

**City of Port Colborne
Regular Council Meeting 32-20
Minutes**

- Date:** November 9, 2020
- Time:** 6:30 p.m.
- Place:** Council Chambers, Municipal Offices, 66 Charlotte Street, Port Colborne
- Members Present:** M. Bagu, Councillor
E. Beauregard, Councillor (via Zoom)
R. Bodner, Councillor (via Zoom)
G. Bruno, Councillor
F. Danch, Councillor (via Zoom)
A. Desmarais, Councillor (via Zoom)
D. Kalailieff, Councillor
W. Steele, Mayor (presiding officer)
H. Wells, Councillor
- Staff Present:** D. Aquilina, Director of Planning and Development (via Zoom)
B. Boles, Director of Corporate Services/Treasurer (via Zoom)
A. Grigg, Director of Community and Economic Development (via Zoom)
A. LaPointe, Manager of Legislative Services/City Clerk
G. Long, Manager of Strategic Initiatives
S. Luey, Chief Administrative Officer (via Zoom)
C. Madden, Deputy Clerk (minutes)
S. Shypowskyj, Acting Director of Engineering and Operations (via Zoom)

Also in attendance was one member of WeeStream.

1. Call to Order:

Mayor Steele called the meeting to order.

Mayor Steele delivered his Mayor's Report, a copy of which is attached.

Regional Councillor Butters informed Council that she will be attending the Royal Canadian Legion Branch 56 on behalf of Regional Chair Bradley for the Remembrance Day ceremony. She further reported that the new garbage and recycling collection schedule implemented by the Region had a few issues during the first few weeks but has since improved.

2. Introduction of Addendum Items:

None.

3. Confirmation of Agenda:

No. 238 Moved by Councillor D. Kalailieff
Seconded by Councillor G. Bruno

That the agenda dated November 9, 2020 be confirmed, as circulated.

CARRIED

4. Disclosures of Interest:

Councillor Beauregard declared a pecuniary interest regarding item 5 (Planning and Development Department, Report 2020-166, Subject: Recommendation Report for Zoning By-law Amendment, Nyon Oil Inc. File D14-05-20), as he is employed by Sullivan Mahoney and the firm has provided legal advice with respect to this item. Councillor Beauregard refrained from discussing and voting on item 5.

5. Adoption of Minutes:

No. 239 Moved by Councillor M. Bagu
Seconded by Councillor H. Wells

(a) That the minutes of the regular meeting of Council 28-20, held on October 26, 2020, be approved as presented.

CARRIED

6. Determination of Items Requiring Separate Discussion:

The following items were identified for separate discussion:

Items 1, 2, 4, 5, 6, 7, 8, 10, 11, 12, and 14.

7. Approval of Items Not Requiring Separate Discussion:

No. 240 Moved by Councillor R. Bodner
Seconded by Councillor A. Desmarais

That Items 1 to 14 on the agenda be approved, with the exception of items that have been deferred, deleted or listed for separate discussion, and the recommendation contained therein adopted.

Items:**3. Corporate Services Department, Financial Services Division, Report 2020-154, Subject: Cancellation, Reduction or Refund of Realty Tax**

Council Resolved:

That the applications pursuant to Section 357/358 of the *Municipal Act, 2001*, as amended, numbered 2020-01, 2020-04, 2020-05 and 2020-200 be approved to cancel or reduce taxes in the total amount of \$6,631.21.

9. Crime Stoppers of Niagara Re: Request for Proclamation of January 2021 as Crime Stoppers Month

Council Resolved:

That the month of January 2021 be proclaimed as "Crime Stoppers Awareness Month" in the City of Port Colborne in accordance with the request received from Barry Diamond, Chair, Crime Stoppers of Niagara.

13. Township of Lake of Bays Re: Reform to Municipal Insurance Policy

Council Resolved:

That the resolution received from the Township of Lake of Bays, Re: Reform to Municipal Insurance Policy, be received for information.

That the correspondence received from the City of Vaughan Re: Funding and Inspection for Long Term Care Homes due to COVID 19 Pandemic, be received for information.

CARRIED

8. Delegations/Presentations

- (a) Christine Clark Lafleur, Executive Director, Port Cares regarding Port Cares' Grant Application

Christine Clark Lafleur, Executive Director, Port Cares, provided a presentation with respect to Port Cares' Grant Application and responded to questions received from Council. A copy of her presentation is attached.

Item 8, Memorandum from Nancy Giles, EA to CAO and Mayor and Staff Liaison to the Grant Policy Committee Re: Recommendations of Grant Policy

Committee, was brought forward and voted on at this time in order for Christine Clark Lafleur to respond to questions.

9. Councillors' Items:

Staff Responses to Previous Councillors' Enquiries

(a) Homelessness Outreach (Luey)

The Chief Administrative Officer reported to Council with an update on the Outreach Services for homeless individuals provided by the Niagara Region. He informed Council that there is a staff contact at the Niagara Region that can be contacted during daytime business hours to report a homeless individual and that contact will arrange for shelter and any other services that the homeless individual may require. The Chief Administrative Officer further indicated that if someone witnesses a homeless individual requiring assistance, to report it by dialing 2-1-1 which is the Community and Social Services help line. Members of the public can also call the Niagara Regional Police but 2-1-1 is the best resource for this type of circumstance.

(b) Trailer Notices (Luey)

The Chief Administrative Officer provided Council with an update on a previous Councillor inquiry with respect to whether the trailer removal notices that were delivered on Thanksgiving Monday by By-law Enforcement staff were completed during a regularly scheduled shift or if the shifts were scheduled only for the purpose of delivering the notices. The Chief Administrative Officer confirmed that these notices were delivered during the course of a regularly scheduled shift and that these shifts weren't scheduled for the sole purpose of staff delivering these notices.

(c) Truck Signage and Service Club Signage on Highway 58 (Shypowskyj)

The Acting Director of Engineering and Operations informed Council that the Ministry of Transportation Ontario has started the process of installing signage on Highway 58 with respect to Truck traffic on Barrick Road and the City's Service Clubs.

(d) Parking Signage on West Street (Shypowskyj)

The Acting Director of Engineering and Operations provided confirmation to Council that the updated parking signage on West Street is currently being made and will be installed next week.

(e) Recyclables on West Street (Grigg)

The Director of Community and Economic Development provided information in response to a past Councillor's inquiry with respect to how often the recyclables are collected on West Street. She informed Council that the receptacles are collected once a week on Wednesdays by the Niagara Region and that staff monitor on weekends to ensure they don't become too full.

Councillors' Issues/Enquiries

(a) Parking on Clarence, West and Charlotte Streets (Danch)

Councillor Danch reported that there is an issue with cars remaining parked on Clarence Street, West Street and Charlotte Street all day long. He requested that By-law Enforcement staff regularly monitor these areas to ensure the parking restrictions are adhered to.

(b) Council Review Committee (Desmarais)

In response to Councillor Desmarais' inquiry with respect to when the Council Review Committee can meet to discuss electoral matters, the City Clerk informed Council that it will be arranged for this Committee to meet in the new year. Additionally, the City Clerk reported that staff are currently working on these matters, the Committee just hasn't yet met due to the COVID-19 pandemic.

(c) HOPA Memorandum of Understanding (Desmarais)

Councillor Desmarais informed Council and staff that it may be a good idea to schedule a visioning exercise in order to discuss the possibilities of what is going to occur as a result of the HOPA Memorandum of Understanding.

(d) Wild Turkeys outside the Vale Health and Wellness Centre (Beauregard)

In response to Councillor Beauregard's report regarding wild turkeys attacking residents outside the Vale Health and Wellness Centre, the Chief Administrative Officer confirmed that he will investigate this matter.

(e) Truck Traffic on Brookfield Road (Wells)

Councillor Wells informed Council that there have been issues with truck traffic on Brookfield Road, in particular, trucks that have been bringing fill into a farmyard and dropping the fill material onto the road. In response to Councillor Wells' inquiry regarding potential solutions to this issue, the Chief Administrative Officer informed Council that the City's Site Alteration By-law limits the use of fill on properties and that permits are required for these types of circumstances. The Chief Administrative Officer further reported that the Site Alteration By-law exempts agricultural uses of fill and there is currently no

avenue for the City to pursue when fill is used for agricultural purposes. The Chief Administrative Officer then indicated that the City is seeking legal advice pertaining to this matter, that staff will investigate further and bring this forward to Council in the near future.

(f) Flashing Signage near King and Killaly Streets (Bruno)

In response to Councillor Bruno's inquiry for an update on the meeting that was to occur with the St. Lawrence Seaway with respect to flashing signage notifying drivers of bridge status near King and Killaly Streets, the Mayor informed Council that a meeting did take place with himself, the St. Lawrence Seaway, the Manager of Strategic Initiatives and the Chief Administrative Officer and it was discussed that the Seaway's Technical Staff will investigate this matter.

(g) Ditch on Barrick Road (Bruno)

Councillor Bruno expressed gratitude toward the Drainage Superintendent for coordinating with the St. Lawrence Seaway in arranging for the ditch by the new water tower on Barrick Road to be cleaned out. Councillor Bruno informed Council that the Drainage Superintendent is arranging for the ditch to be maintained moving forward by making it a drain.

(h) Incidents on Knoll Street, Woodside Drive and Elmvale Crescent (Bruno)

Councillor Bruno informed Council that he has received several reports of teenagers pranking residents on Knoll Street, Woodside Drive and Elmvale Crescent by knocking on doors and performing vandalism in the evening hours from Thursday to Sunday. The Mayor requested that Councillor Bruno provide him with the exact areas and addresses where these incidents have occurred, and he would then pass these along to the Niagara Regional Police Staff Sergeant. Councillor Bruno encouraged residents to call the Police if they witness this happening or complete an online report.

(i) Thank you to Parks and Recreation Staff (Kalailieff)

Councillor Kalailieff expressed appreciation towards the Parks and Recreation staff for installing portable washrooms at H.H. Knoll Park and on West Street.

(j) CityWide System (Bagu)

Councillor Bagu expressed appreciation towards all of staff for implementing the CityWide Service Request system as he received a positive report from a resident who requested that a tree be planted, and the request was smoothly completed through the steps of this system.

10. Consideration of Items Requiring Separate Discussion:

8. Memorandum from Nancy Giles, EA to CAO and Mayor and Staff Liaison to the Grant Policy Committee Re: Recommendations of Grant Policy Committee

No. 241 Moved by Councillor M. Bagu
Seconded by Councillor F. Danch

That the following donation/sponsorship request be approved for a total of \$4,000

Port Cares – \$4000 - to assist in providing services at the Reach Out Centre.

Recorded Vote:

Yes: Beauregard, Bodner, Bruno, Danch,
Desmarais, Kalailieff, Wells, Steele

No: Bagu

CARRIED

14. Niagara Health in response to City of Port Colborne's resolution regarding Request for Rehabilitation of Helicopter Pad at the Urgent Care Centre

This item was brought forward for separate discussion earlier in order to allow for Regional Councillor Butters to respond to any inquiries.

No. 242 Moved by Councillor D. Kalailieff
Seconded by Councillor G. Bruno

That the correspondence received from Allison Campbell, Executive Coordinator to the President's Office, Niagara Health, in response to the City of Port Colborne's resolution regarding the rehabilitation of Helicopter pad at the Urgent Care Centre, be received for information.

CARRIED

1. Corporate Services Department, Report 2020-173, Subject: KPMG Service Delivery Review Final Report

Bruce Peever, Partner, Public Sector Advisory, KPMG Canada provided a presentation with respect to the KPMG Service Delivery Final Report and responded to questions received from Council. A copy of his presentation is attached.

- No. 243** Moved by Councillor M. Bagu
Seconded by Councillor E. Beauregard

That Corporate Services Department Report 2020-173,
Subject: KPMG Service Delivery Review Final Report, be
received for information.

CARRIED

2. Corporate Services Department, Financial Services Division, Report 2020-158, Subject: Approval of the 2019 Consolidated Financial Statements

- No. 244** Moved by Councillor H. Wells
Seconded by Councillor D. Kalailieff

That Council approve the Consolidated Financial
Statements for the year ended December 31, 2019.

CARRIED

4. Planning and Development Department, Report No. 2020-167, Subject: Development Charges By-law Amendment

- No. 245** Moved by Councillor G. Bruno
Seconded by Councillor D. Kalailieff

That Council approve the amendment to clause 3.11(b) of
the Development Charge By-law 6733/97/19 as attached
as Appendix A to Planning and Development Department
Report No. 2020-167, Subject: Development Charges By-
law Amendment.

CARRIED

5. Planning and Development Department, Report 2020-166, Subject: Recommendation Report for Zoning By-law Amendment, Nyon Oil Inc. File D14-05-20

- No. 246** Moved by Councillor H. Wells
Seconded by Councillor A. Desmarais

That Council approve the Zoning By-law Amendment,
attached hereto as Appendix "B" to allow the technical
refinement to the HI-46-H zone;

That the City Clerk is hereby authorized and directed to
proceed with the giving of notice of passing of the By-laws,
in accordance with the Planning Act; and

That pursuant to the provisions of Section 34(17) of the Planning Act, no further notice of public meeting be required.

CARRIED

6. Engineering and Operations Department, Engineering Division, Report 2020-159, Subject: By-law Revision – Speed Limit Change on Killaly Street East

No. 247 Moved by Councillor H. Wells
Seconded by Councillor G. Bruno

That Council direct staff to amend Traffic and parking By-law 89-2000 Schedule “W” to revert the speed limit on Killaly Street East, between James Street and Snider Road, to 50 km/h, with the speed limit being reduced to 40 km/h when the lights on the “Flashing 40” signs are flashing.

CARRIED

7. Engineering and Operations Department, Engineering Division, Report 2020-136, Subject: Update and Recommendation to Complete Engineering and Construction Drawings for City Hall

No. 248 Moved by Councillor M. Bagu
Seconded by Councillor R. Bodner

That Engineering and Operations Department, Engineering Division Report 2020-136 be received;

That Council approve the sole source of the complete engineering and construction drawings package for City Hall; and

That staff be directed to retain Lex Parker Consultants to complete the engineering and construction drawings for the amount of \$47,500 excluding taxes.

CARRIED

10. Township of Asphodel–Norwood, Township of Blandford-Blenheim, Town of Lincoln, Norfolk County, Northumberland County, Re: Cannabis Grow Operations

No. 249 Moved by Councillor H. Wells
Seconded by Councillor F. Danch

That the resolutions received from various municipalities
Re: Cannabis Production, be received for information.

Moved in amendment by Councillor H. Wells
Seconded by Councillor R. Bodner

That the main motion be amended by adding the following
as the second paragraph:

“That the Director of Planning and Development be directed to investigate the basis of the resolutions received from the Township of Asphodel–Norwood, Township of Blandford-Blenheim, Town of Lincoln, Norfolk County, Northumberland County, Re: Cannabis Grow Operations as well as the City of Clarence-Rockland Re: Cannabis Retail Stores and prepare a report to bring forward to Council that includes input from the letter received from the Town of East Gwillimbury and the letter the Mayor has written to the Niagara Regional Police Services Board.”

CARRIED

The vote was then called on the main motion, as amended, as follows:

That the resolutions received from various municipalities
Re: Cannabis Production, be received for information; and

That the Director of Planning and Development be directed to investigate the basis of the resolutions received from the Township of Asphodel–Norwood, Township of Blandford-Blenheim, Town of Lincoln, Norfolk County, Northumberland County, Re: Cannabis Grow Operations as well as the City of Clarence-Rockland Re: Cannabis Retail Stores and prepare a report to bring forward to Council that includes input from the letter received from the Town of East Gwillimbury and the letter the Mayor has written to the Niagara Regional Police Services Board.

CARRIED

11. City of Clarence-Rockland Re: Cannabis Retail Stores

No. 250

Moved by Councillor H. Wells
Seconded by Councillor D. Kalailieff

That the resolution received from the City of Clarence-Rockland Re: Cannabis Retail Stores, be received for information.

CARRIED

12. County of Wellington, Northumberland County, Township of Wellington-North, Township of South-West Oxford, Re: Fair and Accurate Assessment of Aggregate Resource Properties

No. 251 Moved by Councillor H. Wells
Seconded by Councillor G. Bruno

That the resolutions received from various municipalities Re: Fair and Accurate Assessment of Aggregate Resource Properties, be received for information.

CARRIED

11. Proclamations:

(a) January 2021 Crime Stoppers Awareness Month

No. 252 Moved by Councillor A. Desmarais
Seconded by Councillor R. Bodner

That the month of January 2021 be proclaimed as "Crime Stoppers Awareness Month" in the City of Port Colborne in accordance with the request received from Crime Stoppers of Niagara.

CARRIED

12. Minutes of Boards, Commissions & Committees:

No. 253 Moved by Councillor D. Kalailieff
Seconded by Councillor H. Wells

(a) Minutes of the Environmental Advisory Committee Meeting of August 12, 2020

CARRIED

13. Consideration of By-laws:

No. 254 Moved by Councillor R. Bodner
Seconded by Councillor M. Bagu

That the following by-laws be enacted and passed:

6835/85/20	Being a By-law to Amend By-law 6733/97/19, Being a By-law to Impose Development Charges for the City of Port Colborne
6836/86/20	Being a by-law to amend Zoning By-law 6575/30/18 respecting lands legally described as Part of Lots 16, 17, 18 and 19, part of the road allowance between Lots 16 and 17, part of the road allowance between Lots 18 and 19, in the City of Port Colborne, Regional Municipality of Niagara. The property is municipally known as the Nyon Oil lands generally south of the CN Rail lane, west of Highway 140 and east of Canal Road in the City of Port Colborne.
6837/87/20	Being a By-Law to Amend By-Law No. 89-2000, Being a By-Law Regulating Traffic and Parking on Killaly Street East
6838/88/20	Being a By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of November 9, 2020


CARRIED

14. Adjournment:

Mayor Steele adjourned the meeting at approximately 9:21 p.m.



William C. Steele
Mayor



Amber LaPointe
City Clerk

AL/cm



City of Port Colborne – November 9, 2020

To be heard under Section 8 “Delegations/Presentations”:

Delegation:

1. Christine Clark Lafleur, Executive Director, Port Cares, will be providing a presentation regarding Port Cares
 - Note: Ms. Clark Lafleur will be in attendance and speaking in our Zoom Virtual Council Meeting.

To be heard under Section 10 – “Items Requiring Separate Discussion” (during consideration of the associated report/correspondence, as identified below):

Item 1.

Corporate Services Department, Report No. 2020-173, Subject: KPMG Service Delivery Review Final Report

1. Bruce Peever, Partner, Public Sector Advisory, KPMG Canada
 - Mr. Peever will be providing a presentation with regard to the above report.

Item 5.

Planning and Development, Report No. 2020-166, Subject: Recommendation Report for Zoning By-law Amendment, Nyon Oil Inc. File D14-05-20

1. Mary Lou Tanner, Principal Planner, Niagara Planning Group (NPG) Inc. – representing Nyon Oil Inc.
2. Gordon R. Baker, Q.C. Barrister and Solicitor, President Nyon Oil Inc.
3. Scott Lemke, Nyon's Solicitor, Lemke Law
 - Ms. Tanner, Mr. Baker and Mr. Lemke will be in attendance to answer questions of Council.

Item 8.

Correspondence from Nancy Giles on behalf of the Grant Policy Committee regarding Item 8 (Memorandum from Nancy Giles, EA to CAO and Mayor and Staff Liaison to the Grant Policy Committee Re: Recommendations of Grant Policy Committee).

- Page No's 3 to 34



2020 2021 Consolidated Budget

DRAFT 3 - June 11, 2020

Consolidated Budget

01 Central Services

- Admin Support
- Fundraising & Communications
- Occupancy

02 Client Services

- Reach Out
- Housing Help

03 Child Services

- Early Years

04 Employment

05 Youth Justice

06 The Learning Centre



2020 2021 Operating Budget Detail Notes

As a result of COVID-19, the budget is subject to change due to potential closures and funding realignment priorities. However, the budget has been prepared based on the current funding agreements.

Port Cares Budget reflects an increase of 205,812 primarily due to additional EYC sites and an increase in funding for the Housing Support Services. The budget includes a 1% acuity increase for salaries at July 2020 and a .05 % for grid movement. Port Cares is projecting a 61,518 surplus.

Revenue

1. Increase in municipal government revenues of 208,175 due to additional EYC sites and an increase in Housing Support Services.
2. Based on prior years budget, despite the fact that there was significant increase in unexpected donations from previous year.
3. Reflects planned donation related activities.
4. Reflects projected income from planned community fundraising events.

Expenses

5. Wage reflect current staffing levels, an acuity increase of 1% and grid movement.
6. Benefits are based on current usage patterns.
7. Professional fees include audit fees, business support services, and marketing and reflect an increase based on projected usage.
8. Reflects projected increase due to new programs. There is a continuous focus on reducing paper consumption and office supplies.
9. Increase expenses reflect current client support services.
10. Reflects decreased of employee incentives funding, that is offset by increase client payments.
11. Spending projections based on planned building repairs including repairs to parking lot and interior and exterior painting.
12. Furniture and Fixture replacement is based on capital asset program.
13. Depreciation rates are based on capital assets.



2020 2021 Operating Budget
Consolidated Budget

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance	Notes
Revenue					
Government Revenue	2,818,052	2,353,967	3,031,227	213,175	1
Grants & Contributions	138,762	325,651	209,096	70,334	2
Donations & Memberships	109,200	224,125	162,700	53,500	3
Fundraising Events	110,500	75,593	25,000	-85,500	4
Rental Income	70,000	55,534	55,000	-15,000	
Other Income	64,510	38,320	33,813	-30,697	
Amortization of Deferred Capital Contribution	73,381	75,457	73,381	0	
Total Revenues	3,384,405	3,148,647	3,590,217	205,812	
Operating Expenses					
Wages & Benefits					
Wages	1,741,912	1,620,492	1,920,484	178,572	5
Benefits	325,936	230,494	374,786	48,850	
Subtotal	2,067,848	1,850,986	2,295,270	227,422	6
Staffing					
Travel	16,400	14,080	29,390	12,990	
Staff Training & Development	23,200	42,093	39,090	15,890	
Subtotal	39,600	56,173	68,481	28,881	
Administration					
Administration Fees	0	8,528	0	0	
Professional Fees	110,122	137,305	117,000	6,878	7
Office Expenses	38,472	30,598	39,070	598	8
Insurance	37,990	33,039	37,250	-740	
Subtotal	186,584	209,470	193,320	6,736	
Program Cost					
Client Supports	232,727	80,972	259,638	26,911	9
Program Supplies/ Equipment	46,994	48,388	49,925	2,931	
Technical Support	59,000	114,642	60,152	1,152	
Employer Incentives	168,075	164,094	140,154	-27,921	10
Fundraising Expenses	22,500	18,402	22,500	0	
Advertising, Promotion & Printing	26,700	13,568	25,200	-1,500	
Subtotal	555,996	440,066	557,569	1,573	
Occupancy					
Shared Occupancy Costs	0	10,783	0	0	
Rent	11,000	18,992	57,590	46,590	
Property Tax	5,000	6,328	5,000	0	
Repairs & Maintenance	53,000	88,679	58,660	5,660	11
Telephone & Communications	34,000	33,771	33,000	-1,000	
Utilities	54,000	44,023	30,000	-24,000	
Building Supplies	1,000	3,089	1,000	0	
Furniture & Fixtures	82,161	1,299	84,377	2,216	12
Depreciation	129,432	146,902	129,432	0	13
Interest & Debt Repayment	35,000	13,414	15,000	-20,000	
Subtotal	404,593	367,280	414,059	9,466	
Total Expense	3,254,621	2,923,975	3,528,699	274,077	
Net Surplus/Deficit	129,783	224,672	61,518	-68,266	



2020 2021 Operating Budget
Admin Support

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue		18,443		0
Grants & Contributions				0
Donations & Memberships		71,975		0
Fundraising Events				0
Rental Income				0
Other Income		6,058		0
Amortization of Deferred Capital Contribution		42,830		0
Total Revenues	0	139,306	0	0
Operating Expenses				
Wages & Benefits				
Wages	143,780	71,120	147,160	3,380
Benefits	28,756	22,644	29,432	676
Subtotal	172,536	93,764	176,592	4,056
Staffing				
Travel	4,000	4,746	4,000	0
Staff Training & Development	4,500	13,600	4,500	0
Subtotal	8,500	18,346	8,500	0
Administration				
Administration Fees	-345,803	-333,001	-350,561	-4,758
Professional Fees	85,750	94,069	99,500	13,750
Office Supplies	18,017	21,011	18,017	0
Insurance	16,000	13,338	20,500	4,500
Subtotal	-226,036	-204,583	-212,544	13,492
Program Cost				
Client Supports	3,000	301	3,000	0
Program Supplies/ Equipment		14,254		0
Technical Support	22,000	21,546	21,452	-548
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing	3,000	1,733	3,000	0
Subtotal	28,000	37,834	27,452	-548
Occupancy				
Shared Occupancy Costs				0
Rent				0
Property Tax				0
Repairs & Maintenance				0
Telephone & Communications		9264		0
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation		111935		0
Interest & Debt Repayment				0
Subtotal	0	121,199	0	0
Total Expense	-17,000	66,560	0	17,000
Net Surplus/Deficit	17,000	72,746	0	-17,000



2020 2021 Operating Budget
Fundraising & Communication

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue	6,000		6,000	0
Grants & Contributions				0
Donations & Memberships	38,700	17,511	38,700	0
Fundraising Events	87,000	17,534	20,000	-67,000
Rental Income				0
Other Income	5,000	9,838	5,000	0
Amortization of Deferred Capital Contribution				0
Total Revenues	136,700	44,883	69,700	-67,000
Operating Expenses				
Wages & Benefits				
Wages	27,378	13,692	27,729	351
Benefits	5,476	1,313	5,546	70
Subtotal	32,854	15,005	33,275	422
Staffing				
Travel		258		0
Staff Training & Development		103		0
Subtotal	0	361	0	0
Administration				
Administration Fees				0
Professional Fees		373		0
Office Supplies		1,910		0
Insurance				0
Subtotal	0	2,283	0	0
Program Cost				
Client Supports		1,210		0
Program Supplies/ Equipment		1,421		0
Technical Support				0
Employer Incentives				0
Fundraising Expenses	22,500	18,402	22,500	0
Advertising, Promotion & Printing		600		0
Subtotal	22,500	21,633	22,500	0
Occupancy				
Shared Occupancy Costs				0
Rent				0
Property Tax				0
Repairs & Maintenance				0
Telephone & Communications				0
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation				0
Interest & Debt Repayment				0
Subtotal	0	0	0	0
Allocated to Departments	0	0	0	0
Total Expense	55,354	39,282	55,775	422
Net Surplus/Deficit	81,346	5,601	13,925	67,422



2020 2021 Operating Budget
Occupancy

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue				0
Grants & Contributions				0
Donations & Memberships				0
Fundraising Events				0
Rental Income	70,000	55,534	55,000	-15,000
Other Income				0
Amortization of Deferred Capital Contribution	47,049		47,049	0
Total Revenues	117,049	55,534	102,049	-15,000
Operating Expenses				
Wages & Benefits				
Wages	14,705	34,069	32,705	18,000
Benefits	2,141	3,407	4,841	2,700
Subtotal	16,846	37,476	37,546	20,700
Staffing				
Travel				0
Staff Training & Development				0
Subtotal	0	0	0	0
Administration				
Administration Fees				0
Professional Fees				0
Office Supplies				0
Insurance		-1,800		0
Subtotal	0	-1,800	0	0
Program Cost				
Client Supports		836		0
Program Supplies/ Equipment	7,000		6,591	-409
Technical Support				0
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing				0
Subtotal	7,000	836	6,591	-409
Occupancy				
Shared Occupancy Costs	-231,934	-239,064	-234,874	-2,940
Rent				0
Property Tax	5,000	6,328	5,000	0
Repairs & Maintenance	50,000	56,091	50,660	660
Telephone & Communications	3,600	3,095	3,600	0
Utilities	54,000	44,023	30,000	-24,000
Building Supplies	1,000	3,089	1,000	0
Furniture & Fixtures	42,000	0	36,833	-5,167
Depreciation	103,100	2,339	103,100	0
Interest & Debt Repayment	35,000	13,414	15,000	-20,000
Subtotal	61,766	-110,685	10,319	-51,447
Total Expense	85,612	-74,173	54,456	-31,156
Net Surplus/Deficit	31,437	129,707	47,593	-16,156



2020-2021 Operating Budget
Reach Out Centre

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue	50,000	6,683	5,000	-45,000
Grants & Contributions	86,000	27,903	136,000	50,000
Donations & Memberships	67,500	132,206	121,000	53,500
Fundraising Events	23,500	58,059	5,000	-18,500
Rental Income		0		0
Other Income	40,156	21,860	20,156	-20,000
Amortization of Deferred Capital Contribution		0		0
Total Revenues	267,156	246,711	287,156	20,000
Operating Expenses				
Wages & Benefits				
Wages	130,118	140,052	150,523	20,405
Benefits	24,077	18,989	27,852	3,775
Subtotal	154,195	159,041	178,375	24,180
Staffing				
Travel	500	719	500	0
Staff Training & Development	1,000	995	1,000	0
Subtotal	1,500	1,714	1,500	0
Administration				
Administration Fees	19,500	19,500	19,500	0
Professional Fees	2,500	2,411	2,500	0
Office Supplies	1,500	50	1,802	302
Insurance	2,850	2,924	2,850	0
Subtotal	26,350	24,885	26,652	302
Program Cost				
Client Supports	2,000	94	2,000	0
Program Supplies/ Equipment	13,800	15,060	13,800	0
Technical Support	2,000	3,763	2,000	0
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing				0
Subtotal	17,800	18,917	17,800	0
Occupancy				
Shared Occupancy Costs	28,000	27,996	28,000	0
Rent				0
Property Tax				0
Repairs & Maintenance	3,000	10,614	8,000	5,000
Telephone & Communications	3,400	1,684	3,400	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	32,911		23,429	-9,482
Depreciation				0
Interest & Debt Repayment				0
Subtotal	67,311	40,294	62,829	-4,482
Total Expense	267,156	244,851	287,156	20,000
Net Surplus/Deficit	0	1,860	0	-0



2020 2021 Operating Budget
Housing Help & Client Services

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue	250,109	254,433	312,100	61,991
Grants & Contributions	43,784	45,580	64,118	20,334
Donations & Memberships	3,000	2,433	3,000	0
Fundraising Events				0
Rental Income				0
Other Income	9,745		0	-9,745
Amortization of Deferred Capital Contribution	0	497	0	0
Total Revenues	306,638	302,943	379,218	72,580
Operating Expenses				
Wages & Benefits				
Wages	192,345	183,790	246,348	54,003
Benefits	38,469	30,677	49,270	10,801
Subtotal	230,814	214,467	295,617	64,803
Staffing				
Travel	1,200	970	1,200	0
Staff Training & Development	1,200	3,075	1,200	0
Subtotal	2,400	4,045	2,400	0
Administration				
Administration Fees	28,763	28,794	30,000	1,237
Professional Fees	4,000	5,013	4,000	0
Office Supplies	1,410	126	1,410	0
Insurance	1,800	1,690	1,800	0
Subtotal	35,973	35,623	37,210	1,237
Program Cost				
Client Supports	6,000	3,070	6,000	0
Program Supplies/ Equipment	4,744	806	4,744	0
Technical Support	5,000	7,285	7,200	2,200
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing	1,200		1,200	0
Subtotal	16,944	11,161	19,144	2,200
Occupancy				
Shared Occupancy Costs	17,507	17,508	21,847	4,340
Rent				0
Property Tax				0
Repairs & Maintenance		2,166		0
Telephone & Communications	3,000	2,715	3,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation	0	497	0	0
Interest & Debt Repayment				0
Subtotal	20,507	22,886	24,847	4,340
Total Expense	306,638	288,182	379,218	72,580
Net Surplus/Deficit	0	14,761	-0	0



2020 2021 Operating Budget
Early Years

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue	847,032	574,818	1,098,906	251,874
Grants & Contributions		252,168		0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	3,422		3,422	0
Amortization of Deferred Capital Contribution	1,339	709	1,339	0
Total Revenues	851,793	827,695	1,103,667	251,874
Operating Expenses				
Wages & Benefits				
Wages	565,751	525,292	665,639	99,888
Benefits	101,835	71,492	146,116	44,281
Subtotal	667,586	596,784	811,755	144,169
Staffing				
Travel	3,000	2,091	16,190	13,190
Staff Training & Development	2,000	5,263	17,390	15,390
Subtotal	5,000	7,354	33,581	28,581
Administration				
Administration Fees	77,007	82,138	100,151	23,144
Professional Fees	4,372	13,987		-4,372
Office Expenses	3,000	1,610	4,622	1,622
Insurance	6,240	6,311		-6,240
Subtotal	90,619	104,046	104,773	14,154
Program Cost				
Client Supports	4,697	1,628	3,422	-1,275
Program Supplies/ Equipment	7,500	9,960	11,790	4,290
Technical Support	5,000	7,001	5,000	0
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing	1,500	417		-1,500
Subtotal	18,697	19,006	20,212	1,515
Occupancy				
Shared Occupancy Costs	50,552	67,772	50,552	0
Rent	11,000	18,992	57,590	46,590
Property Tax				0
Repairs & Maintenance		5,451		0
Telephone & Communications	7,000	7,582	7,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	0		16,865	16,865
Depreciation	1,339	709	1,339	0
Interest & Debt Repayment		0		0
Subtotal	69,891	100,506	133,346	63,455
Total Expense	851,793	827,696	1,103,667	251,874
Net Surplus/Deficit	0	-1	-0	-0



2020 2021 Operating Budget
Employment

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue	1,388,478	1,225,056	1,330,788	-57,690
Grants & Contributions	8,978		8,978	-0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	5,235		5,235	0
Amortization of Deferred Capital Contribution	21,051	25,768	21,051	0
Total Revenues	1,423,742	1,250,824	1,366,052	-57,690
Operating Expenses				
Wages & Benefits				
Wages	528,407	509,236	504,309	-24,098
Benefits	97,755	58,478	82,477	-15,278
Subtotal	626,162	567,714	586,786	-39,376
Staffing				
Travel	5,000	2,962	5,000	0
Staff Training & Development	10,000	13,793	10,000	0
Subtotal	15,000	16,755	15,000	0
Administration				
Administration Fees	186,779	180,911	170,756	-16,023
Professional Fees	10,000	19,282	8,000	-2,000
Office Expenses	12,595	5,620	11,289	-1,306
Insurance	8,000	7,741	9,000	1,000
Subtotal	217,374	213,554	199,045	-18,329
Program Cost				
Client Supports	210,880	73,643	238,816	27,936
Program Supplies/ Equipment	10,000	5,618	10,000	0
Technical Support	18,000	53,763	18,000	0
Employer Incentives	168,075	163,381	140,154	-27,921
Fundraising Expenses				0
Advertising, Promotion & Printing	20,500	10,818	20,500	0
Subtotal	427,455	307,223	427,470	15
Occupancy				
Shared Occupancy Costs	101,700	102,467	101,700	0
Rent				0
Property Tax				0
Repairs & Maintenance		11,108		0
Telephone & Communications	10,000	4,937	10,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	5,000	1,299	5,000	0
Depreciation	21,051	25,769	21,051	0
Interest & Debt Repayment				0
Subtotal	137,751	145,580	137,751	0
Total Expense	1,423,742	1,250,826	1,366,052	-57,690
Net Surplus/Deficit	0	-2	-0	0



2020 2021 Operating Budget
Youth Justice

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue	48,300	47,517	50,300	2,000
Grants & Contributions				0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	952	564	0	-952
Amortization of Deferred Capital Contribution	455	270	455	0
Total Revenues	49,707	48,351	50,755	1,048
Operating Expenses				
Wages & Benefits				
Wages	27,741	23,496	34,384	6,643
Benefits	5,091	5,411	6,916	1,825
Subtotal	32,832	28,907	41,300	8,468
Staffing				
Travel	1,200	2,142	1,000	-200
Staff Training & Development	500	1,619	1,000	500
Subtotal	1,700	3,761	2,000	300
Administration				
Administration Fees	4,800	4,170	1,200	-3,600
Professional Fees	500	451		-500
Office Supplies	420	86	400	-20
Insurance	1,000	812	1,000	0
Subtotal	6,720	5,519	2,600	-4,120
Program Cost				
Client Supports	750	190	1,000	250
Program Supplies/ Equipment	1,450	315	500	-950
Technical Support	1,000	4,063	500	-500
Employer Incentives				0
Fundraising Expenses				0
Advertising, Promotion & Printing				0
Subtotal	3,200	4,568	2,000	-1,200
Occupancy				
Shared Occupancy Costs	3,800	3,804	2,400	-1,400
Rent				0
Property Tax				0
Repairs & Maintenance				0
Telephone & Communications	1,000	1,522		-1,000
Utilities				0
Building Supplies				0
Furniture & Fixtures				0
Depreciation	455	270	455	0
Interest & Debt Repayment				0
Subtotal	5,255	5,596	2,855	-2,400
Total Expense	49,707	48,351	50,755	1,048
Net Surplus/Deficit	-0	0	0	1



2020 2021 Operating Budget
Literacy & Basic Skills

	2019-2020 BUDGET	2019-2020 ACTUAL	2020-2021 BUDGET	Variance
Revenue				
Government Revenue	228,133	227,017	228,133	0
Grants & Contributions				0
Donations & Memberships				0
Fundraising Events				0
Rental Income				0
Other Income	0		0	0
Amortization of Deferred Capital Contribution	3,487	5,383	3,487	0
Total Revenues	231,620	232,400	231,620	0
Operating Expenses				
Wages & Benefits				
Wages	111,687	119,745	111,687	-0
Benefits	22,337	18,083	22,337	0
Subtotal	134,024	137,828	134,024	-0
Staffing				
Travel	1,500	192	1,500	0
Staff Training & Development	4,000	3,645	4,000	0
Subtotal	5,500	3,837	5,500	0
Administration				
Administration Fees	28,954	26,016	28,954	0
Professional Fees	3,000	1,719	3,000	0
Office Supplies	1,530	185	1,530	0
Insurance	2,100	2,023	2,100	0
Subtotal	35,584	29,943	35,584	0
Program Cost				
Client Supports	5,400	0	5,400	0
Program Supplies/ Equipment	2,500	954	2,500	0
Technical Support	6,000	17,221	6,000	0
Employer Incentives		713		0
Fundraising Expenses				0
Advertising, Promotion & Printing	500		500	0
Subtotal	14,400	18,888	14,400	0
Occupancy				
Shared Occupancy Costs	30,375	30,300	30,375	0
Rent				0
Property Tax				0
Repairs & Maintenance		3,249		0
Telephone & Communications	6,000	2,972	6,000	0
Utilities				0
Building Supplies				0
Furniture & Fixtures	2,250		2,250	0
Depreciation	3,487	5,383	3,487	0
Interest & Debt Repayment				0
Subtotal	42,112	41,904	42,112	0
Total Expense	231,620	232,400	231,620	-0
Net Surplus/Deficit	0	0	-0	-0

Corporation of the City of Port Colborne Grant Application

The granting program is divided into two specific periods. First due date is January 31st of each year and the second due date is June 30th of each year. Your organization can only apply **once** in a fiscal period.

Please keep responses to the following questions to three or four pages in total. In addition, please be sure to supply **all** of the required attachments listed. Failure to answer all questions and supply requested documentation will result in the rejection of your application.

Six copies of your completed application must be received by 4:30 p.m. on the appropriate due date. If the due date falls on a weekend, the application is due on the following Monday.

Late or incomplete applications will not be considered.

Applications may be sent or dropped off as follows:

Nancy Giles, Executive Assistant
City of Port Colborne
66 Charlotte Street
Port Colborne, ON L3K 3C8 (after hours drop box available)
Fax: 905-835-2969
Email: mayoradmin@portcolborne.ca

1. Date	June 25, 2020
2. Name of Organization	Port Cares (Community Association for Resource Extension)
3. Current contact information (include address, phone, fax, email, contact person, name and title of senior staff person)	Christine Clark Lafleur, Executive Director 92 Charlotte Street, Port Colborne, ON L3K 3E1 E: Christine.ClarkLafleur@portcares.ca T: (905) 834-3629 F: (905) 835-6600
4. What is your purpose or mission statement?	Our Mission: To help those in our community with social and economic needs improve their quality of life. Our Vision: Port Cares inspires and provides help, hope and opportunity for all in our community to achieve their potential. Our Values: We provide help, without judgement We are all accountable to one another We treat everyone with respect We work collaboratively together
5. What is the total amount you are requesting for this grant?	\$5,000

<p>6. What is the proposed use of these funds? (please attach a detailed budget for the use of the funds and any written explanation)</p>	<p>If selected as a successful recipient, funds from this grant will be used for supporting the Port Cares Reach Out Centre charitable programs operational costs. The Reach Out Centre food security and other charitable support programs are solely reliant on fundraising, grants and donations.</p> <p>Due to the COVID-19 state of emergency, Port Cares has postponed or cancelled various fundraising activities/events which are vital to the continuance of these support programs. It is unclear at this time whether or not fundraising events will be possible over the next 12 months or beyond.</p> <p>(SEE ATTACHED BUDGET)</p>
<p>7. Please provide a brief description of your initiatives/programs. (summarize for which programs/activities your organization will use the funds)</p>	<p>Port Cares campaigns and holds various fundraising events annually for generating the funds needed for continuing to provide services such as foodbank, school children's lunch kit program, senior's emergency food hamper delivery, and community meals, as well as seasonal support programs including Back to School backpacks in the fall, Coats for Kids and Adults in the winter and Christmas support programs among others. All the support programs are offered to Port Colborne/Wainfleet residents living in poverty conditions.</p> <p>The Reach Out Centre operates with a predominantly volunteer-based team and minimal staff, providing on-going opportunities for social inclusion, community service, co-operative education or summer student program placements, with regular attendances by community partner agencies such as Public Health "Health Bus Clinic", Niagara ID Clinic, Positive Living Niagara "Streetworks", Bridges Community Health Centre, Canadian Mental Health Association, and others.</p> <p>The Centre is an outlet for food recovery programs and initiatives taking place in collaboration with various local food retailers and other food manufacturing or food service establishments. Thousands of pounds of reclaimed food products are diverted from landfills every year, which food undergoes rigorous quality control/assurance measures, consistent with Canada Food Inspection Agency and Public Health guidelines. Recovered food helps provide a variety and volume of food inventory for distribution to those in need.</p>
<p>8. What is the overall outcome that you hope to achieve through your initiative? (tell us</p>	<p>This grant would assist Port Cares in filling part of the financial gap created by the lost fundraising</p>

<p>how the community will be better as a result of your program)</p>	<p>opportunities. In Port Cares Annual Report for the 2018-2019 fiscal year, revenue from fundraising events represented \$113,674 of the approximate \$246,000 in funding used for operating the Reach Out Centre annually.</p> <p>In supporting Port Cares through operating funds for the Reach Out Centre programs, the City of Port Colborne would in turn, contribute to the continuation of these support services provided to the most vulnerable in the community. Help us ensure no one goes hungry in our community.</p>
<p>9. Who benefits from your activities and how many people receive services? (Describe any special characteristics about the people who participate in your programs/activities. If your program is a regional program, specify the number of clients served by geographic area using municipal boundaries.)</p>	<p>The Reach Out Centre supports approximately 1,430 unique individuals, 30% of which are children under 18 years. From April 1st 2019 through March 31st 2020, there were 7,277 foodbank visits and approximately 203,500 pounds of food distributed to local individuals and families living in poverty conditions and struggling with food insecurity. There are currently 475 registrants, with 60-70 people attending 3 days/week to access the Community Meal Program. These unique individuals are Port Colborne and Wainfleet residents of all ages and walks of life.</p>
<p>10. How does your organization work with others in the community? (Indicate any current formal or informal partnerships, collaborations or networks that are of benefit to your organization. Indicate any membership affiliations - national, provincial, regional or local).</p>	<p>The Reach Out Centre hosts representatives from various community service agencies across Niagara, providing opportunities for other agencies to extend services to mutual clients either on a one-on-one basis or in a group setting for information sharing/referral. Partner agencies include Canadian Mental Health Association ("CMHA"), Bridges Community Health Centre, Public Health outreach nurses and mental health caseworkers, Niagara ID Clinic, Positive Living Niagara "Streetworks", Gateway Residential and Community Support services, Behavioural Services Ontario, Family and Children's Services, Community Addiction Services of Niagara ("CASON"), Contact Niagara, Pathstone, The RAFT, Community Living Port Colborne/Wainfleet, Ontario Works caseworkers, and Probation and Parole for both adults and youth.</p> <p>Port Cares has both formal and informal partnerships with various community groups such as the Port Colborne/Wainfleet Lions Clubs, Port Colborne Fire Services, Wainfleet Volunteer Firefighters, Port Colborne High School, Lakeshore Catholic High School, the Port Colborne/Wainfleet Ministerial group, Port Colborne public and catholic elementary schools, and Niagara College Culinary, among others. The Reach Out Centre has on-going</p>

	<p>food recovery/donation arrangements with every major grocery store (Sobey's, Food Basics & No Frills), ADM Milling, Pinty's Delicious Foods, Northern Gold, E.D. Smith, Original Foods, Super Mario's Pizza, etc.</p> <p>Port Cares is a member of the national Food Banks Canada, provincial Feed Ontario and Niagara Food Security Network food bank networks. The charitable programs are supported in part by United Way Niagara and various other charitable foundations through community grants.</p>
<p>11. Do volunteers assist your organization?</p>	<p>Port Cares Reach Out Centre programs operate on a predominantly volunteer-driven team, with approximately 60 volunteers on the current roster. In partnership with various schools/agencies such as Niagara College, Trillium College, and John Howard Society, the Reach Out Centre hosts on-going community service and co-operative education placements.</p>
<p>12. How does your Board of Directors ensure the organization is accountable? (please include such information as policies and long term or strategic plans)</p>	<p>5-year Strategic Plan (09/30/2017), reviewed/revised annually at minimum; Annual audits performed by DJB Chartered Accounting Professionals; public Annual General Meetings and Annual Reports to stakeholders, agency staff and the community. The Board oversees a quarterly program performance scorecard which reports agency progress on funded as well as internally set performance targets to ensure accountability and stewardship.</p>
<p>13. How will you evaluate your activities to know you have been successful? (Describe any measurement tools used to evaluate programs/activities such as statistical data, questionnaires, interviews, outstanding achievements, etc.)</p>	<p>Regular, on-going financial and statistical analysis, which takes place as a part of Port Cares' regular organizational processes. Utilizing the food bank network's "Link2Feed" database for reviewing and reporting foodbank client information/access, Excel Inventory tracking of all food donations received/distributed, and other databases/reporting methods, with monthly, quarterly and annual reports on access levels and activities of all Port Cares programs.</p> <p>Financial controls, reviews and auditing take place monthly throughout the year, including monthly, quarterly and annual disclosure/review/approval of financial statements, budgets and processes by the Board of Directors Finance and Audit Committee, developed and advised by DLD Business Support Services, and auditing performed by DJB Chartered Professional Accountants.</p>
<p>14. Type of Organization</p>	<p>Not-for-profit</p>

	Registered Charity - registration # 11909 6493 RR0001	X
	Other	

Attachments:	Included:
Cover letter signed by Board Chair	X
Current list of Board of Directors including name and office of the members.	X
Detailed budget for the next 12 months approved by the Board of Directors – include all sources of revenue and all proposed expenses.	X
Most recent financial statements.	X
Property report outlining property acquired/renovated using the grant funds and the total value of the funds applied to the property	N/A

Failure to include all attachments will result in an incomplete application.



June 25, 2020

Nancy Giles, Executive Assistant
City of Port Colborne
66 Charlotte Street,
Port Colborne, ON L3K 3C8

SENT BY EMAIL TO: MAYORADMIN@PORTCOLBORNE.CA

Dear Ms. Giles;

RE: COPC Grant Application

On behalf of Port Cares and the people we serve, please accept this grant application made to the Corporation of the City of Port Colborne for the second period of the 2020/2021 fiscal year. As we endeavour to fulfill our mission to inspire and provide help, hope and opportunity for all in our community to achieve their potential, we look forward to opportunities to work collaboratively together to continue to build a stronger community.

Included in this package please find the completed COPC Grant Application form, current list of the Port Cares Board of Directors, detailed budget for the next 12 months as approved by the Board of Directors, and most recent financial statements for the agency.

In supporting Port Cares through this grant, the City of Port Colborne would in turn contribute to the continuation of the agency's charitable and vital support services provided to the most vulnerable of Port Colborne residents. Together we can ensure no one goes hungry in our community.

Thank you in advance for your consideration.

Sincerely,

Mike Bendia, Chair Board of Directors, Port Cares

Cc: Christine Clark Lafleur, Executive Director, Port Cares



CHARTERED
PROFESSIONAL
ACCOUNTANTS

DURWARD JONES BARKWELL
& COMPANY LLP

Big enough to know. SMALL ENOUGH TO CARE.

171 Division Street
P.O. Box 9
Welland, ON L3B 5N9
T. 905.735.2140
TF. 866.552.0997
F. 905.735.4706

INDEPENDENT AUDITOR'S REPORT

**To the Board of Directors of
Port Colborne Community Association for Resource Extension:**

Qualified Opinion

We have audited the accompanying financial statements of Port Colborne Community Association for Resource Extension (the Organization), which comprise the statement of financial position as at March 31, 2020 and the statements of operations, changes in unrestricted net assets and 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 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 not-for-profit organizations, the Organization derives revenue from donations and fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to donation and fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2020 and 2019, current assets as at March 31, 2020 and 2019, and net assets as at April 1 and March 31 for both the 2020 and 2019 years. 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 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 other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained in our audit 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 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 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.

Port Cares Board of Directors Listing Table:

Board Position	Name	Workplace	Email Address
President	Mike Bendia (Chair)	Retired, Deputy Fire Ch	mbendia@sympatico.ca
Past President	Midge Butson (Vice Ch)	Sr. Manager, Meridian	Midge.Butson@meridia
Treasurer	Sharon Letwin	GM, Boggio Family of P	sharon@boggios.com
Secretary	Jan Marshall	Retired, Toronto Blue J	wmarshall6@cogeco.ca
Director	Stephanie Babin	HR Manager	stephanie.babin@henry
Director	Cathy Boggio	Owner, Boggion Family	larry.cathy@gmail.com
Director	Scott Luey	CAO, City of Port Colbo	cao@portcolborne.ca
Director	Ashleigh Miatello	PhD Candidate, McMas	askrubbeltrang@gmail.c
Director	Nicki Lumsden	Realty Office Owner & F	nicki.l@remax-welland.c
Director	Carl Santoni	Retired - IT Professiona	carl@santoni.ca
Director	Angie Desmarais	City Councillor Port Col	angiedesmarais@portcc
Director	Greg Bartman	Financial Analyst - Meri	Greg.Bartman@meridia

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 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.

Durward Jones Barkwell + Company LLP

Durward Jones Barkwell & Company LLP
Licensed Public Accountants

June 10, 2020



**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
REVENUE		
Program and other grants	\$ 2,643,240	\$ 2,777,809
Donations	225,969	109,730
Fundraising events	75,593	113,674
Rental income	55,534	66,685
Other income	45,086	30,796
Amortization of deferred capital contributions	78,260	63,424
	<u>3,123,682</u>	<u>3,162,118</u>
EXPENSES		
Administration fees	341,529	361,674
Amortization of property and equipment	148,036	146,914
Employee incentives	163,051	239,626
Fundraising	19,002	25,184
Insurance	33,039	35,797
Interest on short-term debt	13,414	18,823
Municipal taxes	6,328	6,676
Office and administration	36,981	40,501
Professional fees	114,860	119,813
Program occupancy	249,847	231,864
Program supplies and client support	145,812	153,702
Repairs and maintenance	176,459	151,157
Rent	18,992	11,013
Salaries and benefits	1,867,152	1,817,472
Staff training	35,478	22,059
Staff travel	14,200	12,356
Telephone and utilities	77,809	72,316
	<u>3,461,989</u>	<u>3,466,947</u>
Less: expense recoveries	<u>(591,376)</u>	<u>(593,538)</u>
	<u>2,870,613</u>	<u>2,873,409</u>
EXCESS OF REVENUE OVER EXPENDITURES (Page 13)	\$ 253,069	\$ 288,709

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

STATEMENT OF CHANGES IN UNRESTRICTED NET ASSETS
YEAR ENDED MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
UNRESTRICTED NET ASSETS, BEGINNING OF YEAR	\$ 651,681	\$ 512,972
EXCESS OF REVENUE OVER EXPENDITURES	253,069	288,709
ALLOCATION TO PROGRAM CONTINUATION RESERVE (Note 8)	(100,000)	(100,000)
ALLOCATION TO CAPITAL REPLACEMENT RESERVE (Note 9)	(75,000)	(50,000)
UNRESTRICTED NET ASSETS, END OF YEAR	\$ 729,750	\$ 651,681

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

STATEMENT OF FINANCIAL POSITION
MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
ASSETS		
Current assets		
Cash	\$ 1,323,432	\$ 1,025,531
Cashable investment certificate	-	304,781
Accounts receivable	2,224	33,360
HST recoverable	25,580	29,157
Prepaid expenses	9,263	4,439
	<u>1,360,499</u>	<u>1,397,268</u>
Cashable investment certificate (2.9%, matures June 2022)	313,065	-
Property, vehicle and equipment (Note 2)	<u>1,894,724</u>	<u>1,986,067</u>
	<u>\$ 3,568,288</u>	<u>\$ 3,383,335</u>
LIABILITIES		
Current liabilities		
Demand loans payable (Note 3)	\$ 196,581	\$ 319,559
Accounts payable and accrued charges (Note 4)	501,925	473,580
Client care obligations (Note 5)	86,696	86,015
	<u>785,202</u>	<u>879,154</u>
Deferred contributions (Note 6)	196,560	181,245
Deferred capital contributions (Note 7)	1,076,776	1,066,255
Commitment (Note 10)		
	<u>2,058,538</u>	<u>2,126,654</u>
NET ASSETS		
Program continuation reserve (Note 8)	350,000	250,000
Capital replacement reserve (Note 9)	430,000	355,000
Unrestricted net assets	<u>729,750</u>	<u>651,681</u>
	<u>1,509,750</u>	<u>1,256,681</u>
	<u>\$ 3,568,288</u>	<u>\$ 3,383,335</u>

Approved by the Board:

..... Director Director

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

STATEMENT OF CASH FLOWS
YEAR ENDED MARCH 31, 2020

	<u>2020</u>	<u>2019</u>
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 253,069	\$ 288,709
Items not affecting cash		
Amortization of property, vehicle and equipment	148,036	146,914
Amortization of deferred grants	(78,260)	(63,424)
	322,845	372,199
Changes in non-cash operating assets and liabilities		
Accounts receivable	31,136	(13,058)
HST recoverable	3,577	(4,083)
Prepaid expenses	(4,824)	2,382
Accounts payable and accrued charges	28,345	294,852
Deferred contributions	15,315	101,491
Client care obligations	681	(45,756)
	397,075	708,027
INVESTING ACTIVITIES		
Purchase of property, vehicle and equipment	(56,694)	(52,808)
Increase in investments	(8,284)	(304,781)
Capital grants	88,782	6,828
	23,804	(350,761)
FINANCING ACTIVITY		
Repayment of demand loans	(122,978)	(134,153)
INCREASE IN CASH	297,901	223,113
CASH, BEGINNING OF YEAR	1,025,531	802,418
CASH, END OF YEAR	\$ 1,323,432	\$ 1,025,531

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020

1. SIGNIFICANT ACCOUNTING POLICIES AND GENERAL INFORMATION

Basis of accounting

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

Nature of business

Port Colborne Community Association for Resource Extension is a non-profit organization that was incorporated without share capital in January, 1988 under the laws of the Province of Ontario. The Organization's main objective is to identify quality of life needs of the residents of Port Colborne, and surrounding areas and to undertake initiatives in response to those needs.

Revenue recognition

The Organization follows the deferral method of accounting for funding and contributions. Under this method, 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. Restricted grants or contributions are recognized as revenue in the year in which the related expenses are incurred. All other revenue is recognized as income when earned.

Deferred contributions

Deferred contributions represent restricted operating revenue received in the year that is related to program spending commitments in a subsequent year.

Deferred capital contributions

The Organization has received grants and donations to fund capital assets. These grants are being amortized at the same rate as the corresponding capital assets.

Income taxes

No provision has been made for income taxes in these financial statements as this entity is exempt from income taxes under section 149(1)(l) of the Canadian Income Tax Act.

Capital assets

Capital assets are recorded at cost and are amortized using the straight-line method over their estimated useful lives as follows:

Buildings	25 years
Office furniture and equipment	5 years
Computer equipment	4-5 years
Vehicle	5 years

Additions are amortized from the month of acquisition. Disposals are amortized until the month of disposal.

Long-lived assets

Long-lived assets are tested for recoverability if events or changes in circumstances indicate that the carrying amount may not be recoverable. The carrying amount of the long-lived asset is not recoverable if the carrying amount exceeds the sum of the undiscounted cash flows expected to result from its use and eventual disposition. Impairment losses are measured as the amount by which the carrying amount of a long-lived asset exceeds its fair value.

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)
NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020**

Financial instruments

(a) Measurement of financial instruments

The Organization initially measures its financial assets and financial liabilities at their fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributed to the instrument.

The Organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, which are subsequently measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, cashable investment certificates and accounts receivable.

Financial liabilities measured at amortized cost include demand loans payable, accounts payable and accrued charges and client care obligations.

(b) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations. The write-down reflects the difference between the carrying amount and the higher of:

- (a) the present value of the cash flows expected to be generated by the asset or group of assets;
- (b) the amount that could be realized by selling the asset or group of assets;
- (c) the net realizable value of any collateral held to secure repayment of the asset or group of assets.

When events occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the statement of operations up to the amount of the previously recognized impairment.

Contributed services and materials

The Organization relies on varying levels of volunteer work to assist in carrying out its activities. Due to the difficulty in estimating the fair value of contributed services, no amounts for contributed services are recognized in the financial statements.

Use of estimates

The preparation of 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 and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates, as additional information becomes available in the future. Significant estimates and assumptions are used when accounting for items such as allowances for amounts receivable, determination of useful lives and impairment of capital assets, accrued charges, deferred contributions, program surpluses repayable, revenue recognition, allocation of program revenue and expenses and contingent liabilities.

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020

2. PROPERTY, VEHICLE AND EQUIPMENT

	<u>2020</u>		<u>2019</u>	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Land	\$ 351,298	\$ -	\$ 351,298	\$ -
Buildings	2,933,907	1,504,968	2,933,907	1,387,612
Office furniture and equipment	241,691	207,776	241,691	195,161
Computer hardware	208,732	177,628	208,732	166,788
Vehicle	56,692	7,224	-	-
	<u>3,792,320</u>	<u>1,897,596</u>	3,735,628	1,749,561
Net book value		<u>\$ 1,894,724</u>		<u>\$ 1,986,067</u>

3. DEMAND LOANS PAYABLE

	<u>2020</u>	<u>2019</u>
Demand loan payable - Meridian Credit Union, interest at 5.52%, payable in monthly instalments of \$5,254, due July 2025.	\$ 90,554	\$ 146,881
Demand loan payable - Meridian Credit Union, interest at 4.68%, payable in monthly instalments of \$6,112, due March 2025.	<u>106,027</u>	<u>172,678</u>
	<u>\$ 196,581</u>	<u>\$ 319,559</u>

The Organization has available an operating loan facility which bears interest at prime plus 2.00%. The maximum operating credit facilities is \$100,000.

The above-noted credit facilities are secured by a general security agreement, first and second mortgages on the property and building at 92 Charlotte Street and 176 Catharine Street for \$800,000 and \$300,000, respectively, and assignment of rents and leases.

The terms of the credit facilities require that the Organization maintain certain financial covenants related to debt service ratio. As at March 31, 2020, the Organization is in compliance with this covenant.

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020

4. ACCOUNTS PAYABLE AND ACCRUED CHARGES

	<u>2020</u>	<u>2019</u>
Trade accounts payable	\$ 55,559	\$ 161,909
Due to funders	288,826	76,283
Accrued charges		
Professional fees	42,350	15,071
Wages and vacation	68,760	134,880
Other	46,430	85,437
	<u>\$ 501,925</u>	<u>\$ 473,580</u>

5. CLIENT CARE OBLIGATIONS

Client care obligations represent expenses to be paid on behalf of clients of the Organization. In the event that funding is not spent, funding would be returned to the funding organization.

6. DEFERRED CONTRIBUTIONS

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 181,245	\$ 79,754
Amount recognized as revenue in the year	(181,245)	(79,754)
Amount received related to subsequent years	196,560	181,245
	<u>\$ 196,560</u>	<u>\$ 181,245</u>

The deferred contributions relate to funding received during the year for expenditures that span beyond the current fiscal year. The amount of funding received but not yet spent at the end of the fiscal year was deferred and will be recognized when the related expenses have been incurred.

7. DEFERRED CAPITAL CONTRIBUTIONS

	<u>2020</u>	<u>2019</u>
Balance, beginning of year	\$ 1,066,255	\$ 1,122,851
Funds received during the year	88,782	6,828
Amortization to revenues during the year	(78,261)	(63,424)
	<u>\$ 1,076,776</u>	<u>\$ 1,066,255</u>

Deferred capital contributions represent government contributions received for the purchase of capital assets. The amount of amortization to fund revenues is equivalent to the annual amortization expense of the related capital assets.

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020

8. PROGRAM CONTINUATION RESERVE

	<u>2020</u>	<u>2019</u>
Program Continuation Reserve, beginning of year	\$ 250,000	\$ 150,000
Net allocation in year	<u>100,000</u>	<u>100,000</u>
Program Continuation Reserve, end of year	<u>\$ 350,000</u>	<u>\$ 250,000</u>

The above noted reserve fund is internally restricted and created by the Organization. The funds are restricted for use at the discretion of the Board, in whole or in part, to support program continuation costs in the event that program funding is discontinued.

9. CAPITAL REPLACEMENT RESERVE

	<u>2020</u>	<u>2019</u>
Capital Replacement Reserve, beginning of year	\$ 355,000	\$ 305,000
Net allocation in year	<u>75,000</u>	<u>50,000</u>
Capital Replacement Reserve, end of year	<u>\$ 430,000</u>	<u>\$ 355,000</u>

The above noted reserve fund is internally restricted and created by the Organization. The funds are restricted for use at the discretion of the Board, in whole or in part, for future capital asset replacement and maintenance costs.

10. COMMITMENT

The Organization leases facilities for its Ontario Early Years program for the Seaway Mall site under a lease agreement which expires January 31, 2025. There is an option to renew the lease for an additional five year period.

The minimum lease payments required under the terms of the lease are:

Years ending March 31,	2021	\$ 16,860	
	2022	17,703	
	2023	18,588	
	2024	19,517	
	2025	<u>16,938</u>	
		<u>\$ 89,606</u>	

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

NOTES TO THE FINANCIAL STATEMENTS
MARCH 31, 2020

11. FINANCIAL RISK MANAGEMENT

The Organization has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include interest rate risk, market (other price) risk, credit risk, and liquidity risk. Price risk arises from changes in interest rates, foreign currency exchange rates and market prices.

(a) 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 Organization is exposed to interest rate risk since changes in interest rates may impact the Organization's borrowing costs. The Organization does not use any derivative instrument to reduce its exposure to interest rate risk.

It is management's opinion that the Organization is not exposed to significant market (other price), liquidity, currency or credit risks arising from its financial instruments.

12. ECONOMIC DEPENDENCE

The Organization's primary source of operating funding is derived from the Ministry of Training, Colleges and Universities. Should these contributions cease, the Organization would need to consider its ability to continue its current operations.

13. IMPACT OF COVID-19 PANDEMIC

Since December 31, 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of nonessential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown.

The Organization has determined that adjustments to the financial statements are not required as a result of these events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Organization for future periods.

On March 16, 2020, in response to the spread of COVID-19, the Organization temporarily closed its six EarlyOn centres across the region in an effort to protect the health of the community during this time. All other programming has continued in modified capacities.

**PORT COLBORNE COMMUNITY ASSOCIATION
FOR RESOURCE EXTENSION
(PORT CARES)**

SCHEDULE OF OPERATIONS BY PROGRAM
YEAR ENDED MARCH 31, 2020

	Port Cares Admin	Client Services and Reach Out	Housing	Literacy and Basic Skills	Youth Justice Committee	Employment Services Program	Ontario Early Years Centre	2020	2019
REVENUE									
Program and other grants	\$ -	\$ 32,307	\$ 302,291	\$ 215,666	\$ 47,517	\$ 1,204,322	\$ 841,137	\$ 2,643,240	\$ 2,777,809
Donations	89,586	132,206	2,433	-	-	-	1,744	225,969	109,730
Fundraising events	17,534	58,059	-	-	-	-	-	75,593	113,674
Rental income	55,534	-	-	-	-	-	-	55,534	66,685
Other income	22,662	21,860	-	-	564	-	-	45,086	30,796
Amortization of deferred capital contributions	50,408	-	-	4,452	-	23,400	-	78,260	63,424
	235,724	244,432	304,724	220,118	48,081	1,227,722	842,881	3,123,682	3,162,118
EXPENSES									
Administration fees	-	19,500	28,794	26,017	4,171	180,910	82,137	341,529	361,674
Amortization of property and equipment	120,184	-	-	4,452	-	23,400	-	148,036	146,914
Employee incentives	-	-	-	713	-	162,338	-	163,051	239,626
Fundraising	19,002	-	-	-	-	-	-	19,002	25,184
Insurance	11,538	2,924	1,690	2,023	812	7,741	6,311	33,039	35,797
Interest on short-term debt	13,414	-	-	-	-	-	-	13,414	18,823
Municipal taxes	6,328	-	-	-	-	-	-	6,328	6,676
Office and administration	27,647	50	722	919	330	4,740	2,573	36,981	40,501
Professional fees	71,997	2,411	5,013	1,719	451	19,282	13,987	114,860	119,813
Program occupancy	-	27,996	17,508	30,300	3,804	102,467	67,772	249,847	231,864
Program supplies and client support	23,990	15,034	3,280	220	260	92,002	11,026	145,812	153,702
Repairs and maintenance	81,561	14,378	9,451	9,118	4,063	45,436	12,452	176,459	151,157
Rent	-	-	-	-	-	-	18,992	18,992	11,013
Salaries and benefits	146,517	159,041	214,466	137,828	28,907	567,714	612,679	1,867,152	1,817,472
Staff training	7,088	995	3,075	3,645	1,619	13,793	5,263	35,478	22,059
Staff travel	5,004	839	970	192	2,142	2,962	2,091	14,200	12,356
Telephone and utilities	56,381	1,684	2,715	2,972	1,522	4,937	7,598	77,809	72,316
	590,651	244,852	287,684	220,118	48,081	1,227,722	842,881	3,461,989	3,466,947
Less: expense recoveries	(591,376)	-	-	-	-	-	-	(591,376)	(593,538)
	(725)	244,852	287,684	220,118	48,081	1,227,722	842,881	2,870,613	2,873,409
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	\$ 236,449	\$ (420)	\$ 17,040	\$ -	\$ -	\$ -	\$ -	\$ 253,069	\$ 288,709