatre. Live theatre has come to a standstill since this pandemic began, and the need to return to some form of live theatre is in great need. We have participated in many surveys throughout South Western Ontario, theatre goers are eagerly awaiting an opportunity to safely return to live theatre. With what we have done thus far, and what we continue to plan to do to ensure we have a safe and enjoyable return to theatre; we will certainly meet the community's needs.

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

Historically, our audience base is from all-over South-Western Ontario. Approximately 40% of our audience base is from London Ontario, and the rest are scattered throughout, with a small percentage coming from the United States and the GTA. We have aligned ourselves with senior tour bus operators and offer group discounts to groups of 10 or more. The retired community is the bulk of our audience base. In the last 3 years we have seen an increase in our patron base from 9000 patrons to 17,000 patrons. A thousand of those patrons are regular subscribers, roughly 2600 of those tickets are from tour operators. When Covid hit our industry all this stopped, so we are looking to slowly and safely bring patrons back into our seats by adding more smaller events to keep theatre alive in South Western Ontario.

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Our facilities are equipped with an elevator for those needing it, as well as hearing assisted devices for those with hearing disabilities. We are also equipped with automatic doors, and wheelchair seating area for those who need to remain in their wheelchair during the performance.

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

We are changing the way we market our festival by using more new methods of advertising. Using our previous success, we are establishing new sponsors, and new partners that want to work with us because of our success and reach and patron base. Each year we use the success and revenue to create bigger and higher production value shows for our patrons. We have hired an individual to work on researching and writing grants and applications like this one, to increase and create new revenue streams. We are looking at new ways to bring in more new patrons, and existing patrons into the theatre. Creating a play reading series of four Canadian plays is a new feature to our already prominent festival.

10.) How will you measure the success of the event or festival?

Success is measured by audience attendance.

Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

As a result of this pandemic, we have lost 113% of our revenue for this fiscal year. We have cancelled all of our off-season and regular season programming. Refunding over \$80,000 is ticket revenue, and deferring over \$100,000 is ticket revenue in hopes of doing a season next year should restrictions allow us to return to normal working conditions. The likelihood of us returning to normal operating conditions is highly unlikely, so we will most likely end up refunding the deferred ticket revenue, as we re image our programming and how we deliver that programming to an audience that wants us to re-open.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: _____

Position: _____

Signature:  _____

Name: _____

Position: _____

Signature:  _____

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrantseelgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

PORT STANLEY FESTIVAL THEATRE

FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

PORT STANLEY FESTIVAL THEATRE

SEPTEMBER 30, 2019

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10 NEW STREET
ST. THOMAS, ONTARIO, N5P 2N1

INDEPENDENT AUDITOR'S REPORT

To Board of Directors of
Port Stanley Festival Theatre

Qualified Opinion

I have audited the financial statements of Port Stanley Festival Theatre which comprise the statement of financial position as at September 30, 2019, and the statements of operations, net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion Paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of Port Stanley Festival Theatre as at September 30, 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 charitable organizations, the organization derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to donation revenue, excess of revenue over expense, assets and unrestricted net assets

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

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

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

In preparing these financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to a 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 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

My objective is 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 my 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, I exercise professional judgment and maintain professional skepticism throughout the audit. I 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 my 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 I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Company 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.

I 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 I identify during my audit.

A handwritten signature in black ink, appearing to read "Rob Green".

Signature

Date : November 28, 2019

Address

10 New Street

St Thomas, Ontario

N5P-2N1

PORT STANLEY FESTIVAL THEATRE

STATEMENT OF FINANCIAL POSITION-THEATRE

AS AT SEPTEMBER 30, 2019

ASSETS

	2019	2018
CURRENT		
Cash - General Fund	\$ 65,420	\$ 85,196
Cash - lottery account	15,481	12,711
Cash - Building Account	72,305	54,117
Investment	46,501	25,958
Due from capital campaign	-	3,469
Accounts receivable	15,680	10,930
Prepaid	925	2,536
Canadian Actors' Equity Association Bond	29,750	29,191
Total current assets	246,062	224,108
CAPITAL ASSETS (Note 4)	141,048	153,024
TOTAL ASSETS	\$ 387,110	\$ 377,132

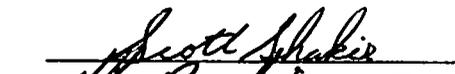
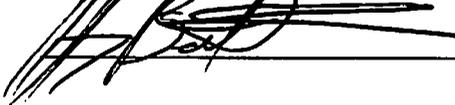
LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	\$ 50,553	\$ 54,928
HST Payable	170	26
Deferred income/revenue	34,166	48,794
Current portion of long term liabilities(Note 6)	17,792	28,760
Total current liabilities	102,681	132,508
Long term debt (Note 6)	-	36,989
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS(Note 5)	42,028	45,856
Last month's rent	899	899
TOTAL LIABILITIES	145,608	216,252

NET ASSETS

RESERVE FUNDS (Note 9)	202,711	109,289
UNRESTRICTED NET ASSETS	38,791	51,591
	241,502	160,880
TOTAL LIABILITIES AND NET ASSETS	\$ 387,110	\$ 377,132

APPROVED ON BEHALF OF THE BOARD:

 Director
 Director

PORT STANLEY FESTIVAL THEATRE

STATEMENT OF FINANCIAL POSITION - CAPITAL CAMPAIGN

AS AT SEPTEMBER 30, 2019

ASSETS

	<u>2019</u>	<u>2018</u>
CURRENT		
Cash -Capital Campaign	\$ 28,920	\$ 88,148
Building & Auditorium renovations (Note 4)	2,277,898	2,311,654
TOTAL ASSETS	\$ 2,306,818	\$ 2,399,802

LIABILITIES

CURRENT		
Due to Theatre	-	3,469
Current portion of long term liabilities(Note 6)	9,246	6,260
Total current liabilities	9,246	9,729
Long term debt (Note 6)	83,439	155,154
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS(Note 5)	2,113,518	2,147,107
TOTAL LIABILITIES AND DEFERRED CONTRIBUTIONS	2,206,203	2,311,990

NET ASSETS

RESTRICTED NET ASSETS	100,615	87,812
TOTAL LIABILITIES AND NET ASSETS	\$ 2,306,818	\$ 2,399,802

PORT STANLEY FESTIVAL THEATRE

STATEMENT OF OPERATIONS -THEATRE FOR THE YEAR ENDED SEPTEMBER 30, 2019

	<u>2019</u>	<u>2018</u>
REVENUE		
Ticket Sales	\$ 535,044	\$ 489,407
Concessions	14,036	5,999
Youth Theatre	6,916	6,904
Sponsorships	18,119	19,325
Memberships	6,360	6,430
Donations	35,779	29,111
Fundraising/Special Projects	59,818	52,803
Grants and other	89,456	69,498
Advertising playbill	6,384	6,483
Ontario Arts Council Grant	39,289	37,364
Total Revenue	811,201	723,324
EXPENSES		
Management & Administration	240,750	212,425
Advertising/Promotion	71,854	62,524
Production Costs & Royalties	341,847	354,607
Concession Supplies	6,504	6,298
Special events/Licenses	200	-
Office Expense	17,450	15,567
Telephone	3,116	2,221
Professional Fees	2,150	2,150
Association Fees	1,521	2,544
Bank charges and interest	2,838	2,908
Transaction charges	16,168	11,463
Occupancy Cost	37,200	37,200
Fundraising Cost	8,746	8,631
Youth Theatre	5,476	4,252
Miscellaneous	6,034	3,921
Operations reserve	-	20,000
Building reserve	87,422	-
Total Expenses	849,276	746,711
Surplus theatre operations	(38,075)	(23,387)
Surplus building operations	38,077	23,387
Surplus for the year	\$ 2	\$ -

PORT STANLEY FESTIVAL THEATRE

STATEMENT OF OPERATIONS-BUILDING FOR THE YEAR ENDED SEPTEMBER 30, 2019

	<u>2019</u>		<u>2018</u>
REVENUE			
Retail lease	\$ 24,036	\$	21,797
Library Lease	82,681		80,899
PSFT Lease	37,200		37,200
Other building revenue	843		825
Total Building Revenue	144,760		140,721
EXPENSES			
Amortization (Note 10 & 11)	24,624		24,624
Mortgage interest	2,543		3,938
Cleaning	18,670		18,720
Building Insurance	7,506		6,743
Elevator Inspection	5,627		5,104
Utilities	20,442		22,166
Repairs and maintenance	21,231		29,500
Security/Inspections	1,229		1,465
Bank Charges	31		31
Bookkeeping	1,152		1,334
Taxes	3,628		3,709
Total Building Expense	106,683		117,334
Building Surplus for the year	\$ 38,077	\$	23,387

PORT STANLEY FESTIVAL THEATRE

STATEMENT OF OPERATIONS -CAPITAL CAMPAIGN

FOR THE YEAR ENDED SEPTEMBER 30, 2019

	<u>2019</u>	<u>2018</u>
REVENUE		
Donations	150	2,340
Theatre levy & other	57,998	56,437
Grants	-	-
Interest	108	280
Total Revenue	58,256	59,057
Less: donations reallocated to deferred capital contributions	(53,927)	(52,038)
Total Revenue	4,329	7,019
EXPENSES		
Operations expense	42	4
Interest expense	4,287	7,015
Construction permits & drawings	4,120	-
Construction costs	66,116	6,293
Total costs	74,565	13,312
Less: Capitalized costs	(70,236)	(6,293)
Total Expenses	4,329	7,019
Surplus for the year	\$ -	\$ -

PORT STANLEY FESTIVAL THEATRE

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED SEPTEMBER 30, 2019

	<u>2019</u> <u>Unrestricted</u>	<u>2019</u> <u>Capital Campaign</u>	<u>2019</u> <u>Total</u>	<u>2018</u> <u>Total</u>
Balance, beginning of year	51,591	87,812	139,403	139,403
Surplus/(Deficit)	2	-	2	-
Interfund Transfers	(12,802)	12,802	-	-
Balance, end of year	38,791	100,614	139,405	139,403

	<u>2018</u> <u>Unrestricted</u>	<u>2018</u> <u>Capital Campaign</u>	<u>2018</u> <u>Total</u>	<u>2017</u> <u>Total</u>
Balance, beginning of year	26,972	112,431	139,403	147,843
Surplus/(Deficit)	-	-	-	(10,440)
Transfer from reserve funds	-	-	-	2,000
Interfund transfers	24,619	(24,619)	-	-
Balance, end of year	51,591	87,812	139,403	139,403

PORT STANLEY FESTIVAL THEATRE

STATEMENT OF CASH FLOWS

SEPTEMBER 30, 2019

	<u>2019</u>	<u>2018</u>
CASH PROVIDED BY OPERATING ACTIVITIES		
Net income	\$ 2	\$ 1
Items not requiring an outlay of cash:		
Amortization	24,624	24,624
Reserve allocation	93,422	37,289
	118,048	61,914
CHANGES IN NON-CASH WORKING CAPITAL:		
Increase in accounts receivable	(4,750)	(4,558)
Decrease (increase) in accounts payable and accrued liabilities	(4,375)	41,004
Increase in prepaid expenses	1,611	422
Canadian Equity Actors' Association Bond	(559)	(860)
Decrease in HST receivable	144	217
Increase in last month's rent	-	(310)
	110,119	97,829
CASH FLOWS FROM FINANCING ACTIVITIES		
Decrease in bank loan	-	(4,000)
Increase in deferred revenue	(14,628)	17,303
(Decrease) in long-term debt	(116,685)	(33,562)
	(131,313)	(20,259)
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to capital assets	(70,236)	(6,293)
Increase(decrease) in deferred contributions	53,927	52,038
	(16,309)	45,745
NET DECREASE (INCREASE) IN CASH AND CASH EQUIVALENTS		
	(37,503)	123,315
NET CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR		
	266,130	142,815
NET CASH AND CASH EQUIVALENTS, END OF YEAR		
	\$ 228,627	\$ 266,130

Cash consists of:

	<u>2019</u>	<u>2018</u>
General Account	\$ 65,420	\$ 85,196
Lottery Account	15,481	12,711
Building Account	72,305	54,117
Capital campaign	28,920	88,148
Investment	46,501	25,958
	\$ 228,627	\$ 266,130

PORT STANLEY FESTIVAL THEATRE

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

1. PURPOSE OF THE ORGANIZATION

The vision of the Port Stanley Festival Theatre is to be a developer of first class, live, Canadian theatre and to enhance the community entertainment experience.

Port Stanley Festival Theatre is a registered charity under the Income Tax Act and is exempt from tax under Section 149 (1) (l) of the Income Tax Act.

2. BASIS OF ACCOUNTING

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Deferral method of accounting for contributions

Port Stanley Festival Theatre follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. .

(b) Fund accounting

Revenues and expenses related to performances are reported in the Operating fund.

Revenues and expenses related to building construction and operations are recorded in the building fund.

Revenue and expenses related to the capital campaign are recorded in the capital campaign fund.

(c) Capital Assets

Capital assets are recorded at cost. Amortization is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Building	- 20 years straight line
Building & Auditorium renovations	- 20 years straight line

(d) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenditure during the reporting period. Actual results may vary from current estimates. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in the periods in which they become known.

PORT STANLEY FESTIVAL THEATRE

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES CONTINUED

(e) Revenue recognition

Revenue received for a particular use is deferred and recognized as revenue in the appropriate fund in the year in which the related expenditures are incurred. Receipts that are not restricted are recognized in revenue in the appropriate fund when received.

(f) Deferred revenue

Deferred revenue in the Operating Fund includes subscription sales.

Deferred revenue in the Capital Fund includes donations and revenue received for capital purchases for which the asset has not been amortized yet. Deferred revenue is recognized into revenue at the same rate as the related asset is.

(g) Contributed services

Volunteers contribute significant hours each year to assist the theatre in carrying out its activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

(h) Financial instruments

Measurement of financial instruments

The theatre initially measures its financial assets and financial liabilities at fair value. The theatre subsequently measures all its financial assets and financial liabilities cost or amortized cost.

Financial assets measured at amortized costs on a straight-line basis include, cash, investments and accounts receivable.

Financial liabilities measured at amortized cost on a straight-line basis include accounts payable and mortgage payable.

4. CAPITAL ASSETS

	Cost	Amortization	Net 2019	Net 2018
Buildings	\$ 441,922	\$ 300,874	\$ 141,048	\$ 153,024
Furniture & Equipment	12,686	-	12,686	-
Renovations - Building and auditorium	2,577,188	311,976	2,265,212	2,311,654
	\$ 3,031,796	\$ 612,850	\$ 2,418,946	\$ 2,464,678

PORT STANLEY FESTIVAL THEATRE

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

5. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

Deferred contributions related to capital assets relates to funding received from various donors for the purchase and renovating of the building. Contributions for the purchase and renovation of the building have been received from the following sources. The contributions are being amortized on the same basis as the building.

	<u>2019</u>	<u>2018</u>
Balance beginning of year	\$ 45,856	\$ 49,684
Less: amortization for the year	<u>(3,828)</u>	<u>(3,828)</u>
Balance, end of the year	<u>\$ 42,028</u>	<u>\$ 45,856</u>

DEFERRED CONTRIBUTIONS RELATED TO CAPITAL CAMPAIGN

	<u>2019</u>	<u>2018</u>
Balance beginning of year	\$ 2,147,107	\$ 2,182,585
Add: contributions for the year	53,927	52,038
Less: amortization for the year	<u>(87,516)</u>	<u>(87,516)</u>
Balance, end of the year	<u>\$ 2,113,518</u>	<u>\$ 2,147,107</u>

6. LONG- TERM DEBT

2019

2018

Capital Campaign

Libro Financial Group - repayable in monthly installments of \$1,085 principal and interest. Interest rate is 4.26%. The loan matures February 26, 2021.

	\$ 92,685	\$ 161,413
Less: Current portion	<u>(9,246)</u>	<u>(6,260)</u>
Long-term portion	<u>\$ 83,439</u>	<u>\$ 155,153</u>

PORT STANLEY FESTIVAL THEATRE

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

LONG- TERM DEBT CONTINUED

Theatre

Libro Financial Group - repayable in monthly installments of \$5,000 principal and interest. Interest rate is variable and the current rate is 5.45% The mortgage matures December 5, 2020.

	<u>2019</u>	<u>2018</u>
	\$ 17,792	\$ 65,749
Less: current portion	<u>(17,792)</u>	<u>(28,760)</u>
Long-term portion	<u>\$ -</u>	<u>\$ 36,989</u>

Estimated principal payments for the next three years are as follows:

	<u>Theatre</u>	<u>Capital Campaign</u>	<u>Total</u>
2020	17,792	9,246	27,038
2021	-	9,647	9,647

7. CONTRACTUAL OBLIGATIONS.

As is common among theatres, Port Stanley Festival Theatre enters into agreements with various individuals and organizations to secure production rights for Port Stanley Festival's Theatre's use in future periods. These rights and other production costs are recorded when the production occurs.

Port Stanley Festival has a security bond in favour of the Canadian Actors' Equity Association as the beneficiary. This is a requirement for theatres for the purpose of ensuring Association members will be properly compensated in the event of financial difficulties.

8. FINANCIAL INSTRUMENTS

Risks and concentrations

The theatre is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the organization's risk exposure as at September 30, 2019.

Liquidity Risk

Liquidity risk is the risk that the theatre will encounter difficulty in meeting obligations associated with financial liabilities. The theatre is exposed to this risk mainly in respect of its long-term debt and accounts payable.

PORT STANLEY FESTIVAL THEATRE

NOTES TO THE FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

FINANCIAL INSTRUMENTS CONTINUED

Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The theatre is exposed to this risk mainly in respect of its investments and mortgages payable.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The theatre's main credit risk relates to its accounts receivable.

9. RESERVE FUNDS

The Board of Directors has internally restricted funds to create a reserve fund to allow for improvements to the Theatre IT networks and theatre capital upgrades, a building reserve to fund future building expenditures, and an operations reserve to offset any future unforeseen operating expenses. The reserves are funded as follows:

	<u>2019</u>	<u>2018</u>
Technology Reserve	NIL	NIL
Operations Reserve	45,000	45,000
Building Reserve	<u>157,711</u>	<u>64,289</u>
Total	<u>\$ 202,711</u>	<u>\$ 109,289</u>

10. AMORTIZATION PROVISION

	<u>2019</u>	<u>2018</u>
Amortization of capital assets	\$ 115,968	\$ 115,968
Amortization of DCC	<u>(91,344)</u>	<u>(91,344)</u>
Net Amortization	<u>\$ 24,624</u>	<u>\$ 24,624</u>

11 BUILDING RENOVATION AND EXPANSION PROGRAM

The Theatre's "Expand the Experience" capital campaign was completed during the fiscal ended year September, 30, 2019. Amortization of the building and auditorium renovations and the related deferred capital contributions will continue to be reported as amortization expense on the Statement of Operations - Building.

PORT STANLEY FESTIVAL THEATRE

COMBINED STATEMENT OF FINANCIAL POSITION

SEPTEMBER 30, 2019

	<u>2019</u> <u>Unrestricted</u>	<u>2019</u> <u>Capital</u> <u>Campaign</u>	<u>2019</u> <u>Total</u>
<u>ASSETS</u>			
<u>CURRENT</u>			
Cash - General Fund	65,420	-	65,420
Cash - Lottery Account	15,481	-	15,481
Cash - Building Account	72,305	-	72,305
Cash - Capital Campaign	-	28,920	28,920
Due from Capital Campaign	-	-	-
Investment	46,501	-	46,501
Accounts receivable	15,680	-	15,680
Prepaid expenses	925	-	925
Canadian Actors' Equity Association Bond	29,750	-	29,750
Total current assets	246,062	28,920	274,982
CAPITAL ASSETS	141,048	2,277,898	2,418,946
TOTAL ASSETS	387,110	2,306,818	2,693,928
<u>LIABILITIES</u>			
<u>CURRENT</u>			
Accounts payable and accrued liabilities	50,553	-	50,553
HST payable	170	-	170
Due to Theatre	-	-	-
Deferred income	34,166	-	34,166
Current portion of long term liabilities	17,792	9,246	27,038
Total current liabilities	102,681	9,246	111,927
LONG TERM DEBT	-	83,439	83,439
DEFERRED CONTRIBUTIONS CAPITAL ASSETS	42,028	2,113,518	2,155,546
LAST MONTH'S RENT	899	-	899
TOTAL LIABILITIES	145,608	2,206,203	2,351,811
<u>NET ASSETS</u>			
RESERVE FUNDS	202,711	-	202,711
UNRESTRICTED NET ASSETS	38,791	100,615	139,406
TOTAL LIABILITIES AND NET ASSETS	387,110	2,306,818	2,693,928

PORT STANLEY FESTIVAL THEATRE

COMBINED STATEMENT OF OPERATIONS FOR THE YEAR ENDED SEPTEMBER 30, 2019

	<u>2019</u> <u>Theatre</u>	<u>2019</u> <u>Building</u>	<u>2019</u> <u>Capital Campaign</u>	<u>2019</u> <u>Total</u>
REVENUE				
Ticket Sales	535,044	-	-	535,044
Donations	35,779	-	150	35,929
Fundraising	59,818	-	-	59,818
Grants	89,456	-	2,628	92,084
Ontario Arts Council Grant	39,289	-	-	39,289
Other revenue	51,815	-	55,478	107,293
Rental revenue	-	144,760	-	144,760
Reallocated to DCC	-	-	(53,927)	(53,927)
TOTAL REVENUE	811,201	144,760	4,329	960,290
EXPENSES				
Management & Administration	240,750	-	-	240,750
Advertising	71,854	-	-	71,854
Production Cost & Royalties	341,847	-	-	341,847
Occupancy costs	37,200	-	-	37,200
Fundraising	8,746	-	-	8,746
Other	61,457	15,545	42	77,044
Amortization	-	24,624	-	24,624
Repairs & Maintenance	-	39,901	-	39,901
Mortgage interest	-	2,543	4,287	6,830
Utilities	-	20,442	-	20,442
Property taxes	-	3,628	-	3,628
Building Reserve	87,422	-	-	87,422
Construction permits & drawings	-	-	4,120	4,120
Construction costs	-	-	66,116	66,116
Capitalized costs	-	-	(70,236)	(70,236)
TOTAL EXPENSES	849,276	106,683	4,329	960,288
SURPLUS/(DEFICIT)	(38,075)	38,077	-	2

Expenses

Artists	\$4,500
Transportation	\$2,000
Technician	\$500
Marketing	\$500
Administration	\$500
Box Office & Front of House	\$1,000
Cleaning/PPE	\$800
Printing	\$200
Total Expenses	<i>\$10,000</i>

Revenue

Sponsorship	\$250
Ticket Sales	\$3,200
Cultivate Grant Request	\$6,550
Total Revenue without Grant	<i>\$3,450</i>
Total Revenue With Grant	<i>\$10,000</i>

Wallacetown Agricultural Society

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Kim Carder

Title: Secretary

Organization: Wallacetown Agricultural Society

Festival or event: Wallacetown Fair

Grant request (in dollars*): \$ 10,000

(request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

The Wallacetown Agricultural Society is a Registered Charity in the heart of West Elgin. The purpose of the Society shall be in accordance with the Agricultural Societies Act

The objects of a society are to encourage interest, promote improvements in, and advance the standards of agriculture, domestic industry and rural life by,

- (1) (a) Supporting and providing facilities to encourage activities intended to enrich rural life
- (b) Organizing and holding agricultural exhibitions and awarding premiums and exhibiting displays of farm products, equipment displays and agricultural issues
- (c) Organizing fundraising events to provide financial support to ensure the financial stability of all the purposes of the Society
- (d) Encouraging young people to become interested in and adopt better agricultural and domestic practices and for such purposes to hold competitions
- (e) Drawing together both rural and urban citizens for their mutual benefit
- (f) Promoting agricultural awareness through the use of educational displays and activities
- (g) Supporting and providing facilities to encourage 4-H and other youth activities

Our Implementation Team will be chaired by Kim Carder, Secretary with 4 key members. Our current President Sheri Lackey, Director Ron Ross, Director Kelso McConnell and Treasurer Shirley Mullin.

Kim Carder will be applying for funding, researching online lottery companies affiliated with AGCO, artwork and development of advertising with billboard and printing companies. Shirley Mullin will account for all treasurer duties, keep funding in line with budgets and allocate funds. Ron Ross and Kelso McConnell will be supervisory team on the grounds and ensure technical and logistical needs are met. Sheri Lackey as President will be Director of Operations and ensure all guidelines are being met and carried out as per grant guidelines.

2.) How is your organization funded?

The Wallacetown Agricultural Society is solely funded by donations and fundraising in the community. A small group of 14 directors and associates and volunteers work tirelessly in their spare time to fundraise through drive thru dinners, working bingos, silent auctions and of course our annual fall fair.

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

The Wallacetown Fair dates will be October 1, 2, 3 in 2021. We are working to ensure the safety of our patrons by adding touchless options in our washroom facilities, plexiglass to protect staff in the office, PPE for volunteers working at the fair on our behalf and reviewing our safety protocols. We will work with Public Health, the Municipality of Dutton Dunwich and Elgin County Guidelines to promote a safe and healthy fair.

4.) Please provide details of key dates and scheduled activities for the festival or event.

Wallacetown Fair dates will be October 1, 2, 3 in 2021. Currently we are in negotiations with entertainers but due to Covid have had to place a Covid Clause in our contracts. These include a thrill show which over \$15,000, animal entertainment and education, musical acts, carnival rides and food, mud bog, demolition derby and keynote speakers. We are also hoping to run an online 50/50 draw in January 2021 pending licensing, an online auction in December 2019, drive thru dinners monthly, drive up bingo starting in May of 2021 under Covid Guidelines.

5.) How many people do you hope your festival or event will reach?

25000 people

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

We have a broad target audience from children to elderly. We fill a great void in the community as we are the longest running fair in the community by bringing families and friends together. Agricultural competitions for youth and adults create pride in our farming roots. 4-H achievement shows teach youth to make the best better through competition. We provide an outlet for the community to come together by experiencing unique and new events each year such through our entertainment choices which are all free once entering the grounds. Our target audience is always our community but we want to reach out to a more extensive base from neighbouring areas such as London and St. Thomas. This will promote tourism to Dutton, Wallacetown, Tyrconnell, Shedden and villages on the route to our fair.

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

Our fair is very accessible to the target population but we need to further enhance the resources of advertising our community event. The current population encircles the communities of Dutton, Wallacetown, Shedden, Eagle, West Lorne and Rodney. We do have some outside traffic from neighbouring counties but this is where we need to align resources to advertise our event and promote further tourism in our community. Currently our advertising budget consists of local newspaper ads, our Fair Prize book which is distributed to each child at St. Mary's Catholic School in West Lorne, West Elgin High School and Dutton Dunwich Public School. They are also distributed to every mailbox and home in Dutton Dunwich and to many of the business inside and outside of our community. Over 150 posters are distributed across Elgin County and radio advertising for the week prior to the fair on BX93. Our current advertising budget is only \$3500 in radio advertising and printing of posters and fairbooks totalling \$4000. We feel with the help of a grant from Elgin County we can promote our event through radio advertising in St. Thomas, billboards in St. Thomas and London and possibly Chatham and increased activity through advertising on facebook to improve traffic to our website.

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Accessibility is always a concern at our fairgrounds. We are lucky to have Yureks Pharmacy who provides ramps to all our buildings making them totally accessible. We recently built the new Ellis Sifton Pavilion with a dedicated family/ accessible washroom with automated doors. Our 2 other washroom facilities have been retrofitted to accommodate wheelchair accessibility. Our gate volunteers are trained with protocol for service animals, and customers vs support persons. Wheelchairs are available at the main gate as well as Golf Carts for disabled persons to use.

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

The Wallacetown Fair has grown with leaps and bounds whereas other small fairs are being sorely hit with lack of volunteers and resources. Each year we see great improvement in our gate receipts (weather pending) as we bring higher quality entertainment so that we can retain our community base and further reach outside of the area. To grow our reach we must advertise more outside of Elgin County. We fundraise constantly so that we can access new programs such as Agri- Magic to promote our mandate, Thrill shows to entertain young and old, new features such as Poultry Exhibitions and Milking demonstrations that teach youth where their food comes from. We will create a team to improve outreach methods and revenue sources by asking members in our community with social media knowledge, influencers and potential partners to sit on a committee and create a voice for our organisation. Our goal is to connect with our current community but reach out to communities in urban areas that can benefit from our annual event. This committee will increase advertising of our association and what we do in the area and most importantly, bring those targeted with our advertising campaign to Wallacetown and surrounding communities and promote tourism through our campaign. Partnering with local tourist attractions for daytripping events and encouraging a day out in the country.

If the fair is unable to go on as scheduled due to Covid - 19, we would like to use the advertising budget for further projects that are scheduled for 2021.

1. To promote our online 50/50 draw in January 2021 with billboard signage, facebook advertising and newspaper advertisements.
2. To promote Drive Up Bingo starting in May of 2021. The Dutton Lions Club has been contacted

and they will work with the association in providing us with bingo paper at cost and bingo equipment. A major advertising campaign will need to be launched to make this viable. Similar efforts in Windsor have been successful. We will need to obtain a frequency from radio so that the caller can be heard over car radios. Budgeting for washroom facilities to be opened and cleaned and volunteers to follow guidelines of public health will need to be trained.

These events will help to raise much needed funds to sustain the grounds. We are a public entity unlike other fair grounds that are managed by their local municipalities. Grass cutting alone has a budget of \$11,000 with Insurances of up to \$10,000 just to cover liability, fire and theft. A new water line is also under construction to allow adequate water flow to the new Ellis Sifton Pavilion. Upkeep to buildings and general maintenance of felling trees, roads and roofing will also be addressed.

This grant will help two fold. It will promote awareness of the Fair and in lieu of the fair due to Covid, will invest in advertising costs for fundraising to sustain the fairgrounds and bring new programs to the next fair.

10.) How will you measure the success of the event or festival?

We will measure the success of the fair by our gate receipts.

Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

We need to advertise to create awareness of our annual fair. This year marked 160 years of memories for our community but we must accept the fact that we will not thrive unless we bring more people to the fair. Advertising can target your audience and can amplify awareness. If people do not attend, gate receipts will decline thus leaving us the inability to bring substantial and creative entertainment and competitions to our target audience. The fair will eventually wither away and our community and tourism partners and local business will suffer.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Kim Carder

Position: Secretary

Signature:  _____

Name: Shirley Mullin

Position: Treasurer

Signature:  _____

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrantseelgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

Wallacetown Agricultural Society
Financial Statements
(Unaudited)
Year Ended December 31, 2019

Wallacetown Agricultural Society

Table of Contents

December 31, 2019

(Unaudited)

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Review Engagement Report

To the Members of Wallacetown Agricultural Society

I have reviewed the statement of financial position of Wallacetown Agricultural Society as at December 31, 2019 and the statements of changes in net assets, operations and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the Society.

A review does not constitute an audit and consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for private enterprises.

Melissa Wardell

Dutton, ON

January 23, 2020

Wallacetown Agricultural Society
Statement of Financial Position
31-Dec-19
Unaudited

	2019		2018
Assets			
Current Assets			
Cash	\$ 6,936.06	\$	67,642.63
Accounts Receivable	\$ -	\$	-
Total Assets	<u>\$ 6,936.06</u>	<u>\$</u>	<u>67,642.63</u>
Liabilities			
Current Liabilities			
Line Of Credit (Note 2)	\$ 10,000.00	\$	-
Net Assets	\$ (3,063.94)	\$	67,642.63
Total Liabilities & Net Assets	<u>\$ 6,936.06</u>	<u>\$</u>	<u>67,642.63</u>

On behalf of the Board

Director

Wallacetown Agricultural Society
Statement of Changes In Net Assets
31-Dec-19
Unaudited

	2019		2018
Net Assets, Beginning of year	\$ 67,642.63	\$	15,769.32
Net Profit (Loss)	\$ (70,706.57)	\$	51,873.31
Net Assets, end of year	<u>\$ (3,063.94)</u>	<u>\$</u>	<u>67,642.63</u>

Wallacetown Agricultural Society
Statement of Operations
31-Dec-19
Unaudited

	2019		2018
Revenues			
Fair	\$ 106,586.18	\$	83,929.95
Donations	672.40		175.00
Bingo	30,200.59		23,028.60
Fundraising	21,473.84		20,765.67
Rental	14,230.00		12,380.00
Municipal Grants	17,321.64		53,590.00
Interest	255.07		296.31
Member Fees	65.00		-
Total Revenues	\$ 190,804.72	\$	194,165.53
Expenses			
Advertising	\$ 216.21	\$	904.92
Conferences and education	4,670.53		2,280.39
Fair Expenses	80,611.95		91,333.90
Fundraising Expenses	4,091.95		4,248.17
Fair Prize Payouts	18,755.38		
Honorarium	4,500.00		5,155.00
Insurance	9,030.06		9,747.02
Interest & Bank Charges	1,043.31		1,212.95
Office Expenses and utilities	4,224.99		6,174.25
Other Fair Expenses - Pavillion	117,325.49		-
Professional Fees	293.80		316.40
Repairs & Maintenance - buildings	1,283.12		499.25
Repairs & Maintenance - grounds & equipment	14,364.50		19,219.97
Youth Talent Show	1,100.00		1,200.00
Total Expenses	\$ 261,511.29	\$	142,292.22
Net Profit (Loss)	\$ (70,706.57)	\$	51,873.31

Wallacetown Agricultural Society
Statement of Cash Flows
31-Dec-19
Unaudited

	2019	2018
Cash Provided by (Used In)		
Operating Activities		
Net Profit (Loss)	\$ (70,706.57)	\$ 51,873.31
Difference In Accounts Receivable	\$ -	\$ -
	<hr/>	<hr/>
Total Cash Provided by Operating Activities	\$ (70,706.57)	\$ 51,873.31
Financing Activity		
Line of Credit	\$ 10,000.00	\$ -
	<hr/>	<hr/>
Net Increase (Decrease) In Cash	\$ (60,706.57)	\$ 51,873.31
Cash, beginning of year	\$ 67,642.63	\$ 15,769.32
	<hr/>	<hr/>
Cash, end of year	<u>\$ 6,936.06</u>	<u>\$ 67,642.63</u>
Cash consists of:		
Grants Account	\$ 55.56	\$ 42,926.31
Operating Account	\$ 2,466.15	\$ 14,823.97
Bingo Account	\$ 4,078.90	\$ 9,683.70
Trust Account	\$ 335.45	\$ 1,396.52
Outstanding Cheques & Deposits	\$ -	\$ (1,187.87)
Total Cash	<u>\$ 6,936.06</u>	<u>\$ 67,642.63</u>
Other Information		
Interest Paid	<u>\$ 1,043.31</u>	<u>\$ -</u>

Wallacetown Agricultural Society
Notes to the Financial Statements
December 31, 2019
(Unaudited)

Nature of Operations

Wallacetown Agricultural Society is a district organization that encourages, promotes improvements in, and advances the standards of agriculture, domestic industry and rural life by drawing together both rural and urban citizens for their mutual benefit. The society is organized under the authority of the Agricultural and Horticultural Organizations Act of the Province of Ontario and is a registered charity under the Income Tax Act.

1. Accounting policies

The Society applies the Canadian accounting standards for not-for-profit organizations.

a) Revenue Recognition

Revenue on significant contracts, which provide for progress billings and payments as part of the contract, are recognized on the percentage of completion method. Deferred revenue, in current liabilities, represents billings rendered in excess of revenue earned.

Bingo revenue is recognized as services are provided and monies are received.

Fair and fundraising revenues are recognized as revenue as monies are received and when events occur.

Donations are recognized as revenue when received from donors.

Rental revenues are recognized as invoiced and space provided.

Grants are recognized as revenue when received.

b) Contributed Services

Directors, committee members and owners volunteer their time to assist in the corporation's activities. While these services benefit the corporation considerably, a reasonable estimate of their amount and fair value cannot be made and, accordingly, these contributed services are not recognized in the financial statements.

c) Accounting estimates

The preparation of financial statements in accordance with Canadian accounting standards for private enterprises 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 amount of revenues and expenses during the reported period. Actual results could differ from these estimates.

d) Property and equipment

The Society expenses its property and equipment. During the current year, capital expenditures totaled \$117,325.49 (2017 - \$2,631.25) which were included in Other Fair Expenses - Pavilion.

e) Capital Management

Wallacetown Agricultural Society's objective in managing its net assets is to remain a sustainable operation while fulfilling its overall mandate of encouraging, promoting improvements in, and advancing the standards of agriculture, domestic industry and rural life by drawing together both rural and urban citizens for their mutual benefit. It achieves its objective by strong day-to-day management of its cash flows, and by regularly monitoring revenues and expenditures against its operating and capital budgets. When necessary, the Society takes appropriate action to reduce or curtail programs when actual revenues do not meet its budget and alternate sources of revenue cannot be found.

2. Line of Credit

A line of credit has been authorized by the bank to a maximum of \$50,000 and bears interest at the bank's prime lending rate plus 2.4%. A general security covering all assets of the Society has been pledged as security.

3. Deferred revenue

Deferred revenue consists of unexpected restricted contributions for specific projects, which will be recognized as revenue in the year the projects are completed, and all related costs incurred.

4. Financial instruments

a) Fair value

The fair value of current financial assets and current financial liabilities approximates their carrying value due to their short-term maturity dates. The fair value of long-term financial liabilities approximates their carrying value based on the presumption that the Society is a going concern and thus expects to fully repay the outstanding amounts.

b) Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society has no foreign currency transactions and therefore is not exposed to currency risk.

c) Market risk

Market risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether the factors are specific to the instrument or all instruments traded in the market. The Society is exposed to interest rate risk as its Line of Credit bears an interest rate that fluctuates in relation to the prime lending rate of the Society's bank.

d) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's main credit risks relate to its cash and accounts receivable.

Credit risk associated with cash is minimized by ensuring these financial assets are placed with financial institutions with high credit ratings.

With respect to accounts receivable, the Society grants credit to its customers in the normal course of operations.

The Society has no accounts receivable in 2019 (2018- \$0) exposure level is low and unchanged from the prior year.

e) Cash flow risk

Cash flow risk is the risk that future cash flows with a monetary financial instrument will fluctuate in amount, such as a debt instrument held with a floating interest rate. The Society has no monetary financial instruments that are expected to fluctuate in amount and therefore is not exposed to cash flow risk.

f) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to this risk mainly in respect of its bank credit facilities.

The Society has minimal interest rate exposure on its bank credit facilities, which are variable based on the bank's prime rates. Interest expense incurred on the credit facilities is \$1043.31 (2017 \$0) exposure level is low and unchanged from the prior year.

5. Appraisal and Assessment

The real property owned by the Society was appraised at \$160,000 on August 20th, 1999 by a qualified appraiser.

The Municipal Property Assessment Corporation of Ontario assessed the property owned by the Wallacetown Agricultural Society at \$1,225,000 and the property was classified as Exempt (according to the Society's Property Assessment Notice for 2018).

BUDGET FOR 2021 ADVERTISING

3 FOCAL POSSIBILITIES

1. Advertising for Fall Fair – October 1, 2, 3, 2021
2. Advertising for Drive Up Bingos – Commencing in May 2020 – bi-weekly or monthly
3. Advertising for 50/40 online Draw

BILLBOARDS – The following are quotes from Pattison Billboards with 3 options

London Digital Billboards (see attached Overview for photos, locations and loop length details):
3 billboards for 4 weeks each (or 1 billboard for 12 weeks): \$3,150+HST
6 billboards for 4 weeks each (or 3 billboards for 8 weeks or 2 billboard for 12 weeks): \$5,700+HST

London Static Billboards (over 300 faces in the city, shown by red icons here: <http://maps.pattisonoutdoor.com/>)
3 billboards for 4 weeks each (or 1 billboard for 12 weeks): \$3,650+HST
6 billboards for 4 weeks each (or 3 billboards for 8 weeks or 2 billboard for 12 weeks): \$6,575+HST

St Thomas Static Billboards (see attached map with photos):
3 billboards for 4 weeks each (or 1 billboard for 12 weeks): \$3,125+HST
6 billboards for 4 weeks each (or 3 billboards for 8 weeks or 2 billboard for 12 weeks): \$5,525+HST
**or if adding 1 St Thomas billboard for 4 weeks to a London billboard package, the St Thomas billboard cost will be \$900+HST*

PRINTING OF FAIR PRIZE BOOK - 60 PAGES (including advertising of events at the fair and entry categories.

Platinum Printing - \$3705.27 - to print 2000 books (pending US paper product pricing)
\$6700.54 – to print 4000 books

Wish List – to double this circulation to broaden advertising net

RADIO ADVERTISING - BX93 London and My FM St. Thomas

BX93 – 46 pd and 46 no charge 30 second ads - \$4158.00
MYFM – approximate quote at time of budget was \$2560
30 pd and 30 no charge 30 second ads

TRIFOLD FLYERS - Printing per 10,000- \$1977.50

Flyers would have full schedule of 3 days of the Fair, Oct 1, 1, 3 in high resolution colour to attract patrons to the fair. These would be distributed in St. Thomas, London and possibly Chatham and Strathroy.

DIRECT MAIL FLYERS - Based on 25000 Flyers (one page) - \$5740.00 through Canada Post mailboxes
Plus the price of flyers – (as above) or
Rack Card Flyer – 25,000 cards - \$1635.00 (full resolution colour)

FACEBOOK ADVERTISING - \$500 - \$1000

SUMMARY OF BUDGET

Billboards	\$5700 + HST
	\$3125 + HST
Fair Prize Books	\$6700.54
Radio Advertising	\$6718.00
Printing Costs	\$3612.50
Direct Mail	\$5740.00
Facebook Ads	<u>\$1000.00</u>
<u>Total</u>	<u>32,596.00</u>

Rodney Fair

November 9, 2020

To the County of Elgin:
Community Grant Committee:

We are the Rodney Aldborough-Agricultural Society a not-for-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.

We are submitting this letter and application with the hope to be considered for a grant for the 2021 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 \$10,000.00 as indicated in the grant application.

We had applied for a grant for 2020 fair but due to the situation with the Coronavirus we did not hold our 166th fair, which was a huge disappointment to the board and the community, therefore we did not get any funding from the County this year.

So, going forward we are hopeful that we can host the 166th fair in 2021 and start up some of our fundraisers once we can use the Municipality building for our events.

Due also to the virus our normal fundraisers were cut short in March so our funds for the 2021 year we have a huge shortfall going forward.

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. 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 1st, 2nd and 3rds, 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 were trying to become self-sustainable; we had added a few new fundraisers in 2019 but again due to the virus most of those have been on hold, we had got a couple of fundraisers in prior to March then since we could do the normal ones, we only got to do a couple of little fundraisers.

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 2021 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.

The budget I have submitted was done in January when we thought everything was normal so we never redid it to reflect us not having a fall fair. We had also started our ad collecting, tractor pull donation and corporate donation so those that had paid decided to leave their money with us to put forward to the 2021 fair.

I have enclosed:

-2020 budget with up to date Financial Statements

-2019 audit report from Silver Lake Accounting Firm (this was submitted at end of 2019 but I have included it again since we wouldn't have another audit report until December 31, 2020.

-application form

-2019 budget and financials

-I have requested a letter from the Municipality of West Elgin to show their support that we have received in the past I have not received it yet but will forward it as soon as I have it.

Thanks again for your support and for letting us present this application for a consideration again for a 2021 grant.

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

FESTIVALS AND EVENTS APPLICATION CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: JANET JOHNSTON

Title: TREASURER/DIRECTOR

Organization: RODNEY ALDBOROUGH AGRICULTURAL SOCIETY

Festival or event: FALL FAIR

Grant request (in dollars*): \$ 10,000.00

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

SEE ATTACHED SHEETS

2.) How is your organization funded?

SEE ATTACHED SHEETS

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

SEE ATTACHED SHEETS

4.) Please provide details of key dates and scheduled activities for the festival or event.

SEE ATTACHED SHEETS

5.) How many people do you hope your festival or event will reach?

SEE ATTACHED SHEETS

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

SEE ATTACHED SHEETS

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

SEE ATTACHED SHEETS

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

SEE ATTACHED SHEETS

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

SEE ATTACHED SHEETS

10.) How will you measure the success of the event or festival?

~~BY THE NUMBER OF ATTENDANCE AND FEED BACK FROM THE PUBLIC~~

see attached sheets

Efficiency, Transparency & Accountability

11.) Please **attach** a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

see attached sheets

12.) Please **attach** your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

see attached sheets

13.) Why is this funding critical to your operations? Please be as specific as possible.

see attached sheets

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: JANET JOHNSTON _____

Position: TREASURER _____

Signature: Janet Johnston

Name: DAN BALINT _____

Position: SECRETARY _____

Signature: Dan Balint

Rodney Aldborough Agricultural Society

Sorry I couldn't get it to work on lines of the application provided so I hope you will accept this as our application.

#1)-We are not-for-profit organization that has been in existent for 166 years. We have been maintaining the integrity of the rural fair in the Municipality of West Elgin.

Our Board of directors, associate directors, superintendents and over 400 volunteers start the ground running as soon as the fair is finished and start planning on what worked, what didn't work, how to improve for the next fair, what fundraisers we need to do to get the desired results we strive for. It is a community event and the community volunteer's help out when they can.

#2) We apply for grants, fundraisers, ad collection for the prize book, tractor pull donations mostly from local farmers, corporate sponsors from local business, class donations, an in kind donation from the Municipality of West Elgin.

#3) We hold an agricultural fall fair that we work on planning for a full year as soon as the last fair is done. We hold monthly meetings to discuss what is going to happen, how we are going to support those decisions, set up sub committee so that we have all the bases covered for entertainment, food, education every aspect of the fair. The last 2 months before the fair we hold more frequent meeting to make everything run as smoothly as possible.

#4) The fair is always the third weekend in September (Friday/Saturday/Sunday). We have set up the week of the fair and registration on the Thursday for all fair entries. I have included a prize book from 2019 fair to show activities.

#5) Our attendance in 2019 was 1646 adults. We count as they come in the gate but the children under 12 are free so they are not counted coming in the gate.

#6) We target the very young to the very old and every age in between. There is something for everybody. It is the only rural fair in the Municipality of West Elgin. It brings the community together and other surrounding areas in the County of Elgin and other people in other surrounding Municipalities attend. It has been a constant to the community for 166 years. This year when we couldn't hold the fair it was event that the community was going miss attending and that they has been supportive that we can continue the tradition in 2021.

#7) People attend year to year and what they are looking for and get is an old fashion county fair, with many homemade exhibits, the excitement of the red ribbon, animals- cattle, sheep, horses judging of all classes, tractor pull competitions sometimes lawn mower races then we end off with the demolition derby where else can you get a little bit of everything but in rural Ontario.

#8) We have the Quad County Workshop come as a special outing for them with free admission and provide lunch as well. The grounds are accessible and so are the building and washrooms. With all our volunteers at fair time there is help available for those in need. So, we have never had any complaints about anything being inaccessible. We also have a couple of atv's if someone needed a ride on the

grounds. Our fair still has that safe, friendly, community minded event where everyone is willing to help another person.

#9) With having to cancel this year event for sure our 2021 fair will look different. Depending on the status of restrictions we will have to offer some assurance to make the community feel safe to attend and bring their families and any of the surrounding areas are secure in visiting West Elgin. We will be looking at repeating activities with smaller groups to ensure more social distances. Depending on our revenue's resources in 2021 this will Definitely control what we offer, and how we offer it. Hopefully since entertainment has been at a limit for 2020 that the community will just be happy to attend the Rodney Fair and would look forward to a safe rural fair that has been a success for the last 165 years.

#9) A budget is attached- We receive an in-kind donation from the Municipality of West Elgin which is not listed on our budget either in revenue or expenses. Last year if we had, had a fair it would be around \$2000.00. This \$2000.00 isn't just for the fair it includes paying for the cleaning of the recreation centre at fair time, man power for shutting the roads for the parade, then part of the money is for a band for the fish fry. We also have an agreement since 1948 that the buildings and fairground, bleachers, lighting, and washrooms are to be provided not as part of the in-kind donation but as part of the agreement.

We also get a grant from the province for \$3000.00 which is reflected on the budget, and our sponsorships are also reflected on the budget.

We have about 400 volunteers during the setup and actual fair days -Some help at set up and tear down others help the whole time, or off and on during the week of the fair so it is hard to determine numbers of volunteer hours altogether.

#10) attached 2019 financials, audited statements, and other notes

#11) This funding from the County of Elgin is very critical for the 2021 year due to the set backs we received in 2020, the lack of fundraisers because of shut downs. Also, we depend on the community and local business for their continuing support whether in supplies or money and they are hurting also due to the shut downs in 2020 so their support may be less, due to they may not be able to afford to give the support that they gave in the past. It will cost us more to supply and instill safety measures if we are able to hold our fall fair as in more hand washing stations, more cleaners for the washrooms and building, masks for the directors and all the volunteers just to name a few.

So, this year of all years your grant is very critical in how we proceed with what we can offer at our fall fair so we can make it a success and give the people of Elgin County a fair to remember after all the disappointment in 2020.

#12) Our success is mostly measured by our gate attendance, our revenue taken in by all aspect of the fair. Also the feed back on Facebook and our website and the comments made by our local community.

RODNEY ALDBOROUGH AGRICULTURAL SOCIETY

FINANCIAL STATEMENTS

For the year ended December 31, 2019

(Unaudited)

SILVER LAKE ACCOUNTING

BUSINESS AND TAX CONSULTANTS

21961 HIGHWAY #7
MABERLY, ON
K0H 2B0
Tel. 519.872.8334
Fax. 877.247.0465

REVIEW ENGAGEMENT REPORT

To the Directors of the Rodney Aldborough Agricultural Society

I have reviewed the balance sheet of the Rodney Aldborough Agricultural Society as at December 31, 2019 and the statement of operations and changes in net assets for the year then ended. These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the organization.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.



Andrew Heyblom
Professional Business and Accounting Consultant

Maberly, Ontario
January 17, 2020

RODNEY ALDBOROUGH AGRICULTURAL SOCIETY

BALANCE SHEET (Unaudited)

As at December 31, 2019

	<u>2019</u>	<u>2018</u>
ASSETS		
Current		
Bank	\$ 4,813	\$ 7,379
Prepaid expenses	<u>2,764</u>	<u>6,105</u>
	<u>\$ 7,577</u>	<u>\$ 13,484</u>
LIABILITIES AND NET ASSETS		
Liabilities	\$ 0	\$ 0
Reserves		
Net Assets - unrestricted	<u>7,577</u>	<u>13,484</u>
	<u>\$ 7,577</u>	<u>\$ 13,484</u>

The accompanying summary of significant accounting policies form an integral part of these financial statements.

RODNEY ALDBOROUGH AGRICULTURAL SOCIETY
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS (Unaudited)
For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
Receipts		
Grants received	\$ 9,000	\$ 7,500
Gate receipts	15,480	21,364
Other fair revenues	8,295	12,741
Donations	22,235	21,238
Advertising income	5,609	2,037
Fund raising	2,695	3,303
Investment income	0	426
Other income	4,940	3,305
	<u>68,254</u>	<u>71,914</u>
Disbursements		
Bad debts	160	377
Tractor Pull	11,005	13,305
Entertainment	24,233	22,101
Other fair expenses	6,495	8,393
Fair prizes	15,485	12,947
Exhibits, demonstrations	2,412	1,998
Other fair expenses - Ambassador	907	2,442
Donations	310	500
Administration, postage and courier	2,712	1,261
Advertising and promotion	1,164	3,756
Travel expenses	891	664
Insurance	4,915	4,314
Conferences, education and annual meeting	140	181
Honorariums	2,700	4,650
Registration fees, dues and licences	377	520
Miscellaneous	255	258
	<u>74,161</u>	<u>77,667</u>
Receipts over (under) disbursements for the year	-5,907	-5,753
Net assets, beginning of year	<u>13,484</u>	<u>19,237</u>
Net assets, end of year	<u>\$ 7,577</u>	<u>\$ 13,484</u>

The accompanying summary of significant accounting policies form an integral part of these financial statements.

RODNEY ALDBOROUGH AGRICULTURAL SOCIETY

Statement of Cash Flows (Unaudited)

For the year ended December 31, 2019

	<u>2019</u>	<u>2018</u>
Cash resources provided by (used in)		
Operating activities		
Receipts over (under) disbursements for the year	\$ -5,907	\$ -5,753
Items not involving cash		
Change in accounts receivable	0	0
Change in prepaid expenses	<u>3,341</u>	<u>-3,730</u>
Investing activities		
(Increase) / decrease in value of investment	<u>0</u>	<u>0</u>
Increase (decrease) in cash	-2,566	-9,483
Cash, beginning of year	<u>7,379</u>	<u>16,862</u>
Cash, end of year	<u>\$ 4,813</u>	<u>\$ 7,379</u>

The accompanying summary of significant accounting policies form an integral part of these financial statements.

RODNEY ALDBOROUGH AGRICULTURAL SOCIETY
Summary of Significant Accounting Policies
(Unaudited)
For the year ended December 31, 2019

Nature and Purpose of Organization

The primary purpose of The Rodney Aldborough Agricultural Society is to host an annual fall fair at the fairgrounds located in Rodney, Ontario.

The organization is an unincorporated non-profit organization and is exempt from income taxes.

Investment

The organization currently carries no investments.

Revenue Recognition

Grants related to current expenditures are reflected in the accounts as revenue in the current year.

Fundraising and donation revenue is recorded as income when funds are received.

Volunteers contribute time to assist the organization in organizing and hosting the fall fair. Because of the difficulty in determining their fair value, contributed services are not recognized in the financial statements.

Investment income is recognized as earned.

Capital Assets

Capital assets belonging to the organization are not reported on the financial statements. They are expensed in the year of purchase.

Use of Estimates

The preparation of the organization's financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses during the reporting periods. Actual results could differ from estimates used in these financial statements.

RODNEY ALDBOROUGH AGRICULTURAL SOCIETY
BREAKDOWN OF PRIZES EXPENSES - FOR AGRICULTURAL EXHIBITION GRAN
For the year ended December 31, 2019

A. CLASS EXPENDITURES

Competitive Class - Prize Money paid out for the following competitions:

Livestock

Class 1	Sheep	\$	390	
Class 2	Cattle		3,810	
Class 3	Miniature Horse		0	\$ 4,200
			<hr/>	

Crop

Class 4	Grain & Seed		770	
Class 8	Flowers		517	1,287
			<hr/>	

Farm Fresh

Class 5	Fruits/Vegetables		649	649
			<hr/>	

Homecraft and Cultural Expression

Class 12	Scarecrow Competition		150	
Class 6	Culinary Arts		1,987	
Class 7	Creative Crafts		1,312	
Class 9	Art		622	
Class 10	Photography		771	
Class 11	Anitues		54	4,896
			<hr/>	

Youth Competitions

Class 15	Farm Display		100	
Class 16	Youth Poster Competition		30	
Class 17	Creative Writing		150	
Class 14	Junior Fair		967	
Class 13	Ambassador		1,432	2,679
			<hr/>	

Judges costs

840

Total Competitive Class Expenditures \$ 14,551

Non-Competitive Class - Educational exhibitions or demonstrations

Livestock

Soper Creek Wildlife Rescue \$ 1,413.00

TOTAL OF A. Competitive and non-competitive expenditures \$ 15,964.00

B. AMATEUR TALENT \$ 1,000.00

C. FARMSTEAD IMPROVEMENT COMPETITIONS \$ 0.00

D. TOTAL OF B & C (not exceeding \$1,000) \$ 1,000.00

E. ENTER 1/2 OF A \$ 7,982.00

F. Enter the amount on line D or E whichever is less \$ 1,000.00

G. TOTAL ELIGIBLE EXPENDITURES (A plus F) \$ 16,964.00

RODNEY ALDBOROUGH AGRICULTURAL SOCIETY
BREAKDOWN OF PRIZES EXPENSES - FOR AGRICULTURAL EXHIBITION GRAN
For the year ended December 31, 2019

A. CLASS EXPENDITURES

Competitive Class - Prize Money paid out for the following competitions:

<u>Livestock</u>			
Class 1	Sheep	\$	390
Class 2	Cattle		3,810
Class 3	Miniature Horse		0
			<u>\$ 4,200</u>
<u>Crop</u>			
Class 4	Grain & Seed		770
Class 8	Flowers		517
			<u>1,287</u>
<u>Farm Fresh</u>			
Class 5	Fruits/Vegetables		649
			<u>649</u>
<u>Homecraft and Cultural Expression</u>			
Class 12	Scarecrow Competition		150
Class 6	Culinary Arts		1,987
Class 7	Creative Crafts		1,312
Class 9	Art		622
Class 10	Photography		771
Class 11	Anitues		54
			<u>4,896</u>
<u>Youth Competitions</u>			
Class 15	Farm Display		100
Class 16	Youth Poster Competition		30
Class 17	Creative Writing		150
Class 14	Junior Fair		967
Class 13	Ambassador		1,432
			<u>2,679</u>
<u>Judges costs</u>			840
Total Competitive Class Expenditures			<u>\$ 14,551</u>

Non-Competitive Class - Educational exhibitions or demonstrations

<u>Livestock</u>	
Soper Creek Wildlife Rescue	<u>\$ 1,413.00</u>

TOTAL OF A. Competitive and non-competitive expenditures \$ 15,964.00

B. AMATEUR TALENT	\$ 1,000.00
C. FARMSTEAD IMPROVEMENT COMPETITIONS	\$ 0.00
D. TOTAL OF B & C (not exceeding \$1,000)	\$ 1,000.00
E. ENTER 1/2 OF A	\$ 7,982.00
F. Enter the amount on line D or E whichever is less	\$ 1,000.00
G. TOTAL ELIGIBLE EXPENDITURES (A plus F)	<u>\$ 16,964.00</u>

CALCULATION OF AGRICULTURAL EXHIBITION GRANT	
1/3 of Total Eligible Expenditures from line G to a maximum of \$3,000	
Grant Requested	3,000.00

RODNEY ALDBOROUGH-AGRICULTURAL SOCIETY

	DEC31/18	BUDGET	NOV30/19	DEC31/19	BUDGET 2020
		2019	PROJECTED		PROPOSED
OPENING BALANCE	15234.16	13483.85	13483.85	13483.85	7030.56
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	338.22	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	6995	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	82572.65	75330.56
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	7030.56	1378.56

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

Rodney Aldborough Agricultural Society

Comparative Balance Sheet

	As at 12/31/2019	As at 01/01/2019	Percent
ASSET			
Current Assets			
Chequing Bank Account	4,813.45	7,378.99	(34.77)
Total Cash	4,813.45	7,378.99	(34.77)
Prepaid Expense & Deposits	2,763.54	2,432.36	13.62
Total Current Assets	<u>7,576.99</u>	<u>9,811.35</u>	(22.77)
TOTAL ASSET	<u><u>7,576.99</u></u>	<u><u>9,811.35</u></u>	(22.77)
LIABILITY			
TOTAL LIABILITY	<u>0.00</u>	<u>0.00</u>	0.00
EQUITY			
Net Assets			
Balance - Beginning of the year	13,483.85	13,483.85	0.00
Receipts over (under) disburs...	(5,906.86)	(3,672.50)	60.84
Balance, to date	<u>7,576.99</u>	<u>9,811.35</u>	(22.77)
TOTAL EQUITY	<u>7,576.99</u>	<u>9,811.35</u>	(22.77)
LIABILITIES AND EQUITY	<u><u>7,576.99</u></u>	<u><u>9,811.35</u></u>	(22.77)

Rodney Aldborough Agricultural Society

Comparative Balance Sheet

	As at 10/31/2020	As at 01/01/2019	Percent
ASSET			
Current Assets			
Chequing Bank Account	21,085.05	7,378.99	185.74
Total Cash	21,085.05	7,378.99	185.74
Prepaid Expense & Deposits	1,244.61	2,432.36	(48.83)
Total Current Assets	<u>22,329.66</u>	<u>9,811.35</u>	127.59
TOTAL ASSET	<u><u>22,329.66</u></u>	<u><u>9,811.35</u></u>	127.59
LIABILITY			
TOTAL LIABILITY	<u>0.00</u>	<u>0.00</u>	0.00
EQUITY			
Net Assets			
Balance - Beginning of the year	7,576.99	13,483.85	(43.81)
Receipts over (under) disburs...	14,752.67	(3,672.50)	(501.71)
Balance, to date	<u>22,329.66</u>	<u>9,811.35</u>	127.59
TOTAL EQUITY	<u>22,329.66</u>	<u>9,811.35</u>	127.59
LIABILITIES AND EQUITY	<u><u>22,329.66</u></u>	<u><u>9,811.35</u></u>	127.59

Rodney Aldborough Agricultural Society

Income Statement 01/01/2019 to 12/31/2019

REVENUE

Sales Revenue

Sales - Prize Book Advertising	5,608.60
Net Sales	<u>5,608.60</u>

Other Revenue

Grants	9,000.00
GUN SHOW-KITCHEN	434.27
Fish Fry	640.79
DINNER-TASTE OF THE WILD	897.95
Donations	468.00
Bottle Drive	589.20
Miscellaneous Revenue	588.22
Garage Sale	321.80
Investment Gain/Loss	0.00
Farmer's Night	0.00
Walk / Dance	0.00
Christmas Market	0.00
Big Buck and Outdoors Show	3,383.39
Berry Festival	0.00
Total Other Revenue	<u>16,323.62</u>

Fair Revenue

Gate Receipts Revenue	15,480.00
Food Booth Revenue	2,478.05
Beer Garden Revenue	3,740.00
Entry Fee Revenue	2,077.00
Donations - Tractor Pull	9,185.00
Donations - Corporate	6,995.00
DNU - Fundraiser - Dollar Acre	100.00
RUN REGISTRATION	380.00
Donations - Class Prizes	5,487.00
PIE AUCTION	400.00
Total Fair Revenue	<u>46,322.05</u>

TOTAL REVENUE	<u>68,254.27</u>
---------------	------------------

EXPENSE

Fair Expenses

Fair Advertising	698.24
Food Booth Expenses	799.69
Beer Garden Expenses	2,654.63
Tractor Pull Expenses	11,005.00
Fair - Supplies	751.24
Insurance - Liability	4,274.28
Prizes	13,711.29
Entertainment	26,645.16
Services	2,200.00
Ribbons & Prize Stickers	1,774.49
Judges	<u>840.00</u>

Rodney Aldborough Agricultural Society
Income Statement 01/01/2019 to 12/31/2019

Total Fair Expenses	65,354.02
General & Administrative Exp...	
Annual Meeting	140.00
Advertising & Promotions	466.23
Bad Debts	159.76
Donations	310.00
Courier & Postage	121.07
Credit Card Charges	12.00
Registration Fees / Dues	376.61
Euchre Tournament Expenses	0.00
Insurance - Directors	641.18
Interest & Bank Charges	413.61
Office Supplies	628.51
Computer Expense	785.35
Miscellaneous	254.73
Travel & Accommodations	702.23
Meals & Entertainment	188.82
Honorariums Paid	2,700.00
Ambassador Expenses	907.01
Total General & Admin. Expe...	8,807.11
TOTAL EXPENSE	74,161.13
NET INCOME	(5,906.86)

Rodney Aldborough Agricultural Society

Income Statement 01/01/2020 to 10/31/2020

REVENUE

Sales Revenue	
Sales - Prize Book Advertising	4,665.00
Net Sales	<u>4,665.00</u>
Other Revenue	
Grants	3,690.30
GUN SHOW-KITCHEN	477.57
Fish Fry	0.00
FUN FOOD FAIR	351.84
Donations	0.00
Bottle Drive	89.30
Miscellaneous Revenue	(5.00)
Garage Sale	0.00
Investment Gain/Loss	0.00
Farmer's Night	0.00
Walk / Dance	0.00
Christmas Market	0.00
Big Buck and Outdoors Show	3,638.49
Berry Festival	0.00
Total Other Revenue	<u>8,242.50</u>
Fair Revenue	
Donations - Tractor Pull	2,160.00
Donations - Corporate	5,680.00
RUN REGISTRATION	0.00
Donations - Class Prizes	2,095.00
PIE AUCTION	0.00
Total Fair Revenue	<u>9,935.00</u>
TOTAL REVENUE	<u>22,842.50</u>
EXPENSE	
Fair Expenses	
Tractor Pull Expenses	1,400.00
Insurance - Liability	3,299.40
Total Fair Expenses	<u>4,699.40</u>
General & Administrative Exp...	
Annual Meeting	140.00
Courier & Postage	51.98
Registration Fees / Dues	272.61
Euchre Tournament Expenses	0.00
Insurance - Directors	593.37
Office Supplies	122.23
Computer Expense	759.51
Miscellaneous	90.40
Honorariums Paid	700.00
Ambassador Expenses	660.33
Total General & Admin. Expe...	<u>3,390.43</u>

Rodney Aldborough Agricultural Society

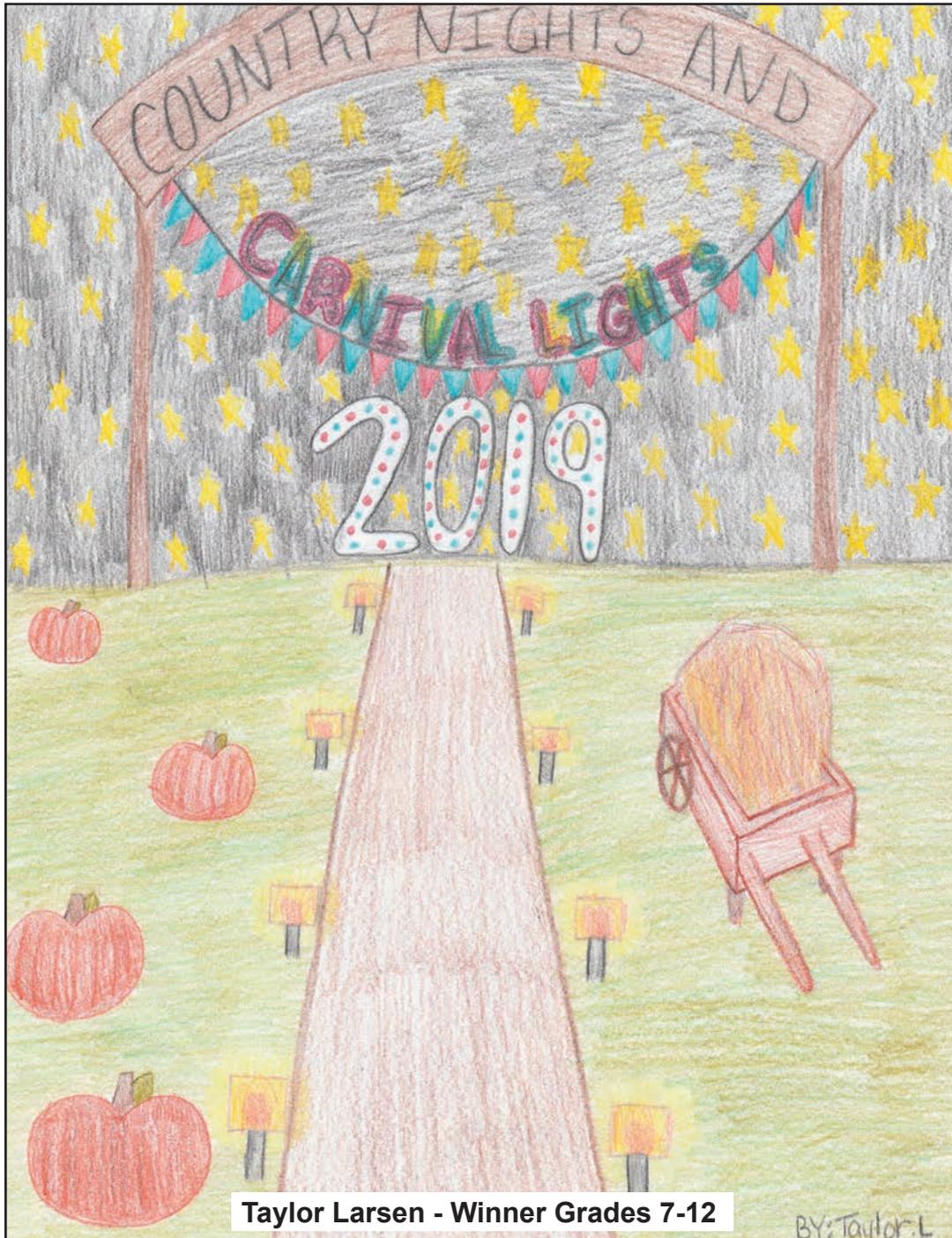
Income Statement 01/01/2020 to 10/31/2020

TOTAL EXPENSE	<u>8,089.83</u>
---------------	-----------------

NET INCOME	<u><u>14,752.67</u></u>
------------	-------------------------

5565	INS-LIB	4500	377.82	755.64	1133.46	1511.28	1889.1	3022.56	3160.98	3299.4
5575	PRIZES	13700	0	0	0	0	0	0	0	0
5580	ENTERTAINMENT	21000	0	0	2000	2000	2000	0	0	0
5585	SERVICES	2200	0	0	0	0	0	0	0	0
5590	RIBBONS/STICKERS	500	0	0	0	0	0	0	0	0
5595	JUDGES	840	0	0	0	0	0	0	0	0
5610	ANNUAL MTG	140	140	140	140	140	140	140	140	140
5615	ADV//PROMOTIONS	0	0	0	0	0	0	0	0	0
5620	BAD DEBTS	150	0	0	0	0	0	0	0	0
5630	DONATIONS	500	0	0	0	0	0	0	0	0
5640	COURIER/POSTAGE	150	0	0	51.98	51.98	51.98	51.98	51.98	51.98
5645	CREDIT CARD CHARGES	12	0	0	0	0	0	0	0	0
5670	REG FEE/DUES	400	0	226	272.61	272.61	272.61	272.61	272.61	272.61
5685	INS-DIRECTORS	650	59.4	118.73	178.06	237.39	296.72	474.71	534.04	593.37
5700	OFFICE SUPPLIES	650	122.23	122.23	122.23	122.23	122.23	122.23	122.23	122.23
5705	COMPUTER EXP	800	0	0	0	0	0	200.16	200.16	759.51
5740	MISC	250	0	90.4	90.4	90.4	90.4	90.4	90.4	90.4
5785	TRAVEL/ACCOM	200	0	0	0	0	0	0	0	0
5790	MEALS/ENTERTAINMEN	200	0	0	0	0	0	0	0	0
5795	HONORARIUM PD	2050	325	400	475	475	700	700	700	700
5800	AMBASSADOR EXP	1300	0	660.33	660.33	660.33	660.33	660.33	660.33	660.33
	AMBASSADOR EXP	1000	0	0	0	0	0	0	0	0
	BANK SER CHARGE 50/5	45	3.75	7.5	11.25	16.48	20.23	31.48	35.23	38.98
	BURSARY									250
	50/50-BBOS		0	0	370	370	370	370	370	370
	GUN-BBOS		0	0	527.35	527.35	527.35	527.35	527.35	527.35
	TOTAL EXPENDITURES	67137	1028.2	3920.83	7432.67	7875.05	8540.95	8063.81	8265.31	9276.16
	BALANCE YEAR END	8815.74	6612.54	4002.31	15719.13	21997.05	22826.15	24014.59	24164.77	23654.08
NOTE:	BALANCING YEAR END		4214.22	1332.09	12317.16	18922.46	20192.46	21042.56	21394.24	21085.05
			2326.32	2601.97	2164.82	1727.67	1290.52	1640.11	1442.36	1244.61
			72	68.25	1237.15	1346.92	1343.17	1331.92	1328.17	1324.42
			6612.54	4002.31	15719.13	21997.05	22826.15	24014.59	24164.77	23654.08

165th Annual
RODNEY ALDBOROUGH AGRICULTURAL FAIR



FRIDAY, SATURDAY and SUNDAY

September 13-14-15, 2019

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2019 RODNEY FAIR SCHEDULE

165th Annual Rodney Aldborough Fair

Fri-Sat-Sun • Sept 13-14-15, 2019

TIME	EVENT	LOCATION
------	-------	----------

INDEX

FRIDAY SEPTEMBER 13, 2019

4 pm -10 pm	Gates open	
4 pm to close	Midway by Cope Amusements	Fair Grounds
6 pm	Ambassadors Meet at Fair Office	Fair Office
7 pm to 9 pm	Official Opening/Ambassador Contest	Rec Centre
7 pm to Close	Beer Garden	Trackside
7 pm to close	Tractor Pull	Trackside

SATURDAY SEPTEMBER 14, 2019

9:30 am to 8 pm	Gates open	
10 am to close	Midway by Cope Amusements	Fair Grounds
10 am to 6 pm	Soper Creek Wildlife Detectives	Kid Zone
11 am	Horse Show	Horse Corral
11 am	Parade	Trackside
12 pm to 4 pm	Lego Challenge (see pg 9)	Kid Zone
12 pm to 5 pm	Dotsy the Clown-face painting & balloon animals	Kid Zone
12 pm	FMX World Tour	Trackside
12 pm	Baby Show	Rec Centre
1 pm	Sheep Show	Infield
1 pm	Major League Circus Show	Trackside
2 pm	FMX World Tour	Trackside
3 pm	Major League Circus Show	Trackside
4 pm to close	Beer Garden	Trackside
4 pm	FMX World Tour	Trackside
4 pm	Scavenger Hunt Draw	Trackside
5 pm	Demo Derby	Trackside
7:30 pm	Band - Easy Mark	Trackside
8 pm	Demo Derby - Final Heat	Trackside
8:30 pm to close	Band - Easy Mark	Trackside

SUNDAY SEPTEMBER 15, 2019

8 am to 3 pm	Gates open	
9 am	5 km Run/Walk (see page 5)	
9:30 am to 11 am	Church Service	Rec Centre
10 am	Horse Show	Horse Corral
11 am	Cattle Show	Infield
11 am to 2 pm	Lego Challenge (see page 9)	Kid Zone
11 am to close	Midway by Cope Amusements	Fair Grounds
11 am	FMX World Tour	Trackside
12 pm	Farmers Daughter Show	Trackside
1 pm	FMX World Tour	Trackside
2 pm	Farmers Daughter Show	Trackside
3 pm	FMX World Tour	Trackside

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www.rodneyfair.ca

www.facebook.com/RodneyAldboroughAgSociety

Phone: **519-785-0291** (fair time only)

Email: rodneyaldboroughagsociety@outlook.com

Please note that the program is subject to change.

Please check local paper prior to fair time.

NEW Online Registrations using AssitExpo.

<https://www.assistexpo.ca/rodney-aldborough-agricultural-society>

— ADMISSION —

FRIDAY Adults \$15.00; Students (over 12) \$7.00; Children (12 and under) free

SATURDAY Until 4:00pm: Adults \$7.00; Students (over 12) \$5.00; Children (12 and under) free
After 4:00 pm: Adults \$10.00; Students (over 12) \$7.00; Children (12 and under) free

SUNDAY Adults \$7.00; Students (over 12) \$5.00; Children (12 and under) free

— PRE FAIR WEEKEND PASS AVAILABLE ONLY AT MARG'S VARIETY AND TASTY SWEETS —

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THE RODNEY FAIR BOARD WELCOMES FAIR GOERS TO THEIR FOOD BOOTH

Located in the Recreation Hall with a window to Fairgrounds • Saturday features a full course meal
• Gluten Free menu items available • Menu choices include beef, pulled pork or Sausage on a bun.
• A wide range of pies are also served

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All proceeds to The Rodney Aldborough Agricultural Society

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1938 TO PRESENT

1938-1939	A. Colthart
1940	Stuart Little
1941	Walter Gillies
1942-1944	Major J. Black
1945	D. Kennedy
1946	George Carroll

Honourary Presidents

W.G. Thompson MPP, F.S. Thomas MP, C.D. Coyle MP

1947-1948	Martin Hux
1949-1951	Philip Schleihauf
1952-1953	Maurice Mistele
1954-1955	H. Gerald Hessenaur
1956-1957	Douglas Schleihauf
1958-1959	John Hux
1960-1961	Paul Baker
1962-1963	Allan Woolner
1964-1965	Andrew Cipu
1966-1967	Clifford Waite
1968-1969	Edward Meckevech
1970-1971	Don Mylrea
1972-1973	George Jamieson
1974-1975	Edna Lashbrook
1976-1977	Bruce Krieter
1978-1979	John Fleming
1980-1981	Paul Mistele
1982-1983	Larry Murphy
1984-1985	Lloyd Jarvis
1986-1987	Kevin Schleihauf
1988-1989	Pam Page
1990-1991	Alan Carroll
1992-1993	Suzanne McGregor
1994-1995	Bruce Kelly
1996-1997	Barb Bijker
1998	John Tunks
1999-2000	Tony Eyre
2001-2002	David Goos
2003-2004	Jane McGregor
2005-2006	Judy Macuda
2007-2017	Melanie (Knapp) McLeod
2018-2019	Alyson Hawken

Rodney Aldborough Agricultural Society Board of Directors 2019

EXECUTIVE

President	Alyson Hawken
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2nd Vice President	Travis Roodzant
Past President.....	Melanie McLeod
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Co-Treasurer	Ron Buchanan
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Hilary Fleming, Katie McIntyre, Kelly-Ann Moar, Laura Kieraszwicz,
Lynda Ford, Peter Jeffery,

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Evan Ross, Judy Macuda, Mike Johnston, Vickie Slack

CLASS SUPERINTENDENTS

Alan Carroll, Alyson Hawken, Ann Smith, Irene Krieter, Jill Downie,
Judy Macuda, June Ford, Katie McIntyre, Kelly-Ann Moar, Ken Roodzant
Laura Kieraszwicz, Lynda Ford, Marguerite Alderton, Nikki Chase,
Travis Roodzant,

Queens & Ambassadors of the
Rodney Aldborough Agricultural Society
1972 TO PRESENT

1972	Aldona Gaidauskas	1996	Lisa Vergeer
1973	Shirley Cornwall	1997	Charlene Carroll
1974	Debbie McFadden	1998	Cindy Dewild
1975	Angie Schneider	1999	Lisa Smith
1976	Dianne Lashbrook	2000	Catherine Schneider
1977	Irene Gardiner	2001	Megan Bell
1978	Brenda Kelly	2002	Devon Johnston
1979	Marie Edwards	2003	Melanie Knapp
1980	Darlene Staddon	2004	Richa Sharma
1981	Pam Fischer	2005	Szanadue Brower
1982	Chantel Purcell	2006	Katie McIntyre
1983	Connie Dewilde	2007	Emily Kalmbach
1984	Venise Begin	2008	Gayle McFadden
1985	Janice Mann	2009	Kasey Kosikar
1986	Jill Hind	2010	Jessica DeGraw
1987	Sara Reynolds	2011	Jerica Slaats
1988	Anne Marie Kleinjan	2012	Ali Goos
1989	Theresa Verhoeven	2013	Mary Jane Miller
1990	Mary Evelyn Lather	2014	Nikki McIntyre
1991	Angela Moore	2015	Sarah Dewit
1992	Krista Price	2016	Ryann Fink
1993	Nicole Jamieson	2017	Sam McCullough
1994	Wendy Wright	2018	Ashley Tucker
1995	Kristen Bitterman		

1994 Wendy Wright last official Queen of the RAAS
1995 Kristen Bitterman first official Ambassador of the RAAS
1998 Miss CNE Charlene Carroll

Rodney Aldborough Agricultural Society
1st ANNUAL FAIR FUN RUN/WALK
Sunday September 15, 2019 • Time: 9 am

REGISTRATION FEES:

Under 12 - \$5 • Ages 13-18. - \$10 • Adults - \$20

PRIZES

Under 5 toddler - ribbon for male/female
800 metre - ribbon for male/female
2 km - 1st \$10 for male/female and ribbon
5 km - 1st \$20 for male/female and ribbon
5 km - Adult \$40 for male/female and ribbon

RUN EVENTS

Under 5 toddler dash -- 100 metre run/walk
Kids under 8 -- 800 metre run/walk
Ages 8-12 --2 km run/walk
Ages 13-18 -- 5 km run/walk
Adults -- 5 km run/walk

DETAILS

Registration starts at 9am at Rec Centre front door.
Race starts 9:30 sharp
Youth runs will start at approx 9:45

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PRESIDENT'S MESSAGE

Last year after the fair, I said WOW, what a great fair. Then, I thought, can we do it again?? The answer is YES !! We have put together an amazing fair for you again this year, our midway from last year, Cope Amusements is back and we have some new entertainment acts for you to enjoy. I know we have something for everyone to enjoy.



In order to give you the midway and the entertainment acts, we are constantly fundraising. Thank you for supporting us (and yourselves) in these efforts. This year we started off with our Big Buck & Outdoor Show, then our Taste of the Wild dinner/entertainment night, Rags to Riches FunDrive, Running on Empties bottle drive, Port Glasgow Fish Fry. At this time, we are hoping to put together a sign making night and a few other events to raise money for the Fair events. All this is in addition to the wonderful support from our sponsors and all the things the Municipality of West Elgin does for OUR fair.

Our attractions this year are the MIDWAY, Major League Circus Show, FMX World Tour (a freestyle Motocross Show), Soper Creek Wildlife Detectives, as well as returning shows Demo Derby, Team Penning, and the Tractor Pull.

Don't forget to check out the Sheep, Cattle and Baby shows, the parade, our fantastic displays and exhibits made by our exhibitors and our Ambassador competition. Our exhibitors and competitors put in a lot of work to prepare for the fair, they would love it if you checked out their work.

New this year is our first annual Run/Walk and Rodney's small town version of Legoland Discovery Centre.

I am positive we are going to have a great fair, I am very excited and I hope to see you all at OUR fair.

Alyson Hawken
2019 President

AMBASSADOR'S MESSAGE

The warm September night that I was awarded the title of 2018-2019 Rodney Aldborough Fair Ambassador was one of the most unforgettable nights. When awarded the honourable title of Ambassador, I had no idea what the next year would have in store for me. When I look back to the weekend of that Rodney Fall Fair, I am filled with joy and delight and a smile comes across my face. From that night on has been an unforgettable experience. At that point I was not fully aware of all the friends I would make along my way of being the Rodney Ambassador.



The weekend of the fair was amazing. Getting to know so many new people that all shared their advice with me on how to be the best Ambassador I can be, was so insightful. It all didn't seem real, like I was in a dream. Then the President of our Fair announced my title at the Tractor Pull and I knew it was real. The unforgettable weekend at the fair filled with so many activities is a weekend I will fondly look back on. From riding in the parade, awarding the sheep and cattle showing, to drawing the prize for the children's scavenger hunt. It was a true honour to be able to see all the smiles on fair-goers faces and everyone have an amazing time at our small town fair. A couple short weeks later I got to participate in the Wallacetown Fair Ambassador competition and had the true honour of meeting Miss Canada!

Shortly after the fair season came to an end, I was able to attend the annual fall meeting of the fairs. Here I got to connect with the other Ambassadors of District 13. We learned what being an Ambassador was all about, in addition to preparation for the CNE competition. At this meeting, I was able to connect with the other Ambassadors, to which I am still connected with and we all talk regularly! The fair community is truly amazing, to be from all different regions and connected is such a great feeling. We all started off as strangers, but in just a few short months, we have become good friends!

The OAAS Convention that took place in Toronto in February has been the highlight of my year so far. During this weekend I had the pleasure of meeting an abundance of astonishing people. I got to meet the CNE Ambassador, Vanessa Riddell, and got to spend my whole afternoon chatting with her about her experience as the CNE Ambassador. This weekend was full of insightful workshops about agriculture and food in small towns, as well as bonding exercises with my fellow Ambassadors. It also allowed me the opportunity to speak in front of large crowds to prepare for the CNE. My knowledge of rural communities and small town fairs grew after this weekend. It gave me a great deal of honour and pride to be representing the Rodney Fair.

I would like to express my gratitude to the networks behind making the fair possible. To be apart of the Fair Board and to have a say as a youth, has furthered my appreciation of the Fair Board members. This has definitely been one of the greatest and unforgettable experiences of my life and I will look back on it with nothing but happiness and gratitude. I would also like to thank everyone who has helped me throughout the year with meetings, events, competitions, and so much more.

— Ashley Tucker



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RULES AND REGULATIONS

(EXHIBITORS AND JUDGES WILL PLEASE NOTE THE FOLLOWING RULES AND REGULATIONS)

1. All exhibitors must abide by the rules of the Rodney Aldborough Agricultural Society (R.A.A.S)

Exhibitors

2. Exhibitors are required to pay the following membership to the RAAS: \$5 for 1-5 entries; \$10 for 6-10 entries; \$15 for 11 and over entries. The membership will serve as an entry fee.
3. Anyone may become an exhibitor/member, irrespective of residence unless otherwise specified.
4. All exhibitors are required to pay the membership/entry fee, unless otherwise stated. Membership fees may be waived in some classes/categories.
5. The Membership fee will not be deducted from exhibitor prize money.

Entries

6. In case there is an error in the printing of this Prize List, the Directors of the RAAS have the authority to correct any errors.
7. Additional rules and regulations may be listed under individual classes.
8. All entries must be tagged and correctly filled out.
9. Entries must be entered at the hall between 2:00 pm and 9:00 pm on Thursday of the fair weekend. No entries will be accepted after 9:00 pm.
10. Class 8 - Culinary Arts entries will be received at the hall on the Friday of Fair weekend until 1:00 pm
11. Exhibits/displays or entries are not available for public viewing until Friday at 4:00 pm.
12. No article of exhibit is allowed to be taken from the hall before 4:30 pm on Sunday - the final day of the Fair.
13. Articles must be the bonafide property of the exhibitor to be eligible for a prize, unless otherwise stated.
14. Articles in competition will only be entitled to a prize if deemed worthy.
15. Only one entry per section in any class, with the exception of livestock.
16. All agricultural or horticultural produce exhibited to be grown by the exhibitor. Grain must be this year's growth.
17. All livestock must be properly secured. All colts and cattle must be shown on halter. No grade animal allowed a prize in a purebred class.
18. All persons (except those having business there) will be strictly excluded from the ring while livestock is being judged.

Judging

19. Judges' decisions are to be final
20. Judges may disqualify soiled and/or old exhibits.
21. Judges shall have discretionary powers to withhold any prize where they deem an article unworthy.
22. Anyone who interferes with the judge while carrying out his/her duties shall forfeit the right to a prize, or could be asked to leave the property.
23. Protests must be entered in writing within 12 hours of judging, accompanied with a fee of \$25 which will be refunded if the protest is sustained.

RODNEY FAIR'S LEGO CHALLENGE

Saturday 12-4 pm • Sunday 11-2 pm
Location: Kidszone Gazebo

Sponsored by President Alyson Hawken & Mayor Duncan McPhail
Ages: Sr Kindergarten - Grade 3 and Grade 4 - Grade 6

Prizes: 1st - \$30; 2nd - \$20; 3rd - \$15; 4th - \$10

Do you love Toronto's Legoland Discovery Centre? Check out Rodney Fair's version! Join us in the gazebo in the Kids Zone. Bring your imagination and build something creative to enter in our first Lego contest.

When completed, bring your creation to the Fair Office for judging. Judging will be done Sunday at 2:30 pm

Prizes

24. All prize cheques issued by the RAAS must be presented at the bank on or before December 31st of the current Fair year. All prize money will be distributed after 4:30 on the Sunday of the Fair.
25. The interpretations of all rules to be made by the Board of Directors and their decision will be final.
26. While the Directors agree to take every precaution to ensure safety of animals and articles sent to the Fair, it must be strictly understood that the owners are required to assume all risk; and should any animal, article or personal item be accidentally injured, lost or stolen, the Directors will render all the assistance in their power for the recovery of the same, but will not recognize any claim for payment of the value or portion thereof.
27. The Society will not be held responsible for specials unpaid by the donors.
28. The Board of Directors reserve the right to make reduction of prize money awards as circumstances beyond their control warrant.

Other

29. All people entering the Fair grounds during the fair are subject to paying admission. This includes vendors, exhibitors, etc.
30. No alcohol can be consumed on the Fair grounds unless in designated area.
31. The Directors have the power to regulate or prevent the sale of all goods or merchandise on the grounds or within 300 yards from the same, and any person, after due notice, who violates this rule shall be liable to be removed and subject to the penalties of the law. (See r.S.O. 1960, chpt. 11, sec 19).
32. Commercial exhibitors (vendors) will be charged \$4 per foot for table rental or a maximum of \$75 for outside space used for advertise, and \$5 per foot for inside space.
33. All commercial exhibitors and concessionaires must sign a 'Hold Harmless' agreement, absolving the RAAS of any liability arising from any injuries or accidents that might occur during the Fair.
34. While the Directors of the RAAS will use every available means to prevent accidents in and/or about the grounds, it must be distinctly understood that all persons going into or upon the show grounds must personally assume all risk of accidents or injury from any cause whatsoever.
35. Annual Meeting of the RAAS to be held in January.

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Class 1 SHEEP

Superintendent: Jill Downie (519) 785-0730

Saturday September 14, 2019 • Time: 1:00 pm

1. All sheep to be on grounds and registered by 12:00 pm.
2. Note: the "Everyone Pays" policy applies. Everyone entering the Fair grounds is required to pay admission.
4. At any time a member of the Fair Executive may ask to see your 4H membership card.

Prize Sections 1-3: \$20, \$15, \$10

Prize Sections 4-5 - Rosettes

Prize Section 6-8: \$20, \$15, \$10

Prize Sections 9 - Rosette

Each person in 4H will receive \$10 for showing

4H Showmanship Class

1. Senior 4H showmanship
2. Intermediate 4H showmanship
3. Junior 4H showmanship
4. Grand & Reserve Champions

Open Class

5. Senior breeding ewe
6. Junior breeding ewe
7. Market class
8. Supreme Champion Animal

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Class 2 CATTLE

Superintendent: Alan Carroll (519) 768-2759

Sunday September 15, 2019

Time: 11:00 am

Thanks to the following donors for their sponsorship:
Masterfeeds - Denfield Livestock Exchange - Bob Paterson - Alan Carroll - Judy Macuda - Alan & Lois Woolner - Dixon Feed Service - Waldorf Farms - West Elgin Accounting - Elgin Beef Farmers

1. All cattle to be on grounds and registered by 10:00 am.
2. Note: the "Everyone Pays" policy applies. Everyone entering the Fair grounds is required to pay admission.
3. ANY EXHIBITOR MAY HAVE A DOUBLE ENTRY IN 2 SECTIONS ONLY; SUBSEQUENT CLASSES WILL ONLY BE ALLOWED A SINGLE ENTRY.
4. At any time a member of the Fair Executive may ask to see your 4H membership card.
5. It is recommended that cattle stay on the Fair grounds until 4:00 pm.
6. Cattle exhibiting fee: \$5.00 entry fee per animal.

4H Inter-County Beef Calf Competition

Prize Sections 1-8: \$40; \$35, \$30

All placings after 3rd receive \$5.00

Prize Section 9 - Grand & Reserve Champion - \$40; \$30 and Rosettes

1. Junior Heifer Calves, born between Jan 1, 2019 and Mar 31, 2019
2. Junior Yearling Heifers born Apr 1, 2018 and Dec 31, 2018
3. Senior Yearling Heifers born Jan 1, 2018 and Mar 31, 2018
4. Market Heifer
5. Market Steer
6. Junior Showmanship - 9-13 years as of Jan 1, 2019
7. Intermediate Showmanship - 14-17 as of Jan 1, 2019
8. Senior Showmanship - 18-21 years as of Jan 1, 2019
9. Grand and Reserve Champion Showman - top 2 entries from Sections 6, 7 & 8

Specials for ANY Youth

Prize Sections: \$50; \$45, \$40; \$25 (5th-15th \$15)

— Class 2 Cattle continued on page 13 —

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Class 2 CATTLE

— Class 2 Cattle continued from page 11 —

10. For any individual, 16 years of age or younger (do not need to be a 4H Member and calves do not need to be owned by showman or their family. May borrow a calf to show). Entries will be judged on 75% showmanship, 25% animal

Open Breeding Cattle Classes - All breeds welcome
Prize Sections 11-18: \$50; \$45; \$40; \$35
Prize Sections 19-20: \$50; \$40 and Rosette

11. Bull Calf 2019
12. Bull - Apr 1, 2018 to Dec 31, 2018
13. Bull - Jan 1, 2018 to Mar 31, 2018

14. Heifer Calf - 2019
15. Female - Apr 1, 2018 to Dec 31, 2018
16. Female - Jan 1, 2018 to Mar 31, 2018
17. Female with calf at foot
18. Herd - both sexes represented
19. Champion & Reserve Male
20. Champion & Reserve Female

Market Class

Prize Sections 21-23: \$50; \$45; \$40; \$35
Prize Section 24: \$50, \$40 and Rosette

21. Heavy Steers
22. Light Steers
23. Grade Heifer - any weight
24. Champion & Reserve Market Animal
25. Junior Showmanship Special - Open to all non-4H members aged 9 and under. May have help from parent or other adult. No entry fee. Entries to be made prior to special. Each exhibitor to receive \$5.00



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Class 3A FIELD CROP COMPETITION - CORN

**Superintendents: Ken Roodzant 519-871-4211
Travis Roodzant 519-719-7921**

Thanks to the following sponsors for supplying prizes for
our field crop classes.

**Pioneer Hi-Bred - Roodzant Seed Service - Corteva -
Thompsons Ltd. - Brevant Seeds - Bayer BASF -
UAP - Fullline Farm & Garden - NuFarm**

Minimum size of field - 5 acres

Your attention is directed to the rules and points awarded.

1. General appearance 20 pts
2. Weed control 20 pts
3. Uniformity of stand 15 pts
4. Plant growth & vigour 10 pts
5. Freedom from disease & insects 15 pts
6. Maturity - Uniformity & size of cobs 15 pts
7. Exhibiting fair - 6 ears of corn 30 pts

Class 3B FIELD CROP COMPETITION - SOYBEANS

**Superintendents: Ken Roodzant 519-871-4211
Travis Roodzant 519-719-7921**

Thanks to the following sponsors for supplying prizes for our
field crop classes.

**Pioneer Hi-Bred - Roodzant Seed Service - Corteva -
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UAP - Fullline Farm & Garden - NuFarm**

Minimum size of field - 5 acres

Your attention is directed to the rules and points awarded.

1. General appearance 20 pts
2. Weed control 20 pts
3. Uniformity of stand 15 pts
4. Plant growth & vigour 10 pts
5. Freedom from disease & insects 15 pts
6. Maturity - Uniformity & size of cobs 15 pts
7. Exhibiting fair - 6 ears of corn 30 pts



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Class 4 GRAIN & SEED

**Katie McIntyre -
Email: RodneyAldboroughAgSociety@outlook.com**

**Thanks to our sponsors for thier contribution.
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1. All entries must be tagged and in the hall by 9:00 pm on Thursday September 13, 2018.
2. Must be from the current year.

Prize Sections 1-7: \$30, \$25, \$15, \$10

1. One quart of winter wheat in a glass jar, named
2. 6 stalks of soybeans, named
3. 6 stalks of silage corn, named
4. 6 ears of corn, named
5. One quart of soybeans in a glass jar, named
6. One quart of corn in glass jar, named
7. Combined entry of 5 ears of corn and 5 stalks of soybeans

**SPECIALS FOR ENTRANTS UNDER AGE OF 16
Prize Sections 8-10: \$25, \$20, \$15, \$10**

8. 6 stalks of soybeans
9. 6 stalks of corn
10. One quart of grain - mix of corn, soybeans, wheat, decorated to Fair theme.



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Class 5 FRUITS & VEGETABLES

Superintendent: Lynda Ford (519) 785-0559

All entries must be tagged and in the hall by 9:00 pm
September 12th, 2019. Only one entry per section.
All produce must be grown locally.

TIPS:

Tomatoes should have the calyx left on.
Small vegetables to be shown on a disposable plate.
Vegetables should be uniform in size and shape.
Root crop tops trimmed to 1/2 "above crown.
Potatoes brushed clean not washed.
Onions cleaned not peeled

Prize Sections \$5, \$4, \$3

1. Plate of 5 apples
2. Plate of 3 pears
3. Plate of 3 bunches of grapes (red or green)
4. Plums-one quart
5. Raspberries 1 pint
6. Muskmelons
7. Watermelon 1
8. Beans 5 green
9. Beans 5 yellow
10. Beets 3 table
11. Carrots -5
12. Parsnips-3
13. Cucumbers slicing -3

14. Onions Spanish -3
15. Onions any other variety -5
16. Peppers sweet 3
17. Peppers Jalapeno -5
18. Potatoes 5 (variety named)
19. Tomatoes any table variety -3
20. Tomatoes cherry minimum 6 stem on
21. Pumpkins -2 pie pumpkins
22. Squash -2 Pepper
23. Squash - 2 Butternut
24. Squash -2 Hubbard
25. Squash oddest shape
26. Cabbage Green -1
27. Cabbage Red -1
28. Sunflower largest head
29. Garlic any variety 3 bulbs
30. Ornamental Corn 3 husked back and tied for hanging
31. Largest and smallest vegetable from my garden (same type)
32. Collection of 3 or more potted herbs any container suitable for a deck or patio.
33. "Mayor's Special" Decorative basket or other container using fruit vegetables to depict the fair theme. Not to exceed 40 cm. in any direction. 1st Prize \$20 donated by Duncan and Norma McPhail.
- 34 "Bee Special" a special to feature fruit and vegetables that need pollinators may include honey and flowers. Arrangement should not exceed 40 cm in any direction. This is a new category sponsored by Wiehle Honey first prize \$20

SPECIAL

The person with the most points in sections 1-32 will win a \$50 gift certificate from Ace Country and Garden, Glencoe.

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Class 6 CULINARY ARTS

Superintendent: Ann Smith – (519)-785-2496

Committee: Marg.Friedrich, Vicki Slack, Betty King,
Irene Puddester, Louise Vanderloo
Joyce Baker, Shirley McMillan, Lori Guest, Joy Westlaken,
Mary Popovich

In the interest of a better product, Class 8 entries will be received at the hall Friday, September 13, 2019 up to 1:00 pm only. Please note that this applies to Class 8 entries only. All other classes in the hall will be judged Friday forenoon. Culinary Arts is exhibited in the warm room. PLEASE NOTE: TIME: 1:00 pm.

NEW - Please note – in all categories – there is 1st and 2nd prize only.

“Baking Specials” Items (#23 - #67) which belong to the specified sponsor must be picked up anytime between 4:00 & 6:30. Any items not picked up will be disposed of. All other baking items to be picked up at 4:30 on Saturday.

Rules & Regulations: - **PLEASE READ:**

1. One entry only one per section, by membership only.
2. One entry card only per item.
3. At judges request, all baking to be in clear plastic bags large enough for easy removal. No saran wrap or similar wrapping.
4. PIES: To prevent soggy crusts, temper foil plates by puncturing holes in bottom of plate and bake empty plate at 400 degrees for 5 minutes or lightly butter bottom of pie plate to make crust brown. It is suggested that pies be placed on approx. 9” foil plate.
5. No store bought pie crusts or tart shells. No canned pie fillings.
6. Cakes displayed on foil covered cardboard or plastic dome containers.
7. No cake, cookie or bread mixes and no sticky frosting (unless specified).
8. No paper cups on muffins or cupcakes.
9. Loaves of bread should be 8x4x3 approximately.
10. Buns joined and rolls separated. Tip: Bake rolls in a muffin tin or completely separate on a flat pan. Rolls are single with unbroken sides and have a crust completely surrounding all sides.
11. “Baking Specials” Items #23-67 which belong to the specified sponsor must be picked up anytime between 4:00 & 6:30. Any items not picked up will be disposed of. All other baking items to be picked up at 4:30 on Saturday.
12. No unauthorized person is allowed in the area where judging its taking place.
13. In sections where there is only one entry, unless the entry is worthy, no prize will be awarded.
14. 2019 canned products only – mason jars with new rings & snaps to be used. No food colouring allowed.
15. In the event 1st prize is not awarded, the 2nd place winner will be presented to the sponsor upon Judges discretion.

A. Rodney-Aldbrough Fair Baking Champion open to males or females winning the total points in sections C-K and Sections 1 - 77 Points awarded for section A: Special or first-3 points, second-2 points, third-1 point. Prize: \$25 from Rodney Aldborough Fair Board and \$20 gift certificate from Hair Razors, Kathryn Okolisan.

NEW - Runner Up - Mayor Duncan McPhail will donate \$20 gift certificate from local business in West Elgin.

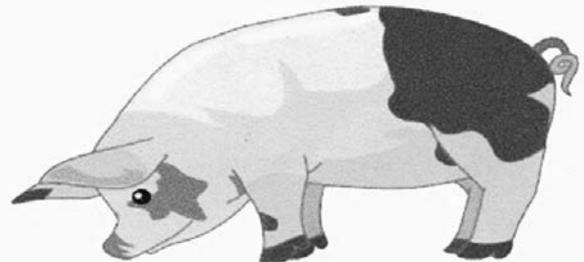
B. Rodney Aldborough Fair Junior Baking Champion open to males or females (ages 12-21) entering at least 4 items in sections J1-J-11. Junior participants may enter in senior category but will be judged against seniors. PLEASE MARK ON ENTRY CARD 'JUNIOR'. Points for champion will be accumulated for entries section J1-J11 and sections 1-77 and Sections C-K. Points awarded same as Section A. Prize: \$25 from Rodney Aldborough Fair Board and \$20 gift certificate from Cindy Horvat, Unisex Hair Salon.

NEW - Runner Up - Mayor Duncan McPhail will donate \$20 gift certificate from local business in West Elgin.

C. Superintendent Special – Open to all participants. 9 x 13 carrot cake with cream cheese icing. 1ST PRIZE WILL BECOME PROPERTY OF SUPERINTENDENT. This special category will be enjoyed by the committee members on the day of judging. Prize donated by superintendent. 1st Prize only - \$25.

— Class 6 Culinary Arts continued on page 21 —

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Class 6 CULINARY ARTS

— Class 6 Culinary Arts continued from page 19 —

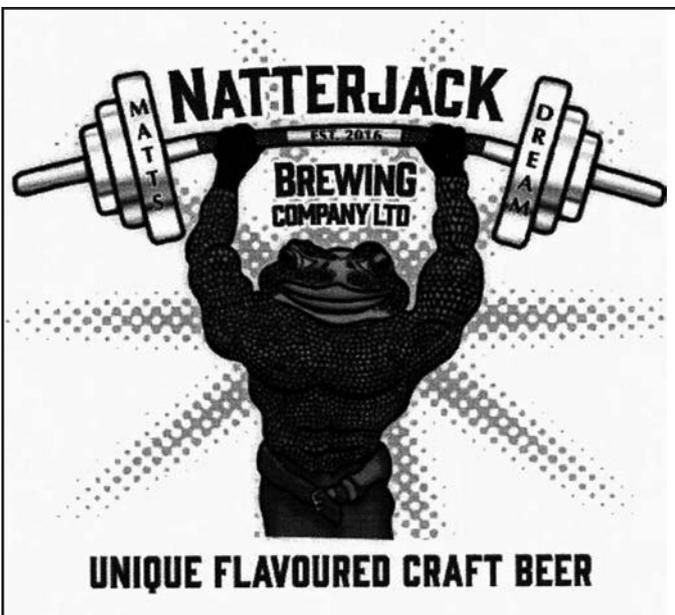
D. Sponsor Special- Marsha Knapp - Strawberry Jam – 2 x 500 ml; Prize - \$20.00
1st prize only-entry becomes property of sponsor.

E. Sponsor Special - Nancy McGregor - Orange Cake -8 x 8 - uniced -Prize- \$20.00
1st place only -entry becomes property of sponsor.

F. “Best Home Canning” Total highest accumulated points in sections 1–12;
One Prize only - \$30 Gift Certificate from Bernardin.

G. Chocolate Chip Cookie Competition – Open to all youth ages 10 to 15 (as of Dec.31 of current year). One entry per exhibitor only. Entry must consist of 8 cookies displayed on a firm disposable plate. Cookies to be no larger than 3” (6.75 cm) and no smaller than 2” (5 cm.) Prize: 1st \$15; 2nd - \$10.

Recipe must accompany entry. Consent to publish must be signed. 1st prize winner may enter cookies in Ontario Agricultural Societies District competition in November, District winner to compete in Provincial competition.



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H. President's Special - A –Alyson Hawken– Almond Cake– recipe attached–Prize - \$30;
Gluten-free Coconut bars – recipe attached - Prize \$30.
1st place only entries becomes property of sponsor.

I. Past President's Special-(Melanie McLeod) 1st prize only entry becomes property of sponsor:
Oatmeal choc chip cookies–1 dozen-\$10;
60/40 whole wheat bread-\$10;
White dinner rolls–1 dozen-\$15;
Butter Tarts–plain–1 dozen-\$15;
Oatmeal date cookies–1 dozen-\$15;
Carrot muffins–1 dozen- \$15;
Plain banana muffins– 1 dozen-\$15;
Apple pie– 9” full top-\$15

J. NEW Sponsor Special – Mayor Duncan McPhail – 9” Elderberry Pie
1st - \$15, 1st prize only - entry becomes property of sponsor.

K. Sponsor Special – Tony Cope – Cope Amusements. Lemon Pie with no topping. Prize - \$25.00
1st prize only – entry becomes property of sponsor.

NEW -PLEASE NOTE - Junior Baking Specials, Canning, Baking Section and Baking Specials only have a 1st and 2nd prize only. Above Rules & Points apply to all entries.

JUNIOR FAIR BAKING ENTRIES –

(Ages 12 – 21) for Section B. No mixes allowed.

Prizes Section J1-J11; \$7, \$5

- J-1 Chocolate Chip Cookies (4)
- J-2 Peanut Butter Cookies (4)
- J-3 Plain Rice Krispie Squares-2” squares (4)
- J-4 Chocolate Fudge (plain) 1”squares (4)
- J-5 Chocolate Brownies -uniced – 2”squares (4)
- J-6 Banana Muffins – Plain (4)
- J-7 Blueberry Muffins – Plain (4)
- J-8 Sugar Cookies – (4)
- J-9 Apple Pie – 9” Full top (spiced)
- J-10 White Bread from Bread Machine

CANNED PRODUCTS

2019 Canned products only – mason jars with new rings and rubbers to be used.

Prizes sections #1–#12; \$7, \$5,

1. Apple Sauce – 1 pint
2. Peaches – 1 pint
3. Pears – 1 pint
4. Strawberry jam – not less than 8 oz. cooked
5. Peach jam – not less than 8 oz. cooked
6. Hot dog relish – 1 pint
7. Sweet pickles – 1 pint
8. Bread & butter pickles – 1 pint
9. Dill pickles – 1 pint
10. Pickled beets – 1 pint
11. Spaghetti sauce – meatless – 1 pint
12. Chili sauce – 1 pint

— Class 6 Culinary Arts continued on page 23 —



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Class 6 CULINARY ARTS

— Class 6 Culinary Arts continued from page 21 —

NEW – Baking Section - 1st- \$7 & 2nd \$5 – Prizes sponsored by Mayor Duncan McPhail

13. White Bread
14. Bran muffins with raisins (4)
15. Blueberry muffins (4)
16. Banana Chocolate chip muffins (4)
17. Peanut Butter cookies (4)
18. Chocolate chip cookies (4)
19. Raisin oatmeal cookies (4)
20. Chocolate brownies (4)
21. Butter tart squares (4)
22. Shortbread cookies (4)

BAKING SPECIALS

In Section #23-#67 the entry winning the special prize becomes the property of the sponsor whose name appears in brackets. If no entry is made, money given as special prizes will be considered a donation to the Fair Board.

“Baking Specials” 1st Place items #23-#67 which belong to the specified sponsor must be picked up anytime between 4:00 & 6:30. Any item not picked up will be disposed of. All other baking items to be picked up at 4:00.

Prizes sections #23-#30 - \$10, \$5,

23. Date & Nut loaf (Ruth Ann Howse)
24. Banana loaf (Bank of Montreal)
25. Cranberry Lemon loaf (Tiny Tots Nursery School)
26. Lemon loaf -iced (Diana Wright)
27. Lemon Poppy Seed loaf (Val Klein)
28. Lemon Zucchini loaf (Bill Havens)
29. Pumpkin loaf-spiced - (Louise Bittermann)
30. Banana Cranberry Loaf (Lois Woolner)

Prizes in section #31-#60 - \$15, \$5,

Please note: Rule # 4 to cook bottom pie crust thoroughly.

31. 1 dozen cinnamon buns – uniced (Allan Woolner)
32. Dutch apple pie (Brian McGill)
33. Cherry pie, lattice top (Andrew McCallum)
34. Elderberry pie (Andrew McCallum)
35. Pumpkin pie, spiced (Janet Johnston)
36. Blueberry pie (Andrew McCallum)
37. Raspberry pie (Ann Smith)
38. Bumbleberry pie (Gary Smith)
39. Mincemeat pie (Dave Johnston)
40. Raisin pie – full top (Mary Mylrea)
41. Raspberry/Rhubarb pie (Bill Denning)
42. Sugarless apple pie, spiced, (Brien Cornwall)
43. Sugarless cherry pie (Val Klein)
44. Sugarless pumpkin pie (Brien Cornwall)
45. Raisin pie – lattice top (Bill Havens)
46. 1 doz. raspberry tarts (Natalie Gillis)
47. 1 doz. butter tarts-with nuts (Jim Holdaway)
48. 1 doz raspberry coconut tarts (Judy Macuda)
49. 1 doz. butter tarts/plain (Bryan Pinder)
50. 1 doz. raisin tarts (Brian McGill)
51. 1 doz. pecan tarts (Larry McGahan)
52. 1 doz. rum & raisin tarts (Marg Friedrich)

53. 1 doz. date-filled oatmeal cookies (John Johnson, Auctioneer)
54. 1 dozen shortbread cookies (Lise VanDyk)
55. Approximate 9 x 9 carrot cake-iced (Shawn Gillis)
56. Approximate 9 x 9 banana cake – iced (Bill Denning)
57. Approximate 9 x 9 candy bar squares, include recipe (Shaun Dowling)
58. 9 x 9 brownies with creative topping, include recipe (Shaun Dowling)
59. Angel food cake, iced (Jill Soos)
60. Gluten Free oatmeal raisin cookies -1 dozen (Laura Kieraszewicz)

Prize Sections #62-#63 - \$20, \$6,

61. Cinnamon coffee cake (Ron Buchanan)
62. Chocolate Chiffon Cake, iced (Barb McFadden)
63. Pecan pie (Dianne Downie)

Prize Section: #64 - \$20, \$6

64. 1 loaf “cheesy” cheese bread (Chris Morton)

Prize Section #66-#67 \$25, \$7

65. 9 x 9 cake made with honey (Bernie Wiehle)
66. Red velvet cake with cream cheese icing (Lise Van Dyk)
67. Light fruit cake, approx 5 1/2” sq. recipe attached (Thompsons)
1st-\$25; 2nd-\$15

COMMERCIAL SPECIALS – COUNTRY FAIR BAKING CONTESTS

68. Robin Hood Flour – “Best Family Recipe” Banana Loaf – Label & recipe must be displayed with entry. 1st prize-\$25 product Certificate; 2nd prize-\$10 product certificate.
69. Robin Hood Flour “Best Lunch Box Snack” - Oatmeal chocolate chip cookies 1 dozen) Label & recipe must be displayed with entry. 1st prize-\$25-product certificate; 2nd prize-\$10.00 certificate.
70. Crisco “Best Family Recipe” - Pecan tarts -(1 dozen) -Label & recipe must be displayed with entry. 1st prize-\$25 product certificate; 2nd prize-\$10 product certificate.
71. Bernardin Pectin – Raspberry jam – not less than 8 oz. cooked. Label and recipe must be displayed with entry. 1st prize only - \$20 gift certificate.
72. Bernardin Gift Pack – 3 pints of canning using Bernardin mason jars & snap lids. Judging to be based on creativity, quality of home canned product, perceived value & presentation. 1st prize only - \$20 gift certificate.
73. Bernardin Snap Lid/Mason Jar Creative Craft Award – Best decorative or functional homemade craft made using a Bernardin mason jar(s) and/or 2 pc Snap Lid as selected by fair. 1st Prize only - \$20 product certificate.

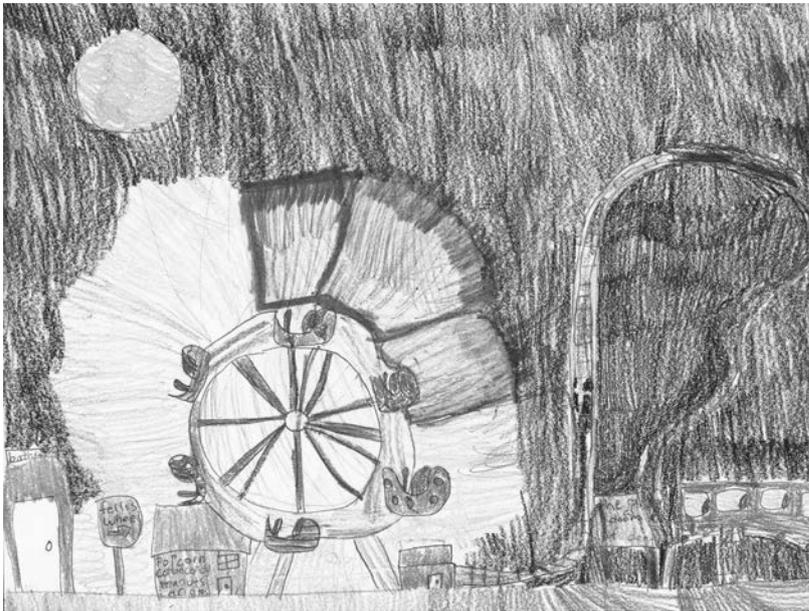
Beary Blue Acres (Dennis & Sandra Fischer)

74. Best blueberry muffins – (4) – Prize-\$7
75. Best blueberry jam – 1 pint – Prize -\$8
76. Ontario Bean Producers Marketing Board will donate \$10 for the winner of the best white bean or yellow-eye bean recipe dish.
77. O.A.A.S – 6 regular raisin butter tarts (no mini size). The winner will be asked to complete at District 13 level in November 2019. 1st prize- \$15.00; 2nd prize-\$10.00

All entries will be judged on appearance, taste and texture of the item, as well as the overall creativity and presentation. Commercial specials require a photo to accompany request for prize. Winners of commercial specials please be present at 3:30 Saturday for photo and sign declarations.

POINTS to be awarded in all categories as stated in A & B above for Senior and Junior Baking Champion.

Website to visit: www.robinhood.ca or www.criscocanada.ca or www.bernardin.ca for recipes and helpful hints.



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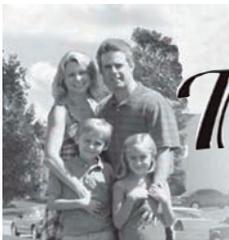
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Class 7 CREATIVE CRAFTS

Superintendent: Jill Downie (519) 785-0730

Committee: Geri Tenuta, Vicki Slack, June Ford, Maria Vanlith, Margie Alderton, Rosanne Schleihauf, Lynda Ford, Cindy Ross

1. All entries must be in the hall by Thursday, September 12, 2019 by 9:00pm
2. No exhibitor may have more than one entry per section. Only Quilt work can be entered again in alternate years.
3. Judges will disallow any soiled, defaced or old work.

Homemade entries must be clean and up to date work. In sections where there is no competition, unless the exhibit is worthy, no prize will be awarded. 4. While every reasonable precaution will be taken to ensure the safety of articles submitted for judging, the exhibitors will assume all risks, and the Rodney Aldborough Fair is not responsible for damaged, lost or stolen goods.

The Ontario Association of Agricultural Societies (OAAS), has 2 Champion Quilt Competitions for And Quilted Quilts, and a Machine Quilted Quilt/Wall Hanging. Both quilts must be at least 324" on the perimeter, to be eligible to proceed to the next level of OAAS. Smaller quilts will be eligible in their categories at the fair, but will not be judged for the OAAS. Only first place quilts at the local fairs will be eligible for competition at district level. To enter this competition, the Grand Champion Quilt must first compete in the District Quilt Competition in November. The 1st prize quilt is then entered in the OAAS competition which is held at the OAAS Annual Convention in Toronto in February. The Exhibitor will retain ownership of the quilt at all levels of competition. The hand quilted quilt must be solely made and hand quilted by an individual. Please attach samples to every entry and include the name of the pattern. Helpful Hints: Attention should be given to general appearance and design; keep backing smooth and free of wrinkles; a quilt or quilted article must have 3 layers, a front, a filling and a back; keep stitches uniform and evenly spaced on both front and back; no pencil or stencil markings should be visible; points and corners mitered or rounded. Please place tag in the right hand corner.

If you do not want to have your double size plus quilt entered into the Regional Competition, please state this clearly on your entry tag.

Prizes 1-15: \$11, \$8, \$5

1. Appliqued quilt, hand quilted 2. Pieced quilt, decorated fabrics, hand quilted 3. Quilt, plain on both sides, hand quilted 4. Quilt, new pattern, hand quilted 5. Quilt, old pattern, hand quilted 6. Embroidered Quilt, hand quilted 7. Quilt, strip method, hand quilted 8. Quilted Wall Hanging (ready to hang) 9. Ontario Agricultural Annual Champion Hand Quilt Competition – Grand Champion Section 1-8 are eligible.

Machine/hand quilted wall hanging is measured on perimeter. Total perimeter to be a minimum of 480cm (192"), square or rectangle. Quilt/wall hanging must be solely made and machine quilted b the exhibitor on a short arm machine. In this section, no long arm machines are to be used and must have visible machine quilting.

10. Machine Quilt, cotton pieced, quilted by exhibitor 11. Machine Quilt, pieced sampler, quilted by exhibitor 12. Machine Quilt, preprinted cloth or plain fabric, quilted by the exhibitor 13. Machine Quilt, appliqued, quilted by exhibitor 14. Machine Quilt, Wall Hanging (ready to hang; size stated above) 15. Ontario Agricultural Annual Champion Machine Quilt Competition – Grand Champion Section 10-14 are eligible.

Prizes 16-30: \$7, \$5, \$4

16. Lap Quilt – any type of quilting; approximately 50" x 65" 17. Tie Quilt – any size 18. Special for Organizations – quilt showing best quilting \$10 19. Quilt, machine quilted using long arm – larger than crib quilt 20. Crib Quilt, pieced, machine or hand quilted
21. Quilt made of repurposed clothing 22. Quilt Wall Hanging, any size (workmanship judged) 23. Quilt, machine quilted using Short arm - larger than crib quilt 24. Embroidered Quilt – any size 25. Rag Quilt – any size 26. NEW - Quilt, Preprinted Cheater or Panel – any size 27. Attic Treasure Quilt Over 20 years old – any size; Does not need to be quilted by exhibitor 28. NEW - Quilt Top Only – Workmanship judged 29. Quilt – Your choice; that is Not Listed 30. Afghan, knitted 31. Afghan, crocheted

— Class 7 - Creative Crafts continued on page 27 —




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Class 7 CREATIVE CRAFTS

— Class 7 - Creative Crafts continued from page 25 —

Yarn and Fabric: Prize Section 31-68: \$6, \$4, \$3

32. Cushion- your choice that is not listed 33. Cushion, quilted 34. Cushion, crocheted or knitted 35. A stuffed toy 36. Hot dish pad 37. Potholders (2) or oven mitts (fabric) 38. Table runner or Topper – any design 39. One pair of dishcloths, knitted or crocheted 40. Kitchen finger towel 41. Any article made from recycled “blue jeans” (not large quilt) 42. Hand crafted tote/grocery bag – fabric 43. Something new made from something old – fabric 44. NEW - Door or Draft Stopper 45. NEW - Ugly Christmas Sweater decorated by you 46. NEW - Sensory Fidget Blanket 47. Any embroidered item 48. Pillow Case, Handmade, fun fabric 49. Procrastinator – 90% finished article 50. Any other yarn or fabric item – that is Not Listed

Adult Apparel

51. Fingerless texting gloves, any style
52. Scarf- knitted or crocheted 53. Cowl or Infinity scarf 54. A pair of slippers – any style 55. NEW - Mittens – any style 56. Pair of socks – knitted 57. Poncho or Shawl 58. Toque/Hat – knitted or crocheted 59. NEW - Microwaveable Heating Pad 60. Any other adult apparel item – that is Not Listed

Children & Baby Section

61. Hat – any style 62. Mittens – any style 63. Baby Outfit minimum of 2 pieces 64. NEW - Baby Blanket or Receiving Blanket 65. Baby Bib 66. Kids Socks – knitted 67. NEW - Article for Baby Shower, handmade 68. Children’s Slippers 69. Any other child’s apparel item – that is Not Listed

Special Entry: Prize Section \$8, \$6, \$4

70. Craft of any kind that displays this year’s fair theme

Crafts Other Than Yarn/Fabric Prize Section \$5, \$3, \$2

71. Decorate Wine Bottle – any occasion 72. Ceramic Article – glazed 73. Something Useful from Something Useless 74. Craft made from Corks 75. 2 Greeting cards, hand crafted, your choice (no envelop) 76. Jewellery, any method, handmade 77. NEW - Handmade garden decoration 78. Handmade Christmas tree ornament 79. Door wreath – any theme 80. Door hanging – any theme (other than yarn/fabric) 81. Wind Chimes 82. NEW - Tole Painted article. 83. Hand Crafted Sign – not to exceed (18” x 24”) 84. Any craft item – that is Not Listed (not to exceed 30” tall)

Special Category for our friends at Elgin St. Thomas Assoc. for Community Living, Quad County Support Services, Retirement Villa or any similar establishment. Also included are developmentally and/or physically challenged Youth or Adult. There is no entry fee required for this category.

Section Prizes: \$5, \$3, \$2

85. Winter/Christmas – display item, handcrafted 86. Spring/Easter – display item, handcrafted 87. Summer/Canada Day – display item, handcrafted 88. Fall/Thanksgiving – display item, handcrafted

Class 8 FLOWER SHOW

Superintendent: Laura Kieraszewicz (519) 785 2092

Committee: Marion Binks, Carolyn Guest, Mary Jocius, Roxanne Nethercott, Marjorie Prieksaitis, Vicki Slack

1. All entries in hall on Thursday, Sept. 12th from 2 - 9 p.m.
2. Only 1 entry per section and from exhibitor's home garden.
3. Rules for judging are from REVISED publication #34, available from O.M.A.F.R.A. Copies of these can be found in the local libraries.

The Rodney-Aldborough Agricultural Society gratefully acknowledges Rodney and District Horticultural Society for funding prizes in the Flower Show.

Tips to Consider:

CONDITION:	free of disease, insect damage, etc
FORM:	proper shape for type of flowers
SUBSTANCE:	fresh, not wilted or old
UNIFORMITY:	in size
STEMS:	strong and straight

PLEASE NOTE: the number of stems or blooms required in each section. There are many tips for conditioning flowers, according to type. Please research your flower type for optimum quality. Prize Sections 1 - 20 \$5, \$4, \$3

Cut Flowers

1. Marigold ,small, 5 blooms
2. Marigold, large, 3 blooms
3. Black-eyed Susans, (Rudbeckia) 5 blooms
4. Zinnia, 3 blooms
5. Snapdragons, 3 stems
6. Chrysanthemum, 1 spray
7. Salvia, any colour, 3 stems
8. Gladiolus, 1 spike
9. Sunflower, decorative type, 3 stems
10. Rose, red, own foliage attached
11. Rose, any other colour, own foliage attached
12. Hydrangea, 1 fresh bloom
13. Petunias, 3 stems
14. Sedum, 3 stems
15. Floating Flower Head, foliage optional, 1 bloom
16. Dahlias, small, 4” - 6”, 3 blooms
17. Flower not listed above, 3 stems

Potted Plants - owned by exhibitor minimum three months

18. Favourite Houseplant, max. pot size 12”
19. Cacti or Succulent Plants, can be a grouping, max. pot size 12”
20. African Violet, single crown, 1 pot

Prize Sections 21 - 23: \$6, \$5, \$4

Bouquets: a designed bunch of flowers/foliage in a suitable container

21. Dahlias
22. Hydrangea
23. Mixed Garden Flowers, 3 kinds or more

— Class 8 - Flower Show continued on page 29 —

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Class 8 FLOWER SHOW

— Class 8 - Flower Show continued from page 27 —

Prize Sections 24 – 27 \$7, \$6, \$5.

Arrangements / Design - Artistically arranged, suitable container, other plant material allowed. NO SILK FLOWERS, NO DYED MATERIAL. PLEASE take note when size and dimensions are stipulated.

24. "Tiny Twinkies" - a miniature design not to exceed 5 " in any direction.
25. "Dancing Green Lights" - a freestyle arrangement of green plant material, in a suitable container.
26. "Moonlight" - an arrangement of all white flowers.
27. "Carnival Colours" - a small arrangement of vibrant coloured flowers not to exceed 10" in any direction.

Specials/Arrangements.

Our THANKS to the donors of prizes in this section.

28. "Happy Birthday!" - An arrangement of fresh flowers, foliage, accessories, in a suitable container, to be used at a child's' birthday party. Gift Certificates of 1st, \$10, 2nd, \$8, and 3rd, \$7, donated by Green St. Landscaping, Rodney.
29. "A Little Bit Country" - An arrangement of wildflowers, plants, and natural materials, in a "country" themed container. 1st, \$15, 2nd, \$10, 3rd, \$5, donated by West Elgin Nature Trust.
30. "Marching Band" - a "parallel design" using seasonal flowers, foliage and accessories. (A parallel design has 3 or more vertical groupings of material with open spaces between the groupings.) Gift Certificates of 1st, \$15, 2nd, \$10, and 3rd, \$5, donated by Tasty Sweets Cafe and Bakery, West Lorne. Refer to Ontario Judging publication #34 for description of a parallel design.
31. "Masquerade" - an arrangement of fresh flowers and foliage incorporating a mask. 1st, \$20 Gift Certificate donated by Crazy 8 Barn, Palmyra, 2nd, Garden gift Pack donated by Knight's Home Hardware, West Lorne, 3rd, \$10 Gift Certificate donated by Jeraniums Ceramics and Gifts, Rodney.
32. "COUNTRY NIGHTS and CARNIVAL LIGHTS - a freestyle design featuring the Fair Theme. In keeping with the theme, it is optional to incorporate battery powered lights in the design

1st, \$25, 2nd, \$15, 3rd, \$10,
donated by Andrew and
Laura Kieraszewicz

"Best of Show" - Judge's Choice from the ENTIRE Flower Show.
One Prize - \$20 Gift Certificate from Erie Gardens, New Glasgow.

Class 9 ART

Superintendent: Irene Kriter (519) 785-2046

RULES

Only one entry per person in each section. All paintings can be done on framed canvas or regular frames without glass, and mounted with exhibitor tag attached. Please cover artist's name. No prize will be given if no work is worthy of a prize in a section. No paint by numbers or prints.

STUDENTS- Artwork on paper or framed canvas or frames WITHOUT glass. No fee for WESS sections. Other sections entry fee is charged. Please attach exhibitors tag and cover artist's name.

Prizes 1-19 \$8, \$6, \$4

Oil or Acrylics

1. Miniature painting-any topic
2. Landscape
3. Waterscape
4. Abstract
5. Portrait
6. Still life
7. Animals

Water Colours

8. Miniature painting-any topic
9. Landscape
10. Waterscape
11. Portrait
12. Still Life
13. Animals

Pencil or Charcoal

14. Still Life
15. Wildlife
16. Portrait

Miscellaneous Category

17. Collage
18. Open Class any media any type
19. Textile Art (Art using fabric)

Special

\$25 to the exhibitor that accumulates the most points in sections 1-19

WEST ELGIN SECONDARY SCHOOL STUDENTS ONLY - No Fee

Prizes 21- 30 \$8, \$6, \$4

21. Oil Pastel Study
22. Canadian Landscapes
23. Masks - Acrylic and Plaster
24. Photo Realism
25. Photography – Black and White, Still Life, no larger than 8"x10"
26. Textile Art
27. Open Category – any medium or combination
28. Colour Drawing – any topic
29. Printmaking – Relief Prints
30. Printmaking – Mono Prints

Special

\$25 to the student that accumulates the most points in sections in sections 21-30 donated by John and Gloria Zsoldos.





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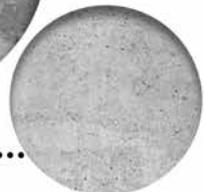
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Foundations...



and more....



Class 10 PHOTOGRAPHY

Superintendent - Marguerite Alderton

RodneyAldboroughAgSociety@outlook.com

Committee: Dorothy Long, Leah Smith, Jill Downie,
Maria VanLith, Anita VanLith & Marguerite Alderton

Rules for Class 14 section 1-23

1. Each photo must be mounted separately, suitably displayed on **Bristol board or stiff cardboard** (construction paper will not stay mounted in the display and will therefore not be accepted)
2. Matte should measure 25cm (10inches) HIGH and not more than 20cm (8inches) WIDE. These sizes are mandatory or photos will not properly display in units. **ONLY** photos properly mounted will be displayed. **NOTE: WIDTH dimensions for "SPECIALS" vary, see rules below.**
3. **ONLY** one entry per section.
4. Photos may be a product of camera, cell phones or tablets.
5. Open to non-professional photographers. Must be taken by THE EXHIBITOR except where indicated with a * and can not **have been shown in previous RODNEY ALDBOROUGH FAIRS.**
6. Please place entry tag in LOWER RIGHT HAND CORNER close to the picture for display purposes.
7. Every effort will be made to protect photos from potential damage but take note that Rodney Aldborough Fair is not responsible for any damage that may occur to photos that are submitted.

Prize Section 1-22: 1st-\$5, 2nd- \$4, 3rd- \$3

1. **SNUGGLE UP FOR WINTER**
2. **ALL THINGS RED**
3. **HAPPY TAILS (PET)**
4. **SOMEONE FAMOUS**
5. **IT HAPPENED AT THE FAIR (PHOTO FROM LAST YEAR'S FAIR)**
6. **PEOPLE WHO SERVE (FD,PD,ARMED FORCES,NURSES,VOLUNTEERS ETC)**
7. **AND NOW...THE WEATHER**
8. **BABY ANIMALS (PETS,WILDLIFE,ZOO OR FARM)**
9. **THAT PERFECT MOMENT**
10. **WATER IN ANY FORM**
11. **OUTDOOR BEAUTY**
12. **CANADA BLOOMS (FLOWERS)**
13. **YOU'VE BEEN PHOTO-BOMBED**
14. **LET'S PLAY (SPORTS)**
15. **HEAVENLY LIGHT**
16. **A SELFIE(ONE OR MORE PERSONS)**
17. **PHOTO OF SOMEONE TAKING A PICTURE**
18. **BRIDGES**
19. **STREET PHOTOGRAPHY**
20. **FAIR THEME - "COUNTRY NIGHTS & CARNIVAL LIGHTS"**
21. **EBONY & IVORY (B&W PHOTO)**
22. **THROUGH A WINDOW OR DOOR**
23. **SPECIAL FX (WITHOUT PHOTOSHOPPING)**
(look to "specials" for photoshopping class)

SPECIALS

Rules for Class 14 Section 24-32

1st-\$25, 2nd- \$15, 3rd- \$10

1. Each photo must be mounted separately, suitably displayed on Bristol board or stiff cardboard (construction paper will not stay mounted in the display and will therefore not be accepted)
2. Matte should measure 25cm (10inches) HIGH and as wide as necessary to mount the number of photos required for that section.
3. **ONLY** one entry per section.
4. Photos may be a product of camera, cell phones or tablets.
5. Open to non-professional photographers. Must be taken by THE EXHIBITOR except where indicated with a * and can not have been shown in previous RODNEY ALDBOROUGH FAIRS.
6. Please place entry tag in LOWER RIGHT HAND CORNER close to the picture for display purposes.
7. Every effort will be made to protect photos from potential damage but take note that Rodney Aldborough Fair is not responsible for any damage that may occur to photos that are submitted.

24. WHAT IS THAT ?

2 photos. 1st a close up of an object not recognizable.
2nd the object from father away.
Cover pic #2 with a small piece of paper so people can guess and then LIFT the paper for the result.
1st 2nd & 3rd prizes donated by **Lithville Farms, Clachan**

25. DIGITAL DARKROOM

2 photos, 1 before and 1 after of
a picture that has been photo shopped
1st 2nd & 3rd prizes donated by **Wardsville Tire, Wardsville**

26. REDUCE REUSE RECYCLE

2 photos, 1 before and 1 after of something that has been reused or recycled
1st 2nd & 3rd prizes donated by **Brian Downie, Rodney**

27. I SPY

3 photos of any objects.
Each depicting a different letter of the alphabet.
1st 2nd & 3rd prizes donated by **J&M VanLith Farms, Clachan**

— *Class 10 - Photography continued on page 33* —



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Class 10 PHOTOGRAPHY

— Class 10 - Photography continued from page 31 —

28. CHANGES

4 photos of the same THING or LOCATION in each of the 4 DIFFERENT SEASONS

1st 2nd & 3rd prizes donated by **Dennings Funeral Home, Rodney**

29. SO GOD MADE A FARMER

3 photos depicting rural life

1st 2nd & 3rd prizes donated by **Paul Downie, Rodney**

30. HOME RENO

2 photos of before and after, or 3 photos of before, during and after a home renovation.

\$25, \$15, & \$10 Home Hardware Gift Card donated by **McNaughton's Home Hardware, Newbury**

31. KEEP CALM

2 photos depicting serenity and relaxation

1st prize donated by **Embrace Massage and Wellness Centre, Rodney**
2nd & 3rd prize donated by **McWilliams Appliance, Clachan.**

32. A LOCAL HAPPENING

1 or two) photo(s) of an event in the area (identify under the photo)

1st prize donated by **Little Ethel's Ice Cream Shop, Rodney**

2nd & 3rd prize donated by **Nexus Credit Union, Wardsville**

"FOCUS on Kids" (for our little shutterbugs age 14 and under)

Section 34-36

First prize in each section donated by **Marg's variety, Rodney**

Prize Section 34-39: 1st-\$10, 2nd- \$3, 3rd-\$2

34. SELFIE (1 or more people)

35. A SPECIAL MOMENT

36. BFF (Best FUR Friend)

NEW EXHIBIT CLASS Section 40

This class is exclusively for professional/semi-professional photographers. (those who take pictures for a fee)

THIS IS AN EXHIBIT CLASS ONLY (no prizes will be awarded) to showcase their best (up to) 5 photos.

Please follow **RULE # 2** for **MATTING** in the "SPECIALS" Category.

Class 11 ANTIQUES & COLLECTIBLES

Superintendent: **June Ford**

RodneyAldboroughAgSociety@outlook.com

1. Lantern
2. Candle mold
3. Apple peeler
4. School primer (text book)
5. Oldest baby shoes
6. Child's toy
7. Oldest wedding photo
8. Shaving mug
9. Memorabilia from Rodney Fair (program, photo, etc.)
10. Oldest rolling pin
11. Oldest named small tool (give approx. age)
12. Stump the judge (identify item in sealed envelope)

Class 12 SCARECROW COMPETITION

Superintendent: **Alyson Hawken (519) 768-3589**

SPONSORED BY BLUEBERRY HILL

Prize - 1st - \$75 | 2nd - \$50 | 3rd - 25

All entries must be tagged and in the hall
by 9:00 pm Thursday September 12, 2019.

A Scarecrow (in the form of a person)
at least 4 feet tall and dressed to scare away crows.

The first 3 winning entries will
become the property of
Blueberry Hill.



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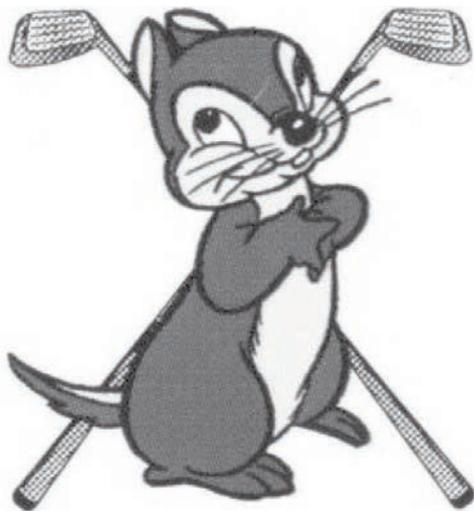


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Class 13 AMBASSADOR OF THE FAIR

Friday September 13th, 2019

Time: 7:00pm

West Elgin Community Centre

Superintendent: Katie McIntyre

RodneyAldboroughAgSociety@outlook.com

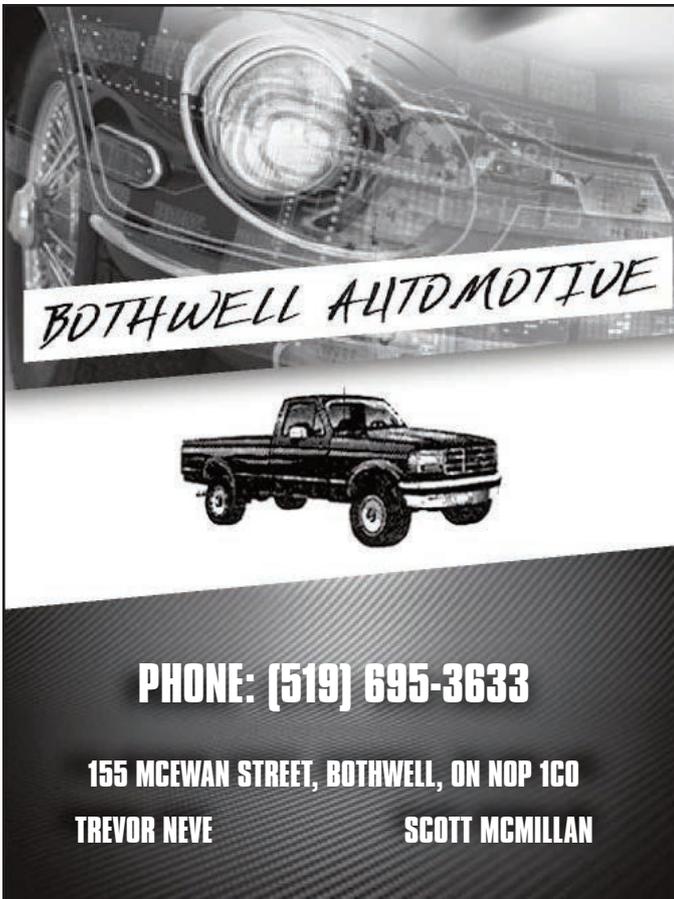
- Ambassador Competition is open to ALL students who are (or will be) at least 18 years of age by August 2020 to qualify to compete at the CNE.
- Contestants will be required to submit a biography, participate in an interview, prepare a speech and answer an impromptu question.

**The GRAND PRIZE is a \$1000 bursary,
sponsored by West Elgin Mutual.**

Interested contestants are encouraged to enter the contest by September 1st, 2019 as we must have at least 3 candidates for the contest to proceed!

To enter the contest or for more information, contact Katie McIntyre at RodneyAldboroughAgSociety@outlook.com

All Ambassador Contestants will have a fun and action packed weekend ahead of them at the fair. They will have the opportunity to meet members of our community and fair-goers, participate in the great lineup of events we have planned, do some judging and hand-out prizes to exhibitors and enjoy all that the fair has to offer!



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Class 14 JUNIOR FAIR

Superintendent - Kelly-Ann Moar
RodneyAldboroughAgSociety@outlook.com

Please read rules carefully.

- One entry only by each pupil in any one class.
- All work must be that of the exhibitor (except in the 6 & under section) and not have been previously exhibited at The Aldborough Fair.
- All entries to be brought to the hall between 4:00 pm and 9:00 pm on Thursday.
- Open to members 18 years and under as of The Aldborough Fair dates, noting ages where specified
- No membership or entry fee is required.

PRINCE & PRINCESS CONTEST

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The individual girl & boy in Grades 1 to 4, (as of Sept. 2019), who succeeds in collecting the most points, in the Junior Fair Section will receive \$25.00. Points awarded (1st - 5 points, 2nd - 4 points, 3rd - 3 points)
ANNOUNCEMENT TO PARENTS: Parents are urged to allow the children to do the work and preparation of the exhibits without assistance (unless otherwise noted). Encourage them in every way, but remember that every bit of work you do for them helps to defeat the object of the Junior School Fair. Crafts and hobbies

CRAFTS AND HOBBIES

Prize Section 1-63: \$2.50, \$1.50, \$1.00

FOR CHILDREN SIX and UNDER as of Sept 23, 2019

1. Finger painting festival lights.
2. Play dough farm animal.
3. Make a 2D ferris wheel using popsicle sticks (glued to a piece of paper).
4. Make a picture using stickers.

FOR CHILDREN AGES SEVEN – NINE as of Sept, 2019

5. Colour a page from a colouring book with wax crayon, mounted on construction paper.
6. Make a farm animal paper bag puppet.
7. Make a mosaic landscape of a country night using torn construction or tissue paper.
8. Draw a picture of your pet, or a favourite animal.

FOR CHILDREN AGES TEN – TWELVE as of Sept, 2019

9. Create a harvest, or thanksgiving wreath.
10. Make a LEGO tractor
11. Create a picture using seeds, grains or beans depicting our Fair theme "Country Nights and Carnival Lights"
12. Pencil sketch - any subject.

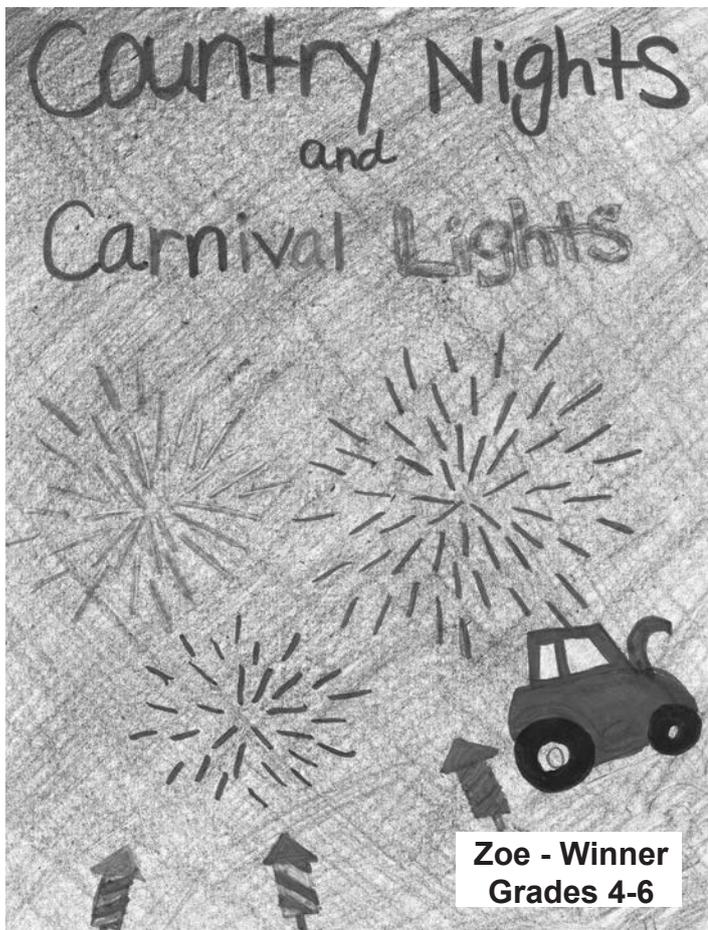
FOR CHILDREN AGES THIRTEEN –FIFTEEN as of Sept, 2019

13. Create a 3D Ferris Wheel that spins using popsicle sticks or recycled material
14. Make a hand made friendship bracelet.
15. Painting acrylic - any subject
16. Make a tie dyed article.

FOR CHILDREN AGES SIXTEEN — EIGHTEEN as of Sept, 2019

17. Pencil sketch – 8 1/2" x 11".
1. Animal
2. Portrait
3. Scenic
18. Three 4" x 6" photos, mounted on a 12" x 16" paper – Weather.
19. Monochromatic Painting – 11" x 17".
20. Abstract Painting – 11" x 17".

Class 14 - Junior Fair continued on page 37



Zoe - Winner
Grades 4-6

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Class 14 JUNIOR FAIR

— Class 14 - Junior Fair continued from page 35 —

BAKING

PRESIDENT'S ELEMENTARY SCHOOL SPECIAL (ages 4-11)

Prizes: 1st - \$15; 2nd - \$10; 3rd - \$5; 4th - \$3

Peanut Butter Marshmallow Squares (12) – Attach recipe. 1st & 2nd prize entries become property of sponsor.

*** Note - Kids to "make", parents to "cook/melt"

FOR CHILDREN SIX and UNDER as of Sept, 2019

21. One (1) decorated cookie (decoration only judged)
22. Make an edible necklace
23. Homemade trail mix in a zip-lock bag.

FOR CHILDREN AGES SEVEN – NINE as of Sept, 2019

24. Three brownie squares (no nuts), approximately 1" square. Junior Fair
25. Three (3) cupcakes with edible decorated (decoration are judged only).
26. Five (5) sugar cookies.

FOR CHILDREN AGES TEN –TWELVE as of Sept, 2019

27. Five (5) decorated cupcakes with the fair theme.
28. Three (3) decorated Rice Krispie stars with added flair such as candy, chocolate, sprinkles etc.
29. Five (5) pieces of chocolate fudge.

FOR CHILDREN AGES THIRTEEN –FIFTEEN as of Sept, 2019

30. Three (3) decorated cupcakes – one theme (decorations are judged only).
31. Three (3) banana chocolate chip muffins.
32. Five (5) brownies with icing. No nuts.

FOR CHILDREN AGES SIXTEEN — EIGHTEEN as of Sept, 2019

33. Homemade pretzel.
34. Carmel popcorn, 1 cup, sealed in a ziploc bag.
35. Plate of 3 edible items dipped in chocolate (please name the food items if not visible).

FLOWERS

REMINDER: Open to 18 & under – be sure entry tags are securely attached.

NOTE: Be sure to name variety when asked.

When exhibiting flowers, a bud is considered a bloom.

36. Container Herb Garden
37. Wedding Bouquet for a Farmer's daughter
"Gardeners Delight" – an arrangement of wild flowers & weeds arranged in a watering can.
38. Country Bouquet: an arrangement of fall flowers in a tin can.
39. Green Thumb: an arrangement of flowers and greenery
40. Snapdragons, 3 stems.
41. Gladiolus, 1 spike.
42. Zinnias, 3 blooms, over 4".
43. Zinnias, 3 blooms, under 4".
44. One cut stem from a summer flowering bulb gladiolus, rhizome such as canna lilies, begonias, day lilies or gladiolus.
45. Largest sunflower - head only.
46. Marigolds in a theme container.

FRUIT, VEGETABLES AND FIELD CROPS

Reminder: Open to 18 & under – Be sure entry tags are securely attached.

47. Largest Beet.
48. Largest Carrot.
49. Largest Zucchini.
50. Gourds displayed in a basket.

JUNIOR FAIR

51. Arrangement of six different vegetables, arrangement to count.
52. Best pumpkin dressed as a farmer.
53. Best dressed vegetable, fruit or gourd in the fair theme: Country Nights and Carnival Lights
Irene Kritter Special \$6, 5, 4
54. Best decorated scarecrow, not to exceed 48 inches.



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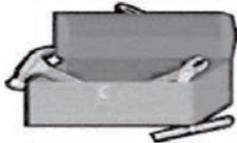


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Class 15 FARM DISPLAY

Superintendent: Alyson Hawken (519) 768-3529

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Prizes: 1st - \$40; 2nd - \$30; 3rd - \$20; 4th - \$10

Depict a farm scene on a 36x36 plywood using 1/64 scale toys. May include crop and livestock components. Building and landscaping is optional. Points will be awarded for including the fair theme.

Open to ALL ages

All entries must be in by 9:00 pm on Thursday September 12, 2019.

Note: Displays will be placed out of reach of spectators to prevent theft & damage.



Class 16 YOUTH POSTER COMPETITION

Superintendent: Alyson Hawken (519) 768-3529

SPONSORED BY
RODNEY ALDBOROUGH AGRICULTURAL SOCIETY

THEME - Promoting Your Fair

Must be an original hand drawn design by an Elementary School aged student.

1st prize - \$10; 2nd prize \$5. First and second prizes are awarded for each category below.

Section:

1. Youth up to Grade 6.
2. Youth Grade 7 to 12.

Criteria and Guidelines:

Poster size - minimum 8.5" x 11" (23cm x 28cm) - maximum 11" x 17" (28cm x 44cm)

To be mounted on Black Art Card with a 2" (5 cm) border.

*Must be hand drawn

*Name and date of Fair must be clearly shown on the Poster

*Must meet above criteria to be entered

The winner of the Poster Competition at the Rodney Fair will be eligible to enter the winning Poster in the Ontario Association of Agricultural Societies District 13 competition. The District 13 winner will be qualified to enter the ONTario Association of Agricultural Societies Convention Competition February 14-16, 2020.



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Class 17 CREATIVE WRITING

Superintendent: Alyson Hawken (519) 768-3529
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RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

TOPIC - "Most Memorable Moment"

1st prize - \$50; 2nd prize \$25. First and second prizes are awarded for each category below.

Section:

1. Personal essay
2. Poem

Criteria and Guidelines:

- *Contestants must submit a typed PDF of their original personal essay or poem to RodneyAldboroughAgSociety@outlook.com by September 9, 2019. (Entries can be submitted starting June 15, 2019)
- *Contest is open to all secondary school students aged 13 to 18.
- *The personal essay must not exceed 750 words. The poem must not exceed 20 lines.
- *The personal essay must be written in the first-person narrative. The poem can take any form.

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Class 18 PARADE

Saturday September 14, 2019
Start Time - 11:00 am

Superintendent: Cynthia Roodzant (519) 785-2271
SPONSORED BY
RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

1. Rain or shine
2. Parade registration to start at 10 am at the Rodney Legion.
3. Transport trucks and fire trucks to assemble at Queens Line Automotive.
4. All parade participants must be registered and positioned by 10:30am.
5. Judging will take place at 10:30 am. SHARP
6. All entries must be in place, set up, and riders must remain in place until all judging is completed.
7. Entries WILL NOT be judged if participants are NOT IN PLACE.
8. Any float may only enter in one class.
9. Parade leaves Legion at 11:00 am
10. Sections 17-20. Only one driver and one adult passenger.
11. The R.A.A.S assumes NO responsibility for accidents or loss of any kind.
12. Download Parade Entry form at www.rodneyfair.ca

PRIZES

Prize Sections 1-3: \$30; \$20; \$15; \$10	Prize Section 10 - \$20; \$10; \$4
Prize Section 4 - \$60; \$40; \$30; \$20	Prize Section 11-12 - \$10; \$5; \$2
Prize Section 5 - \$15; \$10; \$5	Prize Section 13-14 - \$10; \$8; \$5
Prize Section 6-9 - \$10; \$5; \$2	Prize Section 15-16 - \$20; \$10; \$5

FLOAT CLASSIFICATION

1. Youth organizations (i.e. Scouts, teams, schools, etc)
 2. Service Clubs
 3. Commercial Floats
 4. Theme Floats - Floats entering this may be youth, families, service clubs or commercial oriented.
 5. Children's Floats - This section is open to all children 14 years and under who wish to design their own float, any size and are not sponsored by an organization. The float may be a single person or a group of friends. Be creative !!
 6. Best "theme" costume - age 1-7
 7. Best "theme" costume - age 8-14
 8. Best decorated bicycle - age 1-7
 9. Best decorated bicycle - age 8-14
 10. Best decorated group - 2 or more people
 11. Best scarecrow age 1-7
 12. Best scarecrow age 8-14
 13. Best group in themed costume (3 or more)
 14. Best rider in costume
 15. Antique tractor (sponsored by Graham Warwick)
 16. Antique equipment
- Exhibition only - no trophies or judging in this section
17. New cars and trucks - dealer only
 18. Transport trucks
 19. Fire trucks
 20. Antique cars and trucks

All non-winners in the children's classes (14 years and under) will receive \$1 for participating in the parade)

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Class 19 BABY SHOW

Saturday September 14, 2019
Time 12:00 pm in the Rec Centre

Superintendent: Nikki Chase (519) 902-7393 or
(519) 768-3266 or rosscosalon@hotmail.com

Prizes - each baby entered will receive a prize regardless.

Open to babies from 1 day to 24 months of age

CATEGORIES

1. Baby with curliest hair
2. Most hair
3. Least hair
4. Smallest hands
5. Longest toes
6. Chubbiest cheeks
7. Sweetest smile
8. Tiny dancer
9. Looks most like Mom/Dad
10. Baby in best costume (fair theme) 0-12 months
11. Baby in best costume (fair theme) 13-24 months
12. Wee Princess - youngest baby girl
13. Wee Prince - youngest baby boy
14. Lightest eyes
15. Darkest eyes



Class 21 DEMOLITION DERBY

Superintendent: Travis Roodzant (519) 719-7921

Date: Saturday, September 14th, 2019
Time: 5:00 pm

Entry Fee: \$20 per car. Entries will be accepted up to 4:00p.m.
All cars, drivers and pit crew to enter at back gate near the pool.
Car Inspection: To begin at 1:00p.m.
Start of Derby: 5:00p.m.
Final Heat: 8:00p.m. (approx.)

Rules and Regulations:

1. Each driver must fill out an Entry Form.
2. All drivers must supply their own cars.
3. ONLY ONE ENTRY PER PERSON – proof of ownership must accompany each car entered.
4. Each driver must be of legal in Ontario (18 years) and must hold a valid Drivers License.
5. The track or promoter reserves the right to approve or reject any and all entries.
6. Only owners, drivers, and mechanics (pit crew), who sign the Release Sheet, will be permitted in the pit area. (maximum of 3 Pit Crew members plus the driver)
7. No cars are permitted in the competition area before the heat they are to participate in.
8. The promoter, track owners, or Fair board association will not be held responsible for any cars, parts or personal property before, during or after the show.

Type of Car:

1. Any North American sold cars, stock, hardtop automobile or station wagon is allowed.
2. No trucks, convertibles, jeeps, hearses, or limousines are allowed.
3. Any stock factory-made rear ends are permitted, including positraction and limited slip differentials.
4. 2 wheel drive vehicles only.

Preparation of car:

1. Car must be race ready and ready for inspection when entering the fairgrounds.
2. All glass including windshields, side windows, rear windows, head and tail lights must be removed. (rolling down windows is not permitted).
3. Chrome moulding strips and the complete rear seats must be removed.
4. Any sharp protruding finds or dangerous objects must be removed.
5. NO special bumpers, reinforcements, fabrications or trailer hitches are permitted.
6. Welded solid or chained down engine mounts are recommended.
7. MANDATORY restraints needed for the driver's seat. No other reinforcements in the interior of the car with bars. Ratchet strap behind driver's seat is recommended.

— Class 21 Demo Derby Continued on page 45 —

Class 20 OUTDOOR SPORTING CLASS

Superintendent: Alyson Hawken (519) 768-3529
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Prize Section 1-2 - \$30; \$20; \$10 (Home Hardware Gift Cards)

1. Shed Hunting - Best antler that was naturally "shed" by a moose, deer, or elk.
2. Homemade Camouflage - Best shirt, pants or piece of 3' x 3' material made by exhibitor from basic white, green or brown.



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Class 21 DEMOLITION DERBY

— *Class 21 Demo Derby Continued from page 43* —

8. It is recommended that the driver's door be reinforced inside with a steel bar, angle iron or pipe. The length is not to extend more than 8 inches on either end of the driver's door.
9. No spring jacks, blocked shocks or reversed shackles are permitted, and suspensions must be free of blocks.
10. Only one automotive type battery is allowed, it may be moved to any position in the car, but it must be securely fastened and covered. Boxed in (no bungee cords)
11. All doors must be fastened shut by wire, straps or welded for driver's safety.
12. Cutting fenders for wheel clearance only is permitted and ends of bumpers may be cut off.
13. Radiators, transmission coolers and heaters must remain in the original position or be taken off.
14. Hood may be fastened down in four places; truck or tailgate must be fastened down in four places with only two strands of wire through each hole. It is recommended that the hood and trunk springs be removed. Official's decision over use of wire will prevail. No additional weight in the trunk is allowed.
15. Only The driver's door must be painted white. Special numbers are permitted but must be on a white background on driver's door.
16. Stock gas tanks must be removed. A CSA Marine gas tank or custom metal tank may be located on the front of the rear riser ahead of the rear axle or the nearest convenient location closest to the rear axle on station wagons. All tanks must be securely fastened, ahead of the rear axle and covered in a fire-retardant material. A maximum of three gallons of gas is permitted per heat.
17. Cars with electric fuel pumps must have a safety shut off switch with easy access left of the steering column between column and window, post painted with florescent red paint.
18. Auto must be swept clean. No junk tires, wheels, metal parts etc. allowed in the car.
19. Each car must be signed in and inspected in the infield and each driver will be assigned a heat. No entries will be permitted one hour prior to the show time.
20. It is mandatory that a minimum 16 inch opening is cut in the centre of the hood, and the carburetor be covered by a breather to prevent unnecessary fires.
21. Only automotive four ply tires allowed. No double tires or liquid in tires, No studs or screws in rims to hold tires. Wheel weights must be removed.
22. A strong wire, bar or cable should be attached from the bottom to the top of the windshield on or near the rear the driver's side of the vehicle. This safety precaution is taken to prevent injury to the driver in the event that a front-end collision may dislodge the hood and send it into the driver's compartment through the open windshield. Scatter shields are also permitted.

During the Running of the Derby Heats:

1. A safety belt, Z-90 approved helmet and approved goggles (all goggles and face shields must be clear in colour) for eye protection is mandatory.
2. Drivers may manoeuvre forward and backward, but there will be no deliberate head-on collisions and no deliberate hitting on the driver's door. Deliberate hits to the driver's door will result in disqualification.
3. Vehicles must be dependable and have sufficient brakes at all times. Boundaries must be observed.

4. No drinking of alcoholic beverages on track, emergency vehicle area or in the pit. Any driver or pit crew member under the influence of drugs or alcohol will be disqualified and removed from the grounds.
5. A vehicle will be disqualified if the driver's door comes open during a heat.
6. The track officials enforce a one-minute time limit for restarts and making competitive contact with another car. Hits must be aggressive. Simple contact within the time limit does not constitute combat and could be considered sandbagging.
7. All cars are to be removed from the fairgrounds the day after the show by 9:00am or they will become the property of the Rodney Aldborough Agricultural Society and the officials will have them removed unless otherwise notified at the drivers meeting. A removal deposit may be required in some instances.
8. A \$100.00 protest fee is required to contest an action against another car.
9. Anyone in the pit area must be 18 years or older.
10. Anyone without a Pit Pass found associated with a car in the pit area or ring will result in the car being disqualified for the day.
11. Only officials and drivers of derby cars are allowed in the ring.

Additional safety regulations may be imposed depending on the track!

- The derby will be composed of individual heats, consolation, powder-puff (if 2 or more entries are registered) and the finals.
- Cash prizes and trophies will go to the winners of each heat, powder-puff and finals.
- The second-place winners will receive a cash prize. All first-place winners go onto the feature event.
- The Rodney Fair will also award two trophies for Best Looking entries.
- The decision of the judges is final as to the winners in each heat.
- Rules and heats are subject to change without notice according to the Rodney Fair.
- Titles must be turned in on all cars left for junk.

RODNEY FAIR

DEMOLITION DERBY

CASH PRIZES!

SATURDAY, SEPTEMBER 14th
5 PM

The entry fee is \$20 per car.
Entries will be accepted on the day of the event up to 4 pm.

For Rules and Regulations please check out our website: www.rodneyfair.ca

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Class 22 TRUCK PULL - 4X4 TRUCKS

Friday September 13, 2019
Time: 7:00 pm

Superintendent: Judy Macuda (519) 693-4680

General Non-Circuit Rules

1. Local Classes will be competing for prize(s) only, no points to be awarded. The promoter will determine all prizes.
2. Must pay membership to SWOTPA.
3. Must be registered prior to start of pull.
4. Must be present in staging area when class is called.
5. Max speed in pit/track area is 10km/h, speeding will result in disqualification.
6. No alcohol to be consumed prior to pulling.
7. Track official has right to disqualify any participants.
8. All general SWOTPA rules apply to local classes.
9. All weights must be securely fastened.
10. Tractors must burn stock fuel.

Additional Truck Rules

11. Trucks must be street legal, licensed, and insured for the road. 12. Hitch is to be rear most point of truck.
13. Muffler must be attached.
14. Added weights must be secure in box or flatbed, no weight allowed in cab. No weights mounted forward of the stock bumper and/or grill.
15. Driver must hold a valid Drivers License.
16. No passengers allowed in vehicles - drivers only.
17. May compete in one class only, one hook per class unless pull off.

Class 23 STOCK TRACTOR CLASS

Friday, September 13th, 2019 Time: 7:00 pm
Superintendent: Judy Macuda (519) 6934680
Sponsored by D'Hondt Custom Application Service Inc

Stock 2WD, Maximum weight 16,000 lbs
(4WD tractors eligible, must not engage FWA)

1. Must be 18 or older to compete.
2. Competitors must be the owner of the tractor, or have written consent from the owner to compete.
3. No riders allowed.
4. Hitch height not to exceed 22", measured to top surface of hitching device.
5. Front weights not to exceed 48" ahead of tractor frame.
6. Weights cannot protrude past rear tires.
7. Weights must be securely fastened, loss of ballast will result in disqualification.
8. No loaders or blades.
9. No weights in cab or on operator's platform.
10. No support straps or chains from the drawbar to a higher point on tractor.
11. Duals allowed, no triples.

Prizes:

- 1st - \$250 off load of mushroom mulch
- 2nd - \$175 off load of mushroom mulch
- 3rd - \$100 off load of mushroom mulch
- \$50 off load of mushroom mulch for all remaining competitors up to 10th participant

Rules are subject to change/update prior to the event.

Please pre-register with Judy after Sept 1, 2019 - 519-693-4680

STOCK SEMI CLASS ALSO AVAILABLE FOR 2019

General Non-Circuit Rules

1. Local Classes will be competing for prize(s) only, no points to be awarded. The promoter will determine all prizes.
2. Must pay membership to SWOTPA
3. Must be registered prior to start of pull
4. Must be present in staging area when class is called
5. Max speed in pit/track area is 10km/h, speeding will result in disqualification
6. No alcohol to be consumed prior to pulling
7. Track official has right to disqualify any participants
8. All competitors must wear seat belts if equipped, and helmet
9. All general SWOTPA rules apply to local classes



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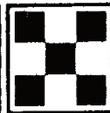


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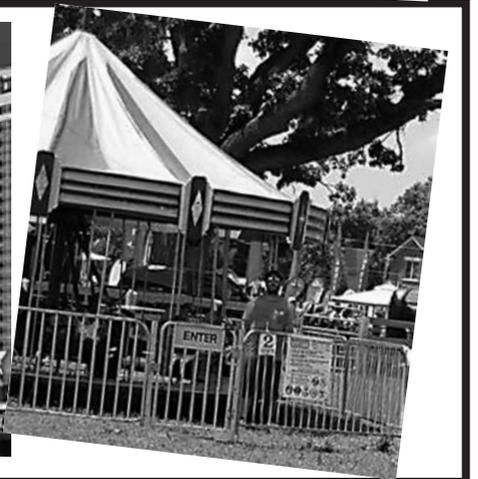
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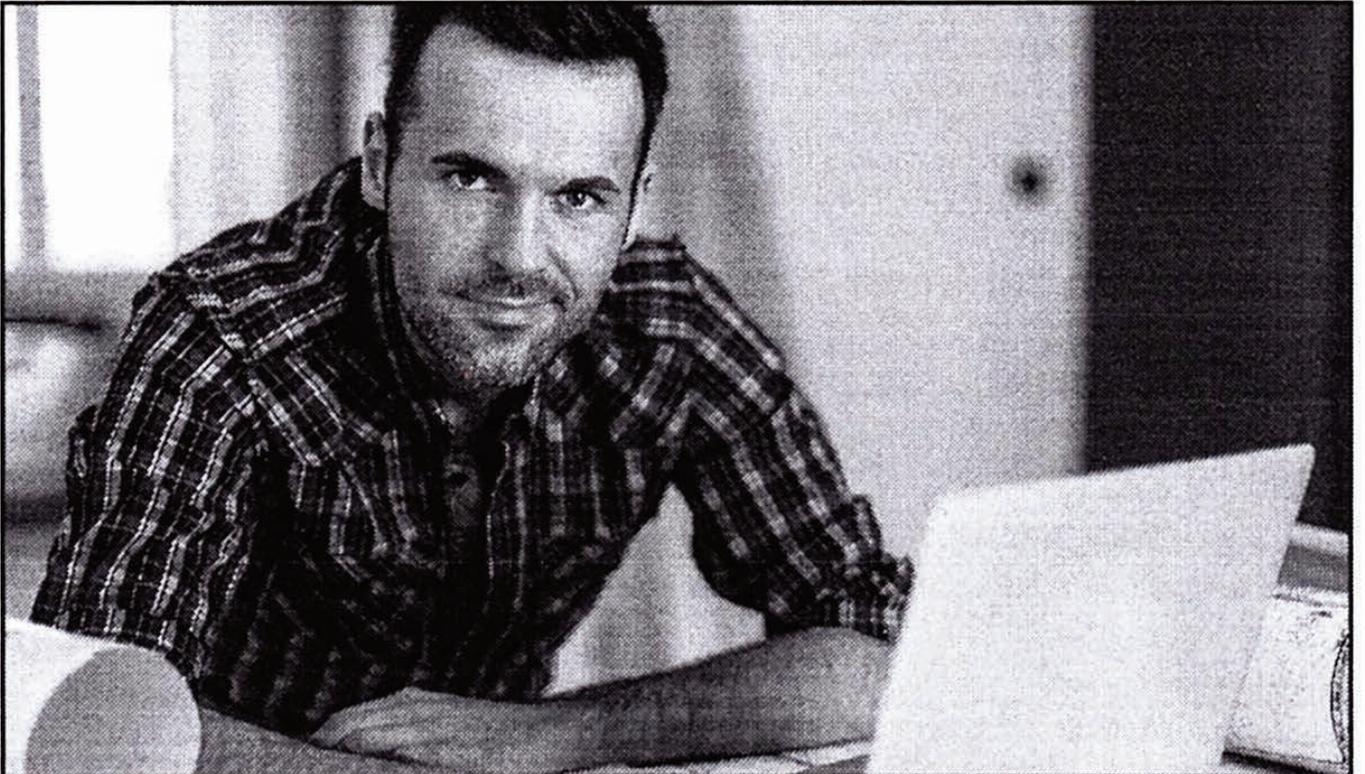
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Shedden Agricultural Society

Shedden Fair

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Shirley Longhurst

Title: Secretary

Organization: Shedden Agricultural Society

Festival or event: Fair

Grant request (in dollars*): \$ 4500

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

2.) How is your organization funded?

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

4.) Please provide details of key dates and scheduled activities for the festival or event.

5.) How many people do you hope your festival or event will reach?

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

10.) How will you measure the success of the event or festival?

Efficiency, Transparency & Accountability

11.) Please **attach** a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please **attach** your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Shirley Longhurst
Position: Secretary
Signature: Shirley Longhurst

Name: DONALD MILLER
Position: DIRECTOR
Signature: Donald Miller

Shedden Agricultural Society was formed in 1854. We operate under the Agricultural and Horticultural Societies Act which is provincial legislation. The fair serves Elgin county by individuals showcasing their talents and volunteering time for fair weekend

Legal status is a not for profit organization

The fair's mandate is to educate and inform both rural and urban residents about the history and the future of agriculture.

The implementation team of a fair is the executive and directors

2. Fair funding, biennial quilt show, food booths at the Shedden tractor pull and at the fair. We also sell pies at Rosy Rhubarb, private and corporate donations and grants.

3. Events at the fair, exhibits, quilts baking, livestock competition midway and educational displays

4. Shedden fair will be held on August 28 and 29 2021 with events ongoing both days

5. Average attendance is 1500-1800

6. Our target audience is both rural and urban

7. The fair is accessible to the target population through all media outlets: social media Facebook, radio, newspaper fair flyer website. The advertising budget is set for the fair

8. We advertise that the fair is accessible

9. Each year we build on the success of programs the previous year and offer new features. We have a large outreach to the youth of the area with the Junior Fair which lets youth be involved in the fair.

Revenue sources have changed to individuals and small businesses

10. See attached sheet.

Each year we have 15000 volunteer hours

Provincial grant

12 see attached sheet

13. The grant has been used to fund the Junior fair and livestock shows for a number of years.



TOWNSHIP OF SOUTHWOLD

OFFICE OF THE MAYOR

35663 Fingal Line
Fingal, ON N0L 1K0

Phone: (519) 769-2010

Fax: (519) 769-2837

Email: mayorgjones@southwold.ca

November 20, 2020

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

Attention: Jim Bundschuh, Director of Financial Services

Dear Mr. Bundschuh:

RE: Shedden Agricultural Society

On behalf of the Council of the Township of Southwold, I would like to advise you that we support the use of the Southwold Keystone Complex grounds for the annual Shedden Agricultural Society's Fall Fair. This annual event is an integral part of our community.

If you have any questions or require anything further, please contact the undersigned.

Thank you.

Yours truly,

A handwritten signature in black ink that reads 'Grant Jones'.

Grant Jones
Mayor

G.D. SMITH
Financial Services

*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 31ST, 2019

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 31st, 2019 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 15, 2020

G. D. SMITH
FINANCIAL SERVICES

SHEDDEN AGRICULTURAL SOCIETY
STATEMENT OF ASSETS & LIABILITIES
FOR THE YEAR ENDED DECEMBER 31ST, 2019

<u>Assets</u>	<u>2019</u>
Cash on Deposit	5130
Cattle Barn	47483
Investment	40199
Signs / Racks	7501
Bleachers	6600
Fryer	1016
	<hr/> 107929
<u>Liabilities & Capital</u>	
Liabilities	<hr/> 424
<u>Society's Equity</u>	<hr/> 107505

G D SMITH
FINANCIAL SERVICES

SHEDDEN AGRICULTURAL SOCIETY
UNAUDITED RECEIPTS
FOR THE YEAR ENDED DECEMBER 31ST, 2019

<u>Grants</u>	<u>2019</u>
Province of Ontario	3029
Other Grants	7500
	<hr/> 10529
 <u>Donations & Memberships</u>	 11795
 <u>Other</u>	
Quilt Show	—
Miscellaneous	1685
Fair Gate	8278
Concessions	2383
Rosy Rhubarb	1151
Tractor Pull	3922
G.I.C. Cashed	25000
Interest on G.I.C.	325
	<hr/> 42744
 <u>Total Receipts</u>	 <hr/> 65068

G D SMITH
FINANCIAL SERVICES

SHEDDEN AGRICULTURAL SOCIETY
UNAUDITED - DISBURSEMENTS
FOR THE YEAR ENDED DECEMBER 31ST, 2019

<u>Specified Exhibits</u>	<u>2019</u>
Cattle	4770
Horses	-
Crops	959
Home Crafts	2039
Organized Groups - Youth Fair	1580
Tractor Pull & Quilt Show	269
Educational Animal Display	1695
	<hr/> 11312
 <u>Association Fees</u>	
Licenses	401
 <u>Other</u>	
Donations	325
Security	868
Judges	1165
Sound & Announcers	1334
Tent & Equipment Rental & Sanitation	3297
Rides, Ribbons, Trophies	15861
Maintenance, Office, Miscellaneous	1632
Food & Supplies	441
Insurance, Accounting & Salaries	4331
Advertising	2120
Demolition Derby	1959
Other Track Events	2068
Capital Purchases - Signs/Bleacher Repair	656
G.I.C.'s Purchased	65000
	<hr/> 101057
	<hr/> 112770

G D SMITH
FINANCIAL SERVICES

**SHEDDEN AGRICULTURAL SOCIETY
UNAUDITED BANK RECONCILIATION
AS AT DECEMBER 31ST, 2019**

	<u>2019</u>
Opening Balance: January 1 st	52832.84
Add: Deposits	94239.28
Less: Withdrawals	141942.62
Closing Balance: December 31st	<u>5129.50</u>
Balance Per Bank Statement: December 31st	5129.50
Less: O/S Cheques	-
Add: O/S Deposit	-
	<u>5129.50</u>
Opening Balance G.I.C.'s: January 1 st	-
Add: Purchases	65000
Accumulated Interest	199
Less: G.I.C.'s Cashed	25000
Closing Balance G.I.C.'s: December 31st	<u>40199</u>

**G D SMITH
FINANCIAL SERVICES**

ON Middlese Elgin

Seniors Day in the Park

FESTIVALS AND EVENTS APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 10, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Sherri Wilson

Title: Program Coordinator for CSS with VON Elgin

Organization: _____

Festival or event: Seniors Day in the Park (formerly Senior's Picnic in the Park)

Grant request (in dollars*): \$ 1500

(request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

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.

2.) How is your organization funded?

Through grants and donations within our Community

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned program or service.

Bring education and awareness to the seniors in our community of supports that are available to them. A day out in our beautiful Pinafore Park with live local music and entertainment.

4.) Please provide details of key dates and scheduled activities for the festival or event.

July 14, 2021 from 9:00am to 4:00pm

5.) How many people do you hope your festival or event will reach?

between 1000 and 1500 members of our community

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

Seniors ages 55+ and/or Adults living with a disability.

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Pinafore Park is accessible for persons with disabilities.

Cultivate/Renewal

9.) What has changed about your festival or event? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

During this time of COVID our seniors are isolated with no interaction with their community. We the Seniors Day in the Park committee would like to extend the event out virtually to those whom are unable to join in the activities in person. We would also like to do a Facebook page and possibly a website where seniors and their families can access information, upcoming events or just to reach out when they seek information of what is available in the community. Virtually can also be used as a marketing tool for the following years as a little taste what Seniors Day in the Park is all about. This would reach out to audiences further out in the community and bring in more visitors and community members into our beautiful city.

10.) How will you measure the success of the event or festival?

At the event we hand out a set number of reusable bags with programming for the day, and they can use to house all the information that they collect from the businesses and organizations that come out and support our community event. Online activity can be monitored by number of views or platforms like Zoom where an invited is sent out the participant.

Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

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.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the festival or event for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Brian May

Position: Chair Person

Signature: Brian May Digitally signed by Brian May
Date: 2020.10.30 16:16:17 -0400

Name: Sherri Wilson

Position: Treasurer

Signature: Sherri Wilson Digitally signed by Sherri Wilson
Date: 2020.10.30 16:16:42 -0400

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

Seniors Day in the Park 2021

	2021 Budget	2019 Actual	2019 Budget
Bank Balance October 1	\$ 1,975.35	\$ 2,713.00	\$ 2,713.00
Receipts			
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	\$ -	\$ -
Totals	\$ 5,000.00	\$ 4,750.00	\$ 5,000.00
Disbursements			
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
Totals	<u>\$ 5,000.00</u>	<u>\$ 5,487.65</u>	<u>\$ 5,000.00</u>
Receipts Less Disbursements	\$ -	\$ <737.65>	\$ -
Bank Balance September 30	\$ 1,975.35	\$ 1,975.35	\$ 2,713.00

Seniors Day in the Park – 2021

October 29, 2020

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 14, 2021.

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: \$1500

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 2019 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 2021(\$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 2022, \$500 in 2023 and \$0 in 2024.

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

Festival and Events Seed Applications

Dutton Night Market

FESTIVALS AND EVENTS APPLICATION

SEED GRANTS ONLY

Application Deadline: November 10, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information (key contact)

Name: Patricia Corneil (Councillor Ward 1, Municipality of Dutton Dunwich)

Title: & Chair of Dutton Dunwich's Economic Development Committee (EDC)

Organization: Dutton Dunwich's EDC & Dutton Small Business Network (DSBN)

Festival or Event: Dutton Night Market

Grant request (in dollars*): \$ 10,000.00

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

Please see Appendix "A" for answers to questions #1 through #12.

2.) How is your organization funded?

Design

3.) Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned festival or event.

4.) Please provide details of key dates and scheduled activities for the festival or event.

5.) How many people do you hope your festival or event will reach?

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

7.) Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

8.) How will your festival or event ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Efficiency, Transparency & Accountability

- 9.) Please **attach** a detailed budget of your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).
- 10.) Please **attach** your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.
- 11.) Why is this funding critical to your operations? Please be as specific as possible.
- 12.) Please describe the ways you will measure your success.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

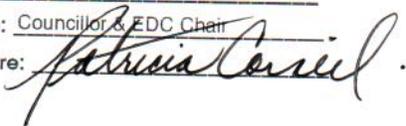
Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the program or service for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the subsequent final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Patricia Corneil

Position: Councillor & EDC Chair

Signature: 

Name: Ashley Ross

Position: DSBN

Signature: 

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

Festivals & Events Seed Grant Application Appendix "A"

Organization

- 1. Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.***

The Dutton Dunwich Economic Development Committee (EDC) is a standing committee of municipal council. On April 24, 2019, council passed By-Law No. 2019-30, which established the EDC and adopted its Terms of Reference (TOR). Attached as **Exhibit #1** is a copy of the **By-Law** and **TOR**.

The EDC's mandate is to identify, evaluate, support and promote potential economic development opportunities. As noted in the TOR, the EDC embraces the concepts of collaboration, engagement, sustainability, strategic partnerships and stakeholder inclusiveness, and endeavours to assist with business retention and evaluate opportunities and bring them to council for consideration, among other matters.

The specific roles of EDC as outlined in the TOR are to (among other things):

- develop a cost effective marketing plan to promote Dutton Dunwich;
- identify potential funding sources;
- identify potential for shared responsibilities and initiatives with our neighbouring municipalities and with Elgin County;
- liaise with existing businesses;
- explore new projects that will support and lead to new economic growth;
- assist in promotion of community spirit, involvement and engagement;
- leverage the municipality's existing agricultural knowledge and experience to enhance our economy; and
- foster and encourage creativity and innovation.

The EDC is presently comprised of strong leaders and innovative thinkers within our community, including:

- Brian Downie, President of West Elgin Mutual Insurance
- Mike Brady, Sutton Group Preferred Realty Inc.
- Jane Veraart, Owner/Operator of E&E All Occasion, Head of municipality's annual "Shop Local" event
- Henry Dryfhout, President of HD Painting Ltd.
- Dan McKillop, Property Consultant and former councillor
- David McCallum, Large Farm Operator
- Kelsey McConnell, Wallacetown Agricultural Society
- Patricia Corneil, Lawyer and Councillor

The EDC is presently in the final stages of developing an economic plan with the assistance of Consultant Aileen Murray and Alan Smith at Elgin County's Economic Development Department.

The Dutton Small Business Network (DSBN) is comprised of a dedicated group of business owners within the community. DSBN is not an incorporated or charitable organization; rather is it an association with non-profit goals and which does not charge a membership fee. DSBN aims to strength and support small business owners, and assist them with growth.

2. How is your organization funded?

The EDC was granted a minimal budget of \$2,500.00 by Dutton Dunwich Council for 2020, and the EDC did not have a budget before that time. This budget is to further all the work of the EDC which is in its infancy stages.

The DSBN does not hold any funds, nor does it have a bank account. DSBN does not charge membership fees, nor does it incur any expenses. Any and all operating costs are borne by the members themselves by in kind donations.

Design

3. Please provide a brief description of the festival or event you are proposing, including the steps you are taking to ensure a well-planned festival or event.

As way of background, the DSBN approached the EDC with the idea of having a Dutton Night Market within our community. The idea was well received by the entire EDC and received unanimous support. As a result, a joint delegation of members from the EDC and the DSBN presented the idea to all of Council at the August 19, 2020 regular meeting. Council in turn passed Resolution 2020.19.24 by unanimous vote, thereby supporting the Night Market to take place in the Sons of Scotland Park on August 7, 2021. Attached as **Exhibit #2** is **Resolution 2020.19.24**.

A subcommittee has since been formed to proceed with the Night Market, with members of the subcommittee from both the EDC and DSBN. Planning is well underway, with regular virtual meetings taking place.

The Night Market event will be a new event to add to the efforts to strengthen our community and surrounding communities. This free, family friendly, accessible event has a focus on supporting local artisans and makers of goods. This event will be a great way to display local talents and demonstrate the importance of shopping and supporting local.

The steps that have been taken to date are:

- consultation with the committee responsible for the Dresden Market, a very successful market event that attracts upwards of 13,000 visitors from across Southwestern Ontario;
- obtaining formal support of council (See **Exhibit #2** referenced above);
- consultation with key municipal employees as well as the Municipal Fire Chief as to hydro, water, and other key service locations in the park, accessibility issues, timing of set-up and take-down, potential road closures, public restroom availability and portable unit locations, and accessibility to additional garbage disposal units;
- quotations obtained on port-a-john rentals including accessible port-a-johns as well as hand washing stations;
- invitations sent to approximately 60 potential vendors to date; with a response rate of 50% to date (application distribution began on October 19, 2020);
- we are planning for 70 vendors total at the event;
- presentation to the Wallacetown Optimist Club regarding a request for assistance with the children's entertainment section planned for the Night Market, and a resulting commitment from the Club to develop and operate the children's section;
- development of preliminary marketing materials, including a **poster** attached as **Exhibit #3**
- consultation with the municipal clerk and treasurer to work out particulars of event insurance coverage; and
- space planning meetings have begun with key focuses on entertainment area, kids area, food and vendor locations.

The following steps will be taken according to the estimated timeline:

- applications for the event are due January 7, 2021;
- a committee meeting will take place mid January to accept vendors into event;
- accepted vendors will be contacted by February 8, 2021;
- continued monthly planning meetings until April then bi-weekly meetings will begin;
- work on and finalize floor plan;
- confirmation and steps taken for insurance;
- create a volunteer committee to help with event from set-up to take-down; this will include high school students who are in need of volunteer hours;
- advertising plan for the event - advertising will include yard signage, municipal signs including the electronic sign located at the municipal building, social media, newspaper, printed posters, etc., as advertising is a key to the success of this event;
- create and develop a first-aid plan;
- finalize contracts for portable toilets and hand washing stations;
- finalize children's area;
- finalize entertainment providers and schedule for same;
- finalize volunteer schedule;
- covid-19 safety measures implementation if pandemic still active at time of event;

- consultation with municipal employee and Fire Chief Dan Lundy and Roads Maintenance employee Ryan McLeod for development of maintenance plan, parking/fire route plan, lighting and floor plan;
- meet with Dan Lundy and Ryan McLeod one week before event to finalize maintenance plan; and
- final planning meetings at location week of event with committee and Dan Lundy.

4. Please provide details of key dates and scheduled activities for the festival or event.

As indicated above, the Night Market is scheduled to take place on Saturday, August 7, 2021 from 4 p.m. to 11 p.m. This will be a rain or shine event.

A list of scheduled activities is as follows:

- children's entertainment section operated by the Wallacetown Optimist Club from 4 p.m. to 9 p.m.
- disc jockey service provided by D.J. Alpha between live entertainment
- live entertainment acts scheduled from 4 p.m. to 11 p.m.
- photography sessions provided by Love In My Jar Photography from 5 p.m. to 8 p.m.
- beer tent operated by Natterjack Brewing Company from 4 p.m. to 11 p.m.
- food vendors available from 4 p.m. to 11 p.m.
- artisans and local agricultural produce vendors available from 4 p.m. to 10 p.m.

5. How many people do you hope your festival or event will reach?

We hope to reach as many people as possible in Southwestern Ontario, and convince them through strong marketing initiatives through print, flyer, newspaper, social media and word of mouth that the Night Market will be worth the drive to Dutton.

Our target is to attract 2,500 people to this event. This number is in addition to volunteers and vendors themselves.

Needs/Impact

6. Who is your targeted audience and does it fill a need in the community?

Our target audience is **everyone!** All ages, genders, interests, creeds, backgrounds, etc. are welcome! The aim is to make this event as inclusive and accessible as possible.

There will be something for everyone who attends, with such a wide variety of artisans to shop from; food vendors including vegan and vegetarian; and activities for people to engage in!

Our goal is to not only to bring our immediate community together, and give them a sense of pride in all that we collectively have to offer, but to also attract people from throughout Southwestern Ontario who are looking for a great family friendly day trip and create wonderful memories in the process, all the while stimulating our local economy.

This event also fills a need in our community as we have had so many new families moving into subdivisions which are presently being developed within Dutton, as well as new residents moving into homes and hobby farms in the rural areas of our municipality as they have relocated from the Greater Toronto Area. These new members of our community are not as familiar as long time residents are with area businesses and what they have to offer.

Further, the COVID-19 pandemic has negatively impacted many businesses within our community. Our aim is to assist them in their recovery efforts by providing a venue where they are able to actively promote and market their businesses, as well as sell goods and services.

The EDC is also presently researching and developing a business directory. In doing so, the EDC has discovered a large number of home businesses, web-based and/or social media based businesses, and other unique and niche service providers, operating within the municipality. Many of these businesses were unknown to the EDC and to council, and likely are unknown to the community. Many of these businesses appear to rely on their own personal networks to survive. As many families are creating opportunities for themselves and embarking on new and exciting small business and service ventures, the Night Market gives these people an opportunity to enhance their profile, establish a customer base and grow.

The Night Market will also fill a desperate need in the community to bring people together, something that cannot be overstated given the pandemic. There have been no in person events or festivals within Dutton Dunwich for months upon end, and virtual events simply do not have the same impact. We believe that people long for human interaction on a more personal level: they want to get out and dance in the fresh air if they so choose, have a beer with an old friend, and be able to see with their own eyes the paintings, pottery, tailoring, craftsmanship and other art works that the vendors will be offering.

This event will be drawing in people from all over Southwestern Ontario and to do so advertising is one of our major priorities. We have a subcommittee formed for advertising and to get the word out to the public in our town and other cities and towns from Windsor to Woodstock and everywhere in between. We believe advertising is a key component to a well attended event and we plan on working hard to spread the

word so this event someday will draw 13,000 attendees to our town and support our amazing community.

7. Please describe how widely the festival or event is accessible to the target population and how you've aligned resources accordingly.

First and foremost, we will take any and all actions to work with Southwestern Public Health to ensure safety protocols are in place including hand washing stations, mandatory mask wearing, social distancing enforcement, etc. We will model other successful local market which have been running throughout the pandemic.

We have provided a detailed answer regarding this question in #6 above.

8. How will your festival or event ensure accessibility and accommodate increased participation (ie. persons with disabilities)?

Accessibility is a priority for this event.

Given the location of the event, everyone and anyone will be able to attend. Our marketing will also feature and highlight accessibility. There will be accessible restrooms, parking, seating and accommodation in line-ups.

A consultation with our Fire Chief on accessibility issues has already been completed, as he is well suited to comment on this given his training and his close family member's mobility issues.

We are also presently working with a vendor who utilizes assistive devices and jointly working on a set-up plan that adequately meets her needs.

The Sons of Scotland Park is an accessible park, with a lengthy network of smooth, paved walkways throughout.

There is ample parking at the Community Centre, including accessible parking spots. Additional parking is available in our downtown which is a short distance to the park.

Efficiency, Transparency & Accountability

9. Please attach a detailed budget or your festival or event including all revenues, expenses and in-kind contributions and information about other sources of funding (ie. estimated volunteer hours, government funding, sponsorships).

Please see **budget** attached as **Exhibit #4**.

10. Please attach your organization's financial information, including revenue and expenses for previous year (ie. audited financial statements) and explanation of line items (ie. annual membership fees or notes for significant variances), if available.

Financial statements do not exist.

As outlined in the answer to question #2 above, the EDC was granted a minimal budget of \$2,500.00 by Dutton Dunwich Council for 2020, and the EDC did not have a budget before that time. All funds allotted to the Economic Development Committee are controlled by the municipality's Treasurer Joe McMillan, and are reported in the municipality's financial statements as a whole. Copies of these statements can be provided upon request, but can also be found online on the municipality's website.

The DSBN does not hold any funds, nor does it have a bank account. DSBN does not charge membership fees, nor does it incur any expenses. Any and all operating costs are borne by the members themselves by in kind donations.

11. Why is this funding critical to your operations? Please be as specific as possible.

Without funding from a Seed Grant, the Night Market will likely not be able to proceed as planned.

As indicated above, the pandemic has detrimentally affected local businesses for the most part. Key businesses within Dutton Dunwich, who are frequently the recipient of requests for donations, have lost money during COVID-19 and are displaying donor fatigue.

Reliance on funds from this program is key to the planning continuation for the Night Market, the ability of the committee to effectively market the event and procure the necessary supplies to host the event, as well as pay for entertainment services which will enhance the attendees' enjoyment and ultimate success of the Night Market.

12. Please describe the ways in which you will measure your success.

The subcommittee responsible will actively encourage feedback from the vendors, volunteers, public attendees and other stakeholders such as the Wallacetown Optimist Club.

The subcommittee will direct volunteers to count the number of attendees entering the Sons of Scotland Park at key access points, and therefore be in a position to provide an accurate estimate of the number of people attending the Night Market.

Volunteers will actively engage in dialogue with visitors to determine their place of residence and how they learned about the Night Market.

A survey will also be disseminated to all vendors. Surveys will either be done via Survey Monkey, or an electronic copy of the survey emailed out to participating vendors. The survey will request that vendors provide an estimate of business they transacted during the Night Market, as well as any business conducted after the event but generated as a result of their presence at the Night Market. The survey will clearly have a deadline marked so that this feedback can be incorporated into a final report due within 60 days of the event (should we receive funding).

Social media will also be used to both market the event as well as receive feedback from the event.



Municipality of
Dutton Dunwich

By-Law No. 2019-30

BEING A BY-LAW TO ESTABLISH THE DUTTON DUNWICH ECONOMIC DEVELOPMENT COMMITTEE (EDC) AND ADOPT THE TERMS OF REFERENCE

WHEREAS Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Council of the Municipality of Dutton Dunwich deems it necessary and desirable to establish an economic development committee;

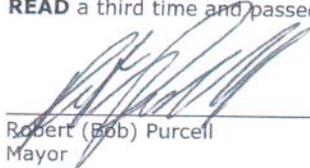
NOW THEREFORE the Council of the Municipality of Dutton Dunwich enacts as follows:

1. **THAT** Council establishes the Dutton Dunwich Economic Development Committee (EDC); and
2. **THAT** Council adopts the Dutton Dunwich Economic Development Committee Terms of Reference, attached hereto and marked as Schedule "A".

This by-law shall take effect on the 24th day of April, 2019.

READ a first and second time this 24th day of April, 2019.

READ a third time and passed this 24th day of April, 2019.



Robert (Bob) Purcell
Mayor



Heather Bouw
Clerk



SCHEDULE "A" to BY-LAW #2019-30

The Municipality of Dutton Dunwich
Economic Development Committee
Terms of Reference

1. NAME

The following Committee of Council shall be established and named as follows:

Municipality of Dutton Dunwich Economic Development Committee.

This committee shall be hereinafter referred to as "EDC".

2. STATEMENT OF PURPOSE

EDC is an advisory committee of Council with a mandate to identify, evaluate, support and promote potential economic development opportunities that ultimately improve the Municipality's tax base and bring jobs to Dutton Dunwich.

3. HIGH LEVEL OBJECTIVES

EDC embraces the concepts of collaboration, engagement, sustainability, strategic partnerships and stakeholder inclusiveness, and will endeavour to:

- A. Assist with business retention;
- B. Identify and attract new industrial and residential housing development possibilities;
- C. Cultivate a positive investment image thereby promoting the Municipality as an attractive environment for existing and prospective businesses; and
- D. Evaluate opportunities and bring them to Council for consideration.

4. SPECIFIC ROLES OF EDC

- A. Development and implementation of an appropriate action plan;
- B. Development of a cost effective marketing program to promote Dutton Dunwich;
- C. Prepare and submit a proposal for annual operating requirements including long term (five (5) year) capital projects for Council's consideration and approval;
- D. Identify potential funding sources;
- E. Identify potential for shared responsibilities and initiatives with our neighbouring municipalities and with Elgin County;
- F. Develop an effectiveness measurement plan;

- G. Periodically report to Council as well as advise Council on matters regarding economic development;
- H. Liaise with existing businesses;
- I. Identify projects that will help diversify our economic base and explore new projects that will support and lead to new economic growth;
- J. Assist in promotion of community spirit, involvement and engagement;
- K. Leverage the Municipality's existing agricultural knowledge and experience to enhance our economy;
- L. Foster and encourage creativity and innovation;
- M. Commit to sustainable development given the reality and effects of climate change; and
- N. Work in conjunction on joint initiatives when possible with representatives from the Elgin County Economic Development Department.

5. BUDGET

The operational budget shall be prepared by the EDC in consultation with the Elgin County Economic Development Department as well as the Clerk and Treasurer of the Municipality of Dutton Dunwich, and will be presented for approval by Council as part of the budget procedure.

Recommendations adopted by Council will be incorporated into the operational or capital budget in the appropriate area as recommended by the Treasurer and approved by Council.

The EDC may spend within the approved budget without seeking further approval from Council.

6. GOVERNANCE

The EDC shall be governed by applicable law including the Municipality's procedural by-law, *The Municipal Conflict of Interest Act*, *The Municipal Freedom of Information and Protection of Privacy Act*, and the Municipality's *Code of Conduct*.

A Chairperson shall be appointed from the membership.

A Vice Chairperson shall be appointed to act in the Chair's absence.

The Clerk or Clerk's delegate shall be the Secretary.

Other municipal staff as appropriate will be invited on an as required topical basis and their attendance shall be based on availability.

Recommendations to Council shall be in writing via resolution, and prepared in advance with a supported report from EDC.

Items to be included on the Council agenda shall be submitted to the Clerk by the Friday prior to the Council meeting, along with any supporting and/or background material. The items to be included on the agenda shall be developed and finalized under the direction of the Clerk and the EDC Chair.

Council will appoint two (2) Council members to EDC at the beginning of their Council term.

Other members of the public shall include residents, taxpayers and business owners in the Municipality. Other members of the public shall be identified by the Council members sitting on EDC, and their names shall be brought forth to Council on recommendation for appointment. For further clarity, refer to section 11 entitled "Membership".

Should any member fail to attend three (3) consecutive regular meetings without being authorized to do so by resolution of EDC, the Committee shall recommend to Council that the seat be declared vacant and Council may appoint another member in that place.

7. MEETING SCHEDULE

An annual meeting schedule shall be devised and followed by EDC.

Meetings will be held in the Council Chambers, Municipality of Dutton Dunwich, unless otherwise agreed upon by EDC.

Meetings may be cancelled at the call of the Chair.

Approved meeting minutes shall be circulated to Council for review.

8. REMUNERATION

No remuneration shall be paid to members of EDC.

9. DUTIES & RESPONSIBILITIES

Chair

The Chair shall preside at all meetings and exercises authority and performs duties as required, provides guidance and leadership to EDC in the completion of its mandate, and ensures that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

Vice Chair

The Vice Chair acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

All Members

EDC Members shall contribute time, knowledge, skill and expertise to the fulfillment of EDC's mandate, liaise with residents and the business community, and research issues relevant to EDC's mandate as required.

10. WORKING GROUPS

The EDC may establish working groups for a particular purpose which shall be dissolved upon the completion of the particular matter. Working group chairs must be an EDC member.

The EDC Chair shall be an ex-officio member of all working groups.

As a working group, formal agendas, minutes or staff support are not required.

11. MEMBERSHIP

Voting members shall be appointed for a term concurrent with the term of Council or until successor members are appointed.

Members will be selected on the basis of their demonstrated interest and participation in community economic development matters. Academic qualification, availability, work experience, community involvement, knowledge and professional expertise will be taken into consideration.

Members may also be appointed for shorter or more flexible terms in consideration of special circumstances (e.g. non-resident "experts", or to fill out a prematurely vacated term).

Council Members:

- Mayor shall be ex-officio member
- Two additional (2) members of Council

Members of the Public:

Business representative membership shall be an employee, owner or volunteer of a sole proprietorship, business partnership, company or non-profit corporation, and efforts shall be made to apportion the representation as follows:

- At least three (3) members from the Municipality's business community, striving not to duplicate representation from the same or similar sectors (ie. real estate, insurance, financial, automotive, transportation, health, food and restaurant, hospitality, etc.)
- One (1) member from a service club
- One (1) member from a cultural/heritage organization
- One (1) member from the agricultural sector

EDC shall consider including members from any business associations or chambers of commerce should any be started within the Municipality.

EDC shall attempt to identify appropriate individuals from the hamlets of Wallacetown, Iona and/ or Iona Station for inclusion, and attempt to ensure that representation is not exclusively from the village of Dutton.

Non-Voting Members:

- Clerk
- Staff Resource from the Elgin County Economic Development Department
- Additional Municipal staff resources as required



COUNCIL RESOLUTION



Res: 2020.19. 24

Wednesday, August 19, 2020

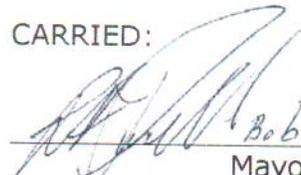
Moved by: Corneil_____

Seconded by: Drouillard_____

THAT the Council of the Municipality of Dutton Dunwich supports the Dutton Small Business Network and Dutton Dunwich Economic Development Committee to hold a "Night Market" in the Sons of Scotiand Park from 4:00 p.m. to 11:00 p.m. on Saturday, August 7, 2021.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
P. Corneil	<u> </u> x <u> </u>	<u> </u> <u> </u>
A. Drouillard	<u> </u> x <u> </u>	<u> </u> <u> </u>
K. Loveland	<u> </u> x <u> </u>	<u> </u> <u> </u>
M. Hentz	<u> </u> x <u> </u>	<u> </u> <u> </u>
B. Purcell - Mayor	<u> </u> x <u> </u>	<u> </u> <u> </u>

CARRIED:



Bob
Mayor

DEFEATED:

Mayor



sons of scotland park

Shop | Eat | Drink | Experience

DUTTON NIGHT MARKET

August 7, 2021

4-11 PM

ENTERTAINMENT | LOCAL ARTISANS

BEER GARDEN & REFRESHMENTS

KIDS AREA | FOOD | VENDORS + MORE

keep up to date on Facebook @DuttonNightMarket
for more information on how to become a vendor please email duttonnightmarket@gmail.com

Optimist Club Port Stanley
Optimism and COVID Project with Port Stanley School

COMMUNITY SERVICES APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 10, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Emily Finch

Title: Club President

Organization: Optimist Club of Port Stanley

Service or Program: Community Services - Cultivate Grant

Grant request (in dollars*): \$ 3,264.00

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

The Optimist Club of Port Stanley was chartered in 1970. Since that time it has served Port Stanley and community, especially its' youth and families. Over the last 50 years this club has donated hundreds of thousands of dollars to local sports programs, local charities and other worthwhile causes in the community. We create community partnerships to assist local youth and families. Eg. Kettle Creek Public School, Eva Circe Cote French Immersion Public School, Municipality of Central Elgin, Port Stanley and local Foodbanks, Christmas Care programs, Port Stanley Public Library and local youth programs. In addition our club supports the following Optimist International programs: Conductive Education - children with physical disabilities, Canadian Children's Optimist Foundation, Canadian Children's Health Foundation, Bravery Beads - childhood cancer and HOBY - Hugh O'Brian Youth Leadership Camps. The Optimist motto is "Friend of Youth". Children are the major focus of our efforts. We currently have 30 members and are always looking for new members and ideas. Each year the general membership votes to elect the position of president, vice presidents and directors. Our president assigns secretary and treasurer positions. We have a Certificate of Status dated March 15, 1971, Ontario Corporation No. 241570. The Optimist Club of Port Stanley is one of 8 clubs in Elgin County, and one of 4000 clubs around the world.

2.) How is your organization funded?

Our club is funded solely by fundraising. We are thankful to have St. Thomas Jackpot City Gaming as a fundraising opportunity. Our funds raised here are approximately 90% of our budget. We also have had past success with Optimist International sponsored Fruit Cake fundraising, Aunt Sarah's Chocolate Bars, Christmas Trees and Memorial Angels for the Angel Tree at the Port Stanley Library. Our community options for fundraising are greatly diminished during the Covid19 pandemic.

Design

3.) Please provide a brief description of the program or service you are proposing, including the steps you are taking to ensure a well-planned program or service.

Due to Covid19, there has been a drastic change in the way our local school is providing daily

learning. Technology has taken a front seat for not only our school, but many students and families are lacking the technological equipment needed to succeed. We are proposing a school competition among all classes in the school. Currently, there are two of most of the Grade 1-8 classes. We would like to provide 16 Google Chromebooks to the school. The teachers propose that their students prepare presentations with the theme of "Optimism and Covid19". This will align with the schools culture goal and address this topic through gratitude and optimism. It will support the mental health of students and staff. A student from each classroom will be awarded the primary use of a Google Chromebook for the remainder of the school year. The technology will become the property of the school to assist future students as needed.

4.) Please provide details of key dates and scheduled activities for the program or service.

As soon as we receive confirmation of this grant and funds, we will be able to source the Google Chromebooks and implement this plan. It is our goal to have the technology sourced and to the school by March 1, 2021. At that time we would like to schedule a donation event to publicly thank The County of Elgin and promote the Optimist Club of Port Stanley

5.) How many people do you hope your program or service will reach?

After discussions with the principal of the school, it is projected that these Google Chromebooks will ultimately assist all 430 students plus staff and potentially parents and caregivers both now and in the future. Should Covid19 go into a future lock down all technology that the school has will be assigned to students for home use. Parental engagement through technology will be promoted for School Council and home and school meetings.

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

The targeted audience are the students of Kettle Creek Public School in Port Stanley. The Covid 19 pandemic has greatly changed the learning process for our students. Today's learning has an increased technology based component and our local school does not have the capability to provide each child with their own digital device. Also with more computer based classes and homework, local families are struggling with the lack of technology for their children. It is our hope that by providing additional technology to the school, both the students and families can benefit. Please see the attached letter of support from the principal of the school.

7.) Please describe how widely the services are accessible to the target population and how you've aligned resources accordingly.

With the success of this partnership, the technology will be accessible during the school year. The Optimist Club of Port Stanley has budgeted for 50% of the funds required for this project. It is our intent to purchase 16 Google Chromebooks for the school and to deliver one to every class. Grades 1-8.

8.) How will your program or service ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Google Chromebooks can be used by all students and the school has the perfect teaching environment for these devices. Chromebook technology provides students with Learning Disabilities the tools they need to be able to articulate and express their feelings clearly in written format. When

students with Learning Disabilities have a Chromebook, they are able to access software such as Google Read and Write. This software allows students to speak their ideas and the software will put their ideas into print. This equalizes the playing field for such students and helps them recognize that they too have creative and brilliant ideas and they begin to get the confidence needed to express themselves fully and make academic gains.

Cultivate/Renewal

9.) What has changed about your program or service? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

This is the first grant that we have applied for. We felt that during the Covid19 pandemic we would like to expand our clubs' ability to assist those in need. Our fundraising efforts have been challenged with the new Covid19 rules and this grant seemed like the perfect opportunity to support our local youth. The County of Elgin Community Grant is a way for us to show resilience by searching for new fund sources which could directly have a positive outcome for all. How will we build on our success? In the future we would love to do the same program at our other community school - Eva Circe Cote French Immersion Public School. Perhaps there will be a future grant to assist us with future dreams - we are Optimists :)

10.) How will you measure your success?

By the school involvement, including the students contest submissions.
And by the smiles on the kids and teachers faces!

Teachers will be able to monitor improvements of academic achievements for all students but especially those with learning disabilities. Staff will also have decreased stress levels as they will be able to accommodate technology to more students. The principal tells me she will be happier as this project will be better for the environment. Curiously, I asked her to explain! Currently keyboards have to be covered in Saran Wrap and changed with each student use during Covid19.

Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your program or service including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

Funding is critical to this project as the required amount exceeds our budget and our fundraising opportunities are limited at this time, due to Covid19. We would love to accommodate 100% of the school needs with Google Chromebooks, however with a 50% grant we must be mindful of our club budget and other community needs. We are certain that we can meet the projected donations we have budgeted for (see attached Proposed Budget 2020-2021). 50% of this project will be covered by the Kettle Creek Public School and Contingency Fund budget lines. Due to Covid 19, some of our projected donors will not be requiring funds so we will still be able to maintain a contingency fund. During this time we are still receiving St. Thomas Jackpot City Gaming funds.

14.) Please describe the ways you will measure your success.

The Optimist Club of Port Stanley will measure our success - class by class and student by student.

Our contest entries will be evaluated in conjunction with the class teachers and a deserving student will win bragging rights to the new Google Chromebook. This will be a school wide project and will be promoted to enhance mental health at the school.

We have ongoing open communication lines with the principal of the school and will keep current on updates regarding this project.

As always, it is our hope to make a difference by enhancing the opportunities for our youth.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the program or service for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Emily Finch

Position: Optimist Club of Port Stanley - Club President

Signature: Emily Finch Digitally signed by Emily Finch
Date: 2020.11.06 09:01:04 -0500

Name: Laura Ziegler

Position: Optimist Club of Port Stanley - Club Secretary

Signature: Laura Ziegler Digitally signed by Laura Ziegler
Date: 2020.11.06 09:03:55 -0500

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

Ministry of
Consumer and
Commercial
Relations

Ministère de la
Consommation
et du
Commerce

Companies
Branch
Direction
des compagnies

393 University Ave.,
Toronto, Ontario
M7A 2H6
393, avenue University
Toronto (Ontario)
M7A 2H6

Certificate of Status Certificat de statut documentaire

This is to certify that according to the records of the companies branch

Je certifie par les présentes que, conformément aux dossiers de la Direction des compagnies,

THE OPTIMIST CLUB OF PORT STANLEY, ONTARIO

Ontario Corporation No.

numéro ontarien de compagnie ou d'association

241570

is a corporation incorporated, amalgamated or continued under the laws of the Province of Ontario.

est constituée, fusionnée ou continue d'exister en vertu des lois de la province de l'ontario.

The corporation came into existence on

La compagnie ou association a été fondée le

MARCH 15 MARS, 1971

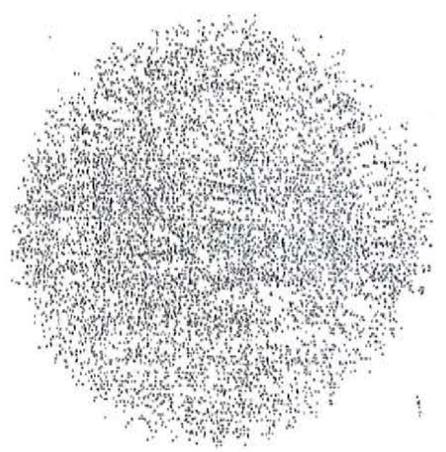
and has not been dissolved.

et n'a pas été dissoute.

Dated

Fait le

SEPTEMBER 16 SEPTEMBRE, 1988



Controller of Records
Contrôleur des dossiers



Kettle Creek Public School
350 Carlow Road
Port Stanley, Ontario
N5L 1B6
Phone : (519) 782 - 3983
Fax: (519) 782 - 5508



Principal: Ms. Esther Wendel-Carاهر

Vice Principal: Mr. Rick Ritter

Administrative Secretary: Mrs. Debbie Sutherland

November 3, 2020

To whom it may concern,

I am writing this letter on behalf of the Kettle Creek School community. 2020 has proven to be a challenging year for everyone including the students and staff in our school community. We are continuing to adjust and readjust to our new norms and many of the traditional ways we have done "school" have had to be reimagined and redone again and again. As you can imagine, this has been stressful, challenging and rewarding because we feel that we are finally coming to a place that new systems and ways of doing things are becoming familiar and comfortable for us all.

As part of our return to learn plan, our staff have spent significant time focusing on the mental health and anxiety levels of the members of our school community. Staff and students have intentionally spent time discussing the new norms, how to cope, mental health awareness and focusing on gratitude.

As we sort out some of these new systems and processes, we have noticed that new needs have arisen and one such need is Chromebooks. In the past, we have shared Chromebooks between classes and this system has been very effective. Unfortunately, with new protocols and concerns around the sharing of materials, the distribution of Chromebooks has become more challenging. Along with that, we have some students in our school community who are learning remotely so some of our Chromebooks have been assigned to families who are learning from home. This along with the fact that some of the Chromebooks that were lent out in the Spring during the shutdown have been returned but in rather poor condition leaving us with a rather small fleet of Chromebooks.

To that end, I am writing a letter to request that if it is possible for your organization to support our students by helping us equip them with the necessary 21st Century learning tools, we would be most grateful. Our goal is to purchase 40 new Chromebooks in the next 2 years and any funding to help us move closer to achieving that goal would be most gratefully received. Each Chromebook is approximately \$409 each so any donation amount would be helpful.

Thank you for your time considering this request. We are so grateful to work with such wonderful community partners.

Sincerely,


Esther Wendel-Carاهر
Principal-Kettle Creek P.S.

RE: Chromebook price

Dominic TANG <d.tang@tvdsb.ca>

Fri 10/16/2020 2:00 PM

To: Debbie SUTHERLAND <d.sutherland@tvdsb.ca>

Hi Debbie,

Below please find the latest pricing for Chromebooks. Lenovo has announced new pricing for their Chromebooks, we just haven't received the final pricing from them yet.

Chromebook

HP Chromebook 11 G8 - Education Edition - 11.6" - Celeron N4020 - 4 GB RAM \$407.76

HP Chromebook 14A G5 A4-9120C 14 4GB/32 , touch screen \$482.29

LENOVO_14e Chromebook A4 9120C 1 6GHz, 4GB/32 14" non-touch \$370.00

Thanks,
Dominic



Dominic Tang
Supervisor – Service Management
Information Technology Services
Thames Valley District School Board
951 Leathorne Street
London, ON N5Z 3M7

519-452-2000 x 21006
d.tang@tvdsb.ca

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From: Debbie SUTHERLAND <d.sutherland@tvdsb.ca>
Sent: October 16, 2020 1:55 PM
To: Dominic TANG <d.tang@tvdsb.ca>
Subject: Chromebook price

Kettle Creek is looking at purchasing some new chromebooks. Just wondering what the cost for a new chromebook is. I know we purchased one last year and it cost approx \$359.

We just need to know a price before we know how many we can order.

Thanks for your help.

Debbie Sutherland
Administrative Secretary
Kettle Creek Public School
519-782-3983
x - 45830
fax - 519-782-3983

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Google Chromebook for Kettle Creek Public School Project

Expenses

Description	Date	Amount	Quantity	Total	Balance
HP Chromebook 11 G8	Nov. 5/20	\$408	16	\$6,528	\$6,528

Income

Description	Date	Amount	Quantity	Total	Balance
Port Stanley Optimists	TBD	\$3,264	50%	\$3,264	\$3,264
Grant - if successful	TBD	\$3,264	50%	\$3,264	0

Port Stanley Optimist Club
Income/Expenses Proposed Budget 2020 - 2021

Income

Membership dues (32 x \$40)	1,280.00
Miscellaneous Donations (Balance)	2,980.00
BINGO - E-Gaming Account	16,650.00
Nevada	1,000.00
Other (Christmas Trees, Angel Tree	1,700.00
<i>Total:</i>	\$23,610.00

Expenses

Dues (O.I. and District - 32 members @ \$80.00)	2,560.00
Administration expenses	700.00
Bank Fees	200.00
Fellowship/Hospitality/Zone Meetings	500.00
Education/Conventions/O.I. Conventions	3,000.00
<i>Total:</i>	\$6,960.00

Total Donations and Projects	\$16,650.00
-------------------------------------	--------------------

Income = Expenses + Total Donations and Projects

**Port Stanley Optimist Club
Projected Donations Budget 2020-2021**

	Amount
Canadian Children's Optimist Foundation	1,000
Canadian Children's Health Foundation (Bravery Beads)	1,000
HOBV	500
Breakfast Program - Kettle Creek Public School	500
Breakfast Program - Eva Circe-Cote (Sparta French Immersion)	500
Breakfast Program - Arthur Voaden Secondary School	500
Breakfast Program - St. Joseph's Catholic High School	500
Jumbo City Bingo Christmas Care	300
Port Stanley Christmas Care (Legion)	300
Elgin St Thomas Christmas Shoppe	300
Port Stanley Minor Hockey	1,000
Port Stanley Figure Skating	500
Kettle Creek Public School	1,000
Eva Circe-Cote (Sparta French Immersion)	1,000
Big Brothers, Big Sisters	300
Schroder Memorial Award	200
Emily Morgan Foundation	200
Port Stanley Community Policing (Easter Event)	200
Optimist Minor Baseball	500
Youth Appreciation (Family Day Skate)	400
Optimist Essay Contest	500
Optimist Oratoical Contest	500
Optimist Spelling B Contest	500
Sign Rental at the Port Stanley Arena	150
New Club Donation	300
Halloween	200
Calipso	500
Inn Out of the Cold	1,000
Contingency Fund and other Emergency requests	2,300
Balances	\$16,650

COMMUNITY ACCOUNT - 1

Optimist Club Of Port Stanley E Gaming 2395614

Available Balance: \$10,586.98 Balance Date: Oct 05, 2020

Joint - Cathleen Axford | Joint - Jim Howie | Overdraft Limit: \$0.00 | Minimum Monthly Balance: \$10,586.98
 # of Withdrawals: 0 | # of Charged ATM Transactions: 0 | Interest Earned, Year To Date: \$9.49

DATE	DESCRIPTION	DATE RANGE	FROM	TO	OUT	IN	BALANCE
Sep 30, 2020	Credit Interest				0.95		\$10,586.98
Sep 28, 2020	Clearing Cheque #268				200.00		\$10,586.03
Sep 16, 2020	Pre-Authorized Credit - Incoming: ST T GAMING					3,040.18	\$10,786.03
Aug 31, 2020	Credit Interest				0.77		\$7,745.85
Aug 17, 2020	Pre-Authorized Credit - Incoming: ST T GAMING					924.53	\$7,745.08
Jul 31, 2020	Credit Interest				0.76		\$6,820.55
Jul 07, 2020	Clearing Cheque #262				1,800.00		\$6,819.79
Jun 30, 2020	Credit Interest				0.98		\$8,619.79
Jun 17, 2020	Clearing Cheque #266				500.00		\$8,618.81
Jun 17, 2020	Clearing Cheque #267				200.00		\$9,118.81
TOTAL:					\$20,425.00	\$16,770.23	

DATE	DESCRIPTION	OUT	IN	BALANCE
Jun 16, 2020	Clearing Cheque #263	1,000.00		\$9,318.81
May 31, 2020	Credit Interest		1.16	\$10,318.81
May 19, 2020	Clearing Cheque #265	1,000.00		\$10,317.65
Apr 30, 2020	Credit Interest		1.23	\$11,317.65
Apr 23, 2020	Clearing Cheque #261	200.00		\$11,316.42
Apr 17, 2020	Clearing Cheque #255	1,000.00		\$11,516.42
Apr 02, 2020	Clearing Cheque #264	500.00		\$12,516.42
Mar 31, 2020	Credit Interest		1.28	\$13,016.42
Mar 17, 2020	Pre-Authorized Credit - Incoming: ST T GAMING		1,841.85	\$13,015.14
Mar 02, 2020	Clearing Cheque #254	500.00		\$11,173.29
Feb 29, 2020	Credit Interest		1.23	\$11,673.29
Feb 28, 2020	Clearing Cheque #258	1,000.00		\$11,672.06
Feb 25, 2020	Clearing Cheque #257	1,000.00		\$12,672.06
Feb 24, 2020	Clearing Cheque #256	1,000.00		\$13,672.06
Feb 20, 2020	Pre-Authorized Credit - Incoming: ST T GAMING		2,911.44	\$14,672.06
Feb 13, 2020	Clearing Cheque #253	125.00		\$11,760.62
Jan 31, 2020	Credit Interest		1.13	\$11,885.62
Jan 23, 2020	Clearing Cheque #239	300.00		\$11,884.49
Jan 16, 2020	Pre-Authorized Credit - Incoming: ST T GAMING		2,947.54	\$12,184.49
Dec 31, 2019	Credit Interest		0.92	\$9,236.95
Dec 19, 2019	Clearing Cheque #248	300.00		\$9,236.03
TOTAL:		\$20,425.00	\$16,770.23	

DATE	DESCRIPTION	OUT	IN	BALANCE
Dec 17, 2019	Pre-Authorized Credit - Incoming; ST T GAMING		1,739.41	\$9,536.03
Dec 04, 2019	Clearing Cheque #249	300.00		\$7,796.62
Dec 04, 2019	Clearing Cheque #245	500.00		\$8,096.62
Dec 02, 2019	Clearing Cheque #229	1,000.00		\$8,596.62
Nov 30, 2019	Credit Interest		1.11	\$9,596.62
Nov 29, 2019	Clearing Cheque #247	300.00		\$9,595.51
Nov 28, 2019	Clearing Cheque #241	100.00		\$9,895.51
Nov 27, 2019	Clearing Cheque #242	750.00		\$9,995.51
Nov 26, 2019	Clearing Cheque #250	300.00		\$10,745.51
Nov 22, 2019	Clearing Cheque #251	300.00		\$11,045.51
Nov 21, 2019	Clearing Cheque #244	500.00		\$11,345.51
Nov 20, 2019	Clearing Cheque #246	150.00		\$11,845.51
Nov 19, 2019	Pre-Authorized Credit - Incoming; ST T GAMING		1,732.46	\$11,995.51
Nov 15, 2019	Clearing Cheque #243	500.00		\$10,263.05
Nov 12, 2019	Clearing Cheque #233	300.00		\$10,763.05
Nov 01, 2019	Clearing Cheque #234	500.00		\$11,063.05
Oct 31, 2019	Credit Interest		1.32	\$11,563.05
Oct 28, 2019	Clearing Cheque #240	500.00		\$11,561.73
Oct 25, 2019	Clearing Cheque #238	500.00		\$12,061.73
Oct 25, 2019	Clearing Cheque #237	500.00		\$12,561.73
Oct 15, 2019	Pre-Authorized Credit - Incoming; ST T GAMING		1,619.98	\$13,061.73
TOTAL:		\$20,425.00	\$16,770.23	

DATE

DESCRIPTION

OUT

IN

BALANCE

DATE	DESCRIPTION	OUT	IN	BALANCE
Oct 07, 2019	Clearing Cheque #230	1,000.00		\$11,441.75
Oct 07, 2019	Clearing Cheque #236	500.00		\$12,441.75
Oct 04, 2019	Clearing Cheque #232	1,000.00		\$12,941.75
Oct 03, 2019	Clearing Cheque #235	300.00		\$13,941.75
TOTAL:		\$20,425.00		\$16,770.23

September 30, 2020

Notice to Membership

On the basis of the information provided, I have examined the records of the Port Stanley Optimist Club ending September 30, 2020. I have not performed an audit, or review engagement in respect to these records. Accordingly, I express no opinion, but have not found any errors.

If any other information is required, please contact me at 519-868-0672.

Yours truly,

Sharon Novotny

Sharon Novotny

Sept. 30/20

Date

Anna E. Watt

Witness

Sept 30/20

Date

**St. Thomas Elgin Second Stage Housing
Violence Against Women Program**

COMMUNITY SERVICES APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Stacey Robinson

Title: Fund Development Coordinator

Organization: St Thomas Elgin Second Stage Transitional Residence locally known as St Thomas Elgin Second Stage Housing

Service or Program: Violence against women service

Grant request (in dollars*): \$ 10,000

(request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)*

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

For twenty-six years, St. Thomas–Elgin Second Stage Housing (STESSH) has offered the women of St. Thomas and Elgin County, in Southwestern Ontario, a safe place to re-establish their lives. The transitional residence offers women — with or without children — leaving abusive relationships, a secure and comfortable place to stay, support services, and the knowledge and tools they need to begin a new life free from violence.

The programs offered at STESSH support women in identifying choices, provide resources so they may develop safety plans, offer emotional support by helping them with coping strategies, and a strong understanding of the negative effects of abuse.

Empowering these women to understand how control is in their own hands, and not in the hands of others, is a means to change their lives and reinforce these positive changes. STESSH also aims to help women build social networks, enhance their self-esteem and develop a realistic plan for a violent free future.

STESSH also supports the women's children, offering individual counselling and group-based support programs. The support programs offer the children the opportunity to identify and deal with feelings and emotions, increase their knowledge about abuse, and develop social skills.

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.

* please note: St. Thomas-Elgin Second Stage Transitional Residence is a non profit and referred to in our community as St. Thomas–Elgin Second Stage Housing, and its short form STESSH.*

CRA 137010674RR0001

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

Our Goal is to provide a safe environment in which information, access to practical resources, time and support are available to all women regardless of race, colour, religion, education level, economic status, or disability.

2.) How is your organization funded?

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

STESSH aims to address the funding shortfalls through event fundraising, grant writing, working with community leaders & partners, businesses, and service groups so the staff can adequately provide the counselling and support the women and children need.

Funding for the programs come from Ministry of Community and Social Services, fundraising, and rent. The United Way assists by providing funds to employ a Children's Advocate. The City of St. Thomas provides an annual rent supplement to support the residence. We receive a grant from County of Elgin to assist in program costs. STESSH receives support from granting foundations, including ESCF. Support from businesses and community members including +40 donors who support the monthly giving "100 club".

The operation costs to run the residence, services, and counselling programs are more than \$356,000 annually. Our current support from donations, grants, including funding from United Way does not completely cover the costs, and we need to fundraise approximately \$73,000 annually to fully support our services and programs. These revenues and costs are broken down further on the attached financial statements.

Design

3.) Please provide a brief description of the program or service you are proposing, including the steps you are taking to ensure a well-planned program or service.

On average, 30 women, and 38 children live in residence each year. The programs are offered according to the situation and need of each individual woman and child. Each woman is provided approximately 550 hours of individual counselling, and 70 hours of group counselling. Life skills groups, parenting support, referrals and advocacy are also offered to the women who live at the residence. The children's program offers aged-based activities. There are preschool groups, school-aged groups and individual counselling along with recreational groups.

Transitional Housing & Support Program

Transitional support is offered to women that 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

Group and individual counselling sessions are offered to the women residing in the program. Group counselling focuses on helping residents to gain an understanding of the impact of abuse, understand feelings and emotions, develop problem-solving skills and coping strategies.

There is a focus on building social networks, enhancing self-esteem, identifying and understanding the issues of power and control. Staff members assess personal options, which help the women to

develop a strong skill set to establish future goals.

The educational groups are offered on a weekly basis. In the week that follows the group sessions, women meet one-to-one with a staff member to discuss group content, and apply it personally. Each woman has one staff member dedication to their assistance.

Children's Program

Witnessing and experiencing abuse negatively impacts children in many different ways, and influences their daily lives and future. STESSH offers counselling and support programs to the children living at the residence, and includes psycho-educational based family activities, individual support, recreation based programs, and advocacy.

Due to the personal history and experiences of the children, our staff evaluate each child through psychological-based assessments. These assessments help staff gain an in-depth understanding of each child's behaviour, reaction, learning style and their potential to learn in future. The staff then individualize each child's counselling and support programs to accommodate their needs.

Ultimately, the assessments reveal the child's intellectual, social, coping, and emotional state. They also look at memory, attention, behavioural, social and emotional functioning. The assessments can also help staff identify cognitive and academic strengths and weaknesses, which is then used and applied to individualize the support programs for each child.

The psycho-educational based programs are designed to increase safety skills, self-esteem, confidence, coping strategies, and learn about topics that allow them to recognize healthy social and life management skills.

The children's programs offers education about family violence, safety planning, problem solving skills and emotions. The one-to-one programs available provide emotional support, allowing them to talk about issues privately. The learning and changing process is then encouraged and guided during daily connections the staff have with each family. Having the freedom to assist the children through daily challenges as they are occurring increases opportunities for success and growth.

Ultimately, the counselling and programs have a strong impact on the children. We have seen positive results in many aspects of their lives including: the ability to trust, increased comfort, sense of security, self-confidence, positive communication, self-control, understanding of personal feelings, increased self-worth, healthy coping strategies, sense of belonging and identity, and increased self-esteem.

4.) Please provide details of key dates and scheduled activities for the program or service.

Our program runs on an annual basis from April 1 to March 31. One to one counselling is provided to women and children weekly as well as on an as needed basis. In addition, family support meetings are held weekly with each family. Group support meetings are not currently running due to the requirement to physical distance however, the material that is learned in group support meetings is now learned on a one to one basis with each woman and child.

5.) How many people do you hope your program or service will reach?

Our 2019/2020 Statistics are a reflection of how many women and children benefit from our programs each year.

Residential Counselling Program

9 Months – average length of stay
31 Women served
41 Children served
550 Individual counselling hours (women)

275 Support & recreational group hours (children)

31 Safety plans completed

Transitional Housing & Support Program

118 Number of women served

350 Individual counselling hours (women)

118 Transitional plans completed

15 Number of follow-up women served

98 Hours of follow-up support offered

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

The reality is that Canada spends more than \$7 billion a year to address domestic violence which places great pressure on the healthcare, protection and legal systems. St. Thomas-Elgin Second Stage Housing works to address this violence and support the women and children to transition into our residence and services in a safe manner. For every family who resides at STESSH's and uses our support programs and counselling, their lives are made safer. As they transition out of STESSH's programs, they are given the knowledge, tools and safety plans to begin a new life free from violence. Ultimately, each family that is impacted by support and counselling services offered by STESSH lessens the chance of them needing to rely on the government services for domestic violence, allowing for incremental systemic change, reducing costs and pressure off of those government services. Second stage housing is still an essential service, and STESSH will continue to provide support for the women in St. Thomas and Elgin County, so long as it is needed.

7.) Please describe how widely the services are accessible to the target population and how you've aligned resources accordingly.

Since STESSH opened its doors in 1994, more than 540 women and 845 children have used the services and housing. In 2019-20, STESSH offered support and services to 31 women and 41 children, while maintaining a 98% occupancy rate in the housing units. In addition, the transitional housing and support program offered assistance to 118 women in Elgin County. The Second Stage Housing is still an essential service, and STESSH will continue to provide support for the women in St. Thomas and Elgin County, so long as it is needed.

8.) How will your program or service ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Our Goal is to provide a safe environment in which information, access to practical resources, time and support are available to all women regardless of race, colour, religion, education level, economic status, or disability. From the first meeting through to using the program, women and children can have an interpreter present as needed and our units and offices are all accessible.

Cultivate/Renewal

9.) What has changed about your program or service? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

St. Thomas-Elgin Second Stage Housing has many great community partners to help support our operations and services, but STESSH faces funding shortfalls with the costs of all the programs we offer. STESSH needs to develop resources and materials, and strengthen our counselling and support programs. Under the strain of adjusting to COVID and physical distancing, we have ceased our group support and move to strictly one to one 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. This is allowing us to address each woman and child that have unique needs based on their experiences, and staff need to be able to respond and provide individualized assistance. Having extra funding will allow staff to provide the right support and counselling, and have the resources available to assist every woman and child using our programs.

10.) How will you measure your success?

The children living at the residence are offered on-going support throughout the week. The programs are designed to increase safety skills, self-esteem, confidence, coping strategies, and learn about topics that allow them to recognize healthy social and life management skills.

Due to the personal history and experiences, our staff evaluate each child through psychological-based assessments. These assessments help staff gain an in-depth understanding of each child's behaviour, reaction, learning style and their potential to learn in future. The staff then individualize each child's counseling and support programs to accommodate their needs.

The learning and changing process is then encouraged and guided during daily connections the staff have with each family. Having the freedom to assist the children through daily challenges as they are occurring increases opportunities for success and growth.

Ultimately, the program has a strong impact on the children. We have seen positive results in many aspects of their lives including: the ability to trust, increased comfort, sense of security, self-confidence, positive communication, self-control, understanding of personal feelings, increased self-worth, healthy coping strategies, sense of belonging and identity, and increased self-esteem. Program success is measured through intake and exit assessments. The intake assessments identify what the woman knows upon entry to the program as well as their goals. An exit assessment reviews entry goals, identifies their successes, and areas of improvement and growth. During the women's and children's stay in the program they attend group and family support. Semi annually, women and children respond to assessments regarding areas of improvement and growth.

Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your program or service including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

STESSH has many great community partners and volunteers to help support the women and children, however we need to fundraise to fully support the women and children we serve. Ultimately, our staff has a strong impact on the women and children, and have seen positive results in many aspects of their lives so they can make healthy social and life choices, move forward in a positive manner, and make goals for the future. With your financial assistance, we can help support the women and their children, and enable them to work together as a family unit and move forward in a healthy manner towards a brighter, happier future.

14.) Please describe the ways you will measure your success.

We measure our success by tracking metrics such as dollars raised, women and children served, and successfully managing overhead costs. These metrics are certainly important as well we take pride in the 26 years that our organization has been fulfilling and achieving its mission to provide transitional support and housing to women, with or without children, who are leaving abusing relationships.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the program or service for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Mickie Keefer
Position: Executive Director
Signature: Mickie Keefer Digitally signed by Mickie Keefer
Date: 2020.10.16 09:40:39 -0400

Name: Stacey Robinson
Position: Fund Development Coordinator
Signature: Stacey Robinson Digitally signed by Stacey Robinson
Date: 2020.10.16 09:41:34 -0400

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrantseelgin.ca or mail to:

**Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1**

STESSH's 2020 Budget

Income	Program Budget
United Way Elgin-St. Thomas (amount received to support children's advocate salary)	\$40,000
Government funding (all three tiers - MCSS & City of St. Thomas)	\$173,500
Program Fees	0
Fundraising (grant writing, individual and corporate donations, events)	\$86,000
Rent Income	\$65,000
Other	\$10,500
Total Income	\$375,000
Program and Operational Expenses	
Salaries & Benefits	\$255,000
Rent, Maintenance & Utilities	\$78,000
Banking Costs	\$3,000
Fundraising, Marketing & Communication	\$20,000
Computer Expenses	\$3,000
Program Supplies & Professional Services	\$12,000
Travel & Insurance	\$2,000
Administration (misc. audit, phone, postage)	\$2,000
Total Expenses	\$375,000
Surplus (deficit)	\$0

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

Financial Statements

March 31, 2020

ST. THOMAS-ELGIN SECOND STAGE TRANSITIONAL RESIDENCE

Financial Statements

For the Year Ended March 31, 2020

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Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Schedule of Administration and Occupancy Expenditures	7
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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.grahamscottenns.com

INDEPENDENT AUDITORS' REPORT

To the Board of St. Thomas-Elgin Second Stage Transitional Housing:

Qualified Opinion

We have audited the financial statements of St. Thomas-Elgin Second Stage Transitional Housing, which comprise the statement of financial position as at March 31, 2020, and the statement of operations, statement of changes in net assets 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 effects of the matter described in the Basis for Qualified Opinion paragraph, the organization's financial statements present fairly, in all material respects, the financial position of the organization as at March 31, 2020, 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 charitable organizations, the organization derives revenue from donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to contributions and donations, revenues over expenditures, and cash flows for the year ending March 31, 2020 and year ending March 31, 2019, current assets as at March 31, 2020 and March 31, 2019 and net assets as at April 1, 2019 and March 31, 2020 for the 2020 year ended, as well as April 1, 2018 and March 31, 2019 for the 2019 year ended. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' 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 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 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.



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

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INDEPENDENT AUDITORS' REPORT (CONTINUED)

Auditors' 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 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.

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.

St. Thomas, Ontario

August 20, 2020

Graham Scott Enns LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

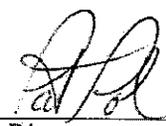
Licensed Public Accountants

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Statement of Financial Position
As at March 31, 2020**

	Operating Fund \$	Capital Reserve Fund \$	Contingency Reserve Fund \$	2020 \$	2019 \$
CURRENT ASSETS					
Cash	48,040	-	-	48,040	38,863
Marketable securities (Note 3)	19,367	28,473	12,000	59,840	48,587
Accounts receivable	3,369	-	-	3,369	2,856
Government remittances receivable	4,185	-	-	4,185	5,756
Interfund balances	(1,418)	1,418	-	-	-
Prepaid expenses	2,323	-	-	2,323	2,788
	<u>75,866</u>	<u>29,891</u>	<u>12,000</u>	<u>117,757</u>	<u>98,850</u>
TANGIBLE CAPITAL ASSETS					
Cost	1,146,410	-	-	1,146,410	1,146,410
Less: accumulated amortization	(1,146,410)	-	-	(1,146,410)	(1,146,410)
	-	-	-	-	-
TOTAL ASSETS	<u>75,866</u>	<u>29,891</u>	<u>12,000</u>	<u>117,757</u>	<u>98,850</u>
CURRENT LIABILITIES					
Accounts payable and accrued liabilities	8,949	-	-	8,949	6,700
TOTAL LIABILITIES	8,949	-	-	8,949	6,700
NET ASSETS	<u>66,917</u>	<u>29,891</u>	<u>12,000</u>	<u>108,808</u>	<u>92,150</u>
TOTAL LIABILITIES AND NET ASSETS	<u>75,866</u>	<u>29,891</u>	<u>12,000</u>	<u>117,757</u>	<u>98,850</u>

On behalf of the Board:



Director



Director

See accompanying notes to the financial statements.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Statement of Changes in Net Assets
For the Year Ended March 31, 2020**

	Operating Fund \$	Capital Reserve Fund \$	Contingency Reserve Fund \$	2020 \$	2019 \$
NET ASSETS, BEGINNING OF YEAR	47,952	32,198	12,000	92,150	75,996
Excess (deficit) of revenues over expenditures for the year	<u>18,965</u>	<u>(2,307)</u>	<u>-</u>	<u>16,658</u>	<u>16,154</u>
NET ASSETS, END OF YEAR	<u><u>66,917</u></u>	<u><u>29,891</u></u>	<u><u>12,000</u></u>	<u><u>108,808</u></u>	<u><u>92,150</u></u>

See accompanying notes to the financial statements.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Statement of Operations
For the Year Ended March 31, 2020**

	Operating Fund \$	Capital Reserve Fund \$	Contingency Reserve Fund \$	2020 \$	2019 \$
REVENUES					
Ministry of Community and Social Services (Note 2)	140,707	-	-	140,707	139,610
Residents' rent	85,873	-	-	85,873	81,814
Donations	57,205	-	-	57,205	49,594
Fundraising income	37,493	-	-	37,493	35,333
United Way	36,000	-	-	36,000	38,000
City of St. Thomas - rent supplement	21,600	-	-	21,600	21,600
Laundry	1,684	-	-	1,684	1,060
	<u>380,562</u>	<u>-</u>	<u>-</u>	<u>380,562</u>	<u>367,011</u>
EXPENDITURES					
Administration (Page 7)	285,518	-	-	285,518	267,873
Occupancy (Page 7)	65,801	-	-	65,801	75,985
Fundraising	9,144	-	-	9,144	7,911
Performance management system	1,000	-	-	1,000	1,000
	<u>361,463</u>	<u>-</u>	<u>-</u>	<u>361,463</u>	<u>352,769</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES BEFORE INVESTMENT INCOME					
	<u>19,099</u>	<u>-</u>	<u>-</u>	<u>19,099</u>	<u>14,242</u>
INVESTMENT INCOME					
Gain on sale of investments	5,408	-	-	5,408	-
Interest and dividends	332	1,461	-	1,793	1,728
Unrealized (loss) gain on investments	(5,874)	(3,768)	-	(9,642)	184
	<u>(134)</u>	<u>(2,307)</u>	<u>-</u>	<u>(2,441)</u>	<u>1,912</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES					
	<u>18,965</u>	<u>(2,307)</u>	<u>-</u>	<u>16,658</u>	<u>16,154</u>

See accompanying notes to the financial statements.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Statement of Cash Flows
For the Year Ended March 31, 2020**

	Operating Fund \$	Capital Reserve Fund \$	Contingency Reserve Fund \$	2020 \$	2019 \$
CASH USED IN OPERATIONS					
Excess (deficit) of revenues over expenditures	18,965	(2,307)	-	16,658	16,154
Non-cash items					
Unrealized loss (gain) on investments	<u>5,874</u>	<u>3,768</u>	<u>-</u>	<u>9,642</u>	<u>(184)</u>
	24,839	1,461	-	26,300	15,970
Changes in non-cash working capital items					
Accounts receivable	(513)	-	-	(513)	(666)
Government remittances receivable	1,571	-	-	1,571	(833)
Prepaid expenses	465	-	-	465	336
Accounts payable and accrued liabilities	2,248	-	-	2,248	(68)
Interfund balances	<u>1,461</u>	<u>(1,461)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	30,071	-	-	30,071	14,739
CASH USED IN INVESTING ACTIVITIES					
Increase in investments	<u>(13,247)</u>	<u>(7,647)</u>	<u>-</u>	<u>(20,894)</u>	<u>(12,000)</u>
	(13,247)	(7,647)	-	(20,894)	(12,000)
FUND TRANSFERS					
	<u>(7,647)</u>	<u>7,647</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET INCREASE IN CASH					
	<u>9,177</u>	<u>-</u>	<u>-</u>	<u>9,177</u>	<u>2,739</u>
CASH - BEGINNING OF YEAR					
	<u>38,863</u>	<u>-</u>	<u>-</u>	<u>38,863</u>	<u>36,124</u>
CASH - END OF YEAR					
	<u>48,040</u>	<u>-</u>	<u>-</u>	<u>48,040</u>	<u>38,863</u>

See accompanying notes to the financial statements.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Schedule of Administration and Occupancy Expenditures
For the Year Ended March 31, 2020**

	Operating Fund \$	Capital Reserve Fund \$	Contingency Reserve Fund \$	2020 \$	2019 \$
ADMINISTRATION					
Salaries	223,882	-	-	223,882	216,618
Employee benefits	26,959	-	-	26,959	23,239
Professional services	7,583	-	-	7,583	7,004
Communication	6,726	-	-	6,726	6,064
Computer supplies and maintenance	6,325	-	-	6,325	1,912
Community relations	5,460	-	-	5,460	4,849
Interest and bank charges	3,086	-	-	3,086	2,804
Supplies	2,221	-	-	2,221	2,727
Office	909	-	-	909	760
Insurance	829	-	-	829	822
Travel	671	-	-	671	1,001
Staff training	671	-	-	671	73
Bad debts	196	-	-	196	-
	<u>285,518</u>	<u>-</u>	<u>-</u>	<u>285,518</u>	<u>267,873</u>
OCCUPANCY					
Building improvements	23,552	-	-	23,552	25,088
Utilities	18,168	-	-	18,168	17,878
Grounds upkeep	11,972	-	-	11,972	22,651
Maintenance supplies	6,601	-	-	6,601	4,870
Insurance	5,508	-	-	5,508	5,498
	<u>65,801</u>	<u>-</u>	<u>-</u>	<u>65,801</u>	<u>75,985</u>

See accompanying notes to the financial statements.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Notes to the Financial Statements
For the Year Ended March 31, 2020**

NATURE AND PURPOSE OF THE ORGANIZATION

St. Thomas-Elgin Second Stage Transitional Residence ("the organization") is incorporated under the laws of the Province of Ontario as a not-for-profit organization without share capital. It is a registered charity under the Canadian Income Tax Act and is exempt from income tax. Its objectives are to provide transitional housing and support services for women, with or without dependent children, who are leaving an abusive relationship. Support is offered through individual and group counselling, advocacy and referrals and is intended to assist the women and children in working towards ending the violence in their lives. The Organization operates under the name St. Thomas-Elgin Second Stage Housing.

1. SIGNIFICANT ACCOUNTING POLICIES

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

Fund Accounting

To ensure the observance of limitations and restrictions placed on the use of resources available to the Organization, its accounts are maintained using the principles of fund accounting. Each fund records the activities and changes in the resources available to the Organization for specific objectives. For financial reporting purposes these funds are classified as follows:

Operating Fund

The Operating Fund records the revenue and expenditure for the ongoing operation of the Organization.

Capital Reserve Fund

The Capital Reserve Fund records resources internally restricted by the Board of Directors to be used only for the significant repair or replacement of the capital assets of the Organization. The funds are not available for any other purpose without the express approval of the Board of Directors.

Contingency Reserve Fund

The Contingency Reserve Fund accounts for internally restricted funds set aside by the Board of Directors to be used only to cover unforeseen expenditures of the Organization.

Accounting Estimates

The preparation of these financial statements in accordance 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 and the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. There were no significant estimates that require further disclosures.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Notes to the Financial Statements
For the Year Ended March 31, 2020**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition

Residents' rent is recognized as revenue at the first of every month or the first day of residence. Subsidies, government funding, interest and other revenues are recognized as revenue when earned. Fundraising receipts are recognized as revenue when received.

Government grants for the acquisition of capital assets are deducted from the cost of the related capital assets.

Donations in kind are recorded in the accounting records when a fair monetary value can be ascertained and the donation is considered significant.

Contributed Services and Materials

Volunteers contribute an indeterminable number of hours per year. Because of the difficulty in determining their fair value, contributed services and donations in kind are not recognized in the financial statements.

Tangible Capital Assets

Capital assets are charged to operations in the period in which they are acquired except land and building financed through the forgivable mortgage by Canada Mortgage and Housing Corporation (CMHC) which were capitalized and amortized as described below:

Amortization of land and building was calculated on a straight-line basis over 15 years consistent with the amortization of the mortgage.

Similarly, assets acquired under the CMHC Shelter Enhancement program were capitalized and amortized consistent with the terms of the forgiveness of the loans.

Financial Instruments

Measurement of financial instruments

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for marketable securities that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in excess of revenues over expenditures.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Notes to the Financial Statements
For the Year Ended March 31, 2020**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Financial Instruments (Continued)

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The organization's financial assets measured at fair value include cash and marketable securities.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in excess of revenues over expenditures. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenues over expenditures.

2. MINISTRY OF COMMUNITY AND SOCIAL SERVICES

During the year the organization received funding from the Ministry of Community and Social Services for the following:

	2020	2019
	<u>\$</u>	<u>\$</u>
Transitional housing and support program	75,357	74,225
Counselling service	57,034	57,753
VAW capacity	8,316	5,532
VAW performance management framework	-	2,100
	<u>140,707</u>	<u>139,610</u>

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Notes to the Financial Statements
For the Year Ended March 31, 2020**

3. MARKETABLE SECURITIES

	2020		2019	
	Cost	Fair Value	Cost	Fair Value
	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Canadian Fixed Income	<u>63,833</u>	<u>59,840</u>	<u>43,470</u>	<u>48,587</u>

4. INTER-FUND TRANSFER

In a prior year, the board established a Contingency Reserve Fund and approved a transfer of \$12,000 for future unforeseen expenditures.

5. FINANCIAL INSTRUMENTS

Risks and Concentrations

The organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the organization's risk exposure and concentrations at the statement of Financial Position date.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risks relate to its accounts receivable.

Liquidity risk

Liquidity risk is the risk that a organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

It is management's opinion that the entity is not exposed to any significant interest rate, foreign currency, or market risk.

No financial liabilities of the organization were in default during the period.

The organization was not subject to any covenants during the period.

There were no changes to the organization's risk exposures from the prior year.

**ST. THOMAS-ELGIN SECOND STAGE
TRANSITIONAL RESIDENCE**

**Notes to the Financial Statements
For the Year Ended March 31, 2020**

6. SIGNIFICANT EVENT - COVID 19

Prior to the year end, the organization was exposed to economic risks associated with the coronavirus pandemic. These risks continued past the year end date and are beyond the organization's control. The impact of these risks cannot be identified at this time but could impact the organization's operations, future surplus, cash flows and financial conditions.

How can you help?

100 Club

The 100 Club is a planned giving initiative, which aims to get 100 individuals, families or groups to commit to making an annual donation of \$120 or more to our agency. All it takes is a onetime sign up with a voided cheque or credit card and a minimum of \$10/month. The objective is to generate sustainable funding for our programs for women and children leaving abusive relationships. Please contact us for more information or to sign up today!

Volunteer Opportunities

Bingo Worker

Must be 18 years old and complete training prior to volunteering. Duties include cleaning tables in between games and greeting players.

Donations Organizer

Sort, organize and display various clothing and household items donated by our community for our residents. Tasks include unpacking items, tidying cupboards and shelves, recycling extra items to another donation centre in our community.

We have a number of other volunteer opportunities available; please contact the office for more information.

We offer educational resources and presentations upon request.

We can be reached at 519-637-2288 or
secondstage.stessh@rogers.com
Monday - Friday 8:30 a.m. - 4:30 p.m.



Violence is not a private or personal matter!

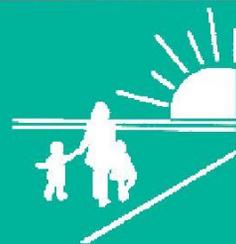
It's hard to leave...

...if you don't know where to go!

St. Thomas - Elgin

Second Stage Housing

519-637-2288 Toll Free: 1-877-396-2288



Women have a right to be safe in their own homes - but sometimes the only safe place is *somewhere else*

St. Thomas - Elgin Second Stage Housing

A safe place for women and children...

What we offer?

Our program provides transitional supports and safe housing to women with or without children, who are leaving abusive relationships. Our affordable, well-maintained twelve apartment complex offers a stable environment in which women may access a variety of supports to help them make long term plans for independent living. Information, support and practical resources are available to women regardless of age, colour, religion, education, economic status or ability, who have identified a commitment to move beyond the abuse. The longer-term support women receive while residing at Second Stage is intended to empower and enable them to live independently in our community, free from abuse.

Women's Program

- Support group (psycho educational)
- Individual counselling supports to develop transition plans, safety plans, and independent living skills
- Parenting supports
- Referrals and advocacy

Children's Programs

- Support groups
- Individual support to develop skills such as personal safety, communication, non-violent problem solving, coping skills and self confidence
- Recreational programs
- Referrals and advocacy

If you are being abused help is available

Who may access Second Stage Housing?

A woman who has:

- experienced physical, psychological, emotional, sexual, verbal abuse or neglect
- identified a need for ongoing support and counselling for herself and her children

How do you access Second Stage Housing?

We accept referrals from agencies, professionals, or individuals. It is as simple as making a phone call.

We can be contacted at:

Phone: 519-637-2288

Toll Free: 1-877-396-2288

Fax: 519-637-2213

Email: secondstage.stessh@rogers.com

www.secondstagehousing.net

Monday - Friday 8:30 a.m. - 4:30 p.m.

For too many women and children, woman abuse is part of everyday life. Second Stage Housing plays a significant role working with other community supports to stop the violence and to assist in creating a safe future for women and children in Elgin County. Our mandate is to assist in the elimination of violence against women by addressing the social and cultural issues that allow violence to continue.

Please turn the page over to see how you can help

STEAM Centre
re//BUILD.IT Community computer donation program



STEAM CENTRE
SCIENCE • TECHNOLOGY • ENGINEERING • ART • MATH

COMMUNITY SERVICES APPLICATION **CULTIVATE GRANTS ONLY**

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Jessica Gransauil

Title: Executive Director

Organization: STEAM Education Centre

Service or Program: re//BUILD.IT Community computer donation program

Grant request (in dollars*): \$ 10,000

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

Our charitable mission is to educate and inspire learners to imagine, innovate and create the future using science, technology, engineering, art/design and math. Since 2016, STEAM Centre has designed and delivered coding and creative workshops for ~9000 students and ~600 teachers from across Elgin - St. Thomas. In partnership with Elgin County Libraries, we also reclaimed 300,000lbs of e-waste over that time. Since covid arrived, we have launched several community programs to serve the community, including **iSTEAM** (a year-long program with Antler River Elementary School students and teachers in grades 5-8, aimed at improving digital literacy skills and integrating technology into Indigenous art, heritage and cultural studies), and **re//BUILD.IT Community** (a computer donation program serving students, Indigenous communities, and people with limited means who are suddenly without consistent access to a computer due to covid restrictions).

The STEAM team is small but dynamic! The organizations is led by Jessica Gransauil (founding Executive Director), and all education programs are led by Fred Cahill (founding Director of Education). iSTEAM is led by Dakota Ireland, and re//BUILD.IT Community is led by Stan Laskewich. Together, we are designing and delivering essential digital devices and workshops to ensure all of our neighbours across Elgin County are the best connected and best equipped in this digitally driven world.



STEAM CENTRE
SCIENCE • TECHNOLOGY • ENGINEERING • ART • MATH

2.) How is your organization funded?

We are a registered charity, funded entirely through the generosity and visionary support of donors, private and public granting bodies, service clubs, and pre-covid, program revenue provided some funding.

Design

3.) Please provide a brief description of the program or service you are proposing, including the steps you are taking to ensure a well-planned program or service.

re//BUILD.IT Community launched after receiving frequent requests from the community for computers after schools, centres and libraries closed due to covid restrictions. Since June, we've provided 85 refurbished computers, and continually have a list of 20+ people patiently waiting. The program focuses on ensuring students, Indigenous communities and people with limited means can remain connected to school, family, friends and one's community at this difficult time. At this time, we have a solid intake and output system so we are prepared to handle an influx at any time, on top of meeting our current output.

4.) Please provide details of key dates and scheduled activities for the program or service.

Launched in June, the program aims to distribute 5-10 computers each week, reaching 300 units donated at July 1, 2021. If funding is available, and the need still exists, we will extend the program until every request can be satisfied! There are a lot of reusable resources available and we are committed to reclaiming good electronics from becoming e-waste, while putting essential technology into the homes of every person in need from our region.

5.) How many people do you hope your program or service will reach?

We hope to distribute 300 computers before July 1, 2021. The impact of providing a computer to a family is multiplied for each person who comes to use and rely on the device.

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

Students, Indigenous Communities and people with limited means are the target audiences.

7.) Please describe how widely the services are accessible to the target population and how you've aligned resources accordingly.

The program is accessible to everyone in need across Elgin - St. Thomas. We try to reduce all barriers to access so even if one cannot pick up their computer, we make every effort to deliver it to them. The program also continually reclaims electronic waste, redirecting usable tech to



STEAM CENTRE

SCIENCE • TECHNOLOGY • ENGINEERING • ART • MATH

new homes. We also provide the tools that each person would need to access the internet, such as free wireless adapters and/or ethernet cables.

8.) How will your program or service ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

We are actively communicating with regional agencies serving a diverse community of people in need, which helps ensure our most vulnerable can access the program, including Canadian Mental Health Association, Community Living Elgin, Family and Children's Services, and Literacy Link South Central.

Cultivate/Renewal

9.) What has changed about your program or service? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

We will grow our impact by continually seeking computer donations and financial support to ensure the program survives until the need from across Elgin - St. Thomas ceases.

10.) How will you measure your success?

We measure success by comparing output goals against an ultimate target of 300 computer donations/year, which means we need to distribute 5-7 computers each week, at minimum. We have excellent tracking and reporting systems in place to closely monitor our success.

Efficiency, Transparency & Accountability

11.) Please **attach** a detailed budget of your program or service including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please **attach** your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

This funding will ensure we can afford to purchase replacement parts and accessories required to refurbish and repurpose computers, including power cords, keyboards, mice, monitors, repair hand tools, computer cleaning products, wireless internet adapters, web cameras with microphone, etc.



14.) Please describe the ways you will measure your success.

We will measure success using our current recording procedures and maintaining our current pace of refurbishing and donating at least 5 computers each week. Every computer put back into the community is one more computer towards successfully reaching our goal of 300 computers donated.

Application Checklist

:

- ✓ Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- ✓ Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- ✓ I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration: *I acknowledge that the County's investment is not to exceed 50% of the total for the program or service for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.*

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Jessica Gransaul

Position: Executive Director

Signature:



**re//BUILD.IT Community - 12 month Program Budget
(300 computer goal)**

Budget		
Income:	Requested:	Notes:
Federal Government Sources (specify):		
Gov. of Canada (United Way)	\$71,340.00	Received.
Provincial / Territorial Government Sources (specify):		
	\$ -	
Other (list all sources)		
Corporate / Donor Support:	\$1,000	Received
Total Income:	\$72,340.00	
Proposed Expense:		
Wages and Benefits	\$43,100	2 Part time program staff + MERCs x 12 months
Professional Fees:	\$3,000	Consultant (design program website, do updates, creative ads, flyers)
Travel for Staff and Volunteers:	\$550	Occassional computer donation pickups, drop offs
Printing and Communication:	\$1,500	Program postcards, social media ads, radio ads, Chamber of Commerce ads.
Utilities, Insurance, and Rental of Premises	\$10,000	Pro-rated space costs (ie. inventory storage, refurbishing, distribution activities), insurance
Equipment Purchase/Rental/Lease/Maintenance:	\$4,400	Supplemental cords, keyboards, mouse, monitors, components, hand tools, computer storage racks, Health and Safety/PPE supplies, sterilizing products, specialized computer cleaning products
Wireless access tools	\$16,800	Ethernet cord or wireless adapters, web camera with microphone
Administration Costs:	\$9,043	Staff training, supervision, and program tracking, reporting, evaluation
Other Project Materials and Supplies:	\$500	Volunteer tshirts, safety equipment,
Small Capital Costs:	\$0	
Total Expense:	\$88,893	

STEAM EDUCATION CENTRES INCORPORATED

FINANCIAL STATEMENTS

JUNE 30, 2020

MARK A WALES

CHARTERED PROFESSIONAL
ACCOUNTANTS

367 Talbot St St Thomas ON N5P 1B7
Tel: (519) 637-0700 Fax: (519) 637-0919
10 Argyle St Simcoe ON N3Y 1V5
Tel: (519) 512-0471 Fax: (519) 512-0501
www.markawales.ca

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, 2020, 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, 2020, 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

367 Talbot St St Thomas ON N5P 1B7
Tel: (519) 637-0700 Fax: (519) 637-0919
10 Argyle St 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.

October 28, 2020
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, 2020

	<u>2020</u>	<u>2019</u>
	<u>\$</u>	<u>\$</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Bank and cash	95,296	36,565
Accounts receivable	-	7,696
Government remittances recoverable	690	15,612
Inventory	500	2,079
Prepaid expenses	<u>460</u>	<u>3,392</u>
TOTAL ASSETS	<u>96,946</u>	<u>65,344</u>
<u>LIABILITIES & NET ASSETS</u>		
CURRENT LIABILITIES		
Line of credit - Note 7	18	-
Accounts payable and accrued liabilities	7,330	26,700
Government remittances payable	195	270
Deferred contributions - Note 3	<u>104,855</u>	<u>14,192</u>
	112,398	41,162
CEBA LOAN - Note 8	40,000	-
CONTRACTUAL OBLIGATIONS - Note 4		
NET ASSETS		
Unrestricted funds (deficit)	<u>(55,452)</u>	<u>24,182</u>
TOTAL LIABILITIES & NET ASSETS	<u>96,946</u>	<u>65,344</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, 2020

	<u>2020</u>	<u>2019</u>
	<u>\$</u>	<u>\$</u>
Balance - Beginning of year	24,182	(4,335)
Excess (deficiency) of revenues over expenses for the year	<u>(79,634)</u>	<u>28,517</u>
Balance - End of year	<u><u>(55,452)</u></u>	<u><u>24,182</u></u>

The accompanying notes are an integral part of these financial statements

STEAM EDUCATION CENTRES INCORPORATED

STATEMENT OF OPERATIONS YEAR ENDED JUNE 30, 2020

	Budget 2020 <u>\$</u>	Actual 2020 <u>\$</u>	Actual 2019 <u>\$</u>
REVENUES			
Opening balance	-	-	75,000
Unrestricted contributions and grants	95,000	46,288	64,765
Restricted contributions and grants	105,000	52,181	87,247
E-Waste recycling	6,500	4,142	6,237
Memberships	-	-	550
Space rental	400	940	21,048
Consultation and instruction	2,250	2,761	1,780
Retail merchandise and consumable fees	24,750	3,779	12,750
Enrolment fees	31,330	6,652	32,588
Events	40,000	-	20
School field trips	32,125	6,645	15,816
Raffle proceeds	2,000	-	1,720
Bank interest	<u>250</u>	<u>116</u>	<u>130</u>
	339,605	123,504	319,651
EXPENSES			
Advertising and marketing	6,792	2,159	4,722
Computer hardware and software	5,000	1,913	3,646
Direct programming expenses	35,300	12,305	17,327
Insurance	4,150	1,754	2,276
Event costs	8,000	-	571
Office expenses	5,100	3,260	10,038
Professional fees	14,210	14,926	10,179
Professional development	1,000	260	402
Retail purchases	-	-	1,223
Telecommunications	1,330	1,653	2,588
Travel	1,000	59	97
Utilities	21,550	20,967	33,325
Wages and benefits	<u>192,281</u>	<u>143,882</u>	<u>204,740</u>
	<u>295,713</u>	<u>203,138</u>	<u>291,134</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FOR THE YEAR	<u>43,892</u>	<u>(79,634)</u>	<u>28,517</u>

The accompanying notes are an integral part of these financial statements

STEAM EDUCATION CENTRES INCORPORATED

STATEMENT OF CASH FLOW YEAR ENDED JUNE 30, 2020

	<u>2020</u>	<u>2019</u>
	<u>\$</u>	<u>\$</u>
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses for the year	(79,634)	28,517
Changes in working capital items:		
Change in accounts receivable	7,696	(6,689)
Change in government remittances recoverable	14,922	12,891
Change in inventory	1,579	1,005
Change in prepaid expenses	2,932	2,746
Change in accounts payable and accrued liabilities	(19,370)	538
Change in government remittances payable	(75)	(4)
Change in deferred contributions	<u>90,663</u>	<u>(77,299)</u>
	<u>98,347</u>	<u>(66,812)</u>
	18,713	(38,295)
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Acquisition of CEBA loan	40,000	-
Repayments to line of credit	(8,982)	-
Advances from line of credit	9,000	-
Repayments to note payable	(10,000)	-
Advances from note payable	<u>10,000</u>	<u>-</u>
	<u>40,018</u>	<u>-</u>
NET CHANGE IN CASH FOR THE YEAR	58,731	(38,295)
CASH - BEGINNING	<u>36,565</u>	<u>74,860</u>
CASH - ENDING	<u>95,296</u>	<u>36,565</u>

The accompanying notes are an integral part of these financial statements

STEAM EDUCATION CENTRES INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2020

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 745 Talbot 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 and 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, 2020

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, 2020

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, \$104,855 of the cash balance is restricted to be used for future programs.

	<u>2020</u>	<u>2019</u>
	<u>\$</u>	<u>\$</u>
CIRA Grant	74,255	-
Ontario Trillium Grant	28,600	-
Canada Summer Training Grant	-	12,192
Elgin-St Thomas Community Foundation Grant	1,000	-
Kinsmen Scholarship	<u>1,000</u>	<u>2,000</u>
	<u>104,855</u>	<u>14,192</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>
2021	20,243
2022	18,000
2023	<u>9,000</u>
	<u>47,243</u>

STEAM EDUCATION CENTRES INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED JUNE 30, 2020

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>2020</u> <u>\$</u>	<u>2019</u> <u>\$</u>
Office equipment	-	2,480
Program equipment	<u>974</u>	<u>-</u>
	<u>974</u>	<u>2,480</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 Tuesday, June 30, 2020.

(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, 2020

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 5.0%. At year-end, \$9,982 (2019 - \$10,000) of the facility was available to use.

8. CEBA LOAN

During the year, the organization applied for the Canadian Emergency Business Account ("loan") from the Government of Canada and received the \$40,000 advance from the Libro Credit Union. There are no repayment terms until December 31, 2022. If the organization repays the loan before December 31, 2022, the Government of Canada has agreed to forgive up to 25% of the loan. If loan is partially repaid by December 31, 2022 then the organization may enter into an arrangement with the Government of Canada to repay the balance.

Principal repayments expected for the next five years:

	<u>\$</u>
2021	-
2022	-
2023	<u>40,000</u>
	<u><u>40,000</u></u>

9. BUDGET AMOUNTS

The 2020 budget amounts are presented for information purposes only. They were approved by the board of directors and are unaudited.



**Canadian Mental
Health Association**
Elgin County
Mental health for all

Transition To Employment Program

110 Centre Street
St. Thomas, Ontario, N5R 2Z9
Ph: (519) 633.1781 ext #284

May 28, 2020

To Whom It May Concern:

I am a Mental Health Worker at Canadian Mental Health Elgin in the Transition to Employment Program. Our program focuses in the areas of Vocational Rehabilitation with education, employment and volunteering.

I recently reached out to Steam Education around your Computer donating program and received a computer, which went to a very grateful home and opened opportunities for our client. As we move forward with the pandemic the need for technology with our clients has grown substantially.

What your computer program offers our program is bridging client's to success. Clients will be able to work independently at home on educational components and job searching to find employment. We see a high need now that we are living the new normal, but believe the need was always there and will continue post pandemic. We encourage and promote independence for all our clients, continuously looking for opportunities to increase their chance for growth and success.

In conclusion, I personally would love to see this program grow with further success and close some of the gaps in our community with lack of educational tools for people. Please connect to discuss how we can work together if this is an interest to you.

Michelle Crocker, SSW
*Transition to Employment
Mental Health Worker*

CMHA Elgin Branch
Tel: 519-633-1781 ext. 284
Toll-Free: 1-855-633-1781



May 28, 2020

To Whom It May Concern:

I am writing this letter of support for the STEAM Centre to support them in their request for funding to continue and expand the refurbishment of computers so that the computers can be distributed to individuals who require them.

Literacy Link South Central is a regional adult literacy network that supports adult literacy programming across six counties, including Elgin and London/Middlesex. Individuals with lower literacy skills often struggle to obtain and keep employment. Those who do often find themselves in lower-paying jobs and on the wrong side of the digital divide.

Covid-19 has really highlighted the importance of all Ontarians having digital skills and access to computer hardware and software. A year ago, many adults in Ontario, due to not having digital skills or access to computers, were not able to engage in social media or be part of online gaming. Now, with Covid-19, these same individuals are struggling to understand the impact of the pandemic, how to stay safe, how to shop online, and a host of other issues.

Any program, such as the one proposed by the STEAM Centre, that is designed to increase access to technology for vulnerable populations is one that we support wholeheartedly. If you have any questions, please don't hesitate to contact us at literacylink@llsc.on.ca or by (home) phone at 519.673.3340.

Sincerely,

A handwritten signature in blue ink, appearing to read "TK", with a long horizontal flourish extending to the right.

Tamara Kaattari

Executive Director – Literacy Link South Central

DONATIONS NEEDED!



GIVE YOUR OLD LAPTOP A NEW LIFE!

More people are learning and working from home but not everyone has access to a computer. To help them we're searching for laptop computers in good condition, wireless adapters and power cords. Drop off your donation and help us provide essential learning tools to families and students in need. With over 20 people on the waiting list, this is urgent!

You can support this program and help create a better connected future for our children by also donating to the STEAM Centre at CanadaHelps.org.

STEAM Centre uses the services of a certified information systems security professional to destroy your personal/corporate data from your hard drive.



WWW.STEAMEDUCATION.CA 226-212-0048
INFO@STEAMEDUCATION.CA
745 TALBOT STREET, ST. THOMAS, ON.

DROP OFF

Oct 30, Nov 6 & Nov 13 (12 - 4 pm or by appointment)

**Tillsonburg and District Multi-Service Centre
Employment, Literacy and Home Support Services**

COMMUNITY SERVICES APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 10, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Kathryn Leatherland

Title: Executive Director

Organization: Tillsonburg & District Multi-Service Centre

Service or Program: Employment, Literacy and Home Support Services

Grant request (in dollars*): \$ 3,205

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

The Multi-Service Centre is a charitable organization providing excellence in employment, literacy and home support services to Oxford, Norfolk and Elgin communities through partnerships and innovation that allow others to embrace their personal independence. Incorporated in 1978, the MSC has been supporting residents and businesses with employment needs, literacy upgrading and helping seniors age in place. Many of these services are at no cost to the client. We are a team of 73 staff and 125 volunteers, governed by 6 Board of Directors. We are extremely thankful for the continued support from Elgin County. Last year, your grant of \$4,302 supported volunteer activities like recruitment, training and orientation; the purchase of materials and technology for the literacy and seniors programs and helped to cover shortfalls in transportation and meals for needy individuals. Thank you.

2.) How is your organization funded?

Each year, our non-profit organization receives core funding from various government bodies (SWLHIN and MTCU), however it does not cover all program costs. We rely greatly on donations and grant funds to enhance and expand current programs to meet the needs of our growing and changing community. This year our fundraising goal is \$32,053. We are requesting \$3,205 which is based on the proportion of the amount we need to raise for Elgin County clients assisted by our programs last fiscal year.

Design

3.) Please provide a brief description of the program or service you are proposing, including the steps you are taking to ensure a well-planned program or service.

The Multi-Service Centre provides programming in three (3) program areas: Adult Literacy & Essential Skills; Employment Services and Home Support Services. We are asking for support for our community programs. MSC programs receives base funding from the Ministry of Training, Colleges & Universities (through Employment Ontario) and the SWLHIN. The remainder is funded through municipal support requests, fundraising, draws, and donor campaigns. Since March 2020, our traditional in-person fundraising events (ie. Trail Walk fundraiser, golf tournament and more) have been cancelled due to COVID-19 and new safety restrictions put in place. The necessities of physical distancing and the realities of virtual serve provision have resulted in increased challenges for our literacy clients continuing to reach their learning goals and the need for more funds to provide electronic tools to learners. Support from our Municipal partners is needed now more than ever. The safety of our clients, staff, donors, volunteers and community is the MSC's top priority.

4.) Please provide details of key dates and scheduled activities for the program or service.

The MSC's fiscal year runs April 1st - March 31st each year. At the beginning of each Fiscal, Government funders provide the MSC with targets for employment, literacy and home support services to achieve by end of year. The MSC provides quarterly reports to the government to track progress.

5.) How many people do you hope your program or service will reach?

Last fiscal year, the MSC supported 59 Employment Services clients, 25 Literacy clients and 51 Home Support clients from Elgin County. We anticipate our numbers will grow this year due to COVID-19's impact on the employment sector.

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

The MSC supports people of all ages: seniors, youth, adults, who all come from very different backgrounds. Within this group, there is a large portion of Low-German speaking clients who receive regular support through our Literacy program. Once completed the Literacy program, this group of Low-German speaking clients have increased independence that improves their day to day lives and supports them in finding meaningful employment.

7.) Please describe how widely the services are accessible to the target population and how you've aligned resources accordingly.

The MSC operates out of 5 locations: The Livingston Centre in Tillsonburg, where all literacy & employment services are located; the literacy program in a satellite office in Woodstock (in Community Employment Services); MSC's Home Support Services & several administration services in the Tillsonburg Town Centre (co-located with Stonebridge Community Services); out of the Norfolk Help Centre & in client homes. All of our employment and literacy programs and workshops are offered in-person, over the phone or virtually through videoconferencing. In-person appointments occur in our offices or at locations like the local public library in Straffordville. Evening appointments are available.

8.) How will your program or service ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

The MSC has two wheelchair vans that are available to clients with disabilities if they are experiencing challenges with transportation seeking our services. These vans are also available to the public for transportation, so bookings must be made in advance. The Senior Exercise Classes have transitioned from in person to online in order for participants to continue exercising in a safe way. MSC Employment clients are provided with resources and support to help overcome barriers facing employment in their lives such as additions, low-income, etc. The MSC is fully compliant with the Accessibility for Ontarians with a Disability Act and has an up to date Accessibility Plan in place to prevent and remove barriers and improve access to our services. All staff and volunteers are trained on accessibility standards and the Human Rights Code. The MSC has an Accessible Customer Service Policy that ensures equal access and participation for persons with disabilities. The MSC has a Diversity and Equity Policy that commits to identify, prevent, and eliminate discrimination and harassment in all its forms with respect to race, colour, ancestry, place of origin, physical or mental disability, sex, gender identity or expression, sexual orientation, age, religion, political belief, marital status or family status.

Cultivate/Renewal

9.) What has changed about your program or service? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

This year COVID-19 has forced changes to all MSC programs. In the Spring of 2020, Employment and Literacy program was required to deliver services remotely to ensure the safety of our staff, volunteers and clients. MSC Home Support Services continued to provide support to clients in their home when deemed their service(s) as essential to age in place. The Meals On Wheels hot meal program was reduced from a lunch and supper route to just a lunch route. Clients were provided frozen meals to help support seniors temporarily not receiving hot meals. Today, MSC continues to serve with COVID-19 safety protocols in place and has returned to offering all

of its services again and in the delivery format that best suits the client; in-person, telephone, texting, virtual platforms such as Zoom and MS Teams. During the pandemic a new program, titled Grocery Buddies, was started to address food insecurity of seniors and adults with a disability. MSC staff provide technological support to clients who are unable to independently operate on-line grocery ordering services so that needed food can be ordered and utilize volunteer drivers to deliver the groceries in a safe way to the client's home.

10.) How will you measure your success?

All clients in our community programs have identified goals. These goals may include: ability to stay in their own homes (seniors); and for those in the literacy and employment programs: employment, improved job performance, upgrading for further training, improved employment prospects, ability to read materials like prescriptions and financial documents, technological literacy (email, internet use), as well as improved ability to help children with homework and loved ones with daily living activities. In all cases, achievement of these goals results in improved skills and enhanced personal independence. Progress towards the client's goals is regularly assessed and the delivery plan changed if needed.

Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your program or service including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships). - **attached**

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available. - **attached**

13.) Why is this funding critical to your operations? Please be as specific as possible.

All of our programs receive base funding annually from two provincial government ministries. However, the agency must raise community support every year in order to meet program needs. Technology literacy is more important than ever as many services are offered virtually. The MSC would like to establish a small lap top lending library for clients who do not have their own device so they can continue to make progress towards their literacy goals. Many employers are asking for skills operating other devices such as iPad and Chromebook. The MSC needs to purchase these tools so its clients can participate in this learning. The Grocery Buddies program has been a big success but is not funded by the government. The MSC needs to raise funds to continue to support the volunteers for the program in 2021.

14.) Please describe the ways you will measure your success.

Volume targets are set for each service delivered by the MSC. The actual amount of services provided is gathered daily, analyzed weekly by staff and reviewed monthly by the Board of Directors for progress towards these targets. Other quality focused metrics are also set for each program. These include level of overall client satisfaction which is determined by monthly client telephone surveys, days waited for first date of service (client wait times), number and type of client safety incidents and number of other agencies clients are connected to for additional services. Each program reviews monthly its progress towards all of its quality targets. The Quality and Safety Committee, comprised of the senior leaders of each department, the Executive Director as well as one volunteer from each of the Board of Directors and the community, review all programs' progress towards quality targets, make recommendations to the Board of Directors for any needed changes and tracks the implementation status all recommended changes. The MSC has participated for the past twenty years in the voluntary accreditation process as administered by Accreditation Canada. In October 2019 the MSC earned the highest award possible at its on-site review, accreditation with exemplary status.

Application Checklist:

X Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.

X Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if

available.

X I have read the Terms and Conditions.

X Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the program or service for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Kathryn Leatherland
Position: Executive Director
Signature: Kathryn Leatherland Digitally signed by Kathryn Leatherland
Date: 2020.11.10 10:18:05 -0500'

Name: _____
Position: _____
Signature: _____

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1



MULTI-SERVICE CENTRE

Approved Budget for 2020-2021 Fiscal Year

	2020-21 APPROVED BUDGET	2019-20 APPROVED BUDGET
EXPENSES:		
Wages & Benefits	2,905,202	2,884,029
Operating Expenses	652,793	617,159
MTCU Restricted Funds	549,361	549,361
Allocated Admin & Facility Costs	862,261	834,193
Staff & Volunteer Development	34,348	34,348
Capital Expenditures	45,000	42,500
TOTAL EXPENSES	<u>5,048,965</u>	<u>4,961,590</u>
REVENUE:		
Federal & Provincial Funding	3,935,755	3,935,755
Municipal Funding	50,000	50,000
Fees & Service Charges	968,157	874,837
Interest & Misc Income	18,000	12,000
TOTAL REVENUE	<u>4,971,912</u>	<u>4,872,592</u>
NET SURPLUS (DEFICIT)	<u>-77,053</u>	<u>-88,998</u>
FUNDS TO RAISE:		
Fundraising & Donation Goal	32,053	46,498
Transfer from Reserve	0	0
Transfer from Capital	45,000	42,500
NET SURPLUS (DEFICIT)	<u><u>0</u></u>	<u><u>0</u></u>



GOOD REDDEN KLOSLER

Supporting Growth. Providing Direction.

Chartered Professional Accountants

INDEPENDENT AUDITORS' REPORT

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, 2020, 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, 2020, 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

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

Tillsonburg, Ontario
July 27, 2020



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

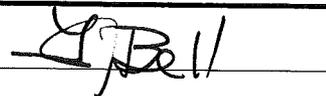
STATEMENT OF FINANCIAL POSITION

As at March 31, 2020

(With comparative figures as at March 31, 2019)

	Operating Fund	Capital Fund	Reserve Fund	Total 2020	Total 2019
	\$	\$	\$	\$	\$
ASSETS					
Cash	717,043	50,000	622,305	1,389,348	1,145,628
Accounts receivable	72,865	-	-	72,865	108,792
Total current assets	789,908	50,000	622,305	1,462,213	1,254,420
Long-term investments and receivables (note 3)	93,915	311,000	713,784	1,118,699	1,110,858
Equipment (note 5)	-	3,392	-	3,392	5,478
Total Assets	883,823	364,392	1,336,089	2,584,304	2,370,756
LIABILITIES AND FUND BALANCES					
Accounts payable and accrued liabilities (note 4)	570,118	-	-	570,118	517,204
Deferred revenue (note 8)	142,920	-	-	142,920	88,079
Total current liabilities	713,038	-	-	713,038	605,283
Fund Balances					
Invested in property and equipment	-	3,392	-	3,392	5,478
Invested in long-term investments	-	311,000	713,784	1,024,784	1,016,942
Internally restricted	-	50,000	622,305	672,305	515,844
Unrestricted	170,785	-	-	170,785	227,209
Total fund balances	170,785	364,392	1,336,089	1,871,266	1,765,473
Total Liabilities and Fund Balances	883,823	364,392	1,336,089	2,584,304	2,370,756

Approved by: _____




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

For the year ended March 31, 2020

(With comparative figures for the year ended March 31, 2019)

	Operating Fund \$	Capital Fund \$	Reserve Fund \$	Mar. 31 2020 \$	Mar. 31 2019 \$
REVENUE					
Provincial funding	3,910,262	-	-	3,910,262	3,916,667
Local government and other grants	68,281	-	-	68,281	64,564
Donations and fundraising	16,883	-	-	16,883	34,383
Client fees	190,694	-	-	190,694	168,686
Program income	52,176	-	-	52,176	89,915
Allocated administration	639,984	34,872	-	674,856	644,328
Interest and miscellaneous income	42,882	1,177	16,982	61,041	24,506
Total revenue	4,921,162	36,049	16,982	4,974,193	4,943,049



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

For the year ended March 31, 2020

(With comparative figures for the year ended March 31, 2019)

	Operating Fund \$	Capital Fund \$	Reserve Fund \$	Mar. 31 2020 \$	Mar. 31 2019 \$
EXPENDITURES					
Wages and benefits	2,752,529	-	-	2,752,529	2,705,835
Travel	85,279	-	-	85,279	50,897
Program expenses	955,971	-	-	955,971	1,007,575
Office and administration	397,656	24	-	397,680	409,150
Allocated administration	674,856	-	-	674,856	644,328
Amortization of property and equipment	-	2,085	-	2,085	2,409
Total expenditures	4,866,291	2,109	-	4,868,400	4,820,194
Excess (Deficiency) of Revenue Over Expenditures for the Year	54,871	33,940	16,982	105,793	122,855
Interfund Transfers, Net	(111,294)	(36,025)	147,319	-	-
Change in Fund Balances for the Year	(56,423)	(2,085)	164,301	105,793	122,855
Fund Balance, Beginning of Year	227,208	366,477	1,171,788	1,765,473	1,642,618
Fund Balance, End of Year	170,785	364,392	1,336,089	1,871,266	1,765,473



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE
STATEMENT OF OPERATIONS - OPERATING FUND

For the year ended March 31, 2020

(With comparative figures for the year ended March 31, 2019)

	Schedule 1	Schedule 2	Schedule 3	Mar. 31	Mar. 31
	\$	\$	\$	2020	2019
				\$	\$
REVENUE					
Provincial funding	2,161,449	1,748,813	-	3,910,262	3,916,667
Local government and other grants	-	40,996	27,285	68,281	64,564
Donations and fundraising	16,299	-	584	16,883	34,383
Client fees	190,694	-	-	190,694	168,686
Program income	10,215	15	41,946	52,176	89,915
Allocated administration	-	-	639,984	639,984	609,456
Interest and miscellaneous income	-	-	42,882	42,882	9,166
Total revenue	2,378,657	1,789,824	752,681	4,921,162	4,892,837
EXPENDITURES					
Wages and benefits	1,437,725	812,402	502,402	2,752,529	2,705,834
Travel	82,126	2,627	526	85,279	50,897
Program expenses	281,553	513,105	161,313	955,971	1,007,575
Office and administration	232,157	131,930	33,569	397,656	409,108
Allocated administration	345,096	329,760	-	674,856	644,328
Total expenditures	2,378,657	1,789,824	697,810	4,866,291	4,817,742
Excess (Deficiency) of Revenue Over Expenditures for the Year	-	-	54,871	54,871	75,095



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

SCHEDULE 1

STATEMENT OF OPERATIONS - COMMUNITY SUPPORT SERVICES

For the year ended March 31, 2020

(With comparative figures for the year ended March 31, 2019)

	South West LHIN \$	Exercise Program \$	Mar. 31 2020 \$	Mar. 31 2019 \$
REVENUE				
Provincial funding	2,089,965	71,484	2,161,449	1,766,965
Donations and fundraising	1,514	14,785	16,299	16,314
Client fees	190,694	-	190,694	168,686
Program income	215	10,000	10,215	10,000
Total revenue	2,282,388	96,269	2,378,657	1,961,965
EXPENDITURES				
Wages and benefits	1,341,456	96,269	1,437,725	1,300,151
Travel	82,126	-	82,126	45,662
Program expenses	281,553	-	281,553	119,361
Office and administration	232,157	-	232,157	215,163
Allocated administration	345,096	-	345,096	281,628
Total expenditures	2,282,388	96,269	2,378,657	1,961,965
Excess (Deficiency) of Revenue Over Expenditures for the Year	-	-	-	-



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

SCHEDULE 2

STATEMENT OF OPERATIONS - MTCU FUNDED PROGRAMS

For the year ended March 31, 2020

(With comparative figures for the year ended March 31, 2019)

	Youth Job Link \$	Literacy Basic Skills \$	Employment Services \$	YJC/ YJCS \$	CAN/ON Job Grant \$	Mar. 31 2020 \$	Mar. 31 2019 \$
REVENUE							
Provincial funding	-	190,185	1,038,700	400,040	119,888	1,748,813	2,113,302
Local government and other grants	-	-	40,996	-	-	40,996	33,831
Donations and fundraising	-	-	-	-	-	-	1,225
Program income	-	15	-	-	-	15	-
Interest and miscellaneous income	-	-	-	-	-	-	10
Total revenue	-	190,200	1,079,696	400,040	119,888	1,789,824	2,148,368
EXPENDITURES							
Wages and benefits	-	138,027	505,492	152,652	16,231	812,402	939,359
Travel	-	295	2,332	-	-	2,627	4,697
Program expenses	-	6,507	224,916	180,723	100,959	513,105	713,114
Office and administration	-	16,427	104,484	10,973	46	131,930	128,498
Allocated administration	-	28,944	242,472	55,692	2,652	329,760	362,700
Total expenditures	-	190,200	1,079,696	400,040	119,888	1,789,824	2,148,368
Excess (Deficiency) of Revenue Over Expenditures for the Year	-	-	-	-	-	-	-



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

SCHEDULE 3

STATEMENT OF OPERATIONS - ADMINISTRATION & OTHER PROGRAMS

For the year ended March 31, 2020

(With comparative figures for the year ended March 31, 2019)

	Admin	VIP Program	Mar. 31 2020	Mar. 31 2019
	\$	\$	\$	\$
REVENUE				
Provincial funding	-	-	-	36,400
Local government and other grants	22,432	4,853	27,285	30,733
Donations and fundraising	584	-	584	16,844
Program income	41,946	-	41,946	79,915
Allocated administration	639,984	-	639,984	609,456
Interest and miscellaneous income	42,882	-	42,882	9,156
Total revenue	747,828	4,853	752,681	782,504
EXPENDITURES				
Wages and benefits	502,402	-	502,402	466,324
Travel	526	-	526	538
Program expenses	159,663	1,650	161,313	175,100
Office and administration	30,366	3,203	33,569	65,447
Total expenditures	692,957	4,853	697,810	707,409
Excess (Deficiency) of Revenue Over Expenditures for the Year	54,871	-	54,871	75,095



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

STATEMENT OF CASH FLOWS

For the year ended March 31, 2020

(With comparative figures for the year ended March 31, 2019)

	2020	2019
	\$	\$
Cash Flows from Operating Activities		
Excess of revenue over expenditures for the year	105,794	122,853
Amortization	2,085	2,409
	107,879	125,262
Changes in non-cash working capital accounts		
Decrease (increase) in accounts receivable	35,927	(15,452)
Decrease (increase) in prepaid expenses and deposits	-	5,057
Increase (decrease) in accounts payable and accruals	52,914	(13,076)
Increase (decrease) in deferred revenue	54,841	14,486
Cash flows from (applied to) operating activities	251,561	116,277
Cash Flows from Investing Activities		
Decrease (increase) in long-term investments and receivables	(7,841)	(7,842)
Increase in Cash During the Year	243,720	108,435
Cash at Beginning of Year	1,145,628	1,037,193
Cash at End of Year	1,389,348	1,145,628



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2020

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, 2020

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, 2020

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. Ministry funding received as outlined in lending agreements, is brought into income in the year received with the offsetting capital purchase recorded as program expense. Ministry funded capital expenditures included in program expense and Ministry funding was \$113,391 in 2020 (2019 - \$nil).

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

Furniture	20 years
-----------	----------

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, 2020

3. LONG-TERM INVESTMENTS AND RECEIVABLES

	2020	2019
	\$	\$
Partnership Interest - related party		
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
Loan Receivable - related party		
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
Advance Receivable - related party		
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.	58,784	50,943
	1,118,699	1,110,858

4. GOVERNMENT REMITTANCES

Included in accounts payable and accrued liabilities are amounts for government remittances payable totaling \$34,209 (2019 - 40,472).

5. EQUIPMENT

	Cost	Accumulated Amortization	2020	2019
	\$	\$	\$	\$
Furniture	48,177	44,785	3,392	5,478



TILLSONBURG & DISTRICT MULTI-SERVICE CENTRE

NOTES TO THE FINANCIAL STATEMENTS

For the year ended March 31, 2020

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 \$61,902 (2019 - \$61,248) to and received administration fees of \$12,000 (2019 - \$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 \$91,201 (2019 - \$85,261) for rent and \$96,269 (2019 - \$96,166) for exercise and falls prevention classes. The Centre charged SCS revenue of \$12,000 in administration fees (2019 - \$12,000). 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 (2019 - \$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, 2020

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, 2020:

(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.

12. SUBSEQUENT EVENTS

In March 2020 the COVID-19 pandemic outbreak began disrupting commerce around the world. The Canadian Government began limiting travel and encouraged self-isolation for those recently travelling or symptomatic. The impact of COVID-19 on the company's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on customers, employees and vendors all of which are uncertain and cannot be predicted. At this point, the extent of which the COVID-19 may impact the financial condition or results of operations is uncertain.





Annual Report

2019 - 2020

Building a community
of inclusiveness, innovation
and independence together.

www.multiservicecentre.com



**MULTI-SERVICE
CENTRE**

Board Update

As I write these words this morning, we are in the middle of a pandemic and the world as we know it has turned upside down. We are not sure what the “new” normal will look like going forward. What I do know is that our staff, leadership team and volunteers have met the challenge, been nimble on their feet and changed and adapted to all of the new requirements. We are in good hands!

2019 was an extremely busy year. Getting ready for accreditation was one of the main focus’ of the year. Staff worked extremely hard to meet the challenge of the accreditation standards and I am pleased to announce that the Multi-service Centre received Accreditation with Exemplary Standing. Congratulations to everyone involved!

The Leadership Team continues to review and update the MSC Strategic Plan. Both the Mission and Vision of the organization were updated and are shown below:

Vision

Building a Community of Inclusiveness, innovation and independence together.

Mission

The Multi-Service Centre is a charitable organization providing excellence in employment, literacy and home support services to Oxford, Norfolk and Elgin communities through partnerships and innovation that allow others to embrace their personal independence.

As a client centered organization client satisfaction is of great importance to everyone. I am pleased that our client

satisfaction surveys show a high level of overall satisfaction, in all areas of the services we deliver. Kudos to the Leadership Team, the staff and volunteers that have made this happen. Without you we would not be able to provide the services to the community that are so vital and important.

A priority this year has been to promote safety for our clients particularly in the area of falls prevention. I am pleased to note that the number of falls has steadily decreased. We will continue to educate each other and our clients on how to be safe in the home.

I say this every year, but on behalf of the Board, thank you to 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. 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!

As we move forward in 2020, while we may have to modify some of the ways we provide our services due to the pandemic, we will not change the level of care or service we provide to the communities we serve. Thank you to all of the Board who have been so supportive this past year and who give so generously of their time.

Fran Bell,
Board Chair

Board Members



Chair

Fran Bell



Vice Chair
&
Fundraising
Chair

Valerie Foerster



Treasurer

Marian Muth



Director

David Morris



Director

Helen Lamos-Parker



Director

Lynda Van De Maele

ED Update

It has been a successful and rewarding year for the Multi-Service Centre. All our programs met their goals and many in fact exceeded these, providing even more service to our communities. We could not have achieved this without our excellent staff, Board of Directors, volunteers and the support of our clients, donors, and funders.

Much of our work this year centred around two key priorities; a culture of accountability and client and family advocacy. Central to those core principles was our on-site survey from Accreditation Canada in the fall. This was the fourth accreditation survey for the MSC, and we achieved our best results yet earning the highest standing possible; accreditation with exemplary standing. This result demonstrated our commitment to quality and is evidence of the effectiveness of our policies and the care we provide every day. This work never stops, and we are already reaching towards new improvements in our services.

This year the MSC also engaged its staff, volunteers, Client and Family Council as well as community partners for their ideas on how we could grow and improve. This feedback informed the creation of our new Strategic Plan, including a revised Mission, Vision and Core Beliefs, that will guide our work over the coming two years. This plan focuses on four strategic priorities; Building Connections, Foster Exceptional People and Teams, Advance Safe Quality Care and Service and Strengthen Organizational Capacity. We are excited as we begin all our plans that will see the MSC realize these important priorities.



The MSC enters the 2020-21 year full of optimism and ready to meet the growing needs of our communities. I

hope you will join us on Facebook or Instagram so we can keep in touch all year.

Stay well,

Kathryn Leatherland,
MSC Executive Director



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Since 1978, the Multi-Service Centre has been providing high quality employment, literacy and home support services to those in need.

We are an accredited, non-profit, charitable organization dedicated to promoting high quality accessible community services in Oxford, Elgin and Norfolk Counties.

MISSION

The Multi-Service Centre is a charitable organization providing excellence in employment, literacy and home support services to Oxford, Norfolk and Elgin communities through partnerships and innovation that allow others to embrace their personal independence.

VISION

Building a Community of inclusiveness, innovation and independence together.

VALUES

Collaboration
Diversity
Integrity
Respect
Quality



Home Support

Change and evolving to meet the needs of our clients and community is part of our daily practice in providing Home Support Services. We hold steadfast to our commitment of supporting seniors and adults living with disabilities to age in place, remain independent and connected to our community. Home Support continues to strengthen our relationship with our funder, Ontario Health (formerly the Southwest LHIN), our community partners, our staff and most importantly our clients to achieve this goal.

Ongoing use of our information system Alayacare in our daily practices allows us to improve efficiencies in communication and care. We can communicate and respond in real time to our frontline staff of Personal Support Workers, Housekeepers and volunteers in support of our clients and their care needs. Effective communication and responses to clients, staff and other health care professionals assists in minimizing potential of an incident occurring and contributes to the physical and

emotional wellbeing of our clients and staff. We look forward to initiating and use of the Client and Family Portal that will further enhance the ability of effective communication between all involved in the care of our clients and adults living with disabilities. Our Assisted Living Program expanded seamlessly to

"I want to thank each and every one of my PSW's who take care of me in my home. They do not realize what they mean to me, they are all doing a fine job . . . "

- Client

create an additional hub in an area that historically has been a challenge to serve geography. We now support twice the number of seniors and adults with disabilities then we had previously. Client's care plans are initiated and updated to reflect their goals of care and required care needs.

Central Intake continues to grow in use across Oxford County. The ability for our seniors and adults living with disabilities to call one number and tell their story once has been embraced by those potential clients in their search for needed services. We have the privilege of aiding this program in meeting those needs. Outcomes of Central Intake have enhanced collaboration across service providers in the counties and efficient communication resulting in decreased wait time for accessing and initiation of requested services.



Our transportation program is robust and always growing. This would not be possible without the unwavering dedication of our volunteers who drive our clients to requested appointments in and out of town. The use of our wheelchair van has assisted in those clients with mobility issues and appointments and social functions. Our ability to respond to transportation requests is reflected in surpassing our funder requirements for number of rides and clients served.



Whether it is a hot or frozen meal a client or family member requests, this program surpasses our funder requirements for number of clients and meals served. Meals on Wheels (MOWs) serve the Tillsonburg, Norwich, Burgessville and Stratfordville communities in meeting requested nutritional needs. Client satisfaction is high in variety and taste of our meals as well as the friendly volunteers who deliver the meals.

Foot care is a very important service that provides our clients with basic foot care in home or in a clinic setting. Our trained and certified Personal Support Workers work diligently to maintain foot care health in our community. The clinics held at Ingersoll Services for Seniors, Hickory Hills Retirement Community in Tillsonburg, Mt. Elgin, Caressant Care LTC in Courtland and at the Livingston Centre are well attended and continue to grow. Seniors are more aware and acknowledge the need for good foot health.

Our housekeepers do not just provide housekeeping services but errand services, grocery shopping and meal preparation. They ensure a clean home as well as monitor the client's physical and emotional wellbeing. They are another set of eyes supporting our clients and are advocates in relating client needs and concerns.

Home Support went through our 4th Accreditation Canada process this past October. It was a journey that provided review and re-evaluation of our organizational policies, program procedures and

guidelines as an organization and within Home Support. It was a team effort in meeting the Required Organizational Practices (ROPs) and established standards for high quality health care.

These practices and standards are globally created, and we achieved and exceeded the ROPs and standards and were accredited with Exemplary Standing. We are very proud of this achievement and will not rest on our laurels. We continue to review our policies and practices to ensure we are providing the best care and services possible.

I would be amiss if I did not speak to COVID-19 and the impact on our Home Support services and our community. As this pandemic continues to play out our front line, internal staff and volunteers have made a commitment to continue to serve the care needs of our vulnerable clients during this pandemic. Our Assisted Living clients, MOWs, and Transportation programs continue. The collaboration, support and generosity of our governments, community, business and organizations, volunteers and all staff support our commitment to providing ongoing stellar care. We are very appreciative, and it is a privilege to be a part of our communities in meeting care and service needs.

Thank you, take care and be safe.

Diana Handsaeme,
Director of Home Support Services

FACTS

- **12,692 Meals on Wheels (hot meals) delivered to 145 clients**
- **154 Meals on Wheels (frozen meals) delivered to 68 clients**
- **4,683 transportation drives to 218 clients**
- **27,759 assisted living hours to 66 clients**
- **928 Home Support Clients**
- **27,759 assisted living and 2,938 homemaking hours**
- **2,926 foot care sessions**
- **2,964 volunteer hours contributed by 86 volunteers**

Employment

MSC Employment Services (as well as Literacy Basic Skills) programs are funded by the Ministry of Labour, Training and Skills Development (MLTSD), indicating another name change on the part of the funder since the previous year.

Employment Services continues to assist job seekers, youth and employers in the community by providing Employment Services (and Job Development), Youth Job Connection, Youth Job Connection-Summer and the Canada Ontario Job Grant (for employers). Last year, over 4,277 clients participated in Employment Services programming through The Livingston Centre site as well as the itinerant office location in Fairground.

Team members ended the fiscal year on a positive note – meeting performance targets as set by the funder, while continuing to achieve high levels of client satisfaction. The key marker of program success is the number of individuals connected to work and training (810 individuals) in Employment Services. In the youth programs, success is measured by the number of participants who complete both the workshop and placement/education components and maintain success for 3 months. Overall, these targets were met. Kudos to staff for reaching these key objectives.

Team members continue to support the MSC's overall mission by investing in community partnerships and activities. Examples include: providing employment focused workshops at the local high school twice a year; partnering, once again, with the Town of

Tillsonburg to deliver two Job Fairs to benefit both job seekers and employers; participation on groups like

the Tillsonburg Resource Network and initiatives like the bike program, which links this means of transportation to some clients.



Advancing education options remained a theme last year with Contact North continuing to come on-site in The Livingston Centre to connect individuals with online learning opportunities.

Thank you to Contact North, and all referral partners in The Livingston Centre and the community, who help team members facilitate success for individuals.

FACTS

- 15 employers updated skills of 56 employees through Canada - Ontario Job Grant
- 4,277 clients participated in Employment Services programs
- 3,467 Resource & Information Workshop clients
- 810 ES Assisted Service clients completed service with 666 successful outcomes (Training/ Employed)
- 82 total participants in Youth Job Connection and YJC Summer programs with 66 successful outcomes (Training/Employed)
- 129 youth have attended Get Connected Youth Network events
- 694 New ES Assisted Service Intakes – 247 Youth (<30), 230 Mid-Aged Adults (30-44), 217 Older Worker Adults (>44)
- 52 Employers have received Training Incentives for ES job placements

Literacy

The LBS program ended the fiscal year on a high note – meeting all performance targets as set by the funder, the Ministry of Labour, Training and Skills Development (MLTSD). The program continues to measure high levels of Learner Satisfaction. The key marker of program success is student goal achievement – with students reaching 77% of Learner Progress markers (60% was the target).

The progress marker is especially noteworthy, as the MSC Literacy program provides services to an eclectic student population in both 1-1 and classroom settings. Improving technology skills is an increasingly important component of both service delivery and a necessary skill set for the job market in all sectors. Computers do not just ‘work’ when we turn them on!

In addition to programming delivered by instructional staff, tutors provide the valuable 1-1 outreach using the Laubach method. Several new tutors were trained in this system prior to being matched with students over the past year. These two-day sessions, twinned with screening protocols and weekly meetings between matched pairs, demonstrate the commitment MSC tutors have to students.

Long time LBS coordinator Wendy Woodhouse retired from MSC after almost 30 years of building and leading the literacy program for MSC. Wendy

was well known as a staunch advocate of literacy. We thank her for her dedication and devotion to the cause.

Program personnel and literacy students provided input to the developer of a ‘Bot Reader’ software program. This tool has been designed to help adult students improve reading, pronunciation, spelling, vocabulary and word comprehension. We are grateful to Literacy Link South Central for making us aware of this timely project – given the urgent need to increase and improve remote learning options, a special challenge for those with low level literacy skills.



Tillsonburg participants in the Bot project were lauded by the developer for providing the most and the best feedback.

“Today I spent some time reading again; I had a good time. Also listening to Bot Reader was good. I can see the words that I need to pronounce better.”

-Literacy Student

On a personal note, I thank instructors Sara (Tillsonburg) and Jennifer (Woodstock), as well as the tutors, for their dedication to the students in the program.

Maureen Vandenberghe,
Literacy & Basic Skills Coordinator

FACTS

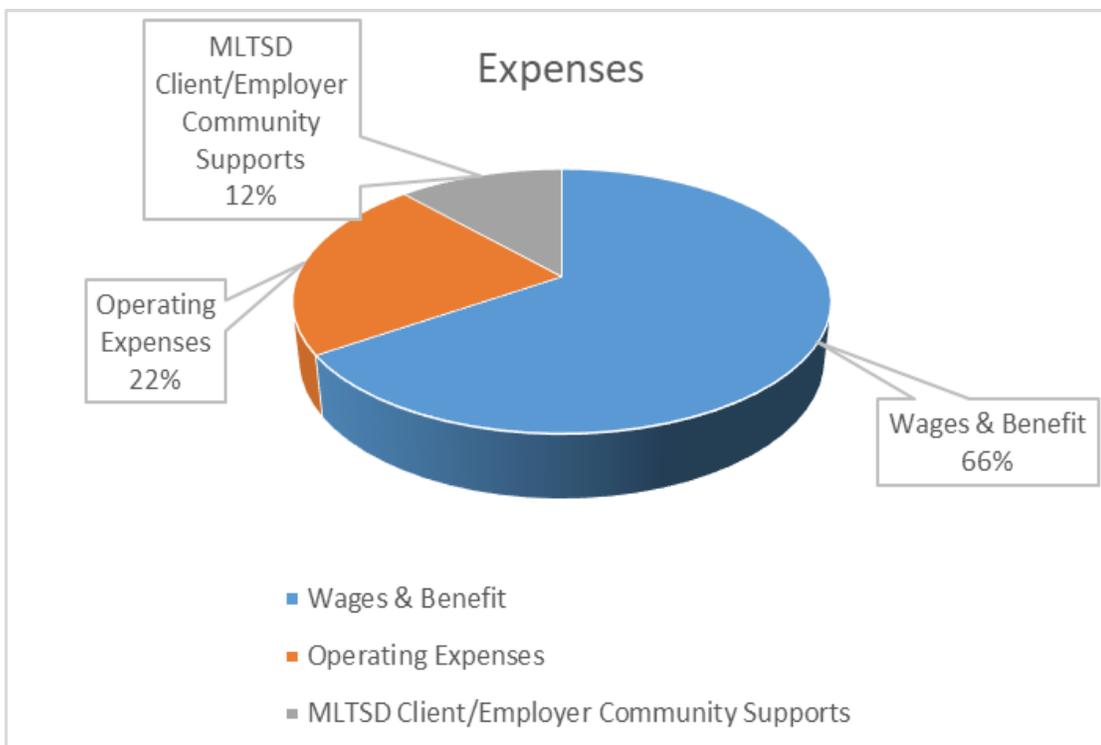
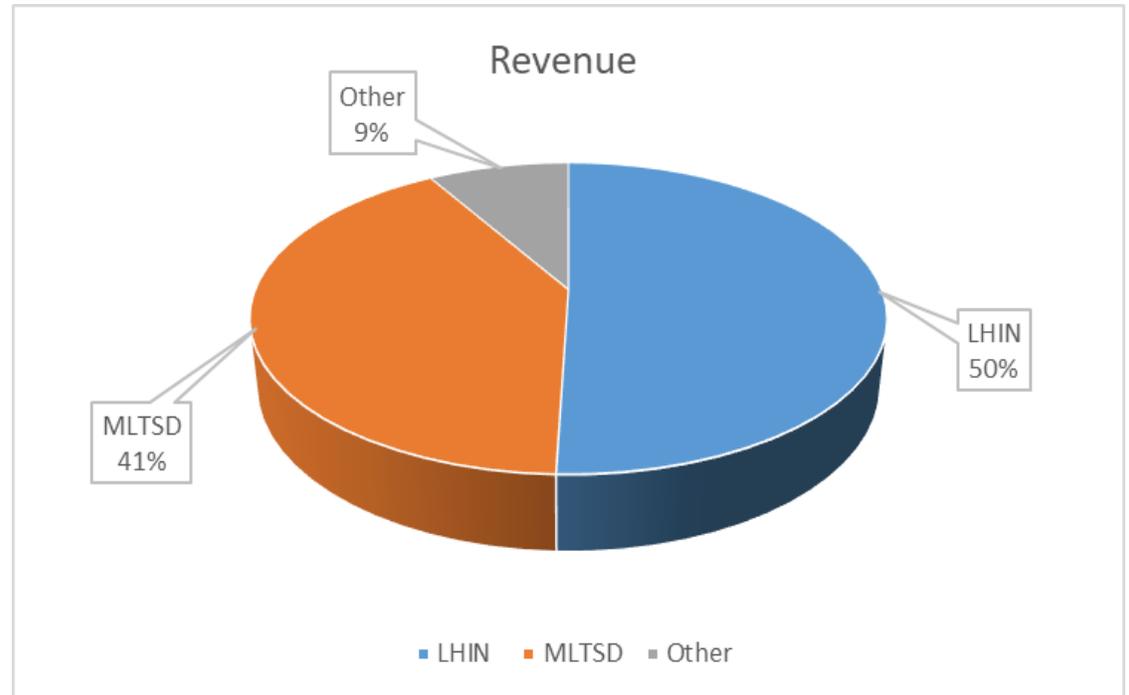
- 140 Literacy students
- 5,796 contact hours
- 1,780.75 volunteer hours
- 39 Literacy volunteers



Financials

2019 - 2020 Annual Operating Budget: \$4,866,290

Mul -Service Centre derives 91% of its funds through provincial funding that includes contracts with the Local Health Integra on Network (LHIN) and Ministry of Labour, Training and Skills Development (MLTSD). These contracts include several programs that have very di erent client eligibility, method of funding, targets and repor ng requirements.



In addi on to these contracts for client services the MSC has revenue from fees associated with programs, grants, one-me projects, municipal support, dona ons and fundraising.

Thank you to our funders and donors for helping us to enable others to embrace their personal independence.

Our Team

Staff Development —The MSC offers a number of training and development programs, both online and in person, on a variety of topics, such as improving skills and knowledge, workplace wellness and health and safety. 75 courses or training sessions were completed by our employees to expand their knowledge, develop skills and promote overall health and wellness. Our PSWs completed training on a Positive Approach to Care and a Gentle Persuasive Approach which focus on person-centred, compassionate care.



Dedication

- 1 employee has more than 30 years of service
- 3 employees have more than 20 years of service
- 11 employees have more than 10 years of service
- 15 employees have more than 5 years of service



We are a community-focused group of talented and motivated employees that are dedicated to promoting high-quality accessible community services!

Employee Satisfaction —To maintain employee satisfaction, we promote and continuously improve such areas as effective communication, employee growth, a healthy work-life balance, and employee recognition. Our overall employee retention rate for 2019 was just over 96% - great job team!

Team Building—We continue to engage with one another at our monthly staff meetings, through activities that encourage effective communication, facilitate employees' personal and professional growth, and promote a cooperative team environment.

Employee Wellness—The MSC takes pride in maintaining and promoting a safe and healthy work environment through comprehensive health and safety programs and procedures. These meet or exceed the requirements under the Occupational Health and Safety Act and its' regulations, and other applicable legislation and codes. To improve our excellent Health and Safety Program we have implemented a Psychological Health & Safety Management System (PHSMS), that focuses on the psychological well-being of our employees. New this year, we introduced a Fitness Expense reimbursement to support our employees ability to maintain a healthy lifestyle outside of work as well.

Volunteers



The MSC would like to thank all of our volunteers for their generous gift of time and talent.



Donors

Amanda Berry
Angela Sulkowski
Arthur Fuller
Arthur Hoyland
Barb Grumm
Benjamin Holcombe
Bill (William) Pra
Brad Holcombe
Brandy Whitetail
Brian Clark
Catherine Klaver
Cathy Crocker
Cathy Sulkowski
Chris Riley
Christopher Eybergen
Christopher Jackson
Clara Meilus
Cly Sykes
Country Sports
Coyles Country Store
Dave Rushton
Dayna Noury
Dean B. Crocker
Deborah Boersen
Dian Sco
Diana Handsaeme
Dianne Desplenter
Dimitri Papadakos
Doris Zuk
Doug Cooper
Duncan and Kim Gillespie
Edward Van Poucke



Emily Zakiajsek
Eva Walton
Evelyn Goodal
Everest Estate Homes Inc.
Frank Tamasi
George Croder
Georgina Vincent
Gerrit Pelleboer
Glenna Walker
Good Redden Klosler
Greg Walton
Hayden Wallace
Helen Lemon
Jennifer Janzen
Jessica Pi e



Jim Devolin
Jim Helsdon
Joan (M.J.) Weston
Jodie Crocker
Jody Rymer
Joe Sulkowski
Johanna Gysbers
John & Adele Armstrong
John Cook
John Palmer
John Thiessen
June Burgess
June Liewellyn
Karen Devolin
Keeley Robinson
Kirk Pa erson
Knights of Columbus

Larry Banman
Larry Lichty
Lauren Pi e
Liane Papadakos
Lif mes Limited Partnership
Linda Fenn
Lisa Gordon
Lori Hill
Lynne Lake
Margaret Grant
Margaret Redecop
Margaret Vanderzweerde
Margaret's Fernlea Flowers &
Gi s (Tillsonburg)
Maria Van De Munt
Martha Blume
Marty Graf
Mary Salmon
Maureen Vandenberghe
Maxwell Adam
Michelle Hesch
Mike Donnelly
Morgan Avelar
Nancy Warren
Nicole Cowan
Nina Paul
O o Boka
Owen Rymer
Paul & Denise Moeyaert
Paul Eybergen
Peter Csanyi
Peter Oliveira
Philip Harris
Phuong Tran
Rose Jansen
Rotary Club of
Tillsonburg
Sharon Howard
Shirley Barker
St. Mary's Catholic
Women's League



Steve Leonard
Steve Molnar
Steve Vaniersum
Steven Wilson
Susan Saunders
Tillsonburg Rentals and
Property Maintenance Ltd.
Timothy Bedard
Tina Eybergen
Tony Holcombe
Valerie & Gary Foerster
Vanessa Dyck
Vic Meilus
Victor Avelar
Victor Navickas
Wayne Scheers
William and Carol Ashby
Wilma P t
Xia Zhang
Zena Robinson

Thank you
MSC
Donors!

Grants & Sponsorships

Back in Motion
Bossy Nagy Group
Bridges of Tillsonburg
Buchwald Consulting Services
Candy Matthews Park
Cardio Plus
Checkers Cleaning Supply
Cheryl Conick
Chrissy's Catering
Community Living Tillsonburg
Copper Mug
Country Sports
Cowan Insurance Group - Hamilton
Brokerage
Coward PharmaPlus
Coyles Country Store
Dad's Ice Cream
Dr. Ed Patenaude & Associates
Duncan Gillespie
ECI Inc
Elgin County
Ernie Hardeman
Everest Estate Homes
Execulink
F.J. Galloway and Associates
Flooring Canada
Gibson Benne Groom & Szorenyi
Good Redden Kloser
Horvath Auto

***“Giving is not just about making a donation,
it is about making a difference.”***
- Kathy Calvin

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ISW Systems
JLH Computing
John Danbrook
Kelsey's Tillsonburg
Lions club
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Norfolk Disposal
Norwich Wine Shop
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Ontario Laser Cutting
Ontario Community Support
Association
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Oxford Technology Group
Pioneer Cabinetry

Prouse Transport
RBC
R.E. Wood Realty
Royal Glass and Mirror
Running Room
Sangsters Health Store
SelectPath
Sheryl Williams – CIBC Mortgage Advisor
Sobeys
SRG
Super Air Bounce Rentals
Tall Tree Lumber
Teeburg Golf Academy
The Includeables
Thornton Lockworks
Tillsonburg Garden Gate
Tillsonburg Retirement Residence
Tim Horton's
Township of Norwich
Township of South-West Oxford
Town of Tillsonburg
Tranquility



96 Tillson Avenue
Tillsonburg ON N4G 3A1



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☎ : **Fax 519-842-4727**

Text: 226-721-1114

www.multiservicecentre.com

Other Service Locations Include:

Tillsonburg Town Centre: 200 Broadway, 2nd Floor

Community Employment Services, Woodstock: 40 Metcalfe

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

Follow Us on Social Media



Elgin 4-H Association
Positive Youth Development Organization

COMMUNITY SERVICES APPLICATION

CULTIVATE GRANTS ONLY

Application Deadline: November 1, 2020 (intake 1)

Please submit a paper copy or fill out the online form and refer to the application checklist at the end of the application to ensure your application is complete.

General Organization/Applicant Information

Name: Roberta Gillard

Title: Treasurer

Organization: Elgin 4-H Association

Service or Program: positive youth development organization

Grant request (in dollars*): \$ 2,000.00

(* request should represent no more than 50% of the total program or service budget and must not exceed \$10,000)

Organization

1.) Tell us about your organization, including details of how your organization serves Elgin County, information about your legal status (not-for-profit, etc., mandate or mission statement), and description of the implementation team.

Elgin 4-H is a non-profit youth development organization with clubs across Elgin County. Our Revenue Canada Charity status number is 88868-7340-RRR0001 and we have a board of directors. All board directors are volunteers - not paid.

2.) How is your organization funded?

In addition to the past County grants of \$2000 annually, we do receive small grants from time to time from Ontario Mutual Insurance firms (\$250), a seed company and the Elgin Federation of Agriculture (\$500). We have applied for other FCC and 4-H Canada grants, though the competition is great as 4-H clubs across Canada are eligible. We have GICs amounting to \$20,000 in reserve.

Design

3.) Please provide a brief description of the program or service you are proposing, including the steps you are taking to ensure a well-planned program or service.

Elgin 4-H provides youth a place to grow and develop skills through hands-on activities, and mentorship as laid out by Ontario 4-H.

4.) Please provide details of key dates and scheduled activities for the program or service.

On average, Elgin 4-H provides 12+ clubs throughout the year focusing on sports and recreation, agriculture, environment and life skills. Once their membership is paid, members may participate in as many clubs as they wish.

5.) How many people do you hope your program or service will reach?

Elgin 4-H hopes to offer our projects to approximately 100 youth in 2021

Needs/Impact

6.) Who is your targeted audience and does it fill a need in the community?

Youth between 9 and 21 years of age and provides a place where they can be involved, accepted, valued and heard while developing valuable leadership and life skills. There is a strong social impact as our 4-H members make friends and acquaintances throughout the 4-H program and acquire an interest in life-long learning.

7.) Please describe how widely the services are accessible to the target population and how you've aligned resources accordingly.

There are 4-H clubs offered across Elgin County. Each club uses resources from 4-H Ontario and any materials needed for the projects are the responsibility of the individual clubs.

8.) How will your program or service ensure accessibility and accommodate increased participation (i.e. persons with disabilities)?

Elgin 4-H must follow 4-H Ontario's mandate to include all youth in our clubs, regardless of the disability and each volunteer leader must take training. All clubs must have 2 screened volunteers at all times. Leaders who have completed 4-H Canada Youth Safety training.

Cultivate/Renewal

9.) What has changed about your program or service? (e.g. how will you build on your success, grow your reach, enhance the quality of your offerings to improve your sustainability with new features, programs, services, outreach methods or revenue sources?)

This year Elgin 4-H has had to adapt projects using zoom for meetings and we are able to reach youth who are attending school out of the area so they can still participate in the clubs. As we offer more varied clubs, we continually reach out to the community businesses and agencies for financial support.

10.) How will you measure your success?

The number of members and the number of completed club projects will determine our success. Each member is required to attend no less than 2/3 of the meetings for any one project and must complete the achievement day requirement to complete a project.

Efficiency, Transparency & Accountability

11.) Please attach a detailed budget of your program or service including all revenues, expenses and in-kind contributions and information about other sources of funding (e.g. estimated volunteer hours, government funding, sponsorships).

12.) Please attach your organization's financial information, including revenue and expenses for previous year (i.e. audited financial statements) and explanation of line items (e.g. annual membership fees or notes for significant variances), if available.

13.) Why is this funding critical to your operations? Please be as specific as possible.

The membership fees paid by each member are remitted to 4-H Ontario. All funding received by Elgin 4-H is used to subsidize membership fees for families who are struggling financially, to provide volunteer training days, an annual general meeting, member awards presented at an annual award day and assistance to members participating in regional events and leadership camps.

14.) Please describe the ways you will measure your success.

Our success will be determined by the number of members, the number of completed club projects and the number of members who attend the various camps offered by Ontario 4-H. We also strive to increase our number of Screened volunteers attending our volunteer training day held once a year, and completing training courses mandated by 4-H Ontario or 4-H Canada.

Application Checklist:

- Ensure your application is complete, and you have filled in and enclosed all of the necessary information including Financial Statements and Budget Submission.
- Include additional supporting materials including marketing materials (brochures, pamphlets, posters, etc.), if available.
- I have read the Terms and Conditions.
- Include a letter of support from the relevant municipal department if the initiative is linked to municipally owned land or facility.

Declaration:

I acknowledge that the County's investment is not to exceed 50% of the total for the program or service for the calendar year and understand that my application will be posted to the County's website and shared with the RIPA Committee and Elgin County Council. I have reviewed the Terms and Conditions and understand that if my application is successful, I agree to abide by the Terms and Conditions. I understand that all materials that are submitted as part of this application and the final report will be shared publicly to ensure accountability and transparency. I am not a County of Elgin employee, Councillor or lower-tier municipality in Elgin County. I understand I may be required to provide a presentation to the Rural Initiatives and Planning Advisory Committee to discuss my application.

Authorized Signature(s) (two (2) needed if not incorporated):

Name: Roberta A Gillard

Position: Treasurer

Signature: Roberta A Gillard Digitally signed by Roberta A Gillard
Date: 2020.10.19 09:27:15 -0400

Name: Maureen Jenkins

Position: Secretary

Signature: Maureen Jenkins Digitally signed by Maureen Jenkins
Date: 2020.10.20 10:03:30 -0400

Applicants should mail, email or deliver a signed copy of the Application Form and supporting materials to:
communitygrants@elgin.ca or mail to:

Corporation of the County of Elgin
c/o Chief Administrative Officer/Clerk - Community Grant Program
450 Sunset Drive, St. Thomas, ON N5R 5V1

Elgin 4-H Association
Balance Sheet As at 31/12/2019

ASSET

Current Assets

Cash to be deposited	68.87	
Chequing Bank Account	2,860.86	
Total Cash		2,929.73
GIC EQTcsh 30D 1.65% Due Ju...	5,000.00	
GIC Haventree 2.16% due June...	15,000.00	
Total Investments		20,000.00
Accounts Receivable	0.00	
Total Receivable		0.00
Total Current Assets		22,929.73

TOTAL ASSET 22,929.73

LIABILITY

TOTAL LIABILITY 0.00

EQUITY

Equity

Retained Earnings - Previous Year	22,894.16	
Current Earnings	35.57	
Total Equity		22,929.73

TOTAL EQUITY 22,929.73

LIABILITIES AND EQUITY 22,929.73

Elgin 4-H Association
Income Statement 01/01/2019 to 31/12/2019

REVENUE

Revenue	
Membership fees	7,650.00
Receipted Memorail Donations	535.00
Unreceipted donations	420.00
County of Elgin Grant	2,000.00
EFA Grant	500.00
St. Thomas Community Fund	0.00
Sponsorships	350.00
Total Grants	3,270.00
Battery Recycling Funds	218.00
Sales of Promotional /ThnkU items	160.00
Net Revenue	11,833.00

Other Revenue	
GIC Interest Revenue	379.92
Miscellaneous Revenue	179.05
Total Other Revenue	558.97

TOTAL REVENUE 12,391.97

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	1,527.33
Ontario 4-H Membership Fees	7,820.00
Interest & Bank Charges	68.23
Office Supplies	144.61
website expenses	86.59
Elgin St. Thomas Community Fu...	300.00
Miscellaneous Expenses	145.00
Total General Expenses	12,356.40

TOTAL EXPENSE 12,356.40

NET INCOME 35.57

*Reviewed the 4H Books
 and found in excellent order. Great Job!
 31 Jan 2020
 Rosemary Kennedy*

Community Signage Grant Applications:

Port Burwell Periscope Playhouse



APPLICATION FORM FOR ELGIN COUNTY TOURISM SIGNAGE

NAME OF APPLICANT:	Karen Bechard		
TITLE:	Board of directors – Vice President		
LEGAL NAME OF BUSINESS:	Port Burwell Periscope Playhouse Inc.		
TYPE OF BUSINESS:	Arts and Culture		
FULL BUSINESS ADDRESS:	42 Wellington St., Port Burwell PO Box 149		
POSTAL CODE:	N0J 1T0		
CONTACT INFORMATION:	Tel. No.: (519)-282-6691 Fax No.: () Email: Periscopeplayhouse@outlook.com		
MEMBER OF ELGIN COUNTY TOURISM?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

**** THE COST OF EACH SIGN IS \$150 + APPLICABLE TAXES (13% HST) PER YEAR. APPLICANTS MUST BE MEMBERS OF ELGIN COUNTY TOURISM (\$100 + 13% HST PER YEAR).**

**** NOT-FOR-PROFIT ORGANIZATIONS LOCATED IN ELGIN COUNTY, ARE ELIGIBLE FOR A GRANT OF \$150 PER SIGN (2) EACH YEAR. PLEASE CONTACT ECONOMIC DEVELOPMENT AT 519-631-1460 EX. 164 FOR INFORMATION. ****

**** NO SIGNS WILL BE PLACED DIRECTLY AT AN INTERSECTION AND ENGINEERING SERVICES WILL HAVE FINAL DISCRETION REGARDING EXACT LOCATION OF SIGNS****

LOCATION OF PROPOSED SIGN	ROAD NO.: 42	ROAD NAME: Nova Scotia Line	
COMPLETE CONTENT OF SIGN'S LEGEND	LOCATION: Nova Scotia Line in the village of Port Burwell just before the bridge. There is currently one sign indicating beach and Museum locations. (see attached photo)		
	SYMBOL: #24	ARROW: right then left	DISTANCE: 1

**** IF MORE THAN ONE SIGN IS BEING REPLACED OR PURCHASED PLEASE INDICATE LOCATIONS FOR EACH SIGN ON THE FOLLOWING PAGE. ****



LOCATION OF PROPOSED SIGN	ROAD NO.: 73	ROAD NAME: Imperial Road	
COMPLETE CONTENT OF SIGN'S LEGEND	LOCATION: Imperial Rd just north of Copenhagen. There is currently one sign indicating the Port Burwell Provincial Park, HMCS Ojibwa and Gay Lea Dairy Museum. (see attached photo)		
	SYMBOL: #24 Theatre	ARROW: left	DISTANCE: 16km

TOTAL NUMBER OF SIGNS 2

TOTAL FEE DUE BY MARCH 30TH (+ 13% HST) \$300

(PLEASE MAKE ALL CHEQUES PAYABLE TO THE COUNTY OF ELGIN)

TYPE OF SIGNAGE REQUESTED	TYPE 1: Size: 240 cm x 60 cm (Rural) TYPE 2: Size: 90 cm x 70 cm (Urban) *Please see Signage Policy for additional details
TYPE 1 SIGNAGE x2	TYPE 2 SIGNAGE

**** PLEASE INDICATE HOW YOU WOULD LIKE YOUR ORGANIZATION'S NAME TO APPEAR ON THE SIGN USING THE DIAGRAM BELOW. ****

#24



****PLEASE NOTE THAT SIGNAGE LOCATED IN URBAN AREAS WILL NOT INCLUDE SYMBOLS****

It is important for applicants to note that regulatory, warning, and information/directional signs take precedence on Elgin County roads. Elgin County’s Engineering Services department will follow all regulations set out in the Ontario Traffic Manual, when determining signage locations. It is also important to note that the County of Elgin is committed to reducing signage pollution and maintaining the safety of motorists and pedestrians and therefore no signs will be placed in “built up” areas, villages and hamlets, for example in downtown Port Stanley. County of Elgin Engineering Services will also limit the number of sign structures to a maximum of three or less at any given location.

In Rural areas Type One signs may not:

- Be placed in 60km speed zones
- Be placed in the regulatory or warning sign safety area
- Be placed in front of residential property
- Distract or interfere with other traffic control devices
- Interfere with visibility at intersections or entrances
- Interfere with pedestrian traffic
- Interfere with sidewalk snow removal



Engineering has final approval of sign locations

In Urban Areas Type Two signs may not:

- Be placed within 100m of an intersection
- Be placed in front of residential property
- Be placed in a downtown business area
- Distract or interfere with other traffic control devices
- Interfere with visibility at intersections or entrances
- Interfere with pedestrian traffic
- Interfere with sidewalk snow removal

Engineering has final approval of sign locations.

I have read and understand the conditions above:

DATE: 29 Oct 2020 *Daren Bechard*
APPLICANT SIGNATURE



TERMS AND CONDITIONS

The Applicant acknowledges and agrees as follows:

1. That no sign shall be erected pursuant to this Application save and except for such sign as specifically approved by the County of Elgin pursuant to this Application process.
2. That, at all times, the sign(s) erected pursuant to this Application shall remain the property of the County of Elgin, that the Applicant herein at no time acquires any ownership interest in such sign(s), and, furthermore, that any fee paid by the Applicant pursuant to this Application constitutes a user fee authorized at law pursuant to the Municipal Act, 2001 (Ontario) and the By-Laws for the County of Elgin.
3. That the Applicant shall pay to the County of Elgin all annual fees associated with this Application or any renewal thereof prior to the 30th day of March of each calendar year, which fees shall be refunded, in whole or in part as the case may be, in the event that the permission sought by the Applicant for erection of any sign(s) is refused or, if granted, is terminated pursuant to paragraph 6 below.
4. That, subject to paragraph 6 below, any permission for the erection of sign(s) granted pursuant to this Application or any renewal thereof shall expire annually on the 30th day of March of each calendar year and, in the event of non-renewal of such permission by payment of required fees on or before such date, permission for such sign(s) expires and such sign(s) shall be removed by the County of Elgin, such removal to be made without further notice to or claim to damages by the Applicant.
5. That the County of Elgin reserves and shall have the unfettered right and discretion to refuse either any Application for erection of any sign(s) or any renewal thereof, in which latter circumstance the permission for such sign(s) expires and such sign(s) shall be removed in accordance with paragraph 4 above.
6. That the County of Elgin reserves and shall have the unfettered right and discretion to terminate the permission granted herein for erection of any sign(s) in the event that the public highway adjacent to such sign(s) is closed or otherwise subject to detour for more than ninety consecutive days, in which circumstance Elgin shall refund to the Applicant a proportionate share of the annual fee paid to Elgin by the Applicant.
7. That, during the term of any annual permission granted pursuant to this Application or any renewal thereof, the Applicant seeks and is granted permission to alter the content or location of any sign(s) as erected, then and in such event and prior to the erection of such altered sign(s), the Applicant shall pay Elgin all costs and expenses to be incurred by Elgin in connection with the fabrication and erection of such sign(s).



8. If an Applicant having approval for an existing sign seeks to change that sign at the beginning of the next following annual period, then that tourism operator shall apply for approval of the new sign and, subject to the proviso below, shall be responsible for and pay to Elgin County any and all costs for fabrication and installation of the new sign in addition to the applicable annual user fee; provided that, if the Applicant has been a participant in the sign program for the three consecutive years immediately preceding, then the tourist operator is not responsible for and not required to pay those fabrication and installation costs.

9. If an Applicant seeks to re-enter the signage program, that Applicant shall make application in the normal course and subject to the requirements above and, in addition to any applicable annual user fee but subject to the proviso below, shall pay a re-entry fee equal to a single fabrication and installation charge then in effect; provided that the said tourist operator shall not be required to pay that re-entry fee if that Applicant had been a prior participant in the signage program for a period of at least three consecutive years.

DATE: 29 Oct 2020 *Dave Becharof*
APPLICANT SIGNATURE

DATE: _____
ECONOMIC DEVELOPMENT

Common Symbols



 **Elgin County**
Progressive by Nature

←
16km

**Port Burwell
Provincial Park**



←
16km

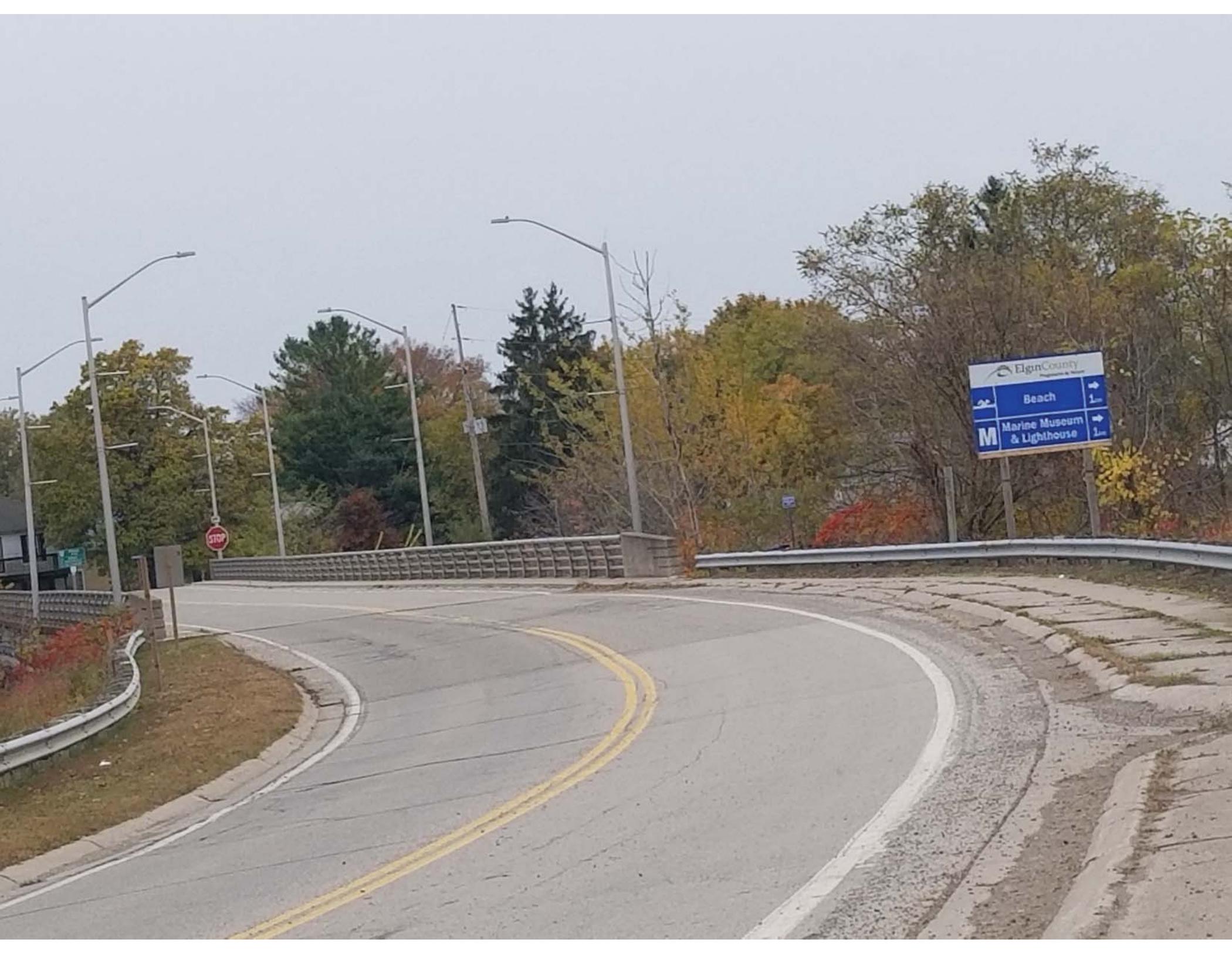
**HMCS Ojibwa
Naval Museum**

M

A

**CEC & Gay Lea
Dairy Museum**

→
3km



Egin County
Preserving the Past

Beach	→	1 mi
M Marine Museum & Lighthouse	→	1 mi

STOP



Elgin County Tourism Directional Signage Grant Application

Non-profit organizations applying for a \$150 tourism signage grant per sign, from Elgin County Council must:

1. Qualify as a tourism operation, as listed in Appendix "A" of the Tourism Signage Policy (Please Contact Lindsey Duncan lduncan@elgin.ca or call 519-631-1460 ext. 164 for a copy of this policy or look under "Tourism Member" on www.elgintourist.com).
2. Submit proof of being a non-profit tourism operation, and certification showing registration as a non-profit entity, and/or provide satisfactory evidence with the application.
3. Be located in Elgin County.
4. Must be a member of Elgin County Tourism
5. Submit this application to **The County of Elgin, Economic Development, 450 Sunset Dr. , St. Thomas, ON , N5R 5V1**

*** Please note that whether or not an applicant is successful in obtaining this grant will be determined by Elgin County Council at a Council Meeting***

Legal Name of Organization:	Port Burwell Periscope Playhouse Inc.
Contact Person:	Karen Bechard
Contact Person Title:	Board of Directors - Vice-President
Non-profit Registration:	793657-5
Full Business Address:	42 Wellington St., PO Box 149 Port Burwell ON N0J 1T0
Contact Information:	Phone: (519) 282-6691 Email: Periscopeplayhouse@outlook.com
Date of Application:	29 October 2020



Describe your non-profit organization's contribution to tourism in Elgin County.

Port Burwell Periscope Playhouse Mission: "We are a not-for-profit corporation dedicated to promoting and facilitating local theatre performances and cultural activities that enrich the community, while supporting and enabling community involvement and engagement in a positive, innovative and inspirational way."

The Playhouse attracts visitors from all over Southwestern Ontario and surrounding areas, including Waterloo, Milton, Stratford and Windsor. Since our incorporation in 2011, we have become popular at attracting patrons who come for plays and music events that have equated to increased business to other businesses in Port Burwell including five restaurants in town and two established bed and breakfast establishments.

We share our community with the Port Burwell Provincial Park and a beautiful family friendly public beach that draws thousands of visitors to Port Burwell each season.

Visitor's often plan to have lunch or dinner prior to attending the playhouse or simply take a drive down to the public beaches and take in what Port Burwell has to offer.

Explain your organization's signage requirements, including why your organization requires directional tourism signage, where your organization would like these signs to be erected. *Note: not-for-profit organizations can apply for up to 2 signs.*

Port Burwell Periscope Playhouse is striving to continue the upward trend of attracting visitors to Elgin County. However, we feel there is a need to incorporate signs along Elgin County roads that will advertise the Playhouse and provide direction for those not familiar with Elgin County.

We have been told by some first time patrons to the theatre that they had no idea we were in Port Burwell. We would like to increase awareness of our existence on two county roads that will make travellers aware and guide them to Port Burwell.

In addition, we have been closed since March 2020 due to COVID-19. We are working on re-opening in May 2021 with solid business strategies and achievable goals. The signage would very much assist us in ensuring there is awareness that we are in existence and open in 2021.



This grant request will assist us financially so our current funds can be used to cover operational costs over the winter leading up to our re-opening in May 2021.

LOCATION REQUEST

One location (see attached application with photos) is on County Road 73 in the Township of Malahide just north of the hamlet of Copenhagen. This is key in advising travellers they need to turn left (east) on Nova Scotia Line (County Rd 42). The requested signage would align with existing signage directing travellers to Port Burwell's Provincial Park and the HMCS Ojibwa Museum.

The second location would be for Nova Scotia Line in Port Burwell near the bridge at Robinson Street (Hwy 19). This will assist in directing travellers to turn right at the "T" intersection on the bridge.

See attached photos of current signage at requested locations. Not sure if it would be possible to place a  on the Nova Scotia line signage?



Certificate of Incorporation

Canada Not-for-profit Corporations Act

Certificat de constitution

*Loi canadienne sur les organisations à but non
lucratif*

PORT BURWELL PERISCOPE PLAYHOUSE INC.

Corporate name / Dénomination de l'organisation

793657-5

Corporation number / Numéro de
l'organisation

I HEREBY CERTIFY that the above-named corporation, the articles of incorporation of which are attached, is incorporated under the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts constitutifs sont joints, est constituée en vertu de la *Loi canadienne sur les organisations à but non lucratif*.

Marcie Girouard

Director / Directeur

2011-11-30

Date of Incorporation (YYYY-MM-DD)
Date de constitution (AAAA-MM-JJ)



October 9, 2020

The Right Honourable Justin Trudeau
Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Email: premier@ontario.ca

Re: Funding for community groups and service clubs affected by pandemic

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

Resolution No. 2020.35.16
Moved by: Deputy Mayor Hegadorn
Seconded by: Councillor Porter

“Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

And whereas these charities, community groups and service clubs provide vital resources and support critical to community members

And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,



Brandi Teeple
Deputy Clerk
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington
MPP Daryl Kramp- Hastings- Lennox and Addington
Association of Municipalities Ontario
Rural Ontario Municipalities Association
All Ontario Municipalities