WARD & UPTIGROVE
CHARTERED ACCOUNTANTS

CLARITY. DIRECTION. RESULTS.

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2016 YEAR END NEWSLETTER

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IN THIS ISSUE

Christmas Shutdown

The offices of Ward & Uptigrove and Ward & Uptigrove Wealth Management will be closed during the Christmas holidays from 4:00 p.m. on Friday, December 23rd and reopening in the New Year on Tuesday, January 3rd.

TAXATION ISSUES

Corporate Year End

Before choosing a date for your year end, think about the date that works best for your kind of business.

When entrepreneurs incorporate their businesses under their respective provincial articles of incorporation, often, little thought is given to the date for the fiscal year end. Many company founders unconsciously identify the company's fiscal year end with the calendar year end of December 31, and therefore automatically select this date. After the articles of incorporation have been issued, the business may choose any date as year end provided the number of days of the fiscal year do not exceed 371. Conventional wisdom suggests, however, that the last day of the chosen month is the most practical date since most businesses and financial institutions process client data on a month-end basis. Setting the year end date at the end of your chosen month permits an easier cut-off and reconciliation process.

Factors to Consider

Inventory

If, for example, you are a retail business, physically counting inventory during your busiest sales period (i.e., Christmas) would disrupt business, so January 31 would be a good date for your year end. Inventory, as well as the level of in-store activity, will be at their lowest in January when your staff can count, price and value inventory without taking time away from selling. For a service industry such as landscaping, work-in-progress may have to be calculated. It may be best to have a year end such as November 30, after the bulk of the contracts are finished.

Accounting

Choosing an arbitrary year end such as December 31, which may not match your accounting cycle, could create issues for your in-house accounting staff as well as your CPA. Internal staff are often overwhelmed with completing year-end procedures for payroll, government reports, and finalizing year-end inventory, not to mention cut off of receivables and payables or budgeting for the coming year. Such stress can lead to errors, increased overtime and frustration.

Also, if your year end is December 31, your CPA may not be as available as you would like because they are consumed by tax planning and tax preparation for individuals and may be in no state of mind to work with staff that is already frustrated by their own year-end requirements.

Start-up capital

When a business starts up, cash flow difficulties are common, given the need to borrow working capital for start-up costs and capital assets. If, by good fortune, the business does extremely well in its first year and substantial taxable income materializes, a year end set 365 days from the date of incorporation may be advisable. Since there is no requirement to pay monthly or quarterly instalments in the first year of operations, the business gets the maximum tax deferral by setting the first year end as late as possible. A later year end would lessen the actual cash outflow for corporate income tax and provide additional working capital in the start-up period.

Tax Deferral

Choosing a year end of July or later allows tax deferral of corporate profits. Suppose, for a moment, that the corporate profit is $150,000. Rather than pay the corporate tax on the $150,000, management may decide to pay out the $150,000 in bonuses to various employees of the company. If the bonus is declared for the July 2016 year end but not paid until January of 2017, the income tax expense for the corporation is nil and the tax on the bonuses is not taxed in the hands of the recipient until it is paid in January of 2017. This approach provides working capital for the corporation that otherwise would have gone to the Canada Revenue Agency (CRA).

Changing Your Year End

Your business may have changed over the years so that now there are compelling reasons to change its current year end, such as staffing or administration issues that make it impossible to complete the year-end process in a timely fashion. If, for instance, your business now has a high sales volume or high inventory at the current year-end date, it might be less disruptive to end the year on another date. If you are a subsidiary or highly dependent on another business such as a supplier, there could be administrative and accounting advantages to aligning year ends.

A request to change the year end must be sent to the CRA. Changes can only be made for sound business reasons (i.e., *not* for the purpose of an income tax benefit).

Owner-managers should keep in mind that, if a change in year end is granted, it will be necessary to produce financial statements and tax returns for the shorter period. Further, depending upon your accounting system, there may be additional cost in establishing the new year-end protocols.

Check with Your CPA before Making a Change

Decisions about establishing a year end or changing a year end can be fraught with unforeseen income tax consequences for both the corporation and owner-managers if personal and corporate tax issues are not considered. Entrepreneurs should meet with their CPA to discuss tax consequences; seasoned owner-managers should consider meeting with their CPA if making a change to the business year-end seems to be more and more necessary.

Ontario Land Transfer Taxes Increase

The province of Ontario has announced that it plans to increase the Land Transfer Tax on the portion of certain real estate property that is above $400,000 from 1.5% to 2%. The province of Ontario has also announced that the same tax on certain family residences will be increased from 2% to 2.5% on the portion above $2,000,000. These changes will become effective January 1, 2017.

Changes for Individuals Disposing of a Principal Residence

Ordinarily, an individual resident in Canada typically does not have to pay tax on a gain from the sale or deemed disposal of a home that qualifies as the individual's principal residence. This statement is true if, for every year the individual owned the home, it was the individual's principal residence. However, for 1982 and later years, a family unit (i.e. in most cases this includes the individual, the individual's spouse or common-law partner, and any of the individual's unmarried children under the age of 18) may only designate one home as the family's principal residence for each year. On the other hand, an individual that sells a property that was not designated as a principal residence for every year that they owned it (e.g. Cottage, Condo) may be taxed on the portion of the capital gain that relates to the number of years the individual did not designate the property as a principal residence.

In the past, if the capital gain on the sale of a principal residence was fully sheltered by the principal residence exemption, the CRA has not required individuals to report this disposition on their tax return. This practice allowed individuals to benefit from the principal residence exemption, either from simply not knowing the proper rules, or from intentionally using it to their own advantage without CRA knowing.

CRA has made changes to this above practice, effective 2016, where individuals must now report all principal residence dispositions that occur in the year, or be subject to an extended reassessment period in respect of the property disposition. The CRA has stated two major changes:

1. Where an individual disposes of a property that is designated as the individual's principal residence for each year of ownership (i.e. the gain is fully sheltered), the individual is to report only the year of acquisition, proceeds of disposition, and a description of the property. The principal residence designation is to be placed directly on Schedule 3 of the T1 Income Tax and Benefit Return for the year.
2. Where an individual disposes of a property that is not designated as the individual's principal residence for each year of ownership (i.e. there may be a portion of the capital gain that is taxable), the individual will now be required to file with their return for the year, a completed Form T2091 (IND), Designation of a Property as a Principal Residence by an Individual. Any capital gain remaining after applying the principal residence exemption must be reported on Schedule 3 of the individual's tax return.

Principal residence dispositions may be reported later through an individual's amended tax return, and limit the extended reassessment period to three years after the date the amended return is filed. A related amendment will now allow CRA to accept a late-filed principal residence designation, which will be subject to a penalty that is equal to the lesser of $100 per month that the designation is late and $8,000.

Due to the above changes, it will be more important than ever for individuals with more than one residence, to track the cost of each residence for the purpose of allocating the principal residence exemption among multiple properties when reporting sales. The most important items to keep track of are the purchase agreement, and any receipts or invoices related to capital improvements made to each dwelling (i.e. home, cottage, condo).

There is no principal residence exemption for a corporate owned dwelling.

BUSINESS MATTERS

Changes to Review Engagement Financial Statements

Canadian standards for Review Engagement financial statements are changing. Companies and organizations with year ends on or after December 14, 2017 will transition to the new standards. Review engagements provide 'limited assurance' to the users of the statements, whereas an audit provides a reasonable level of assurance, and Notice to Reader / Compilation engagements state that no assurance is provided.

In general, the new standards will maintain the current accounting standards. Users will notice a much larger review engagement report, new engagement letters, as well as an increased need for additional information and questions during the preparation of the financial statements. There are also increased requirements for documentation within the working paper files which we maintain. It is expected this will result in a modest increase in time to complete the engagement, with related fee implications.

The Accounting and Assurance Standards Board is also reviewing the future of Notice to Reader / Compilation engagements standards. To date they have not provided commentary on any possible changes.

We will review these changes in detail with you as we review your financial statements. If you have any immediate concerns please contact us.

Considerations for Succession Planning

In recent years we are hearing a lot about the Baby Boom generation planning to exit their business in the next five to ten years. For some of us, transferring our business to the next generation or to an outside party may be easy. For others the thought of letting go or not being in control can be fearful. Building a business is an intensely personal experience for many entrepreneurs. Yet, we all need to acknowledge our humanity and plan for our retirement. It is better to be pro-active in this regard as opposed to "hanging on" and seeing where the chips may fall.

Factors to consider include:

- What is my business worth?
- Who could I sell to?
- Do I have employees that could purchase the business?
- Are my children interested in the business?
- Are my employees or children capable of running the business?

- What will I do? Can I remain actively involved while learning to step back?
- Do I have enough to retire on?
- How much income tax will I pay?
- Where do I start to even address these issues?

At Ward & Uptigrove we have the team required to help you in making the transition steps necessary to transfer your business to the next generation or to your employee(s), or selling outright to new owners. We are constantly involved in advising clients on these matters.

- We can assist in preparing business valuations or obtaining the right specialist to do so.
- Through our wealth management group we can assist in preparing a financial and retirement plan to ensure that you have the required resources to meet your retirement needs.
- We can determine the best strategy to minimize and defer income taxes on the transfer or sale of your business.
- Through our human resources group we can help you assess the strengths and weaknesses of your people to identify the required skills to ensure a smooth transition.
- We can also act as business advisors to the next generation should you decide as an owner to remove yourself from the day-to-day operations.

With our experience we can prepare you and your business for an internal sale (involving employees or children) or an external sale. Do not hesitate to discuss business transition issues with your accountant. It will help to bring peace of mind in planning for the future.

PD4R Forms for Payroll

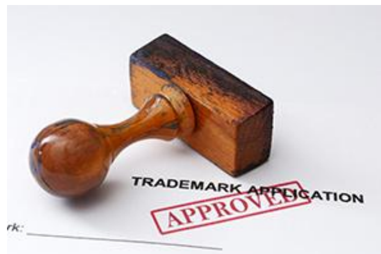
Each year, a T4 summary is filed to summarize your payroll deductions for the year. The Canada Revenue Agency (CRA) compares these summary totals to the amount of deductions you have paid during the year, and calculates any difference. If you have over remitted based on this calculation, they will mail you a “Tax Deduction – Canada Pension Plan – Employment Insurance Discrepancy Notice” (PD4R form), for you to provide a detailed explanation for the over remittance.

If you ignore the form or do not respond with adequate information, CRA will not refund the money you are entitled to. Instead, they will hold your money in a separate “non-reporting period” account that is found by calling CRA and enquiring about the balance in this account. If there is a balance a request can be made to move the balance to the current year’s deduction account. After a few years an unrefunded balance will be removed from your account and kept by CRA.

In the past year, we have recovered thousands of dollars that were moved to this hidden account. To avoid losing these funds, please respond to the request when sent from CRA, or contact us to assist you with this.

Trademarks

Trademarks for Your Business



Protect your business by registering proprietary names as trademarks.

If you want to protect the unique name of your business, website or domain name, logo, product or service name, or company slogan, you may wish to apply for a trademark.

What Is a Trademark?
According to the Canadian Intellectual Property Office:

“A trademark is a combination of letters, words, sounds or designs that distinguishes one company’s goods or services from those of others in the marketplace. A trademark is unique. It is important to a company because over time, a trademark comes to stand not only for the actual goods and services you sell, but also for your company’s reputation and brand.”

There are three types of trademark registrations available to protect your business name:

1. ***A logo trademark*** protects the design element that identifies the goods or services of a business or an individual. For example, an apple with a bite out of it immediately brings Apple computers to mind. A logo is protected by its unique artistic and layout elements.

   A word trademark is words used without any artistic design. (The artistic use of words is protected by copyright.) Company names, business names, names of organizations, product names, names of individuals, names of TV and radio shows can be registered. Mazda’s “Zoom-Zoom” is an identifiable phrase protected by trademark. Coca Cola is protected by trademark, both regarding the name itself, and the Spencerian script in which it is written. (This iconic logo was created by the company's treasurer and secretary, Frank M. Robinson.)

2. ***If your business name*** is important as an identifier to your product or service you can protect it by registering. If you do not register your name someone else can use it and force you to change your business name. If such were the case you would have to change everything in your business that contains the words registered by another party. There is no protection offered by placing a (™) beside the name.

3. ***Your Website domain name*** can also be trademark registered. It should be noted that registering the domain name with an Internet registration authority does not provide any protection or right to use the domain name commercially in Canada.

Registration of a trademark can take 12 to 18 months.

Registration Takes Time
The registration process can take anywhere from 12 to 18 months. Once you register your trademark it:
1. is irrefutable proof that the trademark belongs to you,
2. provides you with exclusive rights to use the trademark in Canada for 15 years,
3. provides comfort that others cannot use a similar confusing trademark,
4. allows monitoring of infringements by others,
5. allows you to license the trademark and provide a boost to your company brand,
6. should be noted that, if you need to protect your trademark in other countries, it will be necessary to register the trademark in each country in which you wish protection.

Trademarks last for 15 years in Canada. The Canadian Intellectual Property Office (the Canadian registry for trademarks) sends a notice when the 15-year period is about to expire. If the renewal application and payment are not received, the trademark is expunged. This means effectively that someone else could adopt your original logo.

Who Knew?
Interestingly, a trademarked name can become so entrenched in our culture that they become generic. For instance the following words are all trademarked but are used in our everyday conversations: Aspirin, Band-Aid, Jeep, Kleenex, Lycra, Popsicle, Taser, Vaseline, Velcro, Zipper.

It May Be Worth Your While
Because of the time, effort, expertise and cost required to register a trademark, owner-managers wishing to register a trademark should seek counsel. The Internet lists organizations willing to assist for a fee.

MANAGEMENT

Where Am I Headed?

Make time for strategic planning.

Strategic planning is not usually a strong suit of most entrepreneurs. They have a great initial idea and know how to turn it into a business. But then, they become too involved in day-to-day affairs and do not take the time to plan where they have to be in five, 10, or even 20 years to stay competitive. No one should start a business without a vision of what their company should be at some point in the future. Unfortunately for many businesses, the intermediate stages do not get planned, goals get forgotten in the details of everyday life, and suddenly the calendar reads 2036 instead of 2016.

There is no magic formula that will provide specific steps to achieve personal and business goals; each individual and each business has different needs and abilities that must be factored into the desired results. The starting point, however, is the same for everyone since there is a symbiotic relationship between a business and its owner.

Taking the First Step
First, determine your personal objectives and needs: current income requirements, retirement savings plans, the future for your spouse and children inside or outside the business, and the amount of personal vacation time you want. If personal goals are set too high, disappointment will stifle forward momentum; conversely, if goals are set too low, under-achievement may stall growth.

Specific achievable targets are essential. Common quantifiable goals include sales volume, gross margin, profit before income taxes or debt repayment. Other goals that are quantifiable but may be somewhat subjective include attaining specific market share or increasing a client base.

Because most businesses are cyclical, it is essential to establish three-to-five-year goals that take into account how progress is going to be made in smaller periods, such as each quarter. Frequent reviews will monitor progress and allow any redefinition of the goals to meet the changing reality.

Make a CPA part of your team.

You Are Not Alone

You will not be able to achieve your business goals without considering your own abilities and shortcomings, future staffing needs, and any assistance from outside consultants to supplement missing skills. You will need inputs from all current staff members to determine whether existing equipment, hardware, software, physical location, transportation, financial services and communications can handle the future projections.

Objectivity is essential to good planning. A Chartered Professional Accountant (CPA) who understands your personal needs, your business, and the financial information required to produce meaningful projections should be part of your team. Not only will your CPA help map the future, but also will be able to support any application for external financing.

A common expression we use is "what you can measure you can manage". Does your accounting system help support in providing information that you need to monitor in managing your business?

Who Are We?

Businesses often try to be everything to everyone. As part of the planning process, it is essential to ask yourself:

1. What business are we in?
2. What business do we want to be in five years from now?
3. What do we do best?
4. Who are our main customers and what do we provide to them?
5. What services or products provide the most return on investment of staff and production facilities?

Analysis of these five areas should show you where to concentrate your production and marketing energies. Such analysis will help define achievable goals and guide your planning for the next three to five years.

Projecting Costs

Once the goals have been determined, it is necessary to project costs and the need for funds. Such information includes:

1. Production costs, either by unit or as a percentage of sales, include labour, material, transportation and amortization of equipment.
2. Selling costs as a percentage of sales include marketing, advertising, entertainment and travel expenses.
3. Administration costs generally include all costs not directly tied to production.

A good starting point for making three-to-five-year projections is a line-by-line review of financial results for the last three to five years. This will provide insight into annual sales, expenses, profit and taxes and show yearly changes in sales and costs as well as the ratio of costs to sales revenue. Management can use these ratios to predict the proportional contributory costs of many expense areas to the realization of projected sales.

Personal Time Matters

Success in business depends upon maintaining a balance between time spent in business and time spent satisfying personal needs. Therefore, when establishing goals, consider how your personal needs will impact your business and its long-term strategy.

Anticipating Change

You also need to consider the impact of changes such as the loss of a key business associate or important customer. You must have a fallback plan and sufficient resources to navigate through the hard times.

Review both the short-term and long-term plans on a regular basis and adjust the expected outcomes to the new information. It is doubly important to review and update plans in the event of dramatic life changes or opportunities.

Let the Business Work for You

Time and resources are limited. Proper planning is the best method of ensuring the business is working for you rather than you working for the business.

Ward & Uptigrove Veterinary Team

At Ward & Uptigrove we recognize that your success is our business. Remaining committed to that promise we are pleased to announce the formal availability of our specialized W&U veterinary business group of certified professionals that are focused on supporting veterinary professionals.

Ward & Uptigrove currently supports over 125 clinics across Ontario providing accounting, business advisory services, continuing education programs, personal and corporate tax, and human resources consulting services to veterinarians.

The Veterinary Business Group Team Members are:
Dave Legault CPA, CGA, Partner
Brendan Magee CPA, CA, Principal
Tim Bridge CPA, CA, Principal
Rita Cole CPA, CGA
Lindsay Hunsberger CHRL, PCP
Brenda Sippel

Contact W&U for more details!

Human Resources (HR) Matters

Leadership Training Series Spring 2017

This is our 17th time running this highly successful training program. The Leadership Strategies series is designed to give you or your employees the tools to lead and supervise effectively. It covers time management, conflict resolution and communication for results, motivating, coaching and team building.

- Five consecutive week days in April & May 2017. Exact dates to be determined shortly.
- Investment: $975.00 + HST per participant

To register or get more information email Emily MacRobbie at emilym@w-u.on.ca or call 519-291-3040 or visit www.wardanduptigrove.com.
This series usually sells out so register early to guarantee your spot!

Is Your Business Compliant With Bill 132?

On March 8, 2016, the Ontario Government passed Bill 132, *Sexual Violence and Harassment Action Plan Act* (the "Act") aimed at preventing sexual violence, sexual harassment and domestic violence. The Act amends several pieces of existing legislation including the *Occupational Health and Safety Act* (the OHSA). Bill 132 became effective on September 8, 2016. The highlights of Bill 132's amendments to the OHSA are as follows:

1. **Definitions of Workplace Harassment and Workplace Sexual Harassment**

Bill 132 adds to OHSA's existing definition of 'workplace harassment' so that it expressly includes workplace sexual harassment. The Act also ensures that reasonable actions taken by Employers or supervisors related to the direction and performance management of employees in the workplace is *not* defined as workplace harassment.

2. **Changes and Additions to Existing Employer Duties**

- Develop and maintain a program to implement new or existing policy in consultation with the Joint Health & Safety Committee (JHSC) or safety representative. This program must be reviewed as often as necessary but at least annually;
- Provide an option of an alternative to the supervisor hearing complaints. This new obligation may impose challenges to smaller workplaces where there is no human resource department or where members of the management team are relatively few;
- Specify how workplace harassment complaints and incidents will be investigated and dealt with. This includes a confidentiality protocol that information obtained about complaints and incidents will not be disclosed unless required for the investigation or by law;
- Indicate that the victim and the alleged perpetrator are informed in writing of the final results of the investigation and the corrective actions to be taken as a result of it, if any. At a bare minimum, your program must provide for this written communication.

In addition to the above, Bill 132 requires Employers to protect workers from harassment by ensuring that an investigation is conducted into incidents and complaints of workplace harassment that is "appropriate in the circumstances". This provision certainly opens the possibility for the Ministry of Labour to consider whether or not the employer's investigatory process was appropriate thereby lending to the potential of further litigation surrounding the "appropriateness of investigations".

3. **New Powers for The Ministry of Labour**

Ministry of Labour inspectors now have the power to order that the investigation be redone or that an impartial third party conduct the investigation. The third party must have the necessary knowledge or qualifications, as determined by the inspector, to conduct a workplace harassment investigation at the employer's expense.

Bill 132 was effective September 8, 2016 and, accordingly, Employers are advised to review their policies and seek the necessary advice to ensure future compliance.

Goodbye to Ontario Retirement Pension Plan (ORPP) & Hello to Expanded Canada Pension Plan (CPP)

In June 2016 nine provinces (including Ontario) and the federal government agreed in principle to enhance the CPP. As a result, the Ontario government has withdrawn ORPP legislation.

If federal Bill C-26 is passed by parliament as tabled in October 2016, the CPP reform will have three main focuses:

1. Once CPP benefits are fully implemented they will deliver an estimated 33.3% of pensionable earnings from the current 25%. Once fully phased in, a Canadian with employment income of $50,000 will receive an annual CPP pension of $16,000 up from $12,000 currently.

2. The Year's Maximum Pensionable Earnings (YMPE) will increase by 14%. In 2017 the maximum is $55,300. By 2025 it is projected to be $72,500.

3. Both employers and employees will contribute more.

These CPP enhancements do not apply to past service. As a result anyone currently working will receive only partial benefits from these reforms. It will take a full 40 years of employment for the full benefit of these CPP reforms to be experienced.

The CPP enhancement will be phased in over seven years, starting in January 1, 2019.

First the higher contribution rate on the YMPE will gradually increase from the current 4.95% for both employer and employee to 5.95% by 2023.

The rates for phase in years are

- 2019 5.10%
- 2020 5.25%
- 2021 5.45%
- 2022 5.70%.

The YMPE is estimated to increase for the phase in years as follows:

- 2019 $59,700
- 2020 $61,500
- 2021 $63,500
- 2022 $65,600
- 2023 $67,800
- 2024 $70,100.

Starting in 2024 both employer and employee with pensionable earnings greater than the YMPE will be required to contribute 4% on the additional amount up to a new maximum called the Year's Additional Maximum Pensionable Earnings (YAMPE). The YAMPE will be phased in over two year in 2024 and 2025.

For an employee with pensionable earnings of approximately $82,700 or more in 2025, the required contribution is estimated to be $4,514 for both the employer and employee up from $2,564 in 2017.

In addition two tax measures will be implemented as the CPP enhancement is phased in:

- An enhanced Working Income Tax Benefit to offset the effect of the additional CPP contributions to low income earners.
- The CPP contributions related to the enhanced CPP will be tax deductible rather than eligible for a tax credit.

As an employer what should you do?

1. Budget for an increase in your annual CPP expense starting in 2019.

2. If you have a registered pension plan or group RRSP that is integrated with CPP, check with your retirement savings provider to see how these CPP reforms will affect your current plan.

3. Some employees may contribute less to your matching defined contribution pension or group RRSP with the increase in required CPP contributions. What affect will that have on your costs and plan?

4. Review your retirement savings strategies for staff given these current reforms and those CPP reforms implemented in the past few years. Is your overall program (with CPP) now paying out too much at retirement? Will your staff now retire earlier? Consider your retirement savings plan design.

Go to http://www.fin.gc.ca for more details.

Accessibility for Ontarians with Disabilities Act (AODA)

Visit www.ontario.ca/page/accessibility-laws to view your organizations requirements.

2017 WSIB Great News!

In 2017 WSIB rates will decrease by an average of 6.2%. To find out your rate go to www.wsib.on.ca. The WSIB maximum insurable earnings ceiling for 2017, increases to $88,500 from $88,000 in 2016. Do not remit WSIB premiums on any annual insurable earnings per employee greater than this amount in the year.

2017 Employment Insurance (EI) Contribution Rates Great News!

In 2017, the employee EI premium rates will decrease from the 2016 rate of $1.88 per $100 of insurable earnings to $1.63. The maximum insurable earnings for 2017 increases to $51,300. The maximum employee contribution is $836.19. Employers will normally pay 1.4 times the employee contribution or $2.282 per $100 of insurable earnings. The maximum employer contribution for 2017 is $1,170.67.

2017 Canada Pension Plan Contribution Rates

Effective January 1, 2017 both the employee and employer CPP contribution rates remain unchanged at 4.95% of pensionable earnings. The basic exemption remains unchanged at $3,500. Maximum pensionable earnings for 2017 increases to $55,300 from $54,900 in 2016. The maximum contribution for both employers and employees is $2,564.10 in 2017.

For an idea on how a business owner can avoid paying CPP on personal earnings visit our website at www.wardanduptigrove.com or contact us.

Canada-Wide Grant for Businesses to Hire Youth

The Industrial Research Assistance Program (IRAP) Youth Employment Program has agreed to contribute up to $10,000 in government funding for businesses to employ full-time (30+ hours/week) a graduate of a Canadian university, college, CEGEP, or provincially certified post-secondary program for 6-12 months. To qualify, these graduates must be between 15 and 30 years old, have Canadian citizenship, permanent residence or refugee status, be legally entitled to work in Canada, and have not participated in a Youth Employment Strategy program in the past. This funding is offered Canada-wide to any incorporated businesses with less than 500 employees. For more information see: http://www.nrc-cnrc.gc.ca/eng/irap/services/youth_initiatives.html

More Information

For further information on any of the above topics call the Ward &Uptigrove general phone number and ask for the Human Resources Team or use the email addresses on our website wardanduptigrove.com/Consulting-Solutions-Team.htm.

OFFICE NEWS

Comings and Goings

Our farm department welcomed two new staff accountants to the team, Chad Martin from Teeswater and Scott Stephenson from Ethel.

The business department also saw the addition of two new staff accountants this year, Christie Gingrich and Sylvia VanDriel both from Listowel. Co-op student Heather Bowman of Gowanstown, returned for another work term.

The Human Resources Consulting group recently welcomed Emily MacRobbie of Harriston and Jocelyn Meekins from Listowel to the team.

Luke MacLennan of Waterloo joined our Ward & Uptigrove Wealth Management team.

This past year we saw a couple staff leave for new opportunities and challenges. We wish them all the best in their future endeavors.

Congratulations

Garrett Boekestyn completed his experience requirements and has earned his CPA designation.

Congratulations go out to the following for years of service milestones with Ward & Uptigrove:

- 5 Years – Alicia McDonald, Dan Benbow, Brad Bakker, Tim Bridge
- 10 Years – Carrie Sharpin, MaryAnn Grobbink
- 15 Years – Brendan Magee, Valerie Gillespie, Brenda Bulmer
- 20 Years – Lee-Ann Tucker

New arrival congratulations for:
Lindsay McDonald and Greg on arrival of their baby girl, Daphne.
Michael Van Niekerk and Jill with a baby boy, Liam Michael Wayne.
Tonya Wilson and Nick with arrival of baby girl, Sawyer Joyce.
Shayna Gibson and Scott who welcomed a baby boy, Rowan.
Brad Bakker and Kendra welcomed baby girl Marlee Madelina.

Congratulations to Kelby and Brett Smith on their marriage this past summer.

Congratulations to both Murray Coghlin and Grace Slot who retired this year. Both Murray and Grace will still be seen in the office occasionally in part time roles.

In the Community

IPM 2016

Ward & Uptigrove participated in the 2016 International Plowing Match and Rural Expo just outside of Harriston as both a sponsor and exhibitor. Congratulations go out to the winners in our iPad mini draw, Melody Hayden (Gorrie), Deanna Martin (Millbank), and Lilly O'Donnell (Arthur).

FCC Drive Away Hunger

Ward & Uptigrove participated again this year in the FCC Drive Away Hunger Food Drive. Pictured below are some of the staff with the tractor and trailer collecting the food. Through the campaign 5,090 meals were raised by Ward & Uptigrove contributing to the local campaign grand total of 17,204 meals donated to the Listowel Salvation Army.

Bowl for Kids Sake 2016

Ward & Uptigrove was the lead event sponsor this year for the Big Brothers Big Sisters Bowl for Kids Sake. The event raised $23,780 for the local Big Brothers and Big Sisters organization.

United Way Perth-Huron 2016 Campaign

Staff and Partners of Ward & Uptigrove once again took part in the United Way Perth – Huron campaign. The goal this year was to beat the $7,300 raised in our inaugural campaign last year so the goal was set at $9,000. The final numbers are not in, but we are proud to say we have surpassed our goal! The funds raised are kept for support of local initiatives such as the new Crossing Bridges program in North Perth.

Office Hours

For office hours please check our website for details at www.wardanduptigrove.com

If you are not receiving this newsletter by email and would like to please subscribe at:
www.wardanduptigrove.com
Click on Sign up for our Newsletter on top left of our home page.

For a list of our team members please refer to our website at: www.wardanduptigrove.com

Merry Christmas from the Partners and Staff of Ward & Uptigrove!

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Partners and Senior Principals:
Wil Bakker, CPA, CA, CFP
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Ryan Deyell, CPA, CA
Paul Hak, CPA, CMA
Dave LeGault, CPA, CGA
John Padfield, CPA, CA
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Kris Uptigrove, CPA, CA

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Norm MacLennan, CPA, CA
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Principals:
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Jennifer McArthur, CPA, CA
Pete Verbeek, CPA, CA
Michael Weber, CPA, CA

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Emily MacRobbie, CHRL
Lindsay McDonald, CHRL
Jocelyn Meekins, CHRL
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Rick Town
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Don Annett
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Ruth Helmka
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Rebecca Newbigging
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Maralee Parkhouse
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Brenda Sippel
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David Szasz
Brody Tucker
Jill Vander Weir
Sylvia VanDriel, CPA, CA
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