

**CORPORATION OF THE TOWNSHIP OF EAST
ZORRA-TAVISTOCK COUNCIL 2006-2010**

AGENDA

**for the Meeting to be held on Wednesday, November 18, 2009 in the
Council Chambers of the Township Hall, Hickson, Ontario at 7:00 p.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm Minutes of Previous Meeting
 - b) Grand River Conservation Authority – November 2009 Minutes
5. Delegations & Appointments
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Update & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report re: Rename Oxford Road 5
 - e) Staff Report re: Projects for Southern Ontario Development Program
 - f) Staff Report re: Innerkip Street Reconstruction Phase 2
 - g) Hickson Recreation Committee – October 2009 Minutes
 - h) Olympic Torch Relay Committee – November 5, 2009 Minutes
 - i) Olympic Torch Relay Committee – November 10, 2009 Minutes
7. By-laws
8. Other and Unfinished Business
 - a) Appoint Engineer for the Moon Drain
9. Legal & Personnel
10. Confirming By-law
11. Adjourn

The Council of the Township of East Zorra-Tavistock met in the Council Chambers of the Hickson Municipal Office, Hickson, Ontario at 10:00 a.m. on Wednesday, November 4, 2009.

Members present: Mayor Don MCKAY, Deputy Mayor Maureen RALPH and Councillors Don MACDONALD, Clive LAWRY, Dave OLIPHANT, Jeremy SMITH and Betty YEOMAN.

Staff present: C.A.O. Jeff Carswell and Tax Collector Brenda Junker

Approve Agenda

1. Moved by Clive LAWRY
Seconded by Dave OLIPHANT
Resolved that Council approve the agenda for the November 4, 2009 meeting as printed and circulated and further that the following be added to the agenda for this meeting:
 - Supplemental Agenda
 - Innerkip Santa Claus Parade

CARRIED.

PECUNIARY INTERESTS:

None

Confirm Minutes

2. Moved by Maureen RALPH
Seconded by Don MACDONALD
Resolved that Council confirm the minutes of the October 21, 2009 meeting as printed and circulated.

CARRIED.

October 2009 Pay Voucher

3. Moved by Don MACDONALD
Seconded by Jeremy SMITH
Resolved that Council adopt the October 2009 Pay Voucher in the amount of \$587,416.20.

CARRIED.

Correspondence & Reports – No Resolutions

Grand River Conservation Authority – October 2009 Minutes

East Zorra-Tavistock Police Services Board – October 21, 2009 Minutes

Tavistock & District Recreation Facilities Board – October 2009 Minutes

Innerkip Santa Claus Parade Committee – Requesting Sponsorship

Correspondence & Reports – Resolutions Following

County Council Update

The Mayor informed Council of recent County Council meetings and various related issues.

Yeoman to County
Symposium

3. Moved by Dave OLIPHANT
Seconded by Maureen RALPH
Resolved that Council authorize attendance of the following persons at the Growing Stronger and Healthier Together seminar to be held November 10, 2009 in Ingersoll:
Betty YEOMAN

CARRIED.

At 10:15 a.m., Chief Building Official/Drainage Superintendent James Harmer attended Council to report on the following matters:

- Building Permit Report
- Update on progress of various drainage projects
- Update on agreement with MNR re endangered species
- Answer various questions of Council

October Building
Permit Report

5. Moved by Clive LAWRY
Seconded by Betty YEOMAN
Resolved that Council adopt the October 2009 Building Permit Report of C.B.O. James Harmer showing 8 permits issued at an estimated value of \$1,892,600.00.

CARRIED.

At 10:25 a.m., Public Works Manager Dennis O'Neil attended Council to report on the following matters:

- Monthly Roads Activity Report
- Level of Service Policy for Winter Control
- Answer various questions of Council

Staff Report re: Municipal Election Recount Policy

Establish Municipal
Election Recount
Policy

6. Moved by Dave OLIPHANT
Seconded by Clive LAWRY
Resolved that Council establish the following municipal election recount policy in addition to the provisions set out in the Municipal Elections Act:
if the number of votes separating candidates from winning an office is a variance of:
- 5 votes or less, or;
 - 1% of voters casting ballots for the office, whichever is the lesser
- the Clerk shall hold a recount of the votes for the candidates in question.

CARRIED.

Ken Wettlaufer, Facilities Manager – re: Olympic Torch Relay Committee

Establish Olympic
Torch Relay
Committee

7. Moved by Betty YEOMAN
Seconded by Jeremy SMITH
Resolved that Council authorize creation of an Olympic Torch Relay Committee comprised of Councillors and volunteers from the community with a mandate to organize and operate activities in conjunction with the Olympic Torch Relay in Tavistock on December 27, 2009;
And further that people on the Committee and those assisting with planning and events be recognized as Township volunteers;
And further the Committee be provided with a budget of \$1,750 from the Township;
And further that Council endorse and support the Committee's vision of 'involvement and participation from other service clubs and associations' and a "low cost day with community participation as the focus".

CARRIED.

Staff Report re: Official Plan Review

Items for
Consideration in OP
Review

8. Moved by Clive LAWRY
Seconded by Dave OLIPHANT
Resolved that Council adopt the recommendations in Staff Report #CAO2009-43 dated November 2, 2009 regarding items for consideration in the Official Plan review.

CARRIED.

BY-LAWS

1st & 2nd Reading

9. Moved by Dave OLIPHANT
Seconded by Betty YEOMAN
Resolved that the following by-laws be read a first and second time:
- 2009-40 By-law to Amend By-law #2004-18 – the Roads & Public Works Level of Service Policy
 - 2009-41 By-law to Amend By-law #16-91 – the Sidewalk Snow Removal By-law
 - 2009-42 By-law to Amend By-law #2005-46 – the Comprehensive Roads By-law

CARRIED.

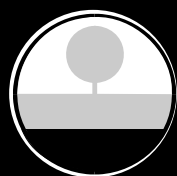
3rd Reading

10. Moved by Maureen RALPH
Seconded by Jeremy SMITH
Resolved that the following by-laws be read a third and final time:
- 2009-40 By-law to Amend By-law #2004-18 – the Roads & Public Works Level of Service Policy
 - 2009-41 By-law to Amend By-law #16-91 – the Sidewalk Snow Removal By-law
 - 2009-42 By-law to Amend By-law #2005-46 – the Comprehensive Roads By-law

CARRIED.

As East Zorra-Tavistock has now assumed responsibility for Oxford Road 5 from Lots 4-15, discussion was held regarding changing the name to the 17th Line, and the potential impact, if any, on residents along that section of road. Staff will investigate the name change in conjunction with preparation of a maintenance agreement with the Township of Blandford-Blenheim.

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|-----------------------------------|-----|--|------------------------|
| Committee of the Whole, in camera | 11. | Moved by Maureen RALPH
Seconded by Don MACDONALD
Resolved that Council does now adjourn to Committee of the Whole, in camera, at 11:15 a.m. to consider a matter pertaining to: <ul style="list-style-type: none"> • personal matters about an identifiable individual, including municipal or local board employees. | <i>CARRIED.</i> |
| Council Reconvenes | 12. | Moved by Clive LAWRY
Seconded by Maureen RALPH
Resolved that the Committee of the Whole does now rise and Council reconvenes at 11:45 a.m. | <i>CARRIED.</i> |
| Harmer Resignation | 13. | Moved by Jeremy SMITH
Seconded by Betty YEOMAN
Resolved that Council accepts the resignation of Chief Building Official James Harmer effective April 30, 2010, and wishes him well in his retirement. | <i>CARRIED.</i> |
| Confirming By-law | 14. | Moved by Maureen RALPH
Seconded by Clive LAWRY
Resolved that by-law #2009-43 being a by-law to confirm the proceedings of Council held Wednesday, November 4, 2009 be read a first, second and third time this 4th day of November, 2009 and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto. | <i>CARRIED.</i> |
| Adjourn | 15. | Moved by Dave OLIPHANT
Seconded by Don MACDONALD
Resolved that Council does now adjourn at 11:46 a.m. | <i>CARRIED.</i> |



GRCA Minutes

Grand River Conservation Authority, 400 Clyde Road, Cambridge, Ontario N1R 5W6
Tel: (519) 621-2761 Fax: (519) 621-4844 Internet: <http://www.grandriver.ca>

November 2009 Volume 14 - No. 11

GRCA

General Membership

Chairman - Alan Dale

1st Vice-Chairman - Jane Mitchell

2nd Vice-Chairman - Vic Prendergast

Townships of Amaranth, East Garafraxa, East Luther Grand Valley, Melancthon and Southgate - Tom Nevills

Townships of Mapleton and Wellington North - Pat Salter

Township of Centre Wellington - Shawn Watters

Town of Erin, Townships of Guelph/Eramosa and Puslinch - Brad Whitcombe

City of Guelph - Vicki Beard, Mike Salisbury

Region of Waterloo - Jane Brewer, Kim Denouden, Jean Haalboom, Ross Kelterborn, Claudette Millar, Jane Mitchell, Wayne Roth, Jake Smola, Bill Strauss, Lynne Woolstencroft

Town of North Perth and Township of Perth East - George Wicke

Region of Halton - J. Barry Lee

City of Hamilton - Jeanette Jamieson

County of Oxford - Alan Dale

County of Brant - Robert Chambers, Brian Coleman

City of Brantford - Robert Hillier, Vic Prendergast

Haldimand and Norfolk Counties - Lorne Boyko, Craig Grice

No rock climbing in parks

The GRCA will continue to prohibit rock climbing at all GRCA conservation areas.

A volunteer group called the Ontario Access Coalition proposed that the GRCA enter a memorandum of understanding to allow rock climbing at Rockwood Conservation Area. The group was also interested in rock climbing at Elora Gorge Conservation Area.

After looking into the issue, the GRCA staff recommended continuing to prohibit rock climbing for several reasons. These include the possible environmental impact, potential conflicts with other GRCA programs, the group's lack of insurance coverage and concerns about emergency rescue access.

First draft of 2010 budget

The GRCA board got a first glimpse into the budget for the coming year at the October board meeting.

The preliminary GRCA budget showed spending of \$31.1 million, compared to a 2009 budget of \$31.4 million. Changes to the budget will be proposed by staff and reviewed by the board over the next few months. The budget is scheduled to be ratified by the board in February.

GRCA making changes to committee structures in 2010

The GRCA is streamlining its meeting procedures for meetings of the Committee of the Whole.

Until 2007, the GRCA had the Planning and Operation Committee and the Administration, Finance and Personnel Committee, each chaired by

a different vice-chair of the GRCA. The two committees met separately.

In 2007, the board decided to go to a Committee of the Whole system where all members meet together. However, the meeting was still divided into separate sections reflecting the old committee system, as called for in the GRCA operating bylaw.

Now that process will end. In 2010, the revamped committee meetings will be alternately chaired by the two vice-chairs of the board.

Comment summary presented on aggregate extraction

A report summarizing the comments on the best practices paper for Below the Water Table Aggregate Operations Within the Grand River Watershed was reviewed by the board.

A first draft of a best practices guide in pilot sub-watersheds of the Grand River was produced by a joint committee and released in May 2009. The GRCA accepted comments on behalf of the joint committee about the draft guide from watershed municipalities and the public. The deadline for comments was extended until early September.

The report is posted in the meetings section of the GRCA website. It outlines 13 key concerns from municipalities and seven concerns from the public. The comments from all parties show universal support for the need for a policy. The consensus was that voluntary compliance with best practices on the part of aggregate producers is not enough to address concerns, and the Ministry of Natural Resources needs to ensure mandatory compliance. Concern was also expressed that municipalities and the public were not



represented on the joint committee.

Representatives from these two groups will be invited to join the committee before it looks into implementation.

Normal rainfall in October brings rivers back up

Rainfall during October was pretty much normal at 92 to 127 per cent of the long-term average across the watershed.

This followed an abnormally dry September. But by mid-October, the ground was near saturated. River flows at the end of October were back up above the long-term average. Conditions in the Eramosa River returned to normal after they were declared at a Level One low water response in September.

Reservoirs were close to or in the normal operating range for this time of year. Levels at Luther Dam are slightly above the upper rule curve and are being drawn down. Safety booms and buoys have been removed

Six Nations Intake Protection Zones Study and dye test

Stantec Consulting Ltd. has been retained to carry out the Six Nations Intake Protection Zones Study which is expected to cost \$110,000.

As part of the agreement with the province, the GRCA will conduct technical assessments and develop policies related to including the Ohsweken Grand River drinking water system in the source protection planning process. The study areas include Fairchild Creek downstream of Highway 2/53. The study will need to be completed by February 2010 in order to be included in the Grand River watershed Assessment Report which is due to be complete in March.

During the last two weeks of November, officials from the GRCA, in partnership with the Six Nations of the Grand River Public Works Department (Water / Sewage Division), will place a safe, environmentally-friendly fluorescing dye into the Grand River near Brantford and

Newport, and Fairchild Creek near Cainsville, temporarily giving these watercourse systems a red tint.

The undertaking is known as a "dye tracer test" – a common way to determine travel time in watercourses for the protection of the water supply intake.

The test may appear to turn the watercourses red temporarily where the dye is placed. It will dilute quickly as it moves downstream, eventually becoming invisible.

The dye tracer test is one component of a series of water supply source protection studies the GRCA is conducting with Six Nations in support of the province's Clean Water Act.

RBC grant to help land owners protect water quality

The GRCA is expanding its programs for rural property owners, thanks to a \$100,000 grant from the RBC Blue Water Project to the Grand River Conservation Foundation.

The RBC Leadership Grant will help the GRCA provide advice to rural landowners – both farm and non-farm – on how to protect water quality on their land. This will increase capacity in the GRCA's Rural Water Quality and rural non-farm programs. It will be used to broaden outreach activities such as landowner contact. A series of five workshops will be held for rural non-farm residents.

The grant will allow the GRCA to extend the reach of the existing Rural Water Quality Program to parts of the watershed where it's not currently in place, such as Dufferin and Haldimand counties.

Rural non-farm participants will be introduced to the Rural Landowner Stewardship Guide which will help them evaluate the effect their property and actions have on the environment. They'll receive advice on the value of upgrading wells, improving septic systems and planting trees for wind-breaks. Some landowners may be eligible to apply for grants to undertake these projects.

'Tis the time for giving green

This holiday season, consider giving the gift of a strong and resilient natural world by making a donation to the Grand River Conservation Foundation.

Whether it is for family, friends or someone you appreciate in your community, a gift in support of tree planting, trails and special natural places is unique and will be appreciated for generations to come.

A \$30 contribution will cover the costs to plant a tree in your area, or spend \$20 to help keep our trail systems in top shape for the community. The recipient of your gift will receive a beautiful personalized card from the GRCA, and you will receive a charitable tax receipt.

Give by visiting www.grcf.ca, calling Doina Hartley toll-free at (877) 29-GRAND (877-294-7263) or e-mailing dhartley@grandriver.ca.

Please order by Dec. 18 to ensure that your gift card will arrive before the holidays.

This issue of "GRCA Minutes" was published in November 2009.

It is a summary of the October 2009 business conducted by the Grand River Conservation Authority board and committees. Space permitting, other noteworthy happenings and topics of interest have been included. The Grand River Conservation Authority welcomes the photocopying and distribution of "GRCA Minutes" or visit our website at www.grandriver.ca to see this and back issues.



STAFF REPORT

Report #PW2009-21

To: His Worship the Mayor and Members of Council
From: Dennis O'Neil, PW Manager
Re: Oxford Road #5 Name Change
Date: November 10, 2009

Background:

As discussed at the November 4th Council meeting, I have collected some information in regards to changing the name of Oxford Road #5 (Lots 8 through 16) to the "17th Line". Renaming the road to the 17th Line would continue the logical order of naming for East Zorra-Tavistock's road system.

From the information staff has been able to gather, there would not be any significant inconvenience to the fifteen or so residences that front onto this road. Although they may use their 911 # in some instances, Canada Post still uses the rural route system. **Only the road name would change - the 911 numbers would stay the same.** Blandford-Blenheim staff have indicated a willingness to recommend Council proceed with public notification about renaming their section of the road as well. While it would make sense for the whole road to have the same name, it is not mandatory that both municipalities name the road the same. For example, in East Zorra-Tavistock there is the Braemar Sideroad, but when you cross into Zorra Township, it is Road 84.

According to Township policy, the process we need to follow would be as follows:

1. Notice of intent to be sent to persons and agencies affected at least two weeks prior to enactment of the by-law
2. Personal service or prepaid mail to all persons who abut the affected highway
3. Publication within newspapers having general circulation in the area
4. Advertise on Township web site
5. Council review comments submitted and hear any delegations at the December 16th meeting
6. Following the meeting consult with Blandford-Blenheim about any public comments they may have received
7. Staff report back to Council at a future meeting
8. If appropriate, Council pass a road renaming by-law.

Staff is currently, and will throughout the process, communicate with the Township of Blandford Blenheim to coordinate with them.

Recommendations:

1. That Council instruct the Clerk to proceed with the required notification for changing the name of Oxford Road 5, Lots 8 through 16 to the 17th Line, as per Township policy.
2. That a road naming by-law be prepared for consideration at the December 16, 2009 Council meeting.

C.A.O. Comments
I agree.

Report prepared and submitted by:



Jeff Carswell
Chief Administrative Officer



Dennis O'Neil
Roads/PW Manager

STAFF REPORT

Report #CAO2009-44

To: His Worship the Mayor and Members of Council
From: Jeff Carswell, Chief Administrative Officer
Re: Southern Ontario Development Program
Date: November 12, 2009

Background:

Attached is information and Southern Ontario Development Program. Council has received information on this program at past meetings and instructed staff to develop projects for Council's endorsement prior to the submission deadline.

Discussion:

Staff have reviewed the eligibility requirements, taken into consideration comments from Council and have developed two submissions which may meet the criteria. The ideas can also be completed in the timeframe set out and would provide value to the Township.

Tavistock Arena Score Clock

This application was developed by the TDRFB and TDRC Manager. It will provide the opportunity for improved advertising and communication services at the Arena. This could fall under the following categories:

- Improving technology or equipment
- Improving productivity and competitiveness of your business
- Improving community owned tourism facilities

An application and business plan were completed by the Facility Manager and are attached.

Council Technology & Communication Improvements

This project would involve updating Councils technology and communication equipment to more modern, reliable equipment. (Computer Equipment)

This project could fall under the following categories identified in the SODP Program Guidelines:

- Improving technology or equipment
- Improving productivity and competitiveness of your business
- Innovation of products or services

When submitting multiple applications, they need to be ranked in order of priority. Based on the costs and potential subsidy amount, the Council Communication Improvements would provide the highest level of funding. Both applications appear to rank similarly based on the criteria. Accordingly, staff would recommend ranking the Council Technology & Communication 1st, followed by the score clock.

Recommendation:

1. That Council approve the SODP Applications attached to this report and authorize staff to submit them asset out above.

Report prepared
and submitted by:



Jeff Carswell, AMCT
Chief Administrative Officer

Southern Ontario Development Program

The Southern Ontario Development Program (SODP) was established as a core program of FedDev Ontario. It will build upon the assets and strengths of communities to create an environment where businesses can thrive, and maximize Southern Ontario's potential to succeed in the knowledge-based economy.

Funding for this multi-year program will go towards projects that can stimulate local economies and enhance the growth and competitiveness of local businesses and communities. Approximately \$100 million has been allocated to the SODP in 2009-10, including the following:

- \$55 million for the first intake process, which is open until December 1, 2009. Click [here](#) for details on how to apply.
- \$15.75 million for the Canadian Manufacturers and Exporters' (CME) Smart Program to fund about 300 projects that will help small- and medium-sized manufacturers increase their productivity and competitiveness in the global economy. Click [here](#) for more details.
- \$20 million for an intake for food and beverage processors, which is open until December 22, 2009. Click [here](#) for details on how to apply.
- \$1.6-million investment in the Ontario Chamber of Commerce's Export Market Access Program. Click [here](#) for more details.

Other aspects of the SODP will be announced shortly.



Southern Ontario Development Program Guidelines

Eligible applicants

Your organization or enterprise may qualify for SODP funds if it is located in Southern Ontario and meets one of the following criteria:

- is a commercial enterprise (note that the focus of this program will be for small- and medium-sized enterprises (SMEs), defined as having up to 1,000 employees);
 - * the focus of this program will be on existing businesses with a proven track record that are looking to expand, modernize, innovate, and/or improve their competitiveness. Business start-ups will not be supported.
- is an SME group and/or association;
- is a non-profit organization whose primary mission is business support or economic development;
- is an organization or institution dedicated to the promotion and dissemination of knowledge and know-how, including colleges, polytechnic institutes, universities and teaching institutions;
- is an Aboriginal organization;
- is a municipality.

Southern Ontario is defined as including the following 2006 Statistic Canada Census Divisions:

1 Stormont, Dundas and Glengarry; 2 Prescott and Russell; 6 Ottawa; 7 Leeds and Grenville; 9 Lanark; 10 Frontenac; 11 Lennox and Addington; 12 Hastings; 13 Prince Edward; 14 Northumberland; 15 Peterborough; 16 Kawartha Lakes; 18 Durham; 19 York; 20 Toronto; 21 Peel; 22 Dufferin; 23 Wellington; 24 Halton; 25 Hamilton; 26 Niagara; 28 Haldimand-Norfolk; 29 Brant; 30 Waterloo; 31 Perth; 32 Oxford; 34 Elgin; 36 Chatham-Kent; 37 Essex; 38 Lambton; 39 Middlesex; 40 Huron; 41 Bruce; 42 Grey; 43 Simcoe; 46 Haliburton; and 47 Renfrew.

A list of the communities that form part of each Census Division is available online at:

<http://stds.statcan.gc.ca/sgc-cgt/2006/sgcss-cgtrs1-fin-eng.asp?criteria=35>

Ineligible sectors

Sectors that are ineligible include:

- retail/wholesale;
- real estate;
- government services;
- accommodations and food services; and
- services of a personal or social nature.

Eligible project categories

Eligible activities include:

- expanding capacity;
- improving technology or equipment;
- improving the productivity and competitiveness of your business;
- accessing new markets;
- innovation of products or services;
- commercialization of innovations; and
- improving community owned tourism facilities (e.g., conference centres, exhibition halls).

Eligible costs

Eligible costs include all expenses directly related to the project and deemed reasonable and necessary for its execution. Agency priorities, policy and guidelines are taken into account in the analysis of costs. Cost must have been incurred after the project has received the Agency's approval.

Please note projects that do not have other sources of funds confirmed will not be considered for funding under SODP.

Capital projects

For capital projects, up to 50% funding is available for eligible costs which include:

1. Machinery and equipment needed for the project.
2. Working capital requirements related to an expansion project.
3. Site improvements such as land clearing and paving required for the project.
4. Leasehold improvements required for the project.
5. Leased equipment and expenditures under conditional sales contracts.
6. Infrastructure (such as water and sewer) required for a specific business development initiative.

7. Intangible assets such as patents, trademarks and licenses.
8. Start-up costs such as insurance and interest capitalized during construction.

Non-capital projects

For non-capital projects, up to 75% funding is available for eligible costs which include:

1. **Marketing:** Includes the development of a marketing plan, the hiring of marketing expertise to implement the plan, and related marketing activities such as labelling, packaging, promotional materials, advertising, product demonstrations and participation at trade shows.
2. **Training:** Includes the development of a training plan, the hiring of training expertise to implement the plan and related activities such as training materials, seminar fees, and wages during the time that employees received off-the-job training.
3. **Productivity/Quality Improvement:** Includes the development of a productivity or quality improvement plan, the hiring of expertise to implement the plan, and related activities such as obtaining a recognized quality certification such as ISO, and the cost of needed technical equipment.
4. **Innovations:** Includes costs related to researching and developing new or improved products, services and processes such as the labour costs of expertise, materials, special equipment, testing and patents.
5. **Consultant Advice:** Includes the cost of hiring a qualified consultant to prepare a business plan, feasibility study, investigate licensing opportunities, conduct a venture capital search, technology transfer search or provide advice to improve your business skills.
6. **Contract bidding:** Includes the cost of improving your competitive ability to bid on and acquire public and private sector contracts.
7. **Business proposal development:** Includes the cost of turning your idea into a viable business proposal, for example, the completion of feasibility study, prototype development, and gathering information on markets and raw material suppliers.
8. **Business Support:** Not-for profit organizations may qualify for assistance towards activities that support the business community, entrepreneurship or economic development.

These funding limits do not apply to:

1. not-for-profit groups and Aboriginal recipients;
2. non-commercial projects from for-profit organizations; or
3. projects where total government assistance is \$100,000 or less.

In all cases, applicants are expected to contribute a minimum of 10% of the eligible costs of the project.

Please note the funding limits represent thresholds for total government funding, including federal and provincial contributions.

Project assessments

Project proposals will be assessed against the following criteria:

- conformity with FedDev Ontario priorities (economic development, innovation and diversification);
- compatibility with SODP objectives;
- economic impact of the project;
- long-term economic viability of the project;
- incremental nature of the assistance;
- demonstrated financial need for implementation of the project, taking other existing funding sources into account;
- demonstrated evidence that the project meets a recognized need and significantly contributes to a region's economic development;
- applicant's management capacity;
- track record and viability of the enterprise or organization;
- applicant's financial contribution to the project;
- degree of leveraging of commercial financing and other sources of financing
- level of risk involved; and
- adverse impacts on competition.

Priority will be given to organizations or enterprises located in communities in Southern Ontario with populations of 500,000 or less, as well as to communities whose economies are less diversified and/or are reliant on a limited number of employers.

FedDev Ontario will take other federal government funding into consideration when determining eligibility under this program. Only in exceptional circumstances will FedDev Ontario consider using SODP funds to support projects that are eligible for funding under other federal government programs.

FedDev Ontario Priority Areas

A) Competitiveness and Productivity

Projects under this priority aim to foster the competitiveness and productivity of Southern Ontario SMEs. Project proponents should demonstrate, for example, that the project:

- is in line with the business' growth and innovation strategy;
- will improve the technological capabilities of the firm;
- will further the region's economic priorities.

Examples of eligible projects include:

- the conducting of research and diagnoses on an enterprise's needs and requirements;
- access to management consultants;
- the hiring of technology experts;
- technical testing of processes and equipment;
- implementation of advanced management systems;
- purchasing equipment and improving the technological capabilities of businesses;
- operational costs related to implementation.

B) Innovation and Commercialization

Projects under this priority aim to increase innovation and commercialization in Southern Ontario. Project proponents should demonstrate, for example, that the project will:

- help SMEs create new products, processes or services (or improve existing ones) and support their efforts to commercialize these innovations;
- support SMEs at developing or implementing export strategies for international markets;
- increase SMEs' capacity to innovate, adopt leading-edge technologies or processes and develop markets.

Examples of eligible projects include:

- planning the development of new products, processes or services;
- marketing plans and market testing;
- pre-commercialization activities;
- acquisition of leading-edge technologies for R&D, design and commercialization activities;
- feasibility studies or preliminary market research for testing and experimentation projects;
- the conducting of diagnoses, market studies and strategic plans relating to sales, marketing and customer relations;
- the hiring of foreign market representatives; and
- participation in trade missions.

C) Community Development and Economic Diversification

Projects under this priority aim to foster the economic development and diversification of communities, as well as increase their mobilization and attractiveness. Project proponents should, for example, demonstrate that the project will:

- help build communities' capabilities in order that they may take charge of their own development;
- encourage entrepreneurship;
- increase the number of new and sustainable enterprises;
- attract and retain skilled labour.

Examples of eligible projects include:

- strategic planning;
- studies;
- business incubators;
- industrial parks;
- technology and innovation parks;
- entrepreneurship development and training;
- skills training;
- business support services; and
- internships.

Funding Available

Approximately \$100 million has been allocated to the SODP for 2009-10, including \$40 million for the first intake. Applications to access funding in 2009-10 will be accepted from October 2, 2009, to December 1, 2009. FedDev Ontario will favour projects that can be started quickly and completed by March 31, 2010.

Financial assistance awarded under this program is provided in the form of contributions, which must have a leveraging effect and a direct economic impact on the region and must comply with the provisions of the Treasury Board's Policy on *Transfer Payments*.

The contribution may be repayable, depending on the nature of the project and the requested financial assistance. Generally, contributions to commercial enterprises are repayable.

Project proponents must commit to measure and report on the results obtained through the implementation projects funded by FedDev Ontario.

Environmental Assessment

As part of its project assessment process, the Agency requires that all projects conform with the environmental guidelines set out in the *Canadian Environmental Assessment Act*.

Application Process

Please refer to the How to Apply section of the Fed Dev Ontario website at www.southernontario.gc.ca for information on the application process.



Federal Economic
Development Agency
for Southern Ontario

Agence fédérale
de développement économique
pour le Sud de l'Ontario

Project N°. - N° du projet

**FEDDEV ONTARIO
SOUTHERN ONTARIO DEVELOPMENT PROGRAM (SODP)
APPLICATION FOR ASSISTANCE
INSTRUCTIONS**

**FEDDEV ONTARIO
PROGRAMME DE DÉVELOPPEMENT DU SUD DE L'ONTARIO
(PDSO) DEMANDE D'AIDE
DIRECTIVES**

- Please complete this application form, along with the required documents outlined on the program website at www.southernontario.gc.ca.
- Please submit all documents by email to sodp-pdso@feddevontario.gc.ca with 'SODP Application' in the subject line or by mail to the Southern Ontario Development Program, 151 Yonge Street, 3rd Floor, Toronto, ON M5C 2W3.

- Envoyez la formule de demande dûment remplie et signée, accompagnée des documents pertinents, au www.suddeleontario.gc.ca.
- Veillez envoyer tous les documents par courriel à sodp-pdso@feddevontario.gc.ca avec «Demande PDSO» dans la ligne Objet de votre courriel ou les poster au Programme de développement du Sud de l'Ontario à 151, rue Yonge, 3^e étage, Toronto (Ontario), M5C 2W3 ou les envoyer.

If you have any questions, please call 1-866-593-5505.

Veillez téléphoner au 1-866-593-5505 si vous avez des questions.

<p>1 - Legal name of applicant and operating name, if different: Dénomination sociale du requérant et nom commercial, s'il diffère du premier :</p> <p>Corporation of the Township of East Zorra Tavistock Tavistock and District Recreation Center</p>	<p>2 - Name and title of person to whom enquiries may be directed: Nom et titre de la personne pouvant répondre aux questions :</p> <p>Ken Wettlaufer, TDRC Manager</p> <p>Business Telephone N°.: N° de téléphone au bureau : (519) 462-2697</p>						
<p>Mailing address: Adresse postale : 90 Loveys St Hickson Ont N0J 1L0</p>	<p>Residential Telephone N°.: N° de téléphone à la maison :</p> <p>Fax N°.: N° de télécopieur : (519) 462-2961</p>						
<p>Business identification number: Numéro d'identification d'entreprise : R108132333</p>	<p>E-mail: Courriel : kwettlaufer@twp.ezt.on.ca</p>						
<p>3 - Form of organization - Genre d'organisation</p> <p><input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Not-for-profit organization <input type="checkbox"/> Post-secondary or polytechnic institution <input type="checkbox"/> Entreprise individuelle <input type="checkbox"/> Société <input type="checkbox"/> Organisme sans but lucratif <input type="checkbox"/> Établissement post-secondaire ou polytechnique</p> <p><input type="checkbox"/> Partnership <input type="checkbox"/> Aboriginal <input type="checkbox"/> SME group and / or association <input checked="" type="checkbox"/> Municipal Government <input type="checkbox"/> Société de personnes <input type="checkbox"/> Autochtone <input type="checkbox"/> Association ou groupe de PME <input type="checkbox"/> Gouvernement municipal</p> <p><input type="checkbox"/> Cooperative <input type="checkbox"/> Other <input type="checkbox"/> Coopérative <input type="checkbox"/> Autre</p>							
<p>4 - With respect to commercial enterprises, the focus of the SODP program is on existing businesses with a proven track record that are seeking to expand, modernize, innovate, and/or improve their competitiveness. En regard des entreprises commerciales, le PDSO s'adresse en priorité aux entreprises qui ont démontré leurs compétences et qui cherchent à prendre de l'essor, à se moderniser, à innover ou à accroître leur compétitivité.</p> <p>If you are a commercial enterprise, does your project meet this criteria? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Si vous appartenez à une entreprise commerciale, votre projet respecte-t-il ce critère? <input type="checkbox"/> Oui <input type="checkbox"/> Non <input type="checkbox"/> S/O</p> <p>Important Note: Business start-ups will not be supported and the following business sectors are not eligible for the SODP program: retail/wholesale, real estate, government services and services of a personal or social nature. Note importante : Les entreprises en démarrage n'obtiendront pas de soutien et les secteurs commerciaux suivants ne sont pas admissibles au PDSO : la vente au détail et en gros, la vente immobilière, les services gouvernementaux et les services de nature personnelle ou sociale.</p>							
<p>5 - Principal owners (if applicable) - Propriétaires principaux (s'il y a lieu) :</p> <table border="1"> <thead> <tr> <th>Name - Nom</th> <th>% Ownership - % de propriété</th> <th>Title - Titre</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">%</td> <td></td> </tr> </tbody> </table>		Name - Nom	% Ownership - % de propriété	Title - Titre		%	
Name - Nom	% Ownership - % de propriété	Title - Titre					
	%						
<p>6 - Is your organization a branch, division or subsidiary of another organization, or a parent of another organization? Votre organisme est-il une direction, une division ou une succursale d'un autre organisme, ou encore l'organisme d'attache d'un autre organisme? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Oui <input type="checkbox"/> Non</p> <p>If yes, provide details - Dans l'affirmative, veuillez préciser :</p>							
<p>7 - Is any part of your business owned by a government? (if applicable) Un gouvernement est-il propriétaire d'une partie de votre entreprise? (s'il y a lieu) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Oui <input type="checkbox"/> Non <input type="checkbox"/> S/O</p>							
<p>8 - Briefly describe your project: Décrivez brièvement votre projet :</p> <p>New score clock for the Tavistock Arena. New technology to provide energy saving and will be more user friendly reducing training time. Will increase usage provide additional service to the user groups with the addition of shots on goal feature.</p>							
<p>9 - Location of project, including address: Lieu et adresse du projet :</p> <p>Tavistock and District Recreation Center, 1 Adam St Tavistock Ont N0B 2R0</p>							

10 - Do you have approval / approval in principal (a term sheet) for commercial financing for this project? Avez vous l'approbation ou l'approbation en principe (feuille de modalités de prêt) pour le financement commercial de ce projet? <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non If yes, indicate the value of the financing? - Dans l'affirmative, veuillez indiquer la valeur du financement :		
11 - Have you applied for funding for this project to another government program? Avez vous effectué une demande de financement pour ce projet dans le cadre d'un autre programme gouvernemental? <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non If yes, provide the program name, amount applied for and status - Dans l'affirmative, veuillez en préciser le nom du programme, le montant de la demande, et l'état		
12 - For all other sources of financing, including your cash equity contribution, indicate the amount and status/availability of each: Pour toute autre source de financement, y compris votre contribution en espèces, veuillez indiquer le montant et l'état ou la disponibilité de chacune : As this project is not budgeted for the Tavistock and District Recreation Centre Board has approved use of reserve funds to pay balance if SODP funding is approved.		
13 - Summary of estimated project costs: Sommaire des coûts estimés du projet : Description :		
	Costs - Coûts	
Type of Activity - Type d'activité		
Led display score clock	\$ 3,000.00	
Time of day and shot clocks	\$ 1,600.00	
Illuminated ad boxes	\$ 1,950.00	
Installation	\$ 800.00	
GST and PST	\$ 955.50	
TOTAL	\$8,305.50	
14 - Proposed financing of project: Financement proposé pour le projet : Description :		
	Financing - Financement	
Sources of funding - Sources de financement		
Tavistock and District Recreation Centre Reserve fund	\$ 1,000.00	
Southern Ontario Development Program	\$ 7,305.00	
TOTAL	\$8,305.00	
15 - Have you made any financial or legal commitments for the project? Avez-vous pris des arrangements financiers ou juridiques pour votre projet? <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non If yes, provide details: Dans l'affirmative, veuillez préciser :		
16 - Estimated start date of project (YYYY-MM-DD): 2010-01-02 Estimated completion date of project (YYYY-MM-DD): 2010-01-30 Date approximative de début du projet (AAAA-MM-JJ) : Date approximative de fin du projet (AAAA-MM-JJ) :		
NOTE : Only costs incurred after funding has been approved by FedDev Ontario are eligible for assistance. In addition, if the project has already commenced, you must clearly explain why government funding is required: NOTE : Seuls les coûts engagés après l'approbation du financement par FedDev Ontario seront admissibles au soutien. De plus, si le projet est déjà amorcé, vous devrez expliquer pourquoi le financement du gouvernement est nécessaire : Project has not been started		
17 - Employment / Emplois Number of jobs / Nombre d'emplois		
	Average during the last year Moyenne durant la dernière année	Estimated to be created by this project Approximatif créé par le projet
Permanent full-time: Permanents à temps plein :	3	1
Permanent seasonal: Permanents saisonniers :	1	0
Permanent part-time: Permanents à temps partiel :	5	0
TOTAL	9	1

18 - Applicant's professional references / Références professionnelles du requérant :			
	Name of firm or agency Nom de la firme ou de l'organisme	Contact person Personne-ressource	Telephone N° N° de téléphone
Financial institution: Établissement financier :	CIBC Tavistock	Dave Sweett	(519) 655-2312
Accountant: Comptable :	BDO Dunwoody	Cory Bridges	(519) 271-2491
Lawyer: Avocat :	Beatty Stock & Boddy	Greg Boddy	(519) 537-6629
Insurance company: Compagnie d'assurance :	Frank Cowan Company	Bryce Sibbick	(800) 265-4000
Consultant: Expert-conseil :			
19 - Official language preferred for correspondence: Choix de langue pour la correspondance :			<input checked="" type="checkbox"/> English Anglais <input type="checkbox"/> French Français

20 - Notice and consent

20 - Avis et consentement

TO THE MINISTER FOR FEDDEV ONTARIO:

AU MINISTRE DE L'AGENCE DE FEDDEV ONTARIO :

- (a) I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the implementation of the project and the program.
- (b) I certify that financial assistance from FedDev Ontario is a significant factor in the decision to proceed with this project.
- (c) I also authorize FedDev Ontario to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit economic development organizations, to collect and share information with them, as FedDev Ontario deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and this program after project completion.
- (d) Information provided to FedDev Ontario will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to FedDev Ontario is secured from unauthorized access.
- (e) I certify that my organization a) has not used the services of a lobbyist for the purposes of this application for financial assistance; or b) has used the services of a lobbyist for the purposes of this application for financial assistance, but the lobbyist is in compliance with the *Lobbyist Registration Act*. Note that FedDev Ontario cannot consider an application for funding where an applicant has retained a lobbyist who is not in compliance with the *Lobbyist Registration Act*.
- (f) As part of its project assessment process, the FedDev Ontario requires that all projects conform with the environmental guidelines set out in the *Canadian Environmental Assessment Act*. For details of *CEAA* requirements please visit www.ceaa-acee.gc.ca.
- (a) Je confirme qu'à ma connaissance, l'information fournie dans les présentes est complète, véridique et exacte, et que cela sera le cas de toute information qui sera fournie à l'avenir par rapport à la mise en oeuvre du projet et du programme.
- (b) Je confirme que la décision de donner suite au projet repose dans une large mesure sur l'aide financière consentie par FedDev Ontario.
- (c) J'autorise également FedDev Ontario à entrer en communication avec toute personne, toute entreprise, toute société, tout organisme ou ministère fédéral ou provincial et tout organisme de développement économique sans but lucratif afin de demander ou de donner des renseignements, selon ce qu'elle jugera nécessaire pour prendre une décision relativement à la présente demande, pour gérer et contrôler la mise en oeuvre du projet, et pour évaluer les résultats du projet et du programme une fois le projet terminé.
- (d) L'information transmise à FedDev Ontario sera traitée conformément à la *Loi sur l'accès à l'information* et à la *Loi sur la protection des renseignements personnels*. Ces lois régissent et limitent la collecte, l'utilisation et la diffusion de renseignements personnels, financiers et techniques par les ministères et les agences du gouvernement. Toute l'information transmise à FedDev Ontario est protégée contre l'accès non autorisé.
- (e) Je certifie que mon organisme a) n'a pas recours aux services d'un lobbyiste aux fins de cette demande de soutien financier ou b) a recours aux services d'un lobbyiste aux fins de cette demande de soutien financier, mais que ce lobbyiste se conforme à la *Loi sur le lobbying*. Notez que FedDev Ontario ne tiendra pas compte d'une demande de financement provenant d'un demandeur qui a retenu les services d'un lobbyiste qui ne se conforme pas à la *Loi sur le lobbying*.
- (f) Dans le cadre du processus d'évaluation, FedDev Ontario exige que tous les projets se conforment aux lignes directrices d'évaluation environnementale énoncées dans la *Loi canadienne sur l'évaluation environnementale*. Pour de plus amples renseignements sur les exigences de l'ACEE, consultez le site Web suivant : www.ceaa-acee.gc.ca.

I have read and understand the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described. (You should keep a signed copy for your records).

Je déclare avoir lu et compris le présent avis. Je consens volontairement au rassemblement, à l'utilisation et à la divulgation de l'information décrite ci-dessus. (Vous devriez garder une copie signée pour vos dossiers).

Jeff Carswell, Chief Administrative
Officer

Name and title of authorized official - Nom et titre de l'agent autorisé

Signature of authorized official - Signature de l'agent autorisé

Signed at
Signé à Hickson

this day of
le 12 jour (d'/de) November - Novembre

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Southern Ontario Development Program

TDRC Score Clock Business Plan

Organization and Management

Tavistock & District Recreation Center (Arena) is owned by the Township of East Zorra-Tavistock. The Arena was built in 1996. At that time the Tavistock and District Recreations Facilities Board was established to over see and govern the operations of recreation facilities in Tavistock. The Arena is operated by a Facility Manager (Ken Wettlaufer) and several full and part-time staff depending on the season. The Facility Manager reports to the Facilities Board and works closely with the Township Chief Administrative Officer.

Industry & Market Analysis

Having a Jr Hockey team participating in the Ontario Hockey League and a Senior AA team participating in the Western Ontario Hockey League. Both of these teams are at a level of competition where they have counted shots on goal manually but not been able to display this info for the general public at the games. This clock will now provide this capability not only to these teams but would be a service that the Minor sports teams could utilize as well. Given that Minor Sport utilizes about 55% of all ice time used on top of the 10 to 15% used by the other two Ontario League teams there is a need for this service. This new technology will replace the aging lights in the existing score clock with LED lights and be easier for user groups to use, as well as provide better service to the general public that pay admission to these events.

Operational Analysis Service

The existing score clock is used by groups however being more complicated to use not as many people are able or willing to use. The new control system will be easier to use which will increase the amount of use that the clock get. Making more use of the score clock combined with the addition of shots on goal will enhance the experience of the general public attending game. In meetings with the user groups it is believed that this will help to bring patrons back for subsequent games which will also provide additional revenue for the user groups for operation of their programs.

Project / Financial

Project location is at the Tavistock Arena @ 1 Adam St in Tavistock. Score clock and components will be manufactured off site buy the successfully bidder for the project and brought in for installation. We feel this project qualifies for the SODP as it is for a Municipality in Oxford County, it is using new technology that will improve community involvement for local people as well as enhance the experience for patrons that travel with the visiting teams. Depending on the time required and the approval of funding it is estimated that this project can be competed by late January 2010 or into February if necessary. If funding is approved from the SODP the Tavistock and District Recreations facilities Board has approved use of reserve funding to cover the facilities portion of the project. Upon successful completion of this project there will also be an opportunity to generate advertising revenue for the facility by installing signage on the score clock.

Thanks for your time and consideration to supporting this worthwhile project

Jeff Carswell
CAO
Township of East Zorra Tavistock
519-462-2697
jcarswell@twp.ezt.on.ca

Ken Wettlaufer
Facility Manager
Tavistock & District Recreation Centre
519-655-2102
kwettlaufer@twp.ezt.on.ca



Federal Economic
Development Agency
for Southern Ontario

Agence fédérale
de développement économique
pour le Sud de l'Ontario

Project N°. - N° du projet

FEDDEV ONTARIO
SOUTHERN ONTARIO DEVELOPMENT PROGRAM (SODP)
APPLICATION FOR ASSISTANCE
INSTRUCTIONS

FEDDEV ONTARIO
PROGRAMME DE DÉVELOPPEMENT DU SUD DE L'ONTARIO
(PDSO) DEMANDE D'AIDE
DIRECTIVES

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<p>1 - Legal name of applicant and operating name, if different: Dénomination sociale du requérant et nom commercial, s'il diffère du premier :</p> <p>Corporation of the Township of East Zorra Tavistock</p>	<p>2 - Name and title of person to whom enquiries may be directed: Nom et titre de la personne pouvant répondre aux questions :</p> <p>Jeff Carswell, Chief Administrative Officer</p> <p>Business Telephone N°.: N° de téléphone au bureau : (519) 462-2697</p>						
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<p>Business identification number: Numéro d'identification d'entreprise : R108132333</p>	<p>E-mail: Courriel : jcarswell@twp.ezt.on.ca</p>						
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<p>6 - Is your organization a branch, division or subsidiary of another organization, or a parent of another organization? Votre organisme est-il une direction, une division ou une succursale d'un autre organisme, ou encore l'organisme d'attache d'un autre organisme? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Oui <input type="checkbox"/> Non</p> <p>If yes, provide details - Dans l'affirmative, veuillez préciser :</p>							
<p>7 - Is any part of your business owned by a government? (if applicable) Un gouvernement est-il propriétaire d'une partie de votre entreprise? (s'il y a lieu) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Oui <input type="checkbox"/> Non <input type="checkbox"/> S/O</p>							
<p>8 - Briefly describe your project: Décrivez brièvement votre projet :</p> <p>Council Technology & Communication Improvements is a project that will update and provide better technology and communications equipment to Councillors. Councillors routinely communicate with business leaders, other government organizations and citizens. To do so requires modern, reliable equipment. The Township has a very limited IT budget and support staff which makes dealing with older equipment time consuming and expensive. Moving to better equipment will ensure Councillors can</p>							

9 - Location of project, including address: Lieu et adresse du projet : 90 Loveys Street, Hickson, ON		
10 - Do you have approval / approval in principal (a term sheet) for commercial financing for this project? Avez-vous l'approbation ou l'approbation en principe (feuille de modalités de prêt) pour le financement commercial de ce projet? <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non If yes, indicate the value of the financing? - Dans l'affirmative, veuillez indiquer la valeur du financement :		
11 - Have you applied for funding for this project to another government program? Avez-vous effectué une demande de financement pour ce projet dans le cadre d'un autre programme gouvernemental? <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non If yes, provide the program name, amount applied for and status - Dans l'affirmative, veuillez en préciser le nom du programme, le montant de la demande, et l'état		
12 - For all other sources of financing, including your cash equity contribution, indicate the amount and status/availability of each: Pour toute autre source de financement, y compris votre contribution en espèces, veuillez indiquer le montant et l'état ou la disponibilité de chacune : Current Year Revenues		
13 - Summary of estimated project costs: Sommaire des coûts estimés du projet :		
Description :		
	Type of Activity - Type d'activité	Costs - Coûts
	Computer Equipment	\$ 25,000.00
	Setup, implementation	\$ 1,000.00
		\$
		\$
	Taxes (PST Only)	\$ 2,080.00
	TOTAL	\$28,080.00
14 - Proposed financing of project: Financement proposé pour le projet :		
Description :		
	Sources of funding - Sources de financement	Financing - Financement
	Township of East Zorra-Tavistock	\$ 3,000.00
	Southern Ontario Development Program	\$ 25,080.00
	TOTAL	\$28,080.00
15 - Have you made any financial or legal commitments for the project? Avez-vous pris des arrangements financiers ou juridiques pour votre projet? <input type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non If yes, provide details: Dans l'affirmative, veuillez préciser :		
16 - Estimated start date of project (YYYY-MM-DD): 2010-01-15 Estimated completion date of project (YYYY-MM-DD): 2010-03-31 Date approximative de début du projet (AAAA-MM-JJ) : 2010-01-15 Date approximative de fin du projet (AAAA-MM-JJ) : 2010-03-31		
NOTE : Only costs incurred after funding has been approved by FedDev Ontario are eligible for assistance. In addition, if the project has already commenced, you must clearly explain why government funding is required: NOTE : Seuls les coûts engagés après l'approbation du financement par FedDev Ontario seront admissibles au soutien. De plus, si le projet est déjà amorcé, vous devrez expliquer pourquoi le financement du gouvernement est nécessaire : Project has not been started		
17 - Employment / Emplois		
	Number of jobs / Nombre d'emplois	
	Average during the last year Moyenne durant la dernière année	Estimated to be created by this project Approximatif créé par le projet
Permanent full-time: Permanents à temps plein :	12	0
Permanent seasonal: Permanents saisonniers :	0	0
Permanent part-time: Permanents à temps partiel :	2	1
TOTAL	14	1

18 - Applicant's professional references / Références professionnelles du requérant :			
	Name of firm or agency Nom de la firme ou de l'organisme	Contact person Personne-ressource	Telephone N° N° de téléphone
Financial institution: Établissement financier :	CIBC Tavistock	Dave Sweett	(519) 655-2312
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20 - Notice and consent

20 - Avis et consentement

TO THE MINISTER FOR FEDDEV ONTARIO:

AU MINISTRE DE L'AGENCE DE FEDDEV ONTARIO :

- (a) I certify that the information given is, to the best of my knowledge and ability, complete, true and correct and this will also apply to all information given in the future in connection with the implementation of the project and the program.
- (b) I certify that financial assistance from FedDev Ontario is a significant factor in the decision to proceed with this project.
- (c) I also authorize FedDev Ontario to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit economic development organizations, to collect and share information with them, as FedDev Ontario deems necessary in order to reach a decision on this application, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and this program after project completion.
- (d) Information provided to FedDev Ontario will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to FedDev Ontario is secured from unauthorized access.
- (e) I certify that my organization a) has not used the services of a lobbyist for the purposes of this application for financial assistance; or b) has used the services of a lobbyist for the purposes of this application for financial assistance, but the lobbyist is in compliance with the *Lobbyist Registration Act*. Note that FedDev Ontario cannot consider an application for funding where an applicant has retained a lobbyist who is not in compliance with the *Lobbyist Registration Act*.
- (f) As part of its project assessment process, the FedDev Ontario requires that all projects conform with the environmental guidelines set out in the *Canadian Environmental Assessment Act*. For details of *CEAA* requirements please visit www.ceaa-acee.gc.ca.
- (a) Je confirme qu'à ma connaissance, l'information fournie dans les présentes est complète, véridique et exacte, et que cela sera le cas de toute information qui sera fournie à l'avenir par rapport à la mise en oeuvre du projet et du programme.
- (b) Je confirme que la décision de donner suite au projet repose dans une large mesure sur l'aide financière consentie par FedDev Ontario.
- (c) J'autorise également FedDev Ontario à entrer en communication avec toute personne, toute entreprise, toute société, tout organisme ou ministère fédéral ou provincial et tout organisme de développement économique sans but lucratif afin de demander ou de donner des renseignements, selon ce qu'elle jugera nécessaire pour prendre une décision relativement à la présente demande, pour gérer et contrôler la mise en oeuvre du projet, et pour évaluer les résultats du projet et du programme une fois le projet terminé.
- (d) L'information transmise à FedDev Ontario sera traitée conformément à la *Loi sur l'accès à l'information* et à la *Loi sur la protection des renseignements personnels*. Ces lois régissent et limitent la collecte, l'utilisation et la diffusion de renseignements personnels, financiers et techniques par les ministères et les agences du gouvernement. Toute l'information transmise à FedDev Ontario est protégée contre l'accès non autorisé.
- (e) Je certifie que mon organisme a) n'a pas recours aux services d'un lobbyiste aux fins de cette demande de soutien financier ou b) a recours aux services d'un lobbyiste aux fins de cette demande de soutien financier, mais que ce lobbyiste se conforme à la *Loi sur le lobbying*. Notez que FedDev Ontario ne tiendra pas compte d'une demande de financement provenant d'un demandeur qui a retenu les services d'un lobbyiste qui ne se conforme pas à la *Loi sur le lobbying*.
- (f) Dans le cadre du processus d'évaluation, FedDev Ontario exige que tous les projets se conforment aux lignes directrices d'évaluation environnementale énoncées dans la *Loi canadienne sur l'évaluation environnementale*. Pour de plus amples renseignements sur les exigences de l'ACEE, consultez le site Web suivant : www.ceaa-acee.gc.ca.

I have read and understand the Notice and Consent. I voluntarily consent to the collection, use and disclosure as described. (You should keep a signed copy for your records).

Je déclare avoir lu et compris le présent avis. Je consens volontairement au rassemblement, à l'utilisation et à la divulgation de l'information décrite ci-dessus. (Vous devriez garder une copie signée pour vos dossiers).

Jeff Carswell, Chief Administrative
Officer

Name and title of authorized official - Nom et titre de l'agent autorisé

Signature of authorized official - Signature de l'agent autorisé

Signed at
Signé à Hickson

this day of
le 12 jour (d'/de) November - Novembre

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Southern Ontario Development Program

Council Communication & Technology Business Plan

Organization and Management

The Township of East Zorra-Tavistock is a municipal corporation. It is governed by a 7 member Council that serves a population of approximately 7,350 residents. The Township is predominately rural in nature, with the villages of Tavistock, Innerkip and Hickson.

Township operations are managed by a Chief Administrative Officer and several Department Managers. The total workforce of the Township is 14 Full-time staff, several part-time and seasonal and 57 Volunteer Firefighters.

Industry & Market Analysis

The municipal industry is constantly changing and facing new challenges. Use of technology allows municipalities to provide service more effectively and efficiently.

Customers (Township residents, businesses, other government contacts) are requiring the Township to stay current with technology and communications. Customers are expecting Township information and communications around the clock and through a wide variety of mechanisms. The Township and Councillors need the right equipment and support to respond to customers as required.

Operational Analysis Service

Current equipment is old, no longer under service contract and inefficient. Having a small staff doesn't allow for an IT department. With the requirement to keep tax rates low and with the desire to participate in other infrastructure stimulus projects the Township will have difficulties maintaining and improving its existing technology and communications equipment. (The Township is participating in the BCF, ISF and RInC Programs)

Project

The main component of this project includes replacing Council computers and related technology with newer, more reliable equipment that better meets the current needs. The new equipment would be easier to support and should operate more efficiently with fewer problems and maintenance issues. As well, there is currently no excess capacity, should a computer be out of service. Having additional capacity will allow Councillors to avoid downtime and provide additional capacity and flexibility to Township staff. Without financial support, this project may have been cancelled or delayed, which would cause a significant hardships and challenges to the Township.

Financial

Estimates for the required equipment and implementation are \$28,080. The Township can provide some funding for this project (\$3,000). If successful, the Township would proceed as quickly as possible with purchase of new equipment and proceed with implementation. It is anticipated some equipment and implementation services may be obtained locally.

Thanks for your time and consideration to supporting this worthwhile project

Jeff Carswell

CAO

Township of East Zorra-Tavistock

519-462-2697

jcarswell@twp.ezt.on.ca

STAFF REPORT

Report #PW2009-22

To: His Worship the Mayor and Members of Council
From: Dennis O'Neil, PW Manager
Re: Innerkip Road Reconstruction Phase Two
Date: November 13, 2009

Background:

Work on the design of phase two of the Innerkip Sanitary Sewer Servicing and Road Reconstruction Project is now well under way. This project includes all roads east of Blandford Street, and Blandford Street south of Oxford Road #33.

The intention is to reconstruct all roads to an urban cross section (curb, asphalt and sidewalks on one side) with the exception of Queen St, due to the potential for infilling. As well, Balsam St and Young St west of Queen will not be constructed to urban cross section due to the rural nature of the area and the fact that they dead end at the river. The cross fall on Young St would also create challenges for installation of sidewalks. These roads would be reconstructed with Township standard widths and improved granular base. Queen St could easily be updated to an urban standard in the future without wasting the money spent on the current project as the base would still be used when a storm system, curbs and sidewalks were installed.

The entire Innerkip project was estimated at approximately \$3,000,000.00 with \$1.6m spent in Phase #1 and \$1.4m budgeted for Phase #2. To add storm sewers, curb and sidewalk to these three streets would increase the cost by an estimated \$800,000.00. All of the above were considered when working through the design stage, and it is staff's intention to carry on with this design during construction.

Recommendation:

No recommendation. For Council information only.

C.A.O. Comments

Report prepared and submitted by:

I would agree with the current plan for this area. If there is any desire to change the plans, now is the time to consider it.



Jeff Carswell
Chief Administrative Officer

Dennis O'Neil
Roads/PW Manager

HICKSON RECREATION COMMITTEE

Minutes for the meeting of the Hickson Recreation Committee held on October 13, 2009 at the Hickson Pavilion.

Present: Ed Hettinga, Heather Smith, Steve Killing, Kevin Richards, Stacey Wilker, and Susanne Benbow.

Absent: Mike Donaldson, Wayne Triemstra and Roger Blum

Chairperson Steve Killing called the meeting to order at 7:30 p.m.

1. APPROVE AGENDA

Moved by Ed Hettinga

Seconded by Stacey Wilker

That we accept the agenda for the October 13th, 2009 meeting as printed. **Carried**

2. APPROVE MINUTES

Moved by Susanne Benbow

Seconded by Ed Hettinga

That the minutes of the September 13th, 2009 meeting be accepted as printed. **Carried**

3. APPROVAL OF PAY VOUCHERS

Moved by Susanne Benbow

Seconded by Kevin Richards

That the pay vouchers be accepted. **Carried**

4. CORRESPONDENCE**BUSINESS ARISING FROM MINUTES****OTHER BUSINESS**

Moved by Susanne Benbow

Seconded by Ed Hettinga

That we accept Jay's Fencing's quotes for new fencing for the Ball Diamonds. **Carried**

Clean up of the storage building will take place October 24th at 9:00 am.

NEXT MEETING

The next Regular Business Meeting will be November 9th, 2009 at the Township office at 7:30 p.m.

ADJOURNMENT

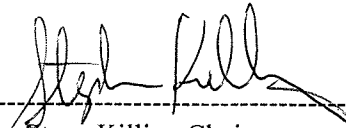
Moved by Ed Hettinga

Seconded by Stacey Wilker

That the meeting adjourns at 8:45 p.m. **Carried.**



Heather Smith Secretary Treasurer



Steve Killing Chairperson



OTRC MINUTES



6.h

for the meeting of the Olympic Torch Relay Committee held at the Tavistock & District Recreation Centre Upper Hall on November 5, 2009 at 7:00pm.

Present: Jane Bender, Don McKay, Clive Lawry, Kevin Zehr, Sherrill Calder, Ken Wettlaufer, plus 26 interested individuals and members of community organizations.

CALL TO ORDER AND OPENING REMARKS

Mayor Don McKay called the meeting to order at 7:10pm. Don welcomed everyone. Given the current events that have taken place in the Township this week, it is great to see everyone out for an event like this to strengthen a community in this time of need.

GENERAL BUSINESS

Chairperson Jane Bender also added her welcome and thanked everyone for taking time from their busy schedules to come out tonight. She introduced a few people that have started to form a committee to celebrate the Olympic Torch Relay going through Tavistock.

Jane delivered a power point presentation about the Olympic Torch Relay, and a few ideas that have been thought of to celebrate the Torch passing through the Township. The following are some of the points covered.

- History of the Torch relay route.
- Laid out some possible celebration ideas for the day.
- Torch route for that day and details of route as it goes through Tavistock.
- Promotional ideas for the weeks leading up to Torch day.
- Actual event day activities and how the day could be laid out.
- How can people help.

The floor was then opened for questions. There was a general feeling that it is important that some sort of celebrations are done, so people will remember the Torch passing through Tavistock for years to come. There was a good discussion with lots of ideas and enthusiasm from the group. Discussions followed on how to get people out along the Torch route, and an outline for possible activities afterwards.

A number of individuals and organization have come forward expressing that they would like to be part of the celebration. Organizing committee will now be formalized with the addition of a few more members in the next week. Committee members will then start to contact interested people for their input to organize and assist with the celebration day.

ADJOURN AND NEXT MEETING

Meeting was adjourned at 8:45pm with the next meeting date TBA.

Jane Bender, Chairperson

Ken Wettlaufer, Secretary



OTRC MINUTES



6.i

for the meeting of the Olympic Torch Relay Committee held at the Tavistock & District Recreation Centre Upper Hall on November 10, 2009 at 7:30pm.

Present: Jane Bender, Clive Lawry, Kevin Zehr, Krista Matthews, Sherrill Calder, Chris Holdsworth, Sandy Haight, Brian Bennett, Jim Bender, Mike Sullivan, Ken Wettlaufer,
Absent: Bill Gladding, Mike Staffen

CALL TO ORDER AND OPENING REMARKS

Chairperson Jane Bender called the meeting to order at 7:30pm, welcomed everyone.

GENERAL BUSINESS

Jane Bender circulated copies of a proposed committee structure. Members in attendance accepted committee chair and co-chair positions.

First order of business was to come up with a catch phrase for the event. A number of good ideas were put forth with the agreed upon phrase being, "Spark the Spirit"

Discussion was initiated about possible activities for the day itself. Was also ideas put forth and discussion about activities that could be done during the weeks leading up to Dec 27, to promote the day and raise awareness in the community.

Jane lead discussions by committee so all chairpersons could put forth ideas and have questions answered in order to start getting information on the duties of their committee.

Finance Chair Clive Lawry

Township Council has approved a budget of \$1750 for the event. Chamber of commerce has expressed interest in sponsorship. Depending on activities and number of Township facilities used, rental rates could total \$700 to \$800.

Sponsorship Co-chairs, Mike Sullivan, Mike Staffen.

Amount of sponsorship will be dependant on plans leading up to and on the actual day. As plans for the day become available, will create a letter outlining days activities that can be taken around to businesses. Sponsorship could be donations of cash or merchandise.

Marketing Co-chairs, Chris Holdsworth, Sherrill Calder, Bill Gladding.

Committee will start to work on ideas for promotion to increase awareness. Could have logo painted in ice surface. Contact the schools to involve students in some way. We could put a float in the Santa Claus parade. Work has already started to obtain small flags that could be handed out at some point.

Refreshments Co-chairs Krista Matthews, Kevin Zehr.

There was discussion about what and how to provide. We have had one offer from a local company to provide some drinks and snacks. Community groups to be contact for assistance with refreshments are, Mens Club, Optimist Club, Opti-Mrs, Royals, Minor Ball, Saputo.

Community Challenge Co-chairs, Brian Bennett, Sandy Haight, Jim Bender.

Over the last few meetings there have been numerous ideas mentioned that could be organized to develop a community challenge after the Torch Relay passes through Tavistock. Committee co-chairs will now contact the following groups for their ideas and support to develop a community challenge for the day. Royals, Hickson Lions, Minor Hockey. Jr Jets, Rotary Club, Township Firefighters. It was also noted that Hickson Recreation Committee may be interested in coordinating something at the main intersection in Hickson when the Torch Relay passes through.

We have had a number of other members of the general public that have called to offer their assistance. Those names were assigned to various committees or executive members so they can be contacted. Other items that were mentioned for future consideration are parking facilities. We will need to contact Churches and nursing homes that are along or near the Torch Relay route.

ADJOURN AND NEXT MEETING

Meeting was adjourned at 9:30pm with the next meeting to be Tuesday Nov. 17, 2009 @7:30pm

Jane Bender, Chairperson

Ken Wettlaufer, Secretary