



The Corporation of the County of Wellington
Information, Heritage and Seniors Committee
Minutes

October 13, 2021
Seniors and Museum Portion 4:30 pm
Library Portion 6:00 pm
Council Chambers

Present: Warden Kelly Linton
 Councillor Mary Lloyd (Chair)
 Councillor Diane Ballantyne
 Councillor Earl Campbell
 Barb Burrows
 Lucia Costanzo
 Janice Sheppard
 Walter Trachsel

Regrets: Councillor Doug Breen

Also Present: Councillor Jeff Duncan
 Councillor Steve O'Neill
 Lisa MacDonald

Staff: Jana Burns, Wellington Place Administrator
 Shauna Calder, Manager of Finance
 Nicole Cardow, Deputy Clerk
 Ken DeHart, County Treasurer
 Sue Dronick, Administrator, Wellington Terrace
 Chanda Gilpin, Assistant Chief Librarian
 Rebecca Hine, Chief Librarian
 Scott Wilson, CAO

1. Call to Order

At 4:30 pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Seniors

- 3.1 Wellington Terrace Financial Statements and Variance Projections as of September 30, 2021

1/8/21

Moved by: Councillor Campbell

Seconded by: Councillor Ballantyne

That the Financial Statements and Variance Projections for the Wellington Terrace as of September 30, 2021 be approved.

Carried

- 3.2 COVID-19 Update

2/8/21

Moved by: Warden Linton

Seconded by: Councillor Ballantyne

That the COVID-19 Update report for the Wellington Terrace be received for information.

Carried

4. Museum and Archives

- 4.1 Museum and Archives Financial Statements and Variance Projections as of September 30, 2021

3/8/21

Moved by: Councillor Campbell

Seconded by: Warden Linton

That the Financial Statements and Variance Projections as of September 30, 2021 for the County Museum and Archives be approved.

Carried

4.2 WCMA Update - October 2021

4/8/21

Moved by: Councillor Ballantyne

Seconded by: Councillor Campbell

That the WCMA Update be received for information and forwarded to County Council.

Carried

5. Recess

At 5:07 pm, the Committee recessed until 6:00 pm.

6. Library Board

6.1 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

6.2 Library Financial Statements and Variance Projections as of September 30, 2021

5/8/21

Moved by: Barb Burrows

Seconded by: Janice Sheppard

That the Financial Statements and Variance Projections as of September 30, 2021 for the County Library Service be approved.

Carried

6.3 Summary of Library Activities - September 2021

6/8/21

Moved by: Walter Trachsel

Seconded by: Councillor Campbell

That the Chief Librarian's report for September 2021 be received for information.

Carried

6.4 Library Highlights - September 2021

7/8/21

Moved by: Councillor Ballantyne

Seconded by: Lucia Costanzo

That the Library Highlights - September 2021 be received for information.

Carried

7. Adjournment

At 6:23 pm, the Chair adjourned the meeting until November 10, 2021 or at the call of the Chair.

Mary Lloyd
Chair
Information, Heritage and Seniors Committee



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Shauna Calder, Manager of Finance
Date: Wednesday, October 13, 2021
Subject: **Wellington Terrace Financial Statements and Variance Projections as of Sept 30, 2021**

Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides an updated projection to year-end based on expenditures and revenues to September 30, 2021 for the Wellington Terrace.

Operations across all County departments have continued to be affected by the COVID-19 pandemic and are likely to see financial implications in various ways throughout the remainder of 2021. Impacts specific to COVID-19 are identified where applicable.

Revenue

- Grants and Subsidies are currently at 96% of budget. This relates directly to additional funding received from the Ministry of Long Term Care to assist the sector in maintaining the health and safety of residents and support staff working on the front lines during this pandemic. A summary of additional funding received to the end of September is shown below:

Purpose	Amount
Emergency funding to support screening, staffing, supplies, minor capital and other costs to maintain the health and safety of residents and staff in long term care	\$1,503,108
PSW Top-up funding to support the hourly wage increase of \$3 for January – August 2021	\$331,100
TOTAL	\$1,834,208

- We have received confirmation from the Ministry that our monthly prevention and containment funding allocation will start to decline in October of this year, with a further reduction taking place in January 2022. Staff have reviewed financial needs to the end of the year and anticipate that all COVID related costs can be accommodated within the committed funding allocation. No funding has been committed beyond March 31, 2022.
- Since May 26th no further updates have been received by the Ministry with regards to the freeze on resident co-payment that has been in place since the start of the pandemic. At this time, it is anticipated that the 1.9% increase will take place January 1, 2022. The Ministry has confirmed that this loss of revenue will be fully offset by additional funding for both basic accommodation co-payments and preferred accommodation premium increases that would have been applicable.

- In June we received correspondence from the province indicated the County's funded Case Mix Index (CMI) will be reduced effective August 1, 2021. In August, the Ministry announced the Global Level of Care per diem would increase retroactively to April 2021. The decrease in the County's CMI will be fully offset by the Global Level of Care increase.
- Resident revenue is currently tracking below budget (approximately \$200,000 lower than YTD budget). The reduction in revenue is a combination of delays in admissions and the freeze on accommodation rates mentioned previously. It is anticipated that this loss in revenue will be offset by the grants and subsidies line.
- Other revenue relates to a maintenance rebate that will be received later in the year. It is expected that this line will come in on budget at year-end.

Expenditures

Staff continue to allocate all COVID-19 related expenses to a new business unit within Wellington Terrace in order to isolate the financial impact due to the pandemic. The most significant impacts to date include staffing costs for screening, cleaning and additional resident care, medical equipment and supplies, cleaning supplies, and measures taken to improve air quality, social distancing and prevention efforts within the home. To date the additional expenses that have flowed through this business unit total more than \$1,030,000.

- Salaries and benefits represent the largest portion of the budget, and are currently ahead of budget by approximately \$970,000. This over expenditure relates directly to pandemic response and is comprised of both Personal Support Worker (PSW) top up, and increased Terrace Aide and Nursing hours to complete the required screening, cleaning, and resident care required to meet all provincial guidelines related to COVID-19. This over expenditure will continue to grow for the remainder of the year, although the magnitude of the growth will depend on when the Province ends the PSW top up. To date provincial funding has offset all increased staffing costs and it is expected that this will continue to the end of the year.
- Supplies, materials and equipment is tracking ahead of budget by approximately \$370,000 year to date. Over expenditures are related to COVID-19 response and these costs are fully offset by provincial funding. No year-end impact is anticipated at this time.
- Purchased services are currently under budget. While several areas of spending are over budget related to COVID, there are several areas of the budget with low spending that are offsetting this. Savings are currently seen in the conferences, hydro, and special events lines. Any costs related to COVID are being funded using provincial grants. Staff anticipate any savings at year end will be minimal.
- The annual insurance contract payment has been processed. Remaining costs are related to WSIB, short-term disability self-insurance, and stop-loss insurance.

Capital

Wellington Terrace capital addresses both facility and equipment needs. This report provides a summary of the 2021 Wellington Terrace capital spending for the period ending September 30, 2021.

The Terrace began the year with a total approved budget of \$1,695,000 consisting of 10 projects. To date one project was added and staff have completed and closed out one project at spring variance with two additional projects now complete and ready to close.

The table below accounts for life-to-date spending, in-year budget adjustments, purchase order commitments and closed projects for total available funding of \$1,415,023.

Wellington Terrace	May 31, 2021	Sept 30, 2021
Open Capital at Dec 31 2020	\$ 1,220,000	\$ 1,220,000
plus: 2021 Approved Capital budget	\$ 475,000	\$ 475,000
plus: 2021 In-Year Budget Adjustments	\$ -	\$ 415,000
2021 Total Approved Capital budget	\$ 1,695,000	\$ 2,110,000
less: Previous Years Capital Spending	\$ (543,565)	\$ (543,565)
Available Capital Funding for 2021	\$ 1,151,435	\$ 1,566,435
2021 Capital Spending to date	\$ (2,315)	\$ (116,592)
Open Purchase Orders	\$ -	
Closed Projects	\$ (18,216)	\$ (34,820)
Uncommitted Approved Funding	\$ 1,130,904	\$ 1,415,023

COVID-19 restrictions on public access to the Terrace facility caused some delays in capital projects throughout 2020. Work is underway in 2021, however, it is not completely reflected in the capital statements. The COVID-19 pandemic funding flowing to the Terrace is intended to offset additional expenditures relating to infection prevention and containment. This funding is available for operating expenditures only and as such work being done in response to the pandemic has been included in the operating budget rather than the capital projects. Staff will continue to book infection control activities to operating to the extent the funding allows. The affected projects will remain open for the remainder of 2021 should additional spending requirements arise.

The following table details spending to date and project spending plans for 2021.

Wellington Terrace Capital	LTD Budget	LTD Actuals	Remaining Budget	Comments
Facility Improvements				
2021 Access Control System	\$120,000	\$0	\$120,000	Spending to date is captured in the operating budget to maximize eligible grant funding.
2021 WT Building Retrofits	\$35,000	\$0	\$35,000	The retrofit budget is intended to cover minor lifecycle replacements and unexpected repairs throughout the year. To date in 2021 expenditures have been related to COVID and are found in the operating budget.
Common Space Flooring	\$110,000	\$32,016	\$77,984	Work is underway with completion this fall. Staff anticipate a minor positive variance at project completion.
COVID-19 WT Humidity Levels	\$415,000	\$0	\$415,000	This project is the result of a successful application through the ICIP COVID Stream. The tender was awarded in September, equipment is on order and work will commence once received. This project will likely carry forward to 2022.
Replace Public Area Furniture	\$50,000	\$46,789	\$3,211	Project is complete and ready to close. The minor savings will return to the Terrace Capital Reserve.
Equipment and Technology				
2021 Nursing Equipment Replacement	\$100,000	\$6,805	\$93,195	Equipment costs captured in this project will be evaluated at year end, and may move back to operating based on available COVID funding.
Terrace Network Replacement 19	\$100,000	\$89,365	\$10,635	Project is complete and ready to close. Savings will return to the Terrace Capital Reserve.
WT Dishwasher Replacement	\$60,000	\$34,271	\$25,729	Spending to date reflects the purchase of the first of three units included in the scope of the budget. Staff intend to complete the purchase and installation in 2021.
WT Laundry Equipment 2021	\$60,000	\$0	\$60,000	Laundry equipment purchases are complete. Spending to date is related to COVID and is captured in the operating budget.
Continuum of Care				
Phase I Continuum of Care	\$1,000,000	\$411,884	\$588,116	2021 project activities are now complete and reflected in the statements. The project will remain open pending further direction from Council.
Total	\$2,050,000	\$621,131	\$1,428,869	

While overall operating expenditures at the Wellington Terrace appear to be significantly ahead of budget at the end of September, these over expenditures reflect increased staffing and care costs directly related to the COVID-19 pandemic. All additional costs have been covered by provincial grants. Funding commitments have been received by the province to March 31, 2022, and it is anticipated that the 2021 portion of this funding will offsetting any pandemic related costs. It is projected that the Terrace may see minimal year-end savings as a result of limited ability to provide resident events to this point in the year.

Recommendation:

That the Financial Statements and Variance Projections as of September 30, 2021 for Wellington Terrace be approved.

Respectfully submitted,



Shauna Calder, CPA, CGA
Manager of Finance



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Suzanne Dronick, Wellington Terrace LTCH Administrator
Date: Wednesday, October 13, 2021
Subject: COVID-19 Update

Background:

Directive #3 was updated by The Ministry of Health on Friday October 1st, 2021. Effective immediately, LTC licensees are to ensure that all staff, students, volunteers and support workers provide proof of having received all required doses of COVID-19 vaccine or a valid medical exemption by November 15th, 2021. Individuals that do not show proof by this deadline will not be permitted to enter the home to work, train or volunteer.

Furthermore, to aid in the early detection of possible break through cases of COVID-19 effective October 15th, 2021 fully immunized individuals will be subject to randomized Antigen testing.

Recommendation:

That the COVID-19 update be received for information.

Respectfully submitted,

A handwritten signature in black ink that reads 'SDronick'.

Suzanne Dronick
Wellington Terrace LTCH Administrator



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Wednesday, October 13, 2021
Subject: **Museum and Archives Financial Statements and Variance Projections as of Sept 30, 2021**

Background:

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides an updated projection to year-end based on expenditures and revenues to September 30, 2021 for the County Museum and Archives.

Operations across all County departments have continued to be affected by the COVID-19 pandemic and are likely to see financial implications in various ways throughout the remainder of 2021. Impacts specific to COVID-19 are identified where applicable.

Operating:

- The provincial grant is still to be received – no variance is expected. Funding received to date relates to the Museum Digital Capacity grant that the Museum was approved for in March 2021 for costs incurred during the April 2020 to March 2021 period. This funding amount is fully offset by related expenditures.
- Licenses, permits and rent (room rentals for events) will be well below budget as a result of COVID. To date revenues are down by \$28,000 and cancellations for bookings made in 2021 have continued in a similar manner to 2020. It is likely that rental for the remainder of the year will follow 2020 experience and the overall shortfall will be between \$35,000 and \$40,000.
- User fees and charges and sales revenue are behind budget as school tours, registrations and event revenue have been cancelled and are likely to continue to see significant impacts for the remainder of the year. Revenues thus far are close to \$18,000 lower than expected for these area and the overall shortfall could range from \$20,000 to \$25,000 as a result of the pandemic. Included in this line item is donations in lieu of admissions at the Museum (\$27,000 budget) which is fully offset by a transfer to reserve and will therefore have no impact on the overall variance.
- Other revenue consists of donations that will be transferred to the appropriate reserve at the end of the year
- Salaries, wages and benefits are tracking under budget as the Museum had redeployed staff members to provide assistance with the County vaccination effort. Those employee costs have been reallocated to Public Health. This redeployment has come to an end and staff have returned to the Museum. At this time a positive variance between \$70,000 and \$80,000 is anticipated.
- Supplies, materials and equipment are under budget and as programmes and events have been and may continue to be cancelled, the expectation is savings between \$15,000 and \$20,000
- Purchased services is under budget at this point – snow removal is ahead of budget, this has been offset by lower building related expenses as the Museum has had periods of closure during the year. Additional expenditures are still to be made through to the end of the year and no significant variance is anticipated.

Capital:

Museum and Archives at Wellington Place capital addresses facility needs, programming needs and Wellington Place property needs and is administered by museum staff. This report provides a summary of the 2021 Museum and Archives capital spending for the period ending September 30, 2021.

The Museum and Archives began the year with a total approved budget of \$5,082,000 consisting of seven projects. In year budget adjustments of \$10,000 account for the increased budget to date. To date, one project is complete and ready to close.

The table below accounts for life to date spending and closing projects for total available funding of \$2,126,499.

Museum and Archives	May 31, 2021	Sept 30 2021
Open Capital at Dec 31, 2020	\$ 4,862,000	\$ 4,862,000
plus: 2021 Approved Capital Budget	\$ 220,000	\$ 220,000
plus: 2021 In-Year Budget Adjustments	\$ -	\$ 10,000
2021 Total Approved Capital Budget	\$ 5,082,000	\$ 5,092,000
less: Previous Years Capital Spending	\$ (2,901,350)	\$ (2,901,350)
Available Capital Funding for 2021	\$ 2,180,650	\$ 2,190,650
2021 Capital Spending to Date	\$ (2,352)	\$ (38,072)
Open Purchase Orders	\$ (18,921)	\$ -
Closed Projects		\$ (26,079)
Uncommitted Approved Funding	\$ 2,159,377	\$ 2,126,499

The following table details spending to date and project spending plans for the remainder of 2021.

Museum and Archives Capital	LTD Budget	LTD Actuals	Remaining Budget	Comments
Facility Improvements				
2021 Driveway Rehabilitation	\$160,000	\$9,922	\$150,078	The project tender awarded in the spring had intended to complete the work over the summer months. The works were delayed to the end of September and is expected to span a three-week period. No variance is anticipated.
2021 Re-Shingle Museum and Archives Roof	\$45,000	\$18,921	\$26,079	Work on the roof is complete and the project is ready to close with a significant surplus. The budget number originated from the Building Condition Audits prompting staff to review roofing amounts scheduled in future budgets.

Museum and Archives Capital	LTD Budget	LTD Actuals	Remaining Budget	Comments
WP Barn Repointing	\$100,000	\$0	\$100,000	Staff are working to secure and schedule a mason to complete the repointing work before the weather becomes a factor. Updates will be provided as more details come available.
WP & Artifact Storage Buildings	\$630,000	\$218,900	\$411,100	A space needs analysis will be defined within the Wellington Place Mini-Master Plan. Any additional requirements for storage will be made in the 2022 capital budget process.
Programming				
Poultry House Restoration	\$25,000	\$5,296	\$19,704	Project work continues with the installation of display cabinets. Significant savings are anticipated (\$15,000) and will be transferred to the General Capital Reserve on project completion.
Wellington Place				
Commons Development	\$100,000	\$0	\$100,000	Project spending will commence in 2021 with the development of the Wellington Place Mini-Master Plan. The final form of the plan will inform future works and budget requirements at Wellington Place.
Groves Hospital Grant	\$3,882,000	\$2,558,298	\$1,323,702	Work is wrapping up on this project with final legal work and invoicing to come. On project completion the remaining funds will be transferred to Groves Memorial Hospital fulfilling the County's 2003 funding commitment of \$5 million.
Wellington Place Signage	\$150,000	\$128,084	\$21,916	Staff are considering the best use of the remaining funds and the ideal location for additional signage.
Total Museum & Archives at WP	\$5,082,000	\$2,939,422	\$2,152,578	

Overall, the Museum and Archives is significantly below budget from a revenue perspective with a portion of this offset by savings on expenditures. It remains difficult to determine the expected full year impact on the Museum and Archives as a result of the COVID-19 pandemic as programming, attendance and registrations are likely to continue to be depressed. At this time a positive variance between \$30,000 and \$40,000 is anticipated by year-end.

Recommendation:

That the Financial Statements and Variance Projections as of September 30, 2021 for the County Museum and Archives be approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken DeHart", with a stylized flourish extending to the right.

Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: [Jana Burns], [Wellington Place Administrator]
Date: Wednesday, October 13, 2021
Subject: **WCMA Update**

September

September presented us with new provincial guidelines to follow, and we are grateful to all patrons who enter our space excited to see our offerings and amenable to our protocols. We hosted meetings, weddings and celebrations, and look forward to hosting children on their field trips soon as well.

We are also pleased to welcome Emily Benedict to the WCMA team as our new Conservator, replacing Patty Whan who is retiring after 35 years of service to the County of Wellington. Emily comes to us with several years of experience in conservation and collections management, having worked at the Waterford Heritage and Agricultural Museum, Port Dover Harbour Museum, and City of Hamilton Civic Museums.

I have had the pleasure of reading former Curator Susan Dunlop's draft of our first Poor House book, which will be complete in the next few months. We are also excited as we develop plans to host a Christmas Market at the WCMA for the evening of Friday December 10 and Saturday December 11.

Spectrum Exhibit

Animal Gibberish, the travelling exhibit we rented from the Museum of Nature and Science in Sherbrooke, Quebec, has ended after a successful run.

An exhibit focused on colour is taking its place in the main exhibit hall this month. Visitors will discover colour theory (primary, secondary, tertiary, and complementary colours), experiment with coloured lights to understand the visible light spectrum, and see a wide variety of colour-themed artifacts from the WCMA collection.

The majority of the artifacts chosen for the exhibit have not been on display before, including many recent donations. Unique artifacts include a poisonous arsenic-dyed petticoat from the Victorian era, a purple striped wedding dress from 1877 (the year the House of Industry and Refuge was built), and a street organ made by Frank Speers of Speers Electric (Elora) that visitors will recognize from past local parades.

Spectrum

October 16, 2021 - March 20, 2022

Immerse yourself in a world of colour!
Learn how colours are made, experiment
with coloured lights and shadows,
and see rarely-seen artifacts from the
museum collection!



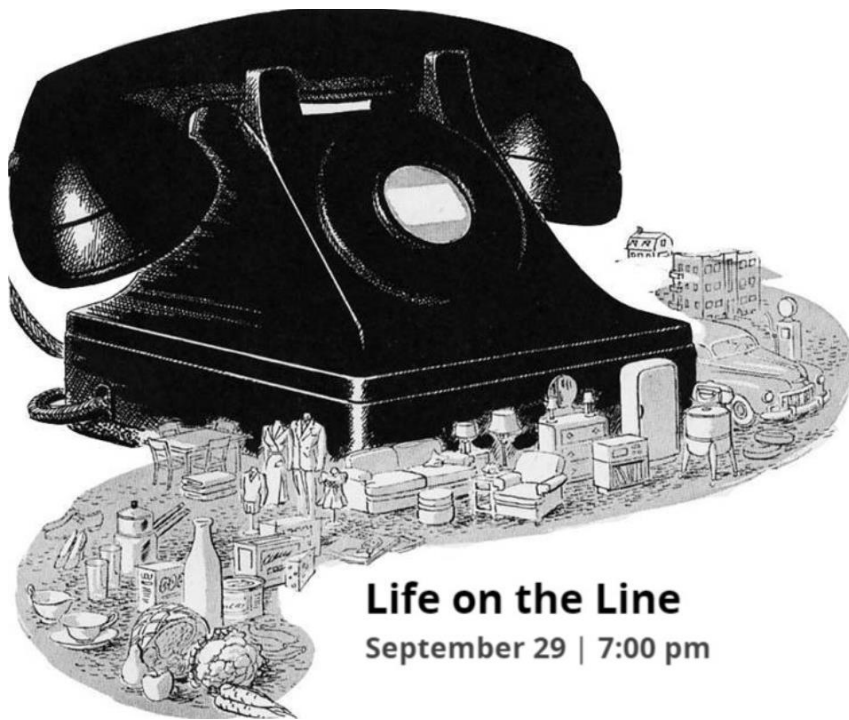
is located on Wellington Road 18
Between Fergus and Elora
T 519.846.0916 X 5221
Toll Free 1.800.663.0750 X 5221
www.wellington.ca/museum

Telephone Talks Lecture Series

Paul Axman's Telephone Exhibit is currently on show at the WCMA, titled "Talk To Me". This exhibit was on the CTV News last week and this week on CBC's The National, providing excellent coverage for both Mr. Axman as well as the WMCA!

<https://kitchener.ctvnews.ca/historic-telephones-on-display-at-wellington-county-museum-1.5603228>

The first of three "Telephone Talks" Zoom lectures occurred on Wednesday, September 29 with 43 participants registered. "Life on the Line: The Evolution of the Home Telephone" featured guest speaker Brian Wood, Curator of the Bell Homestead National Historic Site.



Life on the Line discussed how the telephone has changed over time, exemplified through classic Bell Telephone ads - everything from the convenience of an extension phone in 1909, telephone etiquette in wartime, telephones to match your décor in the 1960s, to the modern styles of the 70s and 80s.

The next lecture in the series will be "Hello, Wellington County!" on October 13 at 7:00pm.

This presentation focuses on the legacy of Bell Canada in Wellington County, specifically the story of the Town of Fergus. Join us with special guest lecturer Janie Theoret, Archives Specialist at Bell, and get a glimpse of the hidden gems behind Bell's vaults rarely seen by the public.

The Archives

During the month of September research inquiries involved answering 21 phone calls and responding to 49 emails. 75 members of the public visited the Archives in person. They travelled from within Wellington County (Arthur, Elora, Fergus, Belwood, Drayton, Mount Forest); from throughout Ontario (London, Strathroy, Woodstock, Burlington, Haliburton, Toronto, Cambridge, South River, Milton) and they came from out of province (Mason, Ohio; Powell River and Kamloops, B.C.)

Research inquiries and requests from the public were wide ranging and related to: family history research including compiling information required to complete a government application; the history of the Potter family and foundry in Elora; a request to access a local Fergus history book; search for images of S.S.# 2 Watson's School, Guelph Township; a request for military enlistment papers from WW1; a search for an out of print local cookbook; the history of hydro in rural Ontario; how to make a donation to the collection and a search for architectural house plans.

Archives staff also processed 9 photo reproduction orders which required the scanning of images in our collection to be used in the following ways: an oversized negative to be reproduced as a poster; an archival document to be used in the Drayton Library display case; photographs for an anniversary gift; images used in window displays in a commercial building; publication in a history book on one room schools as well as a family history and images to be used in a podcast.

Car Show 2021 August 29

September is traditionally a transition month at the Museum, where staff review our summer events and prepare for school programmes, Halloween and Remembrance Day.

The final summer event is the Car Show, and after missing the event for the first time in over 40 years in 2020, programming staff were determined to bring it back. The Car Show was our first major event, with hundreds of attendees, since the pandemic began 18 months ago. It was entirely outside and we were grateful for sunshine and grateful attendees. New this year, a Beer Garden and Elvis impersonator added to the entertainment for those coming along with the car buffs. We sold a variety of beverages, freezes and lemonade and overall, were surprised that our 2021 Car Show was the most popular Car Show in our entire history with 204 cars registered (a new record) and over 500 visitors. Overall, the Car Show was a great success this year and the overwhelming sentiment from both staff and visitors alike was that it was so nice to finally attend a big event again and feel like we are beginning to beat back this pandemic.



Coming up in October

Programming is busy preparing for a number of events and programmes that are upcoming for October, one of the most active months on the Museum calendar.

Cemetery Tours

Are you brave enough to tour the Museum cemetery by moonlight? Join us for a Cemetery Tour, a staff lead tour by lantern light in the Old House of Industry Cemetery where over 200 people were laid to rest. Hear the tragic tales of their lives and deaths in what is now The Wellington County Museum.

Cemetery Tours take place at 7:00pm and 9:00pm on the evenings of October 22, 23, 29 and 30.

Tickets 15\$ +HST

Historic Murder Mystery Night at the Museum

It's 1919 and Mrs. Griffin, Matron of the House of Industry and Refuge, invites you to celebrate the grand re-opening of the Hospital Wing. There will be music, refreshments and merriment. This event is licensed and tickets include a personal platter of meats, cheeses, fruit and crackers as well as a small dessert. Sounds so fun! What could possibly go wrong? A murder of course!

Armed with forensic evidence and plenty of local actors in historic costume as suspects, you will need to help solve the murder mystery at the Poor House before the party is over!

This event requires registration to attend and contains two options for tickets. Guests may choose between a Drinking Ticket (\$50 +HST) and a DD Ticket (\$40 +HST). Both tickets include a personal platter of meats, cheeses, fruit and crackers as well as a small dessert. The Drinking ticket comes with one pre-purchased drink with the ability to purchase more during the event. The DD ticket

does not include any alcohol or the ability to purchase alcohol during the event. Alcohol provided by the Elora Brewing Company.

7:00pm on Saturday Oct 23rd

Downtown Elora Alcohol Tours

On Saturday, October 23 at 3:00pm the Museum is also helping run historic tours of downtown Elora in accordance with the Elora Distilling Company. Tours will start at the Elora Distilling Company and travel around the downtown core, hearing stories about the bars and scoundrels of Elora's past before ending once again at the Distilling company for drinks.

This is a great opportunity for the Museum to work alongside a local business to both increase the offerings of that business and increase their revenue, while also expanding the Museum's reach. This will be especially helpful as Museum staff will be hard to miss as they loudly tour people around Elora on a Saturday afternoon, the busiest time for tourism. Hopefully even more people will be drawn to visit the Museum after their food, drinks, and shopping in the local establishments. If all goes well this will become an ongoing event. We are currently working with the Elora Distilling Company to run these tours once a month and potentially more during the summer.

Return of School Field Trips

While most schools are still not going on field trips we have started to get a few bookings, both for Zoom Field Trips but also even more excitingly for in-person field trips. After reaching out to private schools and homeschooling groups we have booked a number of field trips for the upcoming fall season. While still slow compared to pre-pandemic levels, the return to normalcy is exciting.

Remembrance Ceremony and Candle Lighting

The Wellington County Remembers memorial markers will once again be going on the lawn right after Halloween until Remembrance Day, and the Remembrance Ceremony in association with the Local Legions will be taking place once again on the morning of November 5th, and our annual public candle lighting ceremony will also once again take place at sunset on November 10th.

Recommendation:

That the WCMA Update be received for information and forwarded to County Council.

Respectfully submitted,



Jana Burns
Wellington Place Administrator



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Information, Heritage and Seniors Committee
From: Ken DeHart, County Treasurer
Date: Wednesday, October 13, 2021
Subject: **Library Financial Statements and Variance Projections as of September 30, 2021**

Background

This report is respectfully submitted in accordance with the County's Budget Variance Reporting policy, and provides an updated projection to year-end based on expenditures and revenues to September 30, 2021 for the Library.

Operations across all County departments have continued to be affected by the COVID-19 pandemic and are likely to see financial implications in various ways throughout the remainder of 2021. Impacts specific to COVID-19 are identified where applicable.

Operating

- The \$141,500 budgeted annual operating grant for 2021 is still to be received. The County's application for the \$7,000 Ontario Grant for student staffing in 2021 was not approved and the funding will not be received.
- Municipal recoveries are based on the agreement with the Township of Southgate for the provision of library services for their residents; the second payment is still to be received
- Rent revenue is expected to fall short of budget as the County has provided rent relief to the Town of Minto for the Harriston Library location to August for 2021 as the facility has been closed for in-person use. Rooms have not been available for rental and revenue will experience a shortfall of approximately \$18,000 as a result of COVID. The overall net impact will be a negative variance of approximately \$45,000.
- User fees and charges are tracking well below the budget (made up predominantly of late fees). The lost revenue for the Jan-September period is expected to be in the range of \$55,000 to \$60,000 due to the library facility shutdowns. The Library department has resumed collecting late fees and additional revenue is anticipated through to the end of the year. An overall negative variance is expected between \$70,000 and \$75,000.
- Salaries, Wages and Benefits are tracking below budget at this time. The majority of the impact on staffing from COVID is a result of vacancies for maternity leaves and other library positions that have been delayed as the department has operated at a lower capacity. Savings due to these circumstances could be in a range of \$100,000 to \$120,000.
- Supplies, Materials and Equipment are under budget at this time. The book/library materials budget accounts for the majority of remaining expenses for this line item and is still expected to be fully expended. A number of expenses are likely to experience savings including photocopies, office and programming supplies. An overall savings between \$15,000 and \$20,000 is anticipated.

- Purchased services are under budget to date. This includes the full year rental payment for the Rockwood location having been made. Building related expenses including water and sewage, rug service and telephone will experience savings as the Library locations had been shut down. A positive variance between \$50,000 and \$70,000 is likely.
- Insurance premiums have been incurred for the year; the remaining amount will be expended through payroll as it relates to employee related insurance costs.

Capital

Library capital addresses both facility needs, overseen by property services staff, and programming needs, administered by library staff. This report provides a summary of the 2021 Library Services capital spending for the period ending September 30, 2021.

Library Services capital began 2021 with a total approved budget of \$900,000 consisting of eight projects. To date staff have completed and closed out one project at spring variance. Two additional projects are now complete and ready to close.

The table below accounts for life to date spending, closed projects and purchase order commitments for total available funding of \$632,692.

Library Services	May 31, 2021	Sept 30, 2021
Open Capital at Dec 31, 2020	\$ 180,000	\$ 180,000
plus: 2021 Approved Capital budget	\$ 720,000	\$ 720,000
plus: 2021 In-Year Budget Adjustments	\$ 0	\$ 0
2021 Total Approved Capital budget	\$ 900,000	\$ 900,000
less: Previous Years Capital Spending*	\$ (116,814)	\$ (78,628)
Available Capital Funding for 2021	\$ 783,186	\$ 783,187
2021 Capital Spending to date	\$ (52,157)	\$ (76,285)
Open Purchase Orders	\$ (32,035)	\$ (14,231)
Closed Projects	\$ 66	\$ (98,163)
Uncommitted Approved Funding	\$ 699,060	\$ 632,692

*Note: previous year spending includes open projects only

The following table details spending to date and project spending plans for the remainder of 2021.

Library Services	LTD Budget	LTD Actuals	Remaining Budget	Comments
Facility Improvements				
2021 Library Capital Retrofits	\$50,000	\$6,869	\$43,131	Project scope includes works across several branches. Work will continue throughout the year as staff schedule contractors.
Erin Branch: New Construction	\$550,000	\$0	\$550,000	Staff and Council continue to work through options for this project.
Hillsburgh Branch: Sidewalk	\$30,000	\$0	\$30,000	Drawings are complete; staff are now in the process of securing quotes with the hope to complete the work before winter.

Library Services	LTD Budget	LTD Actuals	Remaining Budget	Comments
Programming				
2021 Branch Improvements: FF&E	\$60,000	\$37,647	\$22,353	Staff intend to fully spend this budget line in-year, however have been experiencing delays in receiving goods. The project may carry forward to 2022 with no variance anticipated at this time.
Branch Improvements: Technology	\$75,000	\$73,561	\$1,439	Staff are finalizing purchases and anticipate fully spending this budget in year.
Catalogue Software Enhancement	\$45,000	\$36,837	\$8,163	Project initiated in 2019 remained open for the purchase of an app to enhance the user experience. The app purchase is now complete and the project is ready close.
Library Catalogue Replacement	\$30,000	\$0	\$30,000	This 2021 project overseen by the Ontario Library buyers group is no longer going to take place. The project will close and funds returned to the General Capital Reserve.
Total Library Services	\$840,000	\$154,913	\$685,087	

Overall, the Library Department is below budget targets from a revenue perspective with this offset by savings on expenditures. It remains difficult to determine the expected full year impact on the budget because although County libraries are now open to the public, they continue to see a reduced number of patrons coming through. At this time, a positive variance between \$70,000 and \$90,000 is anticipated by year-end.

Recommendation:

That the Financial Statements and Variance Projections as of September 30, 2021 for the County Library Service be approved.

Respectfully submitted,



Ken DeHart, CPA, CGA
County Treasurer



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Library Board
From: Rebecca Hine, Chief Librarian
Date: Wednesday, October 13, 2021
Subject: Summary of Library Activities, September 2021

Background: To provide the Library Board with an overview of events and activities from across the library system.

Short Story Contest

Submissions for our annual Olive and Fred Robins Junior Short Story Contest are now being accepted throughout the month of October. The annual writing contest is for children in grades 4, 5 and 6 who are invited to submit an original short story of 500-750 words. All entries will be entered to win a \$50 gift card for Magic Pebble Children's Bookstore in Elora and the top entries will win a \$150 cash prize. The winning stories are published on the library website as well as being submitted to the Wellington Advertiser for publication. Last fall we saw fewer submissions than usual and we are hopeful that this year interest in the contest will be back to its previous levels.

Library News Alerts

Patrons can now sign up for the latest library news by going to www.wellington.ca/LibraryNews. They then have a choice of any or all of following electronic newsletters:

- Weekly book and collection news
- Monthly news from their local branch, including events, in-branch technology and service alerts
- Monthly County-wide newsletter
- News alerts, including service changes
- Special events, including author visits, performers, and festivals

As mentioned at our September Board meeting, our new mobile app is ready to go live and launches this month to the public.

Best Books of 2021

Last year we started a new initiative in which we asked library staff to submit their favourite book of the year in order to compile a list of best reads of 2020. Through several rounds of voting we narrowed it down to a top ten list of best books of 2020 that was then published in our January newsletter and posted on our website. This was well received by staff and the public and it was suggested that this be extended to all County staff, Council members and the Library Board this year. Laura Shtern, our Collections Librarian, has sent out an email encouraging everyone to participate in what will hopefully become an annual event. The deadline to submit your choice is November 1 and then the second round of voting will begin. I encourage everyone to participate.

Networking: Board Assemblies

This fall the Ontario Library Service will be once again offer a series of Board Assemblies based on resident population served by the Library Board, similar to what they offered this past spring. OLS has decided to extend the invitation to participate in these meetings to any board member who wishes to attend. Registration for the Board Assemblies is now open through the meetings and webinars page of the OLS website www.olservice.ca. There is an extra Board Assembly that has been added to the schedule on a Saturday morning, November 20, for anyone whose schedule does not allow them to attend their designated population based meeting.

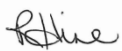
Proof of Vaccination and Meeting Space Update

The Ontario Library Service on behalf of public libraries across the province asked the Ministry of Heritage, Sport, Tourism and Culture for clarification on the provincial legislation relating to meeting and event spaces in public libraries and the proof of vaccination requirements. OLS received that clarification this week and I have attached it to my report. Basically it states that “the use of indoor meeting and event spaces within public libraries will require proof of vaccination for all patrons attending the meeting or event”. This has put many library systems in a difficult position as they are not requiring proof of vaccination to come in to browse but are now required to have proof of vaccination for any meeting or event in any area of their library. As you are aware we have chosen to take the proof of vaccination a step further than this and require it for anyone entering our buildings. This was a difficult decision to make but may ultimately allow us to ease back into programming and events more easily knowing that everyone in the building has already provided proof of vaccination rather than needing to distinguish between those browsing versus those attending an event. It should be noted that we continue to offer full curbside service to all members of our community. Dr Mercer has given us her full support and I have attached her letter expressing this at the end of my report for the Library Boards information.

Recommendation:

That the Chief Librarian’s report for September 2021 be received for information..

Respectfully submitted,



Rebecca Hine
Chief Librarian

[View this email in your browser](#)

ONTARIO | LIBRARY SERVICE

Good Afternoon CEOs,

The Ministry of Heritage, Sport, Tourism and Culture Industries has provided clarification and guidance in response to questions around the proof of vaccination requirements for the use of meeting and event spaces in Ontario's Public Libraries.

While public libraries are not a prescribed setting requiring proof of vaccination under [O.Reg 364/20](#), it should be noted that **the use of indoor meeting and event spaces within public libraries will require proof of vaccination for all patrons attending the meeting or event**, with the exception only for the following uses:

- for a day camp or overnight camp for children described in section 19 of [Schedule 2 of O. Reg 364/20](#);
- for a provider of child care within the meaning of the [Child Care and Early Years Act, 2014](#);
- for the purpose of the provision of social services;
- for the purpose of delivering or supporting the delivery of court services;
- for operations by or on behalf of a government; or,
- for the purpose of delivering or supporting the delivery of government services.

Those 12 and older, including those who are accompanying children/youth to indoor meeting and event spaces will need to be fully vaccinated and provide their proof of identification and proof of vaccination, or provide proof of being entitled to an exemption as per the [Ministry of Health Medical Exemptions to COVID-19 Vaccination guidance](#).

While receiving a COVID-19 vaccine remains voluntary, the [Ontario Human](#)

permissible under the [Human Rights Code \(Code\)](#) as long as protections are put in place to make sure people who are unable to be vaccinated for Code-related reasons are reasonably accommodated. This applies to all organizations.

While only specified businesses or organizations are legally required to ask their patrons for proof of identification and proof of being fully vaccinated against COVID-19, [O. Reg. 364/20](#) and the Ministry of Health's guidance do not prevent other businesses or organizations from establishing a vaccination policy or proof of vaccination requirement.

As stated in [Subsection 23 \(4\) of the Public Libraries Act](#), a board may make rules for the use of library services and for the admission of the public to the library. A Library Board may consider seeking legal advice if they wish to implement a proof of vaccination rule.

COVID-19: Resources for Public Libraries

olservice.ca

Twitter

Facebook

*Copyright © 2021 Ontario Library Service
All rights reserved.*

334, rue Regent Street
Sudbury, ON P3C 4E2

Want to change how you receive these emails?

You can update your preferences or unsubscribe from all our newsletters and emails



September 28, 2021

Warden Kelly Linton
County of Wellington
74 Woolwich St.
Guelph, Ontario
N1H 3T9

VIA EMAIL

Dear Warden Linton,

I am writing to express my strong support and thanks for the County of Wellington's recent decision to require individuals 12 years of age and older to show proof of COVID-19 vaccination to enter any County library branch, the Wellington County Museum and Archives and all County of Wellington buildings.

Limiting the spread of COVID-19 is the responsibility of our entire community and the County of Wellington has consistently demonstrated how individual organizations can take on the task of further protecting our region. Expanding the locations where vaccines are required adds additional layers of safety for residents and helps us continue to return to more normal activities.

The County of Wellington has been an essential partner throughout this pandemic, from providing a physical space for WDGPH's mass COVID-19 vaccination clinics to using their voice and influence to amplify public health messaging about vaccination and safety measures. Through the County of Wellington's Centre Wellington Community Sportsplex in Fergus, Wellington-Dufferin-Guelph Public Health has been able to provide over 53,000 COVID-19 vaccines to our community to date.

I am grateful for your continued partnership and efforts to go above and beyond to prioritize the safety of our communities.

Thank you,

Dr. N. J. Mercer, MD, MBA, MPH, FRCPC
Medical Officer of Health and CEO
Wellington-Dufferin-Guelph Public Health

DIY Autumn Leaf Bowl

Celebrate the changing season and bring nature indoors with your very own autumn leaf bowl.

WHAT YOU NEED

- Autumn leaves
- Scissors
- Parchment paper
- A bowl
- A heavy book
- Cling wrap
- White glue



INSTRUCTIONS

- 1 Place leaves between parchment paper and weigh down with book. Leave them anywhere from a few days to a week to flatten.
- 2 Choose the leaves that are the fullest and most intact, then carefully snip off the stems.
- 3 Find a bowl that matches the size of your leaves, then cover the outside of the bowl with a layer of plastic wrap.
- 4 Apply watered down glue over the cling wrap in a thin layer.
- 5 Press a layer of leaves onto the gluey cling wrap, then cover with another layer of cling wrap. Leave overnight to soften.
- 6 Remove the top layer of cling wrap and brush the leaves with a layer of undiluted glue.
- 7 Choose another layer of leaves, overlapping with the first layer. Leave overnight.
- 8 Repeat steps 6 and 7.
- 9 Let dry then take your leaf bowl off your mould. Slowly remove the cling film from inside the bowl, beginning in the centre of the bowl and pulling up.

STAFF PICKS



The House in the Cerulean Sea
by TJ. Klune

In a world where magic is real and those who are magical are persecuted, Linus is a case worker for the Department in Charge of Magical Youth. Sent to investigate an orphanage with six very unique children - including a gnome and the literal antichrist - along with a charming headmaster, Linus discovers that there is more to these kids (and to life) than what Extremely Upper Management has been telling him. Heartwarming and funny, this is a must-read about finding family in a very unexpected place. Available in adult fiction, eBook, and downloadable audiobook. For more of what library staff are reading, follow WCL_Picks at www.wellington.ca/Catalogue.



www.wellington.ca/Library

#WellingtonCountyLibrary
on social media!



™ Official Mark of The Corporation of the County of Wellington



Alternate formats available upon request.



Subscribe to digital copies of this newsletter at www.wellington.ca/LibraryNews.

The Next Chapter

Wellington County Library Newsletter | October 2021

Get Mobile!



Staying connected with your library, anytime and anywhere, just got easier. Discover the joy of browsing the shelves with our new mobile app.

With the **My WCL** app, you can:

- Search the library collection and discover new releases
- Present your virtual library card for physical checkouts
- Scan the barcode of any book to discover it in the collection
- Get up-to-date information on branch hours, closures, and facilities
- Keep track of due dates, renew borrowed items, place holds, and manage your account

Download the **My WCL** app on the App Store (iOS) or Google Play (Android) for your smartphone.



SERVICE UPDATE

All branches are **CLOSED** Monday, October 11.

”

Autumn is a second spring when every leaf is a flower. - **Albert Camus**

”



Short Story Contest 2021

LOVE TO WRITE?

Wellington County students in Grades 4, 5 and 6 are invited to submit original stories of 500 – 750 words to the annual **Olive and Fred Robins Junior Short Story Contest**.

All submissions will be entered in a draw for a **\$50 gift card** for Magic Pebble Children's Books and a **\$150 cash prize** will be awarded to the top stories. The winning stories will be made available on the library website and will be submitted to the Wellington Advertiser for publication.



@ Please visit www.wellington.ca/ShortStoryContest for details and entry. Entries will be accepted from October 1 – 31, 2021.

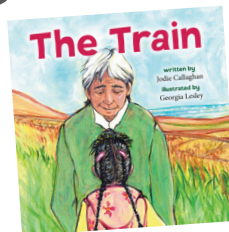
- VIRTUAL AUTHOR VISIT -

Jodie Callaghan

Join Wellington County Library in conversation with

JODIE CALLAGHAN

Tuesday, **October 19**
10:00 am



This First Nations author will speak about her dual-language edition (English and Mi'gmaq) of **The Train**, a gentle and sensitive portrayal of the residential school system. Classrooms are welcome to participate in this virtual Zoom event. Presented in partnership with Eden Mills Writers' Festival.

Registration is required via

www.edenmillswritersfestival.ca



For a complete list of programming at your Library, visit www.wellington.ca/LibraryProgramming.

On the Edge of Your Seat

Looking to get into the Halloween spirit?

Check out some of these WCL picks for thrillers that will get your pulse racing and keep you guessing.



Not a Happy Family
by Shari Lapena



Before She Disappeared
by Lisa Gardner



The Good Sister
by Sally Hepworth



Local Woman Missing
by Mary Kubica



Such a Quiet Place
by Megan Miranda



One by One
by Ruth Ware



Playing Nice
by JP Delaney



Something She's Not Telling Us
by Darcey Bell



The Nanny
by Gilly Macmillan



The Family Upstairs
by Lisa Jewell

Search these titles and more at www.wellington.ca/Catalogue.

Together We Read: Ontario



Frying Plantain
by Zalika Reid-Benta

Join this digital book club for Ontario library members! Beginning October 18, in celebration of Ontario Public Library Week, get unlimited access to **Frying Plantain** by Zalika Reid-Benta in eBook and digital audiobook.

This debut anthology was longlisted for the 2019 Giller Prize and features twelve interlinked short stories about a Jamaican-Canadian girl and her navigation of family, race, culture, and growing up.

Read the book, share on social, and participate in the online discussion board at www.togetherweweread.com/ontario.



Celebrate Ontario Public Library Week

Stop by your local branch between October 18 – 22 and enter to **WIN a free book!**

LIBRARY HIGHLIGHTS

September 2021



**Staff celebrate National Day
for Truth and Reconciliation**
(September 30)

Virtual Author Event

In partnership with Eden Mills Writers' Festival, Wellington County Library will be speaking to First Nations author Jodie Callaghan.

Her picture book, *The Train*, is a gentle portrayal of the residential school system. Classes and families are welcome to participate.



October 19 at 10:00 am
Register at www.emwf.ca

Community Outreach

- Several branches hosted vaccine clinics, including 37 first shots in Clifford
- Staff visits to long-term care and seniors' homes resumed for the first time since 2020
- Arthur and Mount Forest Branches participated in local Sidewalk Saturdays

**"I proudly wore my
Every Child Matters
shirt and was so
thankful to be able to
attend the Lunch and
Learn to commemorate
the day."**

- Noni Nixon, Branch
Supervisor

799 Holds



Staff-generated lists in our online catalogue are very popular, particularly for brand new items being released in the coming month.

In September, seven Coming Soon lists saw a total of 1290 unique views and 799 items were requested.

Top Circulating Books on CD

